

User Guide BlackBerry 8120 Smartphone

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BlackBerry basics

About typing input methods

You can type on your BlackBerry® device using the SureType® input method or the multi-tap input method.

SureType technology combines a traditional phone-style key layout with a familiar computer-style letter layout that is designed to provide a quick and comfortable typing and dialing experience.

SureType technology is designed to predict words as you type them. When you use SureType technology, you press the letter key for each letter in a word once until the word appears in a list that appears on the screen. For example, to type **run**, you would press the **R** key once, the **U** key once, and so on until **run** appears in the list.

When you use multi-tap, you press a letter key once to type the first letter on the key and twice to type the second letter. For example, to type **run**, you would press the $\begin{bmatrix} 1 & 0 \\ m & R \end{bmatrix}$ key twice, the $\begin{bmatrix} 1 & 0 \\ m & R \end{bmatrix}$ key once, and the $\begin{bmatrix} 1 & 0 \\ m & R \end{bmatrix}$ key twice.

SureType technology is the default typing input method for most fields. Multi-tap is the default typing input method for phone number and password fields.

Type text using SureType technology

- 1. Press the letter key once for each letter in a word.
- 2. Perform one of the following actions:
 - To select an item from the list that appears when you type and start typing a new word, highlight the item. Press the **Enter** key.
 - To select an item from the list that appears when you type and continue typing the same word, click the item.
 - To change a letter in a word that you are typing, highlight the letter. Click the alternate letter that appears on the screen.

To change a letter in a word after you finish typing the word, click the word. Highlight the letter. Click the alternate letter that appears on the screen.

Switch typing input methods

- 1. In the device options, click Language.
- 2. Perform one of the following actions:
 - To use the multi-tap input method, set the Input Language field to <Language>Multitap.
 - To use the SureType® input method, set the Input Language field to <Language>.
- 3. Press the Menu key.
- 4. Click Save.

Switch applications

- 1. In any application, press the Menu key.
- 2. Click Switch Application.
- 3. Perform one of the following actions:
 - If the application that you want to switch to appears, highlight an application and press the Enter key.
 - If the application that you want to switch to does not appear, highlight Home Screen and press the Enter key.

Assign an application to a Convenience key

Your BlackBerry[®] device has one Convenience key on the left side of the device and one on the right side. Depending on your theme, you might not be able to change the application that is assigned to a Convenience key.

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Convenience Key Opens fields.
- 3. Press the Menu key.
- 4. Click Save.

Set owner information

- 1. In the device options, click **Owner**.
- 2. Type your contact information.
- 3. Press the Menu key.
- 4. Click Save.

Turn on standby mode

If you are not on a call, you can turn on standby mode to avoid pressing keys accidentally when you are not using your BlackBerry[®] device. Hold the **Mute** key.

To turn off standby mode, press the Mute key again.

About links

Links appear on your BlackBerry[®] device as underlined text. You can have links to various items such as phone numbers, web sites, and email addresses and can use these links to make calls, visit web sites, or start composing messages quickly.

Create a link for a PIN

You can create a link for a PIN in messages, calendar entries, tasks, or memos. If you click the link, you can send a PIN message.

When typing text, type **pin**: and the PIN.

Expand a folder

- 1. Click a folder with a plus sign (+) beside it.
- 2. If necessary, click **Expand**.

Collapse a folder

- 1. Click a folder with a minus sign (-) beside it.
- 2. If necessary, click Collapse.

BlackBerry basics shortcuts

- To move the cursor, roll the trackball.
- To move back a screen, press the **Escape** key.
- To move to a list item or menu item, type the first letter of the item.
- To select or clear a check box, press the **Space** key.
- To view available values in a field, press the Alt key.
- To switch applications, hold the **Alt** key and press the **Escape** key. Continue to hold the **Alt** key and highlight an application. Release the **Alt** key.
- To return to the Home screen, press the End key.
- To delete a highlighted item, press the Backspace/Delete key.

On the Home screen

- To lock the keyboard, hold the asterisk (*) key. To unlock the keyboard, press the asterisk (*) key and the Send key.
- To lock the device, set a password. Hold the asterisk (*) key. To unlock the device, type your password. Press the Enter key.
- To switch between the active notification profile and the Vibrate notification profile, hold the # key.

BlackBerry basics troubleshooting

No application opens when I press a Convenience key

Verify that you have not deleted the application that you assigned to the key.

Assign a different application to the key.

Some features are not available on my device

Depending on your wireless service plan or the type of email account that is associated with your BlackBerry[®] device, some features might not be available on your device.

If your device is associated with an email account that uses a BlackBerry[®] Enterprise Server, your organization might not have set up some features or might prevent you from using some features or options. If an administrator has set an option for you, a red lock indicator appears beside the option field.

For more information about the features that are available on your device, contact your wireless service provider or administrator.

Shortcuts

BlackBerry basics shortcuts

- To move the cursor, roll the trackball.
- To move back a screen, press the Escape key.
- To move to a list item or menu item, type the first letter of the item.
- To select or clear a check box, press the **Space** key.
- To view available values in a field, press the Alt key.
- To switch applications, hold the **Alt** key and press the **Escape** key. Continue to hold the **Alt** key and highlight an application. Release the **Alt** key.
- To return to the Home screen, press the End key.
- To delete a highlighted item, press the Backspace/Delete key.

On the Home screen

- To lock the keyboard, hold the asterisk (*) key. To unlock the keyboard, press the asterisk (*) key and the Send key.
- To lock the device, set a password. Hold the asterisk (*) key. To unlock the device, type your password. Press the Enter key.
- To switch between the active notification profile and the Vibrate notification profile, hold the # key.

Phone shortcuts

- To answer a call, press the **Send** key.
- To insert a plus sign (+) when typing a phone number, hold **0**.
- To add an extension to a phone number, press the X key. Type the extension number.
- To assign a speed dial number to a key, on the Home screen or in the phone, hold the key.
- To turn on the speakerphone during a call, press the period (.) key. To turn off the speakerphone during a call, press the period (.) key.
- To check your voice mail, hold 1.
- To type a letter in a phone number field, hold the Alt key. Use the multi-tap input method to type the letter.
- To move to the top of the Phone screen, press the Space key.
- To view the last phone number that you typed in the phone, press the **Space** key and the **Enter** key. To dial the phone number, press the **Send** key.
- To view your contact list in the phone, press the Space key. Hold the Send key.
- To switch phone numbers, in the phone, click your active phone number. Click a phone number.

Camera and video camera shortcuts

- To take a picture, press the Right Convenience key.
- To zoom in to a subject before taking a picture, press the Volume Up key.
- To zoom out from a subject before taking a picture, press the Volume Down key.
- To change the flash mode for a picture or to turn on low-light mode for a video, press the Space key.

Message shortcuts

In a message

- To reply to a message, press the exclamation point (!) key.
- To reply to all, press the question mark (?) key.
- To forward a message, press the period (.) key.
- To move to the last cursor position after you close and reopen a received message, press 5.

In a message list

- To open a highlighted message, press the Enter key.
- To compose a message from a message list, press the comma (,) key.
- To view received messages, press the Alt key and 3.
- To view call logs, press the Alt key and the period (.) key.
- To view voice mail messages, press the Alt key and 7.
- To view SMS text messages, press the Alt key and the question mark (?) key.
- To view all your messages, press the Escape key.

Move around a message list

- To move up a screen, press the **Shift** key and the **Space** key.
- To move down a screen, press the **Space** key.
- To move to the top of a message list, press 1.
- To move to the bottom of a message list, press 7.
- To move up a message, press 2.
- To move down a message, press 8.
- To move to the next date, press 6.
- To move to the previous date, press 4.

Typing shortcuts

- To insert a period, press the Space key twice. The next letter is capitalized.
- To capitalize a letter, hold the letter key until the capitalized letter appears.

- To type the alternate character on a key, press the **Alt** key and the character key.
- To type an accented or special character, hold the letter key and roll the trackball to the left or right. Click a selected character. For example, to type ü, hold **3** and roll the trackball to the left until ü is highlighted. Click the trackball.
- To type a number in a number field, press a number key. You do not need to press the Alt key.
- To type a number in a text field, hold the **Alt** key and press the number key.
- To type a letter in a number field, hold the **Alt** key and use the multi-tap input method.
- To turn on NUM lock, hold the Shift key and press the Alt key. To turn off NUM lock, press the Alt key.
- To switch typing input languages, in the device options, on the Language screen, verify that the **Use Input Language Shortcut** field is set to **Yes**. Hold the **Alt** key and press the **Enter** key. Continue to hold the **Alt** key and highlight a language. Release the **Alt** key.
- To type a long word quickly, type part of the word. In the list that appears when you type, highlight an item with the same initial letters as the word that you want to type. Roll the trackball to the right. In the second list that appears on the screen, highlight the word that you want to type. Press the **Enter** key.

Insert symbols

- To insert an at sign (@) or a period (.) in an email address field, press the Space key.
- To type a symbol, press the **Symbol** key. To view more symbols, press the **Symbol** key again. Type the letter that appears below the symbol.

Work with text

- To highlight a line of text, press the **Shift** key and roll the trackball up or down.
- To highlight text character by character, hold the Shift key and roll the trackball left or right.
- To cancel a text selection, press the Escape key.
- To cut highlighted text when typing, press the Shift key and the Backspace/Delete key.
- To copy highlighted text when typing, press the **Alt** key and click the trackball.
- To paste highlighted text when typing, press the **Shift** key and click the trackball.

Search shortcuts

- To search for a contact in a list of contacts, type the contact name or initials separated by a space.
- To search for text in an attachment, press Q.
- To search for text in a presentation attachment, verify that you are viewing the presentation in text view or in text and slide view. Press **Q**.

Attachment shortcuts

• To search for text in an attachment, press **Q**.

In a spreadsheet

- To move to a specific cell, press A.
- To view the content of a cell, press the **Space** key.

• To switch worksheets, pressO. Highlight a worksheet. Press the Enter key.

In a presentation

- To switch presentation views, press Z.
- To move to the next slide, verify that you are viewing the presentation in slide view. Press 6.
- To move to the previous slide in slide view, verify that you are viewing the presentation in slide view. Press 4.

Browser shortcuts

- To insert a period (.) in the web address field, press the **Space** key.
- To insert a slash mark (/) in the web address field, press the Shift key and the Space key.
- To stop loading a web page, press the Escape key.
- To close the browser, hold the **Escape** key.

On a web page

- To switch between Column view and Page view, press the at sign (@) key.
- To move to a specific web page, press the period (.) key.
- To open the bookmark list, press 5.
- To add a bookmark, press the question mark (?) key.
- To follow a link, highlight or pause on the link. Press the Enter key.
- To hide the banner, press the exclamation point (!) key. To view the banner, press the exclamation point (!) key.

Navigate a web page

- To move up a screen, press 3.
- To move down a screen, press 9.
- To move to the top of a web page, press 1.
- To move to the bottom of a web page, press 7.

Media shortcuts

- To pause a video or song, press the Mute key. To resume playing a video or song, press the Mute key.
- To play the next song in a category, press N.
- To play the previous song in a category, press P.
- To amplify the volume for songs, ring tones, and videos, press the **Volume Up** key until you reach the highest volume setting. Press the **Volume Up** key four times quickly.
- To rotate a picture, press the comma (,) key.
- To zoom in to a picture, press 3. To zoom to the original picture size, press 5.
- To zoom out from a picture, press 9. To zoom to the original picture size, press 5.

Map shortcuts

- To zoom in to a map, press L.
- To zoom out from a map, press **O**.
- To view status information at the top of a map, press Q. To hide status information at the top of a map, press Q.
- To view tracking information at the bottom of a map, press the **Space** key. To hide tracking information at the bottom of a map, press the **Space** key.
- To move to the next direction on a route, press 6.
- To move to the previous direction on a route, press 4.

Calendar shortcuts

For shortcuts to work in Day view, in the calendar options, change the Enable Quick Entry field to No.

- To schedule an appointment, press the period (.) key.
- To move to the next day, week, or month, press 9.
- To move to the previous day, week, or month, press 3.
- To move up an hour, press 2.
- To move down an hour, press 8.
- To move to the current date, press the exclamation point (!) key.

Phone

Phone basics

Find your phone number

In the phone, your phone number appears at the top of the screen. If you have more than one phone number associated with your BlackBerry[®] device, your active phone number appears at the top of the screen.

Make a call

- 1. On the Home screen or in the phone, perform one of the following actions:
 - Type a phone number.
 - Type part of a contact name. Highlight a contact or phone number.
- 2. Press the key.

To end the call, press the **monometry** key.

Answer a call

Press the **Send** key. To end the call, press the **End** key.

Answer a second call

- 1. Press the Menu key.
- 2. Perform one of the following actions:
 - To answer the incoming call and place the current call hold, click Answer Hold Current.
 - To answer the incoming call and end the current call, click Answer Drop Current.

Ignore a call

Press the End key.

Mute a call

During a call, press the **Mute** key. To turn mute off, press the **Mute** key again.

Place a call on hold

- 1. During a call, press the Menu key.
- 2. Click Hold.

To resume a call, press the Menu key. Click Resume.

Turn on the speakerphone

During a call, press the period (.) key.

Do not hold the BlackBerry[®] device near your ear while you use the speakerphone. Hearing damage can occur. For more information, see the safety and product information booklet for your device.

Turn off the speakerphone

Perform one of the following actions:

- To turn off the speakerphone during a call, press the period (.) key again.
- To turn off the speakerphone and listen privately to a voice mail message, song, or video, press the Menu key. Click Activate Handset Speaker.

Dial using numbers or letters

When you type a letter in a phone number, your BlackBerry[®] device dials the number that is associated with the letter on a conventional phone keypad.

- To type a number, press a number key.
- To type the first letter on a key, hold the **Alt** key. Press the letter key once.
- To type the second letter on a key, hold the Alt key. Press the letter key twice.

Switch applications during a call

- 1. During a call, press the Menu key.
- 2. Click Home Screen.

Note: If you switch to a different application and you want to end the call, press the End key.

Switch calls

- 1. Press the Menu key.
- 2. Click Swap.

Make a call when the device is locked

Verify that dialing from the Lock screen is turned on.

1. On the Lock screen, press the **Enter** key.

2. Click Place Call.

- 3. Perform one of the following actions:
 - Type a phone number.
 - Type part of a contact name. Click a contact or phone number.

4. Press the Send key.

To end the call, press the **End** key.

Use a headset

You can purchase an optional headset to use with your BlackBerry® device.

- To answer a call, press the headset button.
- To turn on mute during a call, press the headset button. To turn off mute, press the headset button again.
- To end a call, hold the headset button.
- To make a call using a voice command, hold the headset button. Say the command.
- To pause a song, press the headset button. To resume playing the song, press the headset button again.

For more information about using the headset, see the documentation that came with your headset.

Emergency calls

About emergency calls

Your BlackBerry[®] device is designed to make emergency calls even when it is locked or the SIM card is not inserted. If the connection to the wireless network is turned off when you initiate an emergency call, your device is designed to connect to the wireless network automatically. If you are outside of a wireless coverage area and the SOS wireless coverage indicator appears, you can only call emergency numbers.

You can only make emergency calls by typing official emergency access numbers (for example, 911 in North America or 112 in countries that are part of the European Union).

Make an emergency call

- If your keyboard or BlackBerry® device is unlocked, in the phone, type the emergency number. Press the Send key.
- If your keyboard or device is locked, press the Enter key. Click Emergency Call. Click Yes.

Volume

Adjust the volume

- To increase the volume, press the Volume Up key.
- To decrease the volume, press the Volume Down key.

Change the default volume for calls

You can increase or decrease the default volume for calls. The higher the volume percentage, the louder the volume.

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Default Call Volume field.
- 5. Press the Menu key.
- 6. Click Save.

Improve sound quality during a call

You can only change sound quality for the earpiece on your BlackBerry® device.

- 1. During a call, press the Menu key.
- 2. Click Enhance Call Audio.
- 3. Select a bass or treble option.

Improve sound quality for all calls

You can only change sound quality for the earpiece on your BlackBerry® device.

- 1. In the phone, press the Menu key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Enhance Call Audio field.
- 5. Press the Menu key.
- 6. Click Save.

Voice dialing

Make a call using a voice command

If you are using a Bluetooth[®] enabled device, such as a handsfree car kit or wireless headset, verify that the Bluetooth enabled device supports this feature and that you have paired the Bluetooth enabled device with your BlackBerry[®] device. You cannot make calls to emergency numbers using voice commands.

- 1. In the voice dialing application, wait for the sound.
- 2. Say "Call" and a contact name or phone number.

To end the call, press the **End** key.

Dial an extension using a voice command

Verify that you have set smart dialing options. You can dial extensions only within your company. Say "**Call extension**" and the extension number.

Check your phone number using a voice command

- 1. In the voice dialing application, wait for the sound.
- 2. Say "Check my phone number."

Change the voice dialing language

Verify that your BlackBerry[®] Device Software supports multiple languages. For more information, contact your wireless service provider or administrator.

- 1. In the device options, click Language.
- 2. Change the Voice Dialing Language field.
- 3. Press the Menu key.
- 4. Click Save.

Turn off choice lists for voice commands

- 1. In the device options, click Voice Dialing.
- 2. Set the Choice Lists field to Always Off.
- 3. Press the Menu key.
- 4. Click Save.

If your BlackBerry[®] device identifies more than one possible match to a voice command, your device selects the best match and dials the phone number automatically.

Set the matching sensitivity level for voice commands

- 1. In the device options, click **Voice Dialing**.
- 2. Perform one of the following actions:
 - To increase matches, set the Sensitivity field closer to Reject Less.
 - To reduce the number of incorrect matches, set the Sensitivity field closer to Reject More.
- 3. Press the Menu key.
- 4. Click Save.

Turn off voice prompts

1. In the voice dialing application, wait for the sound.

2. Say "Turn prompts off."

Set playback options for voice dialing

- 1. In the device options, click **Voice Dialing**.
- 2. Perform any of the following actions:
 - To turn off playback for phone numbers, set the **Digit Playback** field to **Disabled**.
 - To turn off playback for contacts, set the Name Playback field to Disabled.
 - To set how quickly playback for contacts occurs, set the Name Playback Speed field.
 - To set the playback volume for contacts, set the Name Playback Volume field.
- 3. Press the Menu key.
- 4. Click Save.

Improve voice recognition of numbers

- 1. In the device options, click Voice Dialing.
- 2. Press the Menu key.
- 3. Click Adapt Digits.
- 4. Complete the instructions on the screen.

Voice mail

Check your voice mail

Verify that you have a voice mail access number. Depending on your theme, you might be able to check your voice mail from the Home screen.

- 1. In the phone, press the **Menu** key.
- 2. Click Call Voice Mail.

Change the voice mail access number

If a voice mail access number is not already set on your BlackBerry[®] device, you can type the access number for a different voice mail system. If you have more than one phone number associated with your device, you can only set the voice mail access number for the active phone number.

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click Voice Mail.
- 4. Type a voice mail access number and a password.
- 5. Press the Menu key.

6. Click Save.

Speed dial

Make a call using speed dial

You can make a call using speed dial in the phone, on the Home screen, in a message list, or in an open message. Hold the key that you have assigned to the contact or phone number.

Assign a speed dial number to a key

- 1. In the phone, press the **Menu** key.
- 2. Click View Speed Dial List.
- 3. Click an unassigned key.
- 4. Click New Speed Dial.
- 5. Click a contact.

Change the contact assigned to a speed dial key

- 1. In the phone, press the Menu key.
- 2. Click View Speed Dial List.
- 3. Click a contact or phone number.
- 4. Perform one of the following actions:
 - To change the contact that is assigned to a speed dial key, click Edit. Click a new contact.
 - To assign the contact to a different speed dial key, click **Move**. Roll the trackball to move the contact to the new speed dial key. Click the trackball.
 - To delete the contact from the speed dial list, click **Delete**.

Conference calls

Make a conference call

- 1. During a call, press the **Send** key.
- 2. Type a phone number or highlight a contact.
- 3. Press the Send key.
- 4. During the second call, press the Menu key.
- 5. Click Join.

Note: When you add more than two numbers to a conference call, place the conference call on hold before you call the next phone number or contact.

Create a phone number link for a conference call

- 1. Type a phone number for the conference call bridge.
- 2. Type **X** and the access code.

Speak privately with a contact during a conference call

- 1. During a conference call, press the **Menu** key.
- 2. Click Split Call.
- 3. Click a contact.

To return to the conference call, press the Menu key. Click Join.

Disconnect a contact from a conference call

- 1. During a conference call, press the **Menu** key.
- 2. Click Drop Call.
- 3. Click a contact.

Leave a conference call

Verify that your wireless service provider supports this feature. If you make a conference call, you can leave the conference call and the call continues without you.

- 1. During a conference call, press the **Menu** key.
- 2. Click Transfer.

Caller ID

Add a caller ID picture for a contact

- 1. In the address book, highlight a contact.
- 2. Press the **Menu** key.
- 3. Click Add Picture.
- 4. Highlight a picture.
- 5. Press the Menu key.
- 6. Click Select.
- 7. Center the picture in the box.
- 8. Click the trackball.
- 9. Click Crop and Save.

Change the caller ID picture for a contact

- 1. When changing a contact, highlight the caller ID picture.
- 2. Press the Menu key.
- 3. Click Replace Picture.
- 4. Highlight a picture.
- 5. Press the Menu key.
- 6. Click Select.
- 7. Center the picture in the box.
- 8. Click the trackball.
- 9. Click Crop and Save.

Delete the caller ID picture for a contact

- 1. In the address book, highlight a contact.
- 2. Press the **Menu** key.
- 3. Click Edit.
- 4. Click the caller ID picture.
- 5. Click Delete Picture.
- 6. Click the trackball.
- 7. Click Save.

Call logs

About call logs

Call logs include the date on which you called your contact, the phone number that you called, and the duration of the call. You can also add notes to your call logs. You can view call logs in the phone or, depending on how you set your call logging options, you can view call logs in a message list. Depending on your theme, missed calls might also appear on the Home screen.

Your BlackBerry® device stores call logs for 30 days.

View call logs in a message list

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click Call Logging.
- 4. Select a call log type option.

To hide call logs in a message list, select the None option.

Add notes to a call log

- 1. In the phone, highlight a call log.
- 2. Press the Menu key.
- 3. Click View History.
- 4. Press the Menu key.
- 5. Click Add Notes.
- 6. Type call notes.
- 7. Click the trackball.
- 8. Click Save.

Change call log notes

- 1. In the phone, highlight a call log.
- 2. Press the Menu key.
- 3. Click View History.
- 4. Press the Menu key.
- 5. Click Edit Notes.
- 6. Change the call notes.
- 7. Click the trackball.
- 8. Click Save.

Forward a call log

- 1. In the phone, highlight a call log.
- 2. Press the Menu key.
- 3. Click View History.
- 4. Press the Menu key.
- 5. Click Forward.

Delete call log notes

- 1. In the phone, highlight a call log.
- 2. Press the **Menu** key.
- 3. Click View History.
- 4. Press the Menu key.
- 5. Click Edit Notes.
- 6. Press the Menu key.

- 7. Click Clear Field.
- 8. Click the trackball.
- 9. Click Save.

Call waiting

Prerequisites: Call waiting

- Verify that your wireless service plan includes this service.
- Verify that your wireless service provider has set up your SIM card for this service.

Turn on call waiting

If you have more than one phone number associated with your BlackBerry[®] device, you can change call waiting options for the active phone number only.

- 1. In the phone, press the Menu key.
- 2. Click Options.
- 3. Click Call Waiting.
- 4. Change the Call Waiting Enabled field to Yes.
- 5. Press the **Menu** key.
- 6. Click Save.

To turn off call waiting, change the Call Waiting Enabled field to No.

Call forwarding

About call forwarding

Depending on your wireless service provider, one or more call forwarding phone numbers might already be available on your SIM card. You might not be able to change or delete these phone numbers or add new ones. If you have more than one phone number associated with your BlackBerry[®] device, you can only change call forwarding options for the active phone number.

For more information, contact your wireless service provider.

Prerequisites: Call forwarding

- Verify that your wireless service plan includes this service.
- Verify that your wireless service provider has set up your SIM card for this service.

Forward calls

Verify that you have one or more call forwarding numbers.

- 1. In the phone, press the Menu key.
- 2. Click Options.
- 3. Click Call Forwarding.
- 4. Press the Menu key.
- 5. Click a call forwarding number.
- 6. Press the Menu key.
- 7. Click Save.

To stop forwarding calls, change the Forward All Calls field to Do Not Forward.

Add a call forwarding phone number

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click Call Forwarding.
- 4. Press the Menu key.
- 5. Click New Number.
- 6. Type a phone number.
- 7. Press the Enter key.
- 8. Press the Menu key.
- 9. Click Close.

Change a call forwarding phone number

You can only change call forwarding phone numbers that you have added.

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click Call Forwarding.
- 4. Press the Menu key.
- 5. Click Edit Numbers.
- 6. Click a phone number.
- 7. Click Edit.
- 8. Change the phone number.
- 9. Click the trackball.

Delete a call forwarding phone number

You can only delete call forwarding phone numbers that you have added.

- 1. In the phone, press the **Menu** key.
- 2. Click Options.

- 3. Click Call Forwarding.
- 4. Press the Menu key.
- 5. Click Edit Numbers.
- 6. Click a phone number.
- 7. Click Delete.

Call blocking

About call blocking

You can block all incoming calls or block incoming calls only when you roam to another wireless network.

You can also block all outgoing calls and all outgoing international calls, or you can block outgoing international calls only when you roam to another wireless network.

If you have more than one phone number associated with your BlackBerry[®] device, you can change call blocking options for the active phone number only.

Prerequisites: Call blocking

- Verify that your wireless service plan includes this service.
- · Verify that your wireless service provider has set up your SIM card for this service.
- Verify that your wireless service provider has provided you with a call blocking password.

Block calls

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click Call Barring.
- 4. Highlight a call blocking option.
- 5. Press the Menu key.
- 6. Click Enable.
- 7. Type your call blocking password.

To stop blocking calls, highlight a call blocking option. Press the Menu key. Click Disable.

Change the call blocking password

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click Call Barring.
- 4. Press the Menu key.

5. Click Change Password.

Fixed dialing

About fixed dialing

If you turn on fixed dialing, you can only make calls to contacts that appear in your fixed dialing list.

You can make an emergency call when fixed dialing is turned on, even if the emergency number does not appear in your fixed dialing list.

If your wireless service plan includes SMS text messaging, you can also send SMS text messages to contacts that appear in your fixed dialing list.

Prerequisites: Fixed dialing

- Verify that your wireless service provider has set up your SIM card for this service.
- Verify that your wireless service provider has provided you with a SIM card PIN 2 code.

Turn on fixed dialing

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click FDN Phone List.
- 4. Press the Menu key.
- 5. Click Enable FDN Mode.
- 6. Type your PIN2 code.
- 7. Click the trackball.

To turn off fixed dialing, press the Menu key. Click Disable FDN Mode.

Add a contact to your fixed dialing list

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click FDN Phone List.
- 4. Click the trackball.
- 5. Click New.
- 6. Type your PIN2 code.
- 7. Press the Menu key.
- 8. Type a name and a phone number.
- 9. Press the **Menu** key.

10. Click Save.

Change a contact in your fixed dialing list

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click FDN Phone List.
- 4. Highlight a contact.
- 5. Press the Menu key.
- 6. Click Edit.
- 7. Change the contact information.
- 8. Press the **Menu** key.
- 9. Click Save.

Delete a contact from your fixed dialing list

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click FDN Phone List.
- 4. Highlight a contact.
- 5. Press the Menu key.
- 6. Click Delete.

Smart dialing

About smart dialing

You can change smart-dialing options to specify a default country code and area code for phone numbers. If you specify a default country code and area code, when you make calls, you only need to dial a country code and area code when the codes differs from the codes that you specified in the smart-dialing options.

In the smart-dialing options, you can also specify the main phone number for an organization that you call frequently. If you specify a phone number for an organization, you can call a contact at the organization quickly by dialing the contact's extension only. Likewise, when you add a contact from the organization to your address book, you only need to type the contact's extension.

Set the default country code and area code

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click Smart Dialing.

- 4. Set the Country Code and Area Code fields.
- 5. In the National Number Length field, set the default length for phone numbers in your country.
- 6. Press the **Menu** key.
- 7. Click Save.

Note: When you calculate the default length for phone numbers, include your area code and local number, but do not include your country code or the National Direct Dialing prefix.

Set options for dialing extensions

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click Smart Dialing.
- 4. In the Number field, type the main phone number for an organization.
- 5. Set how long the BlackBerry® device waits before dialing an extension.
- 6. In the Extension Length field, set the default length for extensions.
- 7. Press the Menu key.
- 8. Click Save.

TTY support

About TTY support

When you turn on TTY support and you connect your BlackBerry[®] device to a TTY device, you can make calls to and receive calls from TTY devices. Your BlackBerry device is designed to convert received calls to text that you can read on your TTY device.

Prerequisites: TTY support

- Verify that your wireless service provider supports this feature.
- Verify that your TTY device operates at 45.45 bits per second.

Turn on TTY support

- 1. In the phone, press the Menu key.
- 2. Click Options.
- 3. Click TTY.
- 4. Set the TTY Mode field to Yes.
- 5. Press the Menu key.

6. Click Save.

A TTY indicator appears in the device status section of the screen. To turn off TTY support, set the **TTY Mode** field to **No**.

Multiple phone numbers

About multiple phone numbers

Your SIM card might support more than one phone number, or your BlackBerry[®] device might be associated with a phone number provided by your wireless service provider and an enterprise voice phone number provided by your organization.

If you have more than one phone number associated with your device, you can switch the phone number that you use as your active phone number. You can receive calls to all phone numbers that are associated with your device, but you make calls using your active phone number. During a call, you can use your active phone number only. For example, you cannot place one call on hold and make a second call using another phone number.

Switch the active phone number

- 1. In the phone options, click **General Options**.
- 2. Change the Active Line field.
- 3. Press the Menu key.
- 4. Click Save.

Phone options

Hide your phone number from contacts when you make calls

- 1. In the phone, press the Menu key.
- 2. Click Options.
- 3. Click General Options.
- 4. Set the Restrict My Identity field to Always.
- 5. Press the Menu key.
- 6. Click Save.

Turn on dialing from the Lock screen

- 1. In the device options, click Security Options.
- 2. Click General Settings.
- 3. Set the Allow Outgoing Calls While Locked field to Yes.
- 4. Press the Menu key.

5. Click Save.

Sort phone numbers or contacts on the Phone screen

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Perform one of the following actions:
 - To sort phone numbers or contacts by frequency of use, set the Phone List View field to Most Used.
 - To sort contacts alphabetically by contact name, set the Phone List View field to Name.
 - To sort phone numbers or contacts by recency of use, set the Phone List View field to Most Recent.
- 5. Press the **Menu** key.
- 6. Click Save.

To sort phone numbers or contacts by call logs again, set the Phone List View field to Call Log.

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

- 1. In an application, press the Menu key.
- 2. Click Options.
- 3. If necessary, click General Options.
- 4. Change the Confirm Delete field to No.
- 5. Press the Menu key.
- 6. Click Save.

Stop ending calls when you insert your device in the holster

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Set the Auto End Calls field to Never.
- 5. Press the Menu key.
- 6. Click Save.

Answer calls automatically when you remove your device from the holster

- 1. In the phone, press the Menu key.
- 2. Click Options.
- 3. Click General Options.

- 4. Change the Auto Answer Calls field to Out Of Holster.
- 5. Press the **Menu** key.
- 6. Click Save.

Reset a call timer

- 1. In the phone, press the **Menu** key.
- 2. Click Status.
- 3. Click Last Call or Total Calls.
- 4. Click Clear Timer.
- 5. Press the Menu key.
- 6. Click Save.

Phone shortcuts

- To answer a call, press the **Send** key.
- To insert a plus sign (+) when typing a phone number, hold **0**.
- To add an extension to a phone number, press the **X** key. Type the extension number.
- To assign a speed dial number to a key, on the Home screen or in the phone, hold the key.
- To turn on the speakerphone during a call, press the period (.) key. To turn off the speakerphone during a call, press the period (.) key.
- To check your voice mail, hold 1.
- To type a letter in a phone number field, hold the Alt key. Use the multi-tap input method to type the letter.
- To move to the top of the Phone screen, press the **Space** key.
- To view the last phone number that you typed in the phone, press the **Space** key and the **Enter** key. To dial the phone number, press the **Send** key.
- To view your contact list in the phone, press the Space key. Hold the Send key.
- To switch phone numbers, in the phone, click your active phone number. Click a phone number.

Phone troubleshooting

I cannot make or receive calls

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- If you cannot make calls and fixed dialing is turned on, verify that the phone number for your contact appears in your fixed dialing list or turn off fixed dialing.

- If you have traveled to another country and you have not changed your smart-dialing options, dial the full phone number, including the country code and area code, for your contact.
- If you are not receiving calls, verify that call blocking and call forwarding are turned off.
- If your SIM card supports more than one phone number, but you have only one phone number, verify that the phone number is set as the primary number.

My phone number appears as Unknown in the phone

Try changing the phone number on your SIM card to change how your phone number appears in the phone. In the device options, click **Advanced Options**. Click **SIM Card**. Highlight the phone number. Press the **Menu** key. Click **Edit SIM Phone Number**. Type your phone number. Click the trackball.

Note: If you change the phone number on your SIM card, you do not change the phone number that your BlackBerry[®] device uses to make and receive calls.

I cannot make calls using a voice command

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- If you are using a Bluetooth[®] enabled device, such as a handsfree car kit or wireless headset, verify that the Bluetooth enabled device supports this feature and that you have paired the Bluetooth enabled device with your BlackBerry device.
- If your keyboard is locked, unlock your keyboard.
- Verify that the language that you use to say voice commands is the same as the voice dialing language that you have set in the language options. Certain languages might not be supported.

My device does not recognize names or numbers in voice commands

Try performing the following actions:

- Say the first name and the last name of your contact.
- Use standard pronunciation rules when you say a voice command.
- If your BlackBerry[®] device does not often identify matches, set the matching sensitivity level to reject less.
- If your device often identifies incorrect matches, set the matching sensitivity level to reject more.
- Adapt digit dialing to improve voice recognition of numbers.

I cannot check my voice mail

If you have more than one phone number associated with your BlackBerry[®] device and you are trying to check your voice mail using a shortcut key, your device calls the voice mail access number for your active phone number.

Try checking the voice mail for your alternate phone number.

I cannot join a call

If your BlackBerry[®] device is associated with an enterprise voice phone number, you cannot join a call that you make from or receive to your enterprise voice phone number with a call that you make from or receive to the phone number provided by your wireless service provider.

Voice dialing

Make a call using a voice command

If you are using a Bluetooth[®] enabled device, such as a handsfree car kit or wireless headset, verify that the Bluetooth enabled device supports this feature and that you have paired the Bluetooth enabled device with your BlackBerry[®] device. You cannot make calls to emergency numbers using voice commands.

- 1. In the voice dialing application, wait for the sound.
- 2. Say "Call" and a contact name or phone number.

To end the call, press the **End** key.

Dial an extension using a voice command

Verify that you have set smart dialing options. You can dial extensions only within your company. Say "**Call extension**" and the extension number.

Check your phone number using a voice command

- 1. In the voice dialing application, wait for the sound.
- 2. Say "Check my phone number."

Check the wireless coverage level using a voice command

- 1. In the voice dialing application, wait for the sound.
- 2. Say "Check coverage."

Check the battery power level using a voice command

- 1. In the voice dialing application, wait for the sound.
- 2. Say "Check battery."

Change the voice dialing language

Verify that your BlackBerry[®] Device Software supports multiple languages. For more information, contact your wireless service provider or administrator.

- 1. In the device options, click Language.
- 2. Change the Voice Dialing Language field.

- 3. Press the Menu key.
- 4. Click Save.

Turn off choice lists for voice commands

- 1. In the device options, click Voice Dialing.
- 2. Set the Choice Lists field to Always Off.
- 3. Press the Menu key.
- 4. Click Save.

If your BlackBerry[®] device identifies more than one possible match to a voice command, your device selects the best match and dials the phone number automatically.

Set the matching sensitivity level for voice commands

- 1. In the device options, click Voice Dialing.
- 2. Perform one of the following actions:
 - To increase matches, set the Sensitivity field closer to Reject Less.
 - To reduce the number of incorrect matches, set the Sensitivity field closer to Reject More.
- 3. Press the Menu key.
- 4. Click Save.

Turn off voice prompts

- 1. In the voice dialing application, wait for the sound.
- 2. Say "Turn prompts off."

Set playback options for voice dialing

- 1. In the device options, click Voice Dialing.
- 2. Perform any of the following actions:
 - To turn off playback for phone numbers, set the Digit Playback field to Disabled.
 - To turn off playback for contacts, set the Name Playback field to Disabled.
 - To set how quickly playback for contacts occurs, set the Name Playback Speed field.
 - To set the playback volume for contacts, set the Name Playback Volume field.
- 3. Press the Menu key.
- 4. Click Save.

Improve voice recognition of numbers

- 1. In the device options, click Voice Dialing.
- 2. Press the Menu key.
- 3. Click Adapt Digits.
- 4. Complete the instructions on the screen.

Use a headset

You can purchase an optional headset to use with your BlackBerry® device.

- To answer a call, press the headset button.
- To turn on mute during a call, press the headset button. To turn off mute, press the headset button again.
- To end a call, hold the headset button.
- To make a call using a voice command, hold the headset button. Say the command.
- To pause a song, press the headset button. To resume playing the song, press the headset button again.

For more information about using the headset, see the documentation that came with your headset.

Voice dialing troubleshooting

I cannot make calls using a voice command

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- If you are using a Bluetooth[®] enabled device, such as a handsfree car kit or wireless headset, verify that the Bluetooth enabled device supports this feature and that you have paired the Bluetooth enabled device with your BlackBerry device.
- If your keyboard is locked, unlock your keyboard.
- Verify that the language that you use to say voice commands is the same as the voice dialing language that you have set in the language options. Certain languages might not be supported.

My device does not recognize names or numbers in voice commands

Try performing the following actions:

- Say the first name and the last name of your contact.
- Use standard pronunciation rules when you say a voice command.
- If your BlackBerry[®] device does not often identify matches, set the matching sensitivity level to reject less.
- If your device often identifies incorrect matches, set the matching sensitivity level to reject more.
- Adapt digit dialing to improve voice recognition of numbers.

Camera and video camera

Take a picture

- 1. In the camera, click the trackball.
- 2. Perform one of the following actions:
 - To take another picture, click the **camera** icon.
 - To delete the picture, click the trash can icon.
 - To set the picture as a caller ID picture or Home screen background, click the crop icon.
 - To forward the picture, click the envelope icon.
 - To rename and save the picture, click the **folder** icon.

Zoom in to or out from a subject

In the camera, perform one of the following actions:

- To zoom in, roll the trackball up.
- To zoom out, roll the trackball down.

View the number of remaining pictures

In the camera, the approximate number of pictures that you can save appears in the lower-left corner of the screen.

Record a video

Verify that you have inserted a media card into your BlackBerry® device.

- 1. In the video camera, click the trackball.
- 2. Perform one of the following actions:
 - To pause recording, click the trackball. To resume recording, click the resume icon.
 - To stop recording and save the video, click the **stop** icon.
 - To play the video, click the **play** icon.
 - To delete the video, click the trash can icon.
 - To forward the video, click the **envelope** icon.
 - To rename the video, click the **folder** icon.

View the amount of memory available for recording videos

In the video camera, the approximate amount of memory available for recording videos appears in the lower-left corner of the screen.

Camera and video camera options

Change the location for storing pictures or videos

- 1. In the camera or video camera, press the Menu key.
- 2. Click Options.
- 3. Perform one of the following actions:
 - In the camera, change the Store Pictures and Folder fields.
 - In the video camera, change the **Folder** field.
- 4. Press the Menu key.
- 5. Click Save.

Change the default flash mode

- 1. In the camera, press the **Menu** key.
- 2. Click Options.
- 3. Change the Default Flash Setting field.
- 4. Press the Menu key.
- 5. Click Save.

Turn on low-light mode for videos

- 1. In the video camera, press the **Menu** key.
- 2. Click Options.
- 3. Change the Video Light field.
- 4. Press the Menu key.
- 5. Click Save.

The light mode indicator in the lower-right corner of the screen displays the current light mode.

Change white balance for pictures and videos

Lighting conditions can affect the colors in pictures and videos. Change the white balance to compensate for different lighting conditions.

- 1. In the camera or video camera, press the Menu key.
- 2. Click Options.
- 3. Change the White Balance field.
- 4. Press the Menu key.
- 5. Click Save.

Change the video size and format

- 1. In the video camera, press the Menu key.
- 2. Click Options.
- 3. Change the Video Format field.
- 4. Press the Menu key.
- 5. Click Save.

Set picture size

- 1. In the camera, press the **Menu** key.
- 2. Click Options.
- 3. Set the Picture Size field.
- 4. Press the Menu key.
- 5. Click Save.

Set picture quality

You can set the fineness of detail that the camera captures in pictures. The finer the detail of a picture, the more memory the picture requires.

- 1. In the camera, press the **Menu** key.
- 2. Click Options.
- 3. Set the Picture Quality field.
- 4. Press the Menu key.
- 5. Click Save.

Apply a color effect to pictures

You can apply a sepia or black-and-white color effect to pictures that you take.

- 1. In the camera, press the **Menu** key.
- 2. Click Options.
- 3. Change the **Color Effect** field.
- 4. Press the Menu key.
- 5. Click Save.

Camera and video camera shortcuts

- To take a picture, press the **Right Convenience** key.
- To zoom in to a subject before taking a picture, press the Volume Up key.

- To zoom out from a subject before taking a picture, press the Volume Down key.
- To change the flash mode for a picture or to turn on low-light mode for a video, press the Space key.

Camera and video camera troubleshooting

I cannot save pictures or videos

Your BlackBerry[®] device memory or media card might not have enough available memory to store pictures or videos.

Try performing the following actions:

- If you are trying to save a picture or video to your device memory, delete old data or messages from your device.
- If you are trying to save a picture or video on your media card, delete old media files.
- In the camera options, verify that the **Picture Quality** field is not set to **Superfine**. Superfine pictures use more memory than fine or normal pictures.
- Increase the maximum amount of memory available for pictures.

The flash dims or turns off

If the battery power level drops below 20 percent, the flash dims to conserve battery power. In cold temperatures, when the battery power level drops below 20 percent, the flash might turn off.

Some pictures that I take are blurry

In low lighting conditions, the camera might compensate for the lack of exposure by using a slower shutter speed. If you move the camera before the shutter clicks, the picture might be blurry. If the camera is using a slower shutter speed, an exclamation point indicator appears at the bottom of the screen.

Email messages

Email message basics

Open a message

If your BlackBerry[®] device is associated with more than one email address, you might be able to open messages from the message list for a specific email address.

In a message list, click a message.

If you open an MMS message and the content does not appear, press the Menu key. Click Retrieve.

Send an email message

- 1. In a message list, press the 🗱 key.
- 2. Click Compose Email.
- 3. In the **To** field, perform one of the following actions:
 - Type an email address.
 - Type a contact name.
 - Type part of a contact name. Click a contact.
- 4. Type a message.
- 5. Press the 🗱 key.
- 6. Click Send.

Check spelling

You can check spelling in messages, calendar entries, tasks, or memos that you create.

- 1. In a message, calendar entry, task, or memo, press the Menu key.
- 2. Click Check Spelling.
- 3. Perform any of the following actions:
 - To accept the suggested spelling, click the highlighted word.
 - To ignore the suggested spelling, press the Escape key.
 - To ignore all instances of the suggested spelling, press the Menu key. Click Ignore All.
 - To add the word to the custom dictionary, press the Menu key. Click Add To Dictionary.
 - To stop checking spelling, press the Menu key. Click Cancel Spell Check.

Save a draft of a message

1. When composing a message, click the trackball.

2. Click Save Draft.

Blind carbon copy a contact

You can blind carbon copy a contact in an email message, a PIN message, or an MMS message.

- 1. When composing a message, press the Menu key.
- 2. Click Add Bcc.

Attach a contact to a message

You can attach a contact to an email message, a PIN message, or an MMS message.

- 1. When composing a message, press the **Menu** key.
- 2. Click Attach Address or Attach Contact .
- 3. Click a contact.

Set the importance level for a message

You can set the importance level for an email message, PIN message, or MMS message.

- 1. When composing a message, press the Menu key.
- 2. Click Options.
- 3. Set the Importance field.
- 4. Press the Menu key.
- 5. Click Save.

Save a message

- 1. In a message, press the Menu key.
- 2. Click Save.

Reply to a message

- 1. In a message, click the trackball.
- 2. Click Reply or Reply to All.

Delete the original text from a reply message

- 1. When replying to a message, press the **Menu** key.
- 2. Click Delete Original Text.

Forward a message

You cannot forward MMS messages that contain content that is copyright protected.

- 1. In a message, press the Menu key.
- 2. Perform one of the following actions:
 - Click Forward.
 - Click Forward As. Click a message type.

Delete a message

- 1. In a message, click the trackball.
- 2. Click Delete.

Delete multiple messages

- 1. In a message list, highlight a date field.
- 2. Press the Menu key.
- 3. Click Delete Prior.
- 4. Click Delete.

Note: Email messages that you delete using the Delete Prior menu item are not deleted from the email application on your computer during email reconciliation.

Mark a message as opened or unopened

In a message list, perform one of the following actions:

- Highlight a message. Press the Menu key. Click Mark Opened or Mark Unopened.
- Highlight a date field. Press the Menu key. Click Mark Prior Opened. Click Mark Opened.

Create a link for a PIN

You can create a link for a PIN in messages, calendar entries, tasks, or memos. If you click the link, you can send a PIN message. When typing text, type **pin**: and the PIN.

Search for text in a message, attachment, or web page

To search for text in a presentation attachment, verify that you are viewing the presentation in text view or in text and slide view.

- 1. In a message, attachment, or web page, press the **Menu** key.
- 2. Click Find.
- 3. Type the text.
- 4. Press the **Enter** key.

To search for the next instance of the text, press the Menu key. Click Find Next.

Email message folders

File an email message

Verify that wireless email reconciliation is turned on.

- 1. In a message list, highlight an email message.
- 2. Press the Menu key.
- 3. Click File.
- 4. Highlight a message folder.
- 5. Press the Menu key.

Add, change, or delete an email message folder

You can add, change, or delete email message folders in the email application on your computer. If wireless email reconciliation is turned on, your BlackBerry[®] device receives changes that you make to the email message folder on your computer over the wireless network. If wireless email reconciliation is turned off or is not available for your device, reconcile the changes using the email settings tool of the BlackBerry[®] Desktop Manager. For more information about email reconciliation, see the *BlackBerry Desktop Software Online Help*.

Hide filed email messages

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Hide Filed Messages field to Yes.
- 5. Press the Menu key.
- 6. Click Save.

View messages in a specific folder

You can view email messages and MMS messages in a specific folder.

- 1. In a message list, press the Menu key.
- 2. Click View Folder.
- 3. Click a folder.

Sent messages

Resend a message

1. In a sent message, press the **Menu** key.

- 2. Perform one of the following actions:
 - To change the message, click Edit. Change the message. Click the trackball. Click Send.
 - To change the recipients, click **Edit**. Highlight a contact. Press the **Menu** key. Click **Change Address**. Click a new contact. Click the trackball. Click **Send**.
 - To resend the message without changing it, click Resend.

Stop a message from sending

Verify that you are not in a wireless coverage area and your BlackBerry[®] device is not connected to the wireless network. A clock icon should appear beside the message.

- 1. In a message list, highlight the message.
- 2. Press the Menu key.
- 3. Click Delete.

Hide sent messages

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Hide Sent Messages field to Yes.
- 5. Press the Menu key.
- 6. Click Save.

Stop storing messages sent from your device on your computer

By default, a copy of messages that you send from your BlackBerry[®] device appears in the sent items folder in the email application on your computer.

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click Email Settings.
- 4. Change the Save Copy In Sent Folder field to No.
- 5. Press the Menu key.
- 6. Click Save.

Stop storing messages sent from your computer on your device

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click Email Settings.
- 4. Press the Menu key.

- 5. Click Folder Redirection.
- 6. Clear the check box beside the **Sent Items** folder.
- 7. Press the **Menu** key.
- 8. Click Save.

Email message filters

About email message filters

You can create email message filters to specify which email messages are forwarded to your BlackBerry[®] device and which remain in the email application on your computer.

Email message filters are applied to email messages based on the order in which they appear in your list of email message filters. If you create multiple email message filters that could apply to the same email message, you must decide which one should be applied first by placing that filter higher in the list.

Create an email message filter

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator. If you use the BlackBerry[®] Internet Service, see the *BlackBerry Internet Service Online Help* for more information.

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click Email Filters.
- 4. Press the Menu key.
- 5. Click New.
- 6. Type a name for the email message filter.
- 7. Set the email message filter options.
- 8. Press the Menu key.
- 9. Click Save.

Create an email message filter based on a contact or subject

- 1. In a message list, highlight an email message.
- 2. Press the Menu key.
- 3. Click Filter Sender or Filter Subject.
- 4. Type a name for the email message filter.
- 5. Set the email message filter options.
- 6. Press the Menu key.
- 7. Click Save.

Options for email message filters

From:

Specify one or more contacts or email addresses that the email message filter should search for in the From field of email messages. Separate multiple contacts or email addresses with a semicolon (;). To specify that the email message filter should search for all contacts or email addresses that contain specific text, type the text and use an asterisk (*) as a wildcard character to represent the rest of the contact or email address.

Sent To:

Specify one or more contacts or email addresses that the email message filter should search for in the Sent To field of email messages. Separate multiple contacts or email addresses with a semicolon (;). To specify that the email message filter should search for all contacts or email addresses that contain specific text, type the text and use an asterisk (*) as a wildcard character to represent the rest of the contact or email address.

Sent directly to me:

Set whether the email message filter applies to email messages that include your email address in the To field.

CC to me:

Set whether the email message filter applies to email messages that include your email address in the CC field.

BCC to me:

Set whether the email message filter applies to email messages that include your email address in the BCC field.

Importance:

Set the importance level of email messages that the email message filter applies to.

Sensitivity:

Set the sensitivity level of email messages that the email message filter applies to.

Action:

Set whether email messages that the email message filter applies to are forwarded to your BlackBerry[®] device. If email messages are forwarded, specify whether they are forwarded with high importance or with the email message header only.

Turn on an email message filter

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click Email Filters.
- 4. Select the check box beside an email message filter.

Change an email message filter

1. In a message list, press the Menu key.

- 2. Click Options.
- 3. Click Email Filters.
- 4. Highlight an email message filter.
- 5. Press the Menu key.
- 6. Click Edit.
- 7. Change the options for the email message filter.
- 8. Press the Menu key.
- 9. Click Save.

Change the order of email message filters

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click Email Filters.
- 4. Highlight an email message filter.
- 5. Press the Menu key.
- 6. Click Move.
- 7. Roll the trackball to the new location.
- 8. Click the trackball.

Forward email messages to your device when no filters apply

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator. If you use the BlackBerry[®] Internet Service, see the *BlackBerry Internet Service Online Help* for more information.

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click Email Filters.
- 4. Set the If no filters apply, send email to handheld option to Yes.
- 5. Press the Menu key.
- 6. Click Save.

Delete an email message filter

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click Email Filters.
- 4. Highlight an email message filter.
- 5. Press the Menu key.

6. Click Delete.

Email message forwarding

Forward messages from a specific email message folder to your device

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator.

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click Email Settings.
- 4. Press the Menu key.
- 5. Click Folder Redirection.
- 6. Select the check box beside an email message folder.
- 7. Press the Menu key.
- 8. Click Save.

Note: If you click the Select All menu item, all email messages, including email messages that appear in the sent items folder in the email application on your computer, appear on your device.

Stop forwarding email messages to your device

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator.

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click Email Settings.
- 4. Change the Send Email to Handheld field to No.
- 5. Press the Menu key.
- 6. Click Save.

To forward email messages to your device again, change the Send Email to Handheld field to Yes.

Block incoming messages

If your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server, you might not be able to block PIN messages from contacts in your organization. For more information, contact your administrator.

- 1. In the device options, click Security Options.
- 2. Click Firewall.
- 3. Select the check box beside one or more message types.
- 4. Press the Menu key.

5. Click Save.

Note: Even though you do not receive blocked messages on your device, blocked messages might contribute to data usage in your wireless service plan. You can stop email messages from being forwarded to your device without contributing to data usage by turning off email message forwarding or using email message filters.

Reset a blocked message counter

- 1. In the device options, click Security Options.
- 2. Click Firewall.
- 3. Highlight a message type.
- 4. Press the Menu key.
- 5. Click Reset Count or Reset All Counts.

Message options

Check spelling automatically before sending email messages

- 1. In the device options, click Spell Check.
- 2. Select the Spell Check Email Before Sending option.
- 3. Press the Menu key.
- 4. Click Save.

Request delivery or read confirmation for email messages

Verify that your BlackBerry® device is associated with an email account that uses the BlackBerry® Internet Service.

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click Email Settings.
- 4. In the **Delivery Status Notification** section, perform any of the following actions:
 - To send read notification when a sender requests it, change the Send Read Receipts field.
 - To request delivery or read notification when you send email messages, change the **Confirm Delivery** and **Confirm Read** fields.
- 5. Press the Menu key.
- 6. Click Save.

View an address instead of a display name

1. In a message, click a contact.

2. Click Show Address.

To view the display name again, click a contact. Click Show Name.

Add a signature

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator. If you use the BlackBerry[®] Internet Service, see the *BlackBerry Internet Service Online Help* for more information.

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click Email Settings.
- 4. Set the Use Auto Signature field to Yes.
- 5. Type a signature.
- 6. Press the Menu key.
- 7. Click Save.

Your signature is added to email messages after you send them.

Set an out-of-office reply

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator.

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click Email Settings.
- 4. Set the Use Out Of Office Reply field to Yes.
- 5. Type a reply.
- 6. If you use IBM® Lotus Notes®, in the Until field, set the date on which the out-of-office reply should turn off.
- 7. Press the **Menu** key.
- 8. Click Save.

To turn off the out-of-office reply, set the Use Out Of Office Reply field to No.

Change the email address that you use to send messages or meeting invitations

Verify that your BlackBerry® device is associated with more than one email address.

- 1. In the device options, click **Advanced Options**.
- 2. Click Default Services.
- 3. Change the Messaging (CMIME) field.
- 4. Press the Menu key.
- 5. Click Save.

Delete the disclaimer from an email message

If your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature, the BlackBerry Enterprise Server might add a disclaimer to email messages after you send them. You cannot change this disclaimer.

- 1. When composing an email message, press the Menu key.
- 2. Click Remove Disclaimer.

To add the disclaimer again, press the Menu key. Click Add Disclaimer.

Use color to differentiate work messages from other messages

Verify that your BlackBerry® device is associated with an email account that uses a BlackBerry® Enterprise Server.

- 1. In the device options, click **Security Options**.
- 2. Click General Settings.
- 3. Perform any of the following actions:
 - To set a background color for email messages that are sent to your device through a BlackBerry Enterprise Server, change the **Enterprise Messages** field.
 - To set a background color for messages that are not sent to your device through a BlackBerry Enterprise Server, change the **Other Messages** field.
- 4. Press the Menu key.
- 5. Click Save.

Note: PIN messages might use the background color that you have set for work email messages. For more information, contact your administrator.

Message list options

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

- 1. In an application, press the **Menu** key.
- 2. Click Options.
- 3. If necessary, click General Options.
- 4. Change the Confirm Delete field to No.
- 5. Press the Menu key.
- 6. Click Save.

View more of the subject line for messages

- 1. In a message list, press the **Menu** key.
- 2. Click Options.

3. Click General Options.

- 4. Perform any of the following actions:
 - Set the Display Message Header On field to 2 lines.
 - Set the Display Time and Display Name fields to No.
- 5. Press the Menu key.
- 6. Click Save.

Set how long your device stores messages

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Set the Keep Messages field.
- 5. Press the Menu key.
- 6. Click Save.

To restore messages, set the **Keep Messages** field to a longer period of time. Messages that you received on your BlackBerry[®] device within the set period of time appear in a message list.

About multiple message lists

Depending on your email setup option, you might be able to associate your BlackBerry[®] device with more than one email account. For example, you might be able to associate your device with a work email account and one or more personal email accounts. If you associate your device with more than one email account, multiple message lists might appear on your device. In a message list for a specific email account, you can open and manage email messages for that email account, and you can send messages using the email address for the email account. For more information about associating your device with more than one email account, see the *BlackBerry Internet Service Online Help*.

Depending on your theme, a separate message list might appear for SMS text messages and MMS messages.

Use one message list or multiple message lists

By default, your BlackBerry® device theme determines whether SMS text messages appear in the same message list as email messages.

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Perform one of the following actions:
 - To use one message list for all messages, set the SMS and Email Inboxes field to Combined.
 - To separate SMS text messages from email messages, set the SMS and Email Inboxes field to Separate.
- 5. Press the **Menu** key.
- 6. Click Save.

Hide the new or unopened message indicator

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click General Options.
- 4. Set the Display Message Count field to None.
- 5. Press the Menu key.
- 6. Click Save.

To view the number of unopened messages again, set the **Display Message Count** field to **Unread**. To view the new message indicator, set the **Display New Message Indicator** field to **Yes**.

View call logs in a message list

- 1. In the phone, press the **Menu** key.
- 2. Click Options.
- 3. Click Call Logging.
- 4. Select a call log type option.

To hide call logs in a message list, select the None option.

Message shortcuts

In a message

- To reply to a message, press the exclamation point (!) key.
- To reply to all, press the question mark (?) key.
- To forward a message, press the period (.) key.
- To move to the last cursor position after you close and reopen a received message, press 5.

In a message list

- To open a highlighted message, press the Enter key.
- To compose a message from a message list, press the comma (,) key.
- To view received messages, press the Alt key and 3.
- To view call logs, press the Alt key and the period (.) key.
- To view voice mail messages, press the Alt key and 7.
- To view SMS text messages, press the Alt key and the question mark (?) key.
- To view all your messages, press the **Escape** key.

Move around a message list

- To move up a screen, press the **Shift** key and the **Space** key.
- To move down a screen, press the Space key.
- To move to the top of a message list, press 1.

- To move to the bottom of a message list, press 7.
- To move up a message, press 2.
- To move down a message, press 8.
- To move to the next date, press 6.
- To move to the previous date, press 4.

Message troubleshooting

I cannot send messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, your device should send messages when you return to a wireless coverage area.
- If the menu item for sending a message does not appear, verify that you have added an email address, a PIN, or a phone number for your contact.
- If you created an email address or added an existing email address to your device using the email setup screen in the setup wizard, verify that you have received an activation message on your device from the BlackBerry[®] Internet Service. If you have not received an activation message (the message might take a short period of time to arrive), in the setup wizard, open the email setup screen to send a service book to your device.
- If you have not received a registration message from the wireless network, register your device. In the device options, click Advanced Options. Click Host Routing Table. Press the Menu key. Click Register Now.
- Generate an encryption key.
- Verify that data service is turned on.
- · Resend the message.

I am not receiving messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, you should receive messages when you return to a wireless coverage area.
- If you created an email address or added an existing email address to your device using the email setup screen in the setup wizard, verify that you have received an activation message on your device from the BlackBerry[®] Internet Service. If you have not received an activation message (the message might take a short period of time to arrive), in the setup wizard, open the email setup screen to send a service book to your device.
- If you have not received a registration message from the wireless network, register your device. In the device options, click **Advanced Options**. Click **Host Routing Table**. Press the **Menu** key. Click **Register Now**.
- Verify that data service is turned on.
- If you use email message filters, verify that the options for email message filters are set correctly.

- Verify that email message forwarding is turned on and that you have selected all the email message folders, including your inbox folder, that you want to receive email messages from.
- If your device uses a software token to connect to a Wi-Fi® network or to log in to a VPN and you reset your device, connect to the Wi-Fi network or log in to the VPN again.
- Verify that your device is not blocking messages. For more information, contact your administrator.

I cannot file email messages

Try performing the following actions:

- Verify that wireless email reconciliation is turned on.
- If your email message folders do not appear on your BlackBerry[®] device, reconcile your email messages using the email settings tool of the BlackBerry[®] Desktop Manager. For more information, see the *BlackBerry Desktop Software Online Help*.

I received notification of a new message, but no new messages appear in my message list

If you have set your BlackBerry[®] device to hide filed messages and you receive a new message from an email message folder in the email application on your computer other than your inbox, your device files the message.

Some messages no longer appear on my device

If your BlackBerry[®] device memory is full, your device deletes the oldest messages from a message list. Your device does not delete saved messages.

If wireless email reconciliation is turned on, and, in the message options, the **Delete On** field is set to **Mailbox & Handheld**, email messages that you delete in the email application on your computer are also deleted from your device.

A message or attachment is truncated

Try performing the following actions:

- Wait for a short period of time. Your BlackBerry® device receives long messages and attachments in sections.
- If "More available" appears at the end of the message or attachment, press the Menu key. Click More or More All.

Some email message folders appear dimmed

If you cannot forward email messages from an email message folder, the check box beside the folder appears dimmed.

Try performing the following actions:

- Wait for a few seconds. The email message folders might become available after a short period of time.
- Turn off wireless email reconciliation, and then turn it on again.

Email message filters are not working correctly

Try performing the following actions:

- Verify that your email message filters are turned on.
- Verify that your email message filters appear in the order that you want your BlackBerry[®] device to apply them to email messages.

I cannot use a shortcut to view one type of message in a message list

If you switch BlackBerry[®] devices and you restore device data from your previous device to your current device, the message list shortcuts for your previous device replace the message list shortcuts for your current device.

To view the shortcuts for viewing one type of message in a message list, view your list of saved searches.

PIN messages

PIN message basics

About PIN messages

A PIN uniquely identifies BlackBerry[®] devices and BlackBerry enabled devices on the wireless network. If you have contacts who use a BlackBerry device or a BlackBerry enabled device and you know their PIN number, you can send them PIN messages. PIN messages are not routed through your email account.

When your PIN message is delivered to the recipient, in a message list, a D appears with a check mark beside the PIN message.

Find your PIN

In the device options, click Status.

Open a message

If your BlackBerry® device is associated with more than one email address, you might be able to open messages from the message list for a specific email address.

In a message list, click a message.

If you open an MMS message and the content does not appear, press the Menu key. Click Retrieve.

Send a PIN message

- 1. In a message list, press the **Menu** key.
- 2. Click Compose PIN.
- 3. In the **To** field, perform one of the following actions:
 - Type a PIN number. Click the trackball.
 - Type a contact name. Click the trackball.
 - Type part of a contact name. Click a contact.
- 4. Type a message.
- 5. Click the trackball.
- 6. Click Send.

Check spelling

You can check spelling in messages, calendar entries, tasks, or memos that you create.

- 1. In a message, calendar entry, task, or memo, press the Menu key.
- 2. Click Check Spelling.

- 3. Perform any of the following actions:
 - To accept the suggested spelling, click the highlighted word.
 - To ignore the suggested spelling, press the Escape key.
 - To ignore all instances of the suggested spelling, press the Menu key. Click Ignore All.
 - To add the word to the custom dictionary, press the Menu key. Click Add To Dictionary.
 - To stop checking spelling, press the Menu key. Click Cancel Spell Check.

Save a draft of a message

- 1. When composing a message, click the trackball.
- 2. Click Save Draft.

Blind carbon copy a contact

You can blind carbon copy a contact in an email message, a PIN message, or an MMS message.

- 1. When composing a message, press the **Menu** key.
- 2. Click Add Bcc.

Attach a contact to a message

You can attach a contact to an email message, a PIN message, or an MMS message.

- 1. When composing a message, press the **Menu** key.
- 2. Click Attach Address or Attach Contact.
- 3. Click a contact.

Set the importance level for a message

You can set the importance level for an email message, PIN message, or MMS message.

- 1. When composing a message, press the **Menu** key.
- 2. Click Options.
- 3. Set the Importance field.
- 4. Press the Menu key.
- 5. Click Save.

Set a high importance level for received PIN messages

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Set the Make PIN Messages Level 1 field to Yes.

- 5. Press the **Menu** key.
- 6. Click Save.

Save a message

- 1. In a message, press the **Menu** key.
- 2. Click Save.

Reply to a message

- 1. In a message, click the trackball.
- 2. Click Reply or Reply to All.

Forward a message

You cannot forward MMS messages that contain content that is copyright protected.

- 1. In a message, press the Menu key.
- 2. Perform one of the following actions:
 - Click Forward.
 - Click Forward As. Click a message type.

Delete a message

- 1. In a message, click the trackball.
- 2. Click Delete.

Delete multiple messages

- 1. In a message list, highlight a date field.
- 2. Press the Menu key.
- 3. Click Delete Prior.
- 4. Click Delete.

Note: Email messages that you delete using the Delete Prior menu item are not deleted from the email application on your computer during email reconciliation.

Mark a message as opened or unopened

In a message list, perform one of the following actions:

- Highlight a message. Press the Menu key. Click Mark Opened or Mark Unopened.
- Highlight a date field. Press the Menu key. Click Mark Prior Opened. Click Mark Opened.

Create a link for a PIN

You can create a link for a PIN in messages, calendar entries, tasks, or memos. If you click the link, you can send a PIN message. When typing text, type **pin**: and the PIN.

View an address instead of a display name

- 1. In a message, click a contact.
- 2. Click Show Address.

To view the display name again, click a contact. Click Show Name.

Search for text in a message, attachment, or web page

To search for text in a presentation attachment, verify that you are viewing the presentation in text view or in text and slide view.

- 1. In a message, attachment, or web page, press the **Menu** key.
- 2. Click Find.
- 3. Type the text.
- 4. Press the Enter key.

To search for the next instance of the text, press the Menu key. Click Find Next.

Sent messages

Resend a message

- 1. In a sent message, press the Menu key.
- 2. Perform one of the following actions:
 - To change the message, click Edit. Change the message. Click the trackball. Click Send.
 - To change the recipients, click **Edit**. Highlight a contact. Press the **Menu** key. Click **Change Address**. Click a new contact. Click the trackball. Click **Send**.
 - To resend the message without changing it, click Resend.

Stop a message from sending

Verify that you are not in a wireless coverage area and your BlackBerry[®] device is not connected to the wireless network. A clock icon should appear beside the message.

- 1. In a message list, highlight the message.
- 2. Press the Menu key.
- 3. Click Delete.

Hide sent messages

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Hide Sent Messages field to Yes.
- 5. Press the Menu key.
- 6. Click Save.

Message list options

View more of the subject line for messages

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Perform any of the following actions:
 - Set the Display Message Header On field to 2 lines.
 - Set the Display Time and Display Name fields to No.
- 5. Press the Menu key.
- 6. Click Save.

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

- 1. In an application, press the Menu key.
- 2. Click Options.
- 3. If necessary, click General Options.
- 4. Change the **Confirm Delete** field to No.
- 5. Press the Menu key.
- 6. Click Save.

Set how long your device stores messages

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Set the Keep Messages field.

- 5. Press the **Menu** key.
- 6. Click Save.

To restore messages, set the **Keep Messages** field to a longer period of time. Messages that you received on your BlackBerry[®] device within the set period of time appear in a message list.

Hide the new or unopened message indicator

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click General Options.
- 4. Set the Display Message Count field to None.
- 5. Press the **Menu** key.
- 6. Click Save.

To view the number of unopened messages again, set the **Display Message Count** field to **Unread**. To view the new message indicator, set the **Display New Message Indicator** field to **Yes**.

Block incoming messages

If your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server, you might not be able to block PIN messages from contacts in your organization. For more information, contact your administrator.

- 1. In the device options, click Security Options.
- 2. Click Firewall.
- 3. Select the check box beside one or more message types.
- 4. Press the Menu key.
- 5. Click Save.

Note: Even though you do not receive blocked messages on your device, blocked messages might contribute to data usage in your wireless service plan. You can stop email messages from being forwarded to your device without contributing to data usage by turning off email message forwarding or using email message filters.

Reset a blocked message counter

- 1. In the device options, click Security Options.
- 2. Click Firewall.
- 3. Highlight a message type.
- 4. Press the Menu key.
- 5. Click Reset Count or Reset All Counts.

View call logs in a message list

- 1. In the phone, press the **Menu** key.
- 2. Click Options.

3. Click Call Logging.

4. Select a call log type option.

To hide call logs in a message list, select the None option.

Message shortcuts

In a message

- To reply to a message, press the exclamation point (!) key.
- To reply to all, press the question mark (?) key.
- To forward a message, press the period (.) key.
- To move to the last cursor position after you close and reopen a received message, press 5.

In a message list

- To open a highlighted message, press the Enter key.
- To compose a message from a message list, press the comma (,) key.
- To view received messages, press the **Alt** key and **3**.
- To view call logs, press the Alt key and the period (.) key.
- To view voice mail messages, press the Alt key and 7.
- To view SMS text messages, press the Alt key and the question mark (?) key.
- To view all your messages, press the Escape key.

Move around a message list

- To move up a screen, press the **Shift** key and the **Space** key.
- To move down a screen, press the **Space** key.
- To move to the top of a message list, press 1.
- To move to the bottom of a message list, press 7.
- To move up a message, press 2.
- To move down a message, press 8.
- To move to the next date, press 6.
- To move to the previous date, press 4.

Message troubleshooting

I cannot send messages

Try performing the following actions:

 Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, your device should send messages when you return to a wireless coverage area.

- If the menu item for sending a message does not appear, verify that you have added an email address, a PIN, or a phone number for your contact.
- If you created an email address or added an existing email address to your device using the email setup screen in the setup wizard, verify that you have received an activation message on your device from the BlackBerry[®] Internet Service. If you have not received an activation message (the message might take a short period of time to arrive), in the setup wizard, open the email setup screen to send a service book to your device.
- If you have not received a registration message from the wireless network, register your device. In the device options, click **Advanced Options**. Click **Host Routing Table**. Press the **Menu** key. Click **Register Now**.
- Generate an encryption key.
- Verify that data service is turned on.
- Resend the message.

I am not receiving messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, you should receive messages when you return to a wireless coverage area.
- If you created an email address or added an existing email address to your device using the email setup screen in the setup wizard, verify that you have received an activation message on your device from the BlackBerry[®] Internet Service. If you have not received an activation message (the message might take a short period of time to arrive), in the setup wizard, open the email setup screen to send a service book to your device.
- If you have not received a registration message from the wireless network, register your device. In the device options, click **Advanced Options**. Click **Host Routing Table**. Press the **Menu** key. Click **Register Now**.
- Verify that data service is turned on.
- If you use email message filters, verify that the options for email message filters are set correctly.
- Verify that email message forwarding is turned on and that you have selected all the email message folders, including your inbox folder, that you want to receive email messages from.
- If your device uses a software token to connect to a Wi-Fi® network or to log in to a VPN and you reset your device, connect to the Wi-Fi network or log in to the VPN again.
- Verify that your device is not blocking messages. For more information, contact your administrator.

Some messages no longer appear on my device

If your BlackBerry[®] device memory is full, your device deletes the oldest messages from a message list. Your device does not delete saved messages.

If wireless email reconciliation is turned on, and, in the message options, the **Delete On** field is set to **Mailbox & Handheld**, email messages that you delete in the email application on your computer are also deleted from your device.

A message or attachment is truncated

Try performing the following actions:

- Wait for a short period of time. Your BlackBerry® device receives long messages and attachments in sections.
- If "More available" appears at the end of the message or attachment, press the Menu key. Click More or More All.

I cannot use a shortcut to view one type of message in a message list

If you switch BlackBerry[®] devices and you restore device data from your previous device to your current device, the message list shortcuts for your previous device replace the message list shortcuts for your current device.

To view the shortcuts for viewing one type of message in a message list, view your list of saved searches.

SMS text messages

SMS text message basics

About SMS text messages

With an SMS phone number, you can send and receive SMS text messages. An SMS phone number is a phone number that your wireless service provider sets up for SMS text messaging. If you have more than one phone number associated with your BlackBerry[®] device, your device sends SMS text messages using the first phone number that appears in the drop-down list at the top of the phone screen.

You can send SMS text messages to contacts who have SMS phone numbers. You can also forward SMS text messages as PIN or email messages.

Find your SMS phone number

In the phone, your phone number appears at the top of the screen. If your wireless service provider has set up your BlackBerry[®] device for SMS text messaging, this number is also your SMS phone number.

If you have more than one phone number associated with your device, the first phone number that appears in the drop-down list at the top of the screen is your SMS phone number.

Open a message

If your BlackBerry[®] device is associated with more than one email address, you might be able to open messages from the message list for a specific email address.

In a message list, click a message.

If you open an MMS message and the content does not appear, press the Menu key. Click Retrieve.

Send an SMS text message

- 1. In a message list, press the 🗱 key.
- 2. Click Compose SMS.
- 3. Perform one of the following actions:
 - If the contact is not in your address book, click **Use Once**. Type an SMS phone number (include the country code and area code). Click the trackball.
 - If the contact is in your address book, click a contact.
- 4. Type a message.
- 5. Click the trackball.
- 6. Click Send.

Add a contact to an SMS text message

You can send an SMS text message to up to ten recipients.

- 1. When composing an SMS text message, press the Menu key.
- 2. Click Add Recipient.
- 3. Click a contact.

Check spelling

You can check spelling in messages, calendar entries, tasks, or memos that you create.

- 1. In a message, calendar entry, task, or memo, press the Menu key.
- 2. Click Check Spelling.
- 3. Perform any of the following actions:
 - To accept the suggested spelling, click the highlighted word.
 - To ignore the suggested spelling, press the Escape key.
 - To ignore all instances of the suggested spelling, press the Menu key. Click Ignore All.
 - To add the word to the custom dictionary, press the Menu key. Click Add To Dictionary.
 - To stop checking spelling, press the Menu key. Click Cancel Spell Check.

Save a draft of a message

- 1. When composing a message, click the trackball.
- 2. Click Save Draft.

Save a message

- 1. In a message, press the Menu key.
- 2. Click Save.

Reply to a message

- 1. In a message, click the trackball.
- 2. Click Reply or Reply to All.

Forward a message

You cannot forward MMS messages that contain content that is copyright protected.

- 1. In a message, press the **Menu** key.
- 2. Perform one of the following actions:
 - Click Forward.

• Click Forward As. Click a message type.

Delete a message

- 1. In a message, click the trackball.
- 2. Click Delete.

Delete multiple messages

- 1. In a message list, highlight a date field.
- 2. Press the Menu key.
- 3. Click **Delete Prior**.
- 4. Click Delete.

Note: Email messages that you delete using the Delete Prior menu item are not deleted from the email application on your computer during email reconciliation.

Delete the history from an SMS text message

- 1. When replying to an SMS text message, press the **Menu** key.
- 2. Click Remove History.

Mark a message as opened or unopened

In a message list, perform one of the following actions:

- Highlight a message. Press the Menu key. Click Mark Opened or Mark Unopened.
- Highlight a date field. Press the Menu key. Click Mark Prior Opened. Click Mark Opened.

Search for text in a message, attachment, or web page

To search for text in a presentation attachment, verify that you are viewing the presentation in text view or in text and slide view.

- 1. In a message, attachment, or web page, press the **Menu** key.
- 2. Click Find.
- 3. Type the text.
- 4. Press the Enter key.

To search for the next instance of the text, press the Menu key. Click Find Next.

Sent messages

Resend a message

- 1. In a sent message, press the Menu key.
- 2. Perform one of the following actions:
 - To change the message, click Edit. Change the message. Click the trackball. Click Send.
 - To change the recipients, click Edit. Highlight a contact. Press the Menu key. Click Change Address. Click a new contact. Click the trackball. Click Send.
 - To resend the message without changing it, click **Resend**.

Hide sent messages

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Hide Sent Messages field to Yes.
- 5. Press the Menu key.
- 6. Click Save.

Cell broadcasting

About cell broadcasting

Cell broadcasting is designed to enable wireless service providers to use SMS text messaging to send information to all BlackBerry[®] devices in a specific geographical area simultaneously. You can receive cell broadcast messages that contain a specific type of information by subscribing to a cell broadcast channel that provides that type of information. Different cell broadcast channels send different cell broadcast messages. For example, one cell broadcast channel might send regular weather forecasts while another might send traffic reports.

Prerequisites: Cell broadcasting

- Verify that your wireless service provider supports this feature.
- Verify that your SIM card is set up with a cell broadcast channel or your wireless service provider has provided you with the ID for a cell broadcast channel.
- · Verify that your SIM card supports the display language that you want to use for cell broadcast messages.

Turn on cell broadcasting

- 1. In the device options, click Advanced Options.
- 2. Click Cell Broadcast.
- 3. Change the Cell Broadcasting Service field to On.
- 4. Perform one of the following actions:
 - If a cell broadcast channel appears on the screen, select the check box beside the channel.
 - If a cell broadcast channel does not appear on the screen, highlight the **Empty** field. Press the **Menu** key. Click **Add Channel**. Type the channel ID and a nickname. Click **OK**.
- 5. Click a language.
- 6. Click Enable.
- 7. Press the Menu key.
- 8. Click Save.

To turn off cell broadcasting, change the **Cell Broadcasting Service** field to **Off**. Before you turn off cell broadcasting, verify that your wireless service provider does not use cell broadcasting to manage services, such as preferred rates, based on your location.

Stop receiving messages from a cell broadcast channel

Verify that your wireless service provider does not use the cell broadcast channel to manage services, such as preferred rates, based on your location.

- 1. In the device options, click Advanced Options.
- 2. Click Cell Broadcast.
- 3. Highlight a cell broadcast channel.
- 4. Press the Menu key.
- 5. Perform one of the following actions:
 - To stop receiving messages from the cell broadcast channel, click Disable.
 - To delete the cell broadcast channel, click **Delete Channel**.

Rename a cell broadcast channel

- 1. In the device options, click Advanced Options.
- 2. Click Cell Broadcast.
- 3. Highlight a cell broadcast channel.
- 4. Press the Menu key.
- 5. Click Set Nickname.
- 6. Type a name for the cell broadcast channel.
- 7. Click OK.

Message options

View an address instead of a display name

- 1. In a message, click a contact.
- 2. Click Show Address.

To view the display name again, click a contact. Click Show Name.

Turn off AutoText for SMS text messages

- 1. In the device options, click SMS.
- 2. Set the **Disable AutoText** field to **Yes**.
- 3. Press the Menu key.
- 4. Click Save.

View more of the history in SMS text messages

- 1. In the device options, click SMS.
- 2. Set the Number of Previous Items field.
- 3. Press the Menu key.
- 4. Click Save.

Store SMS text messages on your SIM card

If you set your SIM card to store SMS text messages, the SIM card does not delete SMS text messages after the BlackBerry[®] device imports them to a message list.

- 1. In the device options, click SMS.
- 2. Set the Leave Messages On SIM Card field to Yes.
- 3. Press the Menu key.
- 4. Click Save.

To stop storing SMS text messages on your SIM card, set the **Leave Messages On SIM Card** field to **No**. If you set this field to No, SMS text messages on your SIM card are deleted after the device imports them to a message list.

Request delivery notification for all SMS text messages

Depending on your wireless service provider, this option might not appear.

- 1. In the device options, click SMS.
- 2. Set the Delivery Reports field to On.
- 3. Press the Menu key.
- 4. Click Save.

Set how long your service center attempts to send SMS text messages

If you send an SMS text message and it cannot be delivered immediately, your service center tries to send the SMS text message for the amount of time set in the Validity Period field. Depending on your wireless service provider, this option might not appear.

- 1. In the device options, click SMS.
- 2. Set the Validity Period field.
- 3. Press the Menu key.
- 4. Click Save.

Set a wireless network type for sending SMS text messages

Depending on your wireless service provider, this option might not appear.

- 1. In the device options, click **SMS**.
- 2. Set the Network to Send Over field.
- 3. Press the Menu key.
- 4. Click Save.

Message list options

View more of the subject line for messages

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click General Options.
- 4. Perform any of the following actions:
 - Set the Display Message Header On field to 2 lines.
 - Set the Display Time and Display Name fields to No.
- 5. Press the Menu key.
- 6. Click Save.

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

- 1. In an application, press the Menu key.
- 2. Click Options.
- 3. If necessary, click General Options.
- 4. Change the Confirm Delete field to No.
- 5. Press the Menu key.

6. Click Save.

Hide the new or unopened message indicator

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Set the Display Message Count field to None.
- 5. Press the Menu key.
- 6. Click Save.

To view the number of unopened messages again, set the **Display Message Count** field to **Unread**. To view the new message indicator, set the **Display New Message Indicator** field to **Yes**.

About multiple message lists

Depending on your email setup option, you might be able to associate your BlackBerry[®] device with more than one email account. For example, you might be able to associate your device with a work email account and one or more personal email accounts. If you associate your device with more than one email account, multiple message lists might appear on your device. In a message list for a specific email account, you can open and manage email messages for that email account, and you can send messages using the email address for the email account. For more information about associating your device with more than one email account, see the *BlackBerry Internet Service Online Help*.

Depending on your theme, a separate message list might appear for SMS text messages and MMS messages.

Use one message list or multiple message lists

By default, your BlackBerry® device theme determines whether SMS text messages appear in the same message list as email messages.

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Perform one of the following actions:
 - To use one message list for all messages, set the SMS and Email Inboxes field to Combined.
 - To separate SMS text messages from email messages, set the SMS and Email Inboxes field to Separate.
- 5. Press the Menu key.
- 6. Click Save.

Set how long your device stores messages

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.

- 4. Set the Keep Messages field.
- 5. Press the Menu key.
- 6. Click Save.

To restore messages, set the **Keep Messages** field to a longer period of time. Messages that you received on your BlackBerry[®] device within the set period of time appear in a message list.

Block incoming messages

If your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server, you might not be able to block PIN messages from contacts in your organization. For more information, contact your administrator.

- 1. In the device options, click Security Options.
- 2. Click Firewall.
- 3. Select the check box beside one or more message types.
- 4. Press the Menu key.
- 5. Click Save.

Note: Even though you do not receive blocked messages on your device, blocked messages might contribute to data usage in your wireless service plan. You can stop email messages from being forwarded to your device without contributing to data usage by turning off email message forwarding or using email message filters.

Reset a blocked message counter

- 1. In the device options, click Security Options.
- 2. Click Firewall.
- 3. Highlight a message type.
- 4. Press the Menu key.
- 5. Click Reset Count or Reset All Counts.

Message shortcuts

In a message

- To reply to a message, press the exclamation point (!) key.
- To reply to all, press the question mark (?) key.
- To forward a message, press the period (.) key.
- To move to the last cursor position after you close and reopen a received message, press 5.

In a message list

- To open a highlighted message, press the Enter key.
- To compose a message from a message list, press the comma (,) key.
- To view received messages, press the Alt key and 3.
- To view call logs, press the Alt key and the period (.) key.

- To view voice mail messages, press the Alt key and 7.
- To view SMS text messages, press the Alt key and the question mark (?) key.
- To view all your messages, press the Escape key.

Move around a message list

- To move up a screen, press the Shift key and the Space key.
- To move down a screen, press the **Space** key.
- To move to the top of a message list, press 1.
- To move to the bottom of a message list, press 7.
- To move up a message, press 2.
- To move down a message, press 8.
- To move to the next date, press 6.
- To move to the previous date, press 4.

Message troubleshooting

I cannot send SMS text messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, your device should send the messages when you return to a wireless coverage area.
- · Verify that your wireless service plan includes this service.
- Verify that fixed dialing is turned off.

I am not receiving SMS text messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, you should receive messages when you return to a wireless coverage area.
- Verify that your wireless service plan includes this service.

Some messages no longer appear on my device

If your BlackBerry[®] device memory is full, your device deletes the oldest messages from a message list. Your device does not delete saved messages.

If wireless email reconciliation is turned on, and, in the message options, the **Delete On** field is set to **Mailbox & Handheld**, email messages that you delete in the email application on your computer are also deleted from your device.

A message or attachment is truncated

Try performing the following actions:

- Wait for a short period of time. Your BlackBerry® device receives long messages and attachments in sections.
- If "More available" appears at the end of the message or attachment, press the Menu key. Click More or More All.

I cannot turn on cell broadcasting

Your SIM card might not support the display languages that you have selected for cell broadcast messages. Clear the check box beside all languages that your SIM card does not support.

I cannot use a shortcut to view one type of message in a message list

If you switch BlackBerry[®] devices and you restore device data from your previous device to your current device, the message list shortcuts for your previous device replace the message list shortcuts for your current device.

To view the shortcuts for viewing one type of message in a message list, view your list of saved searches.

MMS messages

MMS message basics

About MMS messages

With an MMS phone number, you can send and receive MMS messages that contain media files such as .jpg, .gif, .wbmp, .midi, .vcf (vCard®), .ics (iCalendar), .avi, .mpg, or .mov files. An MMS phone number is a phone number that your wireless service provider sets up for MMS messaging. If you have more than one phone number associated with your BlackBerry® device, your device sends MMS messages using the first phone number that appears in the drop-down list at the top of the Phone screen.

You can add pictures that are not copyright protected to an MMS message, but the message cannot exceed 300 KB.

Prerequisites: MMS messaging

- Verify that your BlackBerry® device supports MMS messaging.
- · Verify that your wireless service plan includes this service.

For more information, contact your wireless service provider or administrator.

Find your MMS phone number

In the phone, your phone number appears at the top of the screen. If your wireless service provider has set up your BlackBerry[®] device for MMS messaging, this number is also your MMS phone number.

If you have more than one phone number associated with your device, the first phone number that appears in the drop-down list at the top of the screen is your MMS phone number.

Open an MMS message

In a message list, click an MMS message.

If MMS content does not appear when you open the message, press the Menu key. Click Retrieve.

Send an MMS message

- 1. In a message list, press the 🗱 key.
- 2. Click Compose MMS.
- 3. Perform one of the following actions:
 - If the contact is not in your address book, click [Use Once]. Click Email or Phone. Type an email address or an MMS phone number. Click the trackball.
 - If the contact is in your address book, click a contact. Click an email address or MMS phone number.

- 4. Type a message.
- 5. Press the 🗱 key.
- 6. Click Send.

Check spelling

You can check spelling in messages, calendar entries, tasks, or memos that you create.

- 1. In a message, calendar entry, task, or memo, press the **Menu** key.
- 2. Click Check Spelling.
- 3. Perform any of the following actions:
 - To accept the suggested spelling, click the highlighted word.
 - To ignore the suggested spelling, press the **Escape** key.
 - To ignore all instances of the suggested spelling, press the Menu key. Click Ignore All.
 - To add the word to the custom dictionary, press the Menu key. Click Add To Dictionary.
 - To stop checking spelling, press the Menu key. Click Cancel Spell Check.

Save a draft of a message

- 1. When composing a message, click the trackball.
- 2. Click Save Draft.

Create a slide show in an MMS message

- 1. When composing an MMS message, press the Menu key.
- 2. Click one of the following menu items:
 - Attach Picture
 - Attach Audio
 - Attach Video
- 3. Click a media file.
- 4. To add another media file, repeat steps 1 to 3.
- 5. To customize the slide show, perform any of the following actions:
 - To add text to a slide, highlight the empty field below the attachment. Type text.
 - To change how long a slide appears, change the Slide Duration field.
 - To move an item on a slide, click the item. Click Move Field. Roll the trackball to the new location. Click the trackball.

Set the importance level for a message

You can set the importance level for an email message, PIN message, or MMS message.

1. When composing a message, press the **Menu** key.

- 2. Click Options.
- 3. Set the Importance field.
- 4. Press the Menu key.
- 5. Click Save.

Resend a message

- 1. In a sent message, press the Menu key.
- 2. Perform one of the following actions:
 - To change the message, click Edit. Change the message. Click the trackball. Click Send.
 - To change the recipients, click **Edit**. Highlight a contact. Press the **Menu** key. Click **Change Address**. Click a new contact. Click the trackball. Click **Send**.
 - To resend the message without changing it, click Resend.

Save a message

- 1. In a message, press the **Menu** key.
- 2. Click Save.

Reply to a message

- 1. In a message, click the trackball.
- 2. Click Reply or Reply to All.

Forward an MMS message

You cannot forward MMS messages that contain content that is copyright protected.

- 1. In an MMS message, press the Menu key.
- 2. Perform one of the following actions:
 - Click Forward.
 - Click Forward As. Click a message type.

File an email message

Verify that wireless email reconciliation is turned on.

- 1. In a message list, highlight an email message.
- 2. Press the **Menu** key.
- 3. Click File.
- 4. Highlight a message folder.
- 5. Press the Menu key.

Delete a message

- 1. In a message, click the trackball.
- 2. Click Delete.

Delete multiple messages

- 1. In a message list, highlight a date field.
- 2. Press the Menu key.
- 3. Click Delete Prior.
- 4. Click Delete.

Note: Email messages that you delete using the Delete Prior menu item are not deleted from the email application on your computer during email reconciliation.

Mark a message as opened or unopened

In a message list, perform one of the following actions:

- Highlight a message. Press the Menu key. Click Mark Opened or Mark Unopened.
- Highlight a date field. Press the Menu key. Click Mark Prior Opened. Click Mark Opened.

Search for text in a message, attachment, or web page

To search for text in a presentation attachment, verify that you are viewing the presentation in text view or in text and slide view.

- 1. In a message, attachment, or web page, press the Menu key.
- 2. Click Find.
- 3. Type the text.
- 4. Press the Enter key.

To search for the next instance of the text, press the Menu key. Click Find Next.

View messages in a specific folder

You can view email messages and MMS messages in a specific folder.

- 1. In a message list, press the **Menu** key.
- 2. Click View Folder.
- 3. Click a folder.

MMS message attachments

Attach a media file to an MMS message

- 1. When composing an MMS message, press the Menu key.
- 2. Click one of the following menu items:
 - Attach Picture
 - Attach Audio
 - Attach Video
 - Attach Voice Note
- 3. Click a media file.

Attach an appointment to an MMS message

You can only send nonrecurring appointments in MMS messages. If you attach a meeting, the list of meeting participants is not included in the attachment.

- 1. When composing an MMS message, press the **Menu** key.
- 2. Click Attach Appointment.
- 3. Highlight an appointment.
- 4. Press the Menu key.
- 5. Click Continue.

Save a media file from an MMS message

- 1. In an MMS message, press the Menu key.
- 2. Click one of the following menu items:
 - Save Image
 - Save Audio
 - Save Ringtone
 - Save Video
 - Save Voice Note

Add an appointment to your calendar from an MMS message

- 1. In an MMS message, highlight an iCalendar attachment.
- 2. Press the Menu key.
- 3. Click View Appointment.
- 4. Press the Menu key.

5. Click Add To Calendar.

Add a contact to your address book from an MMS message

- 1. In an MMS message, highlight a vCard[®] attachment.
- 2. Press the **Menu** key.
- 3. Click View Attachment.
- 4. Press the Menu key.
- 5. Click Add Contact.

Message options

Request delivery or read notification for an MMS message

- 1. When composing an MMS message, press the Menu key.
- 2. Click Options.
- 3. Perform any of the following actions:
 - To receive notification when the message is delivered to the recipient, set the Confirm Delivery field to Yes.
 - To receive notification when the recipient opens the message, set the Confirm Read field to Yes.
- 4. Press the **Menu** key.
- 5. Click Save.

Request delivery notification or read notification for all MMS messages

- 1. In the device options, click MMS.
- 2. In the Notifications section, perform any of the following actions:
 - To receive notification when MMS messages are delivered to the recipient, change the Confirm Delivery field to Yes.
 - To receive notification when recipients open MMS messages, change the Confirm Read field to Yes.
- 3. Press the Menu key.
- 4. Click Save.

View an address instead of a display name

- 1. In a message, click a contact.
- 2. Click Show Address.

To view the display name again, click a contact. Click Show Name.

View the size of an MMS message before sending it

- 1. In an MMS message, press the Menu key.
- 2. Click Options.

The Estimated Size field displays the size of the MMS message.

Stop receiving MMS messages when roaming

- 1. In the device options, click MMS.
- 2. Set the Multimedia Reception and Automatic Retrieval fields to Home Only.
- 3. Press the Menu key.
- 4. Click Save.

Message list options

View more of the subject line for messages

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Perform any of the following actions:
 - Set the Display Message Header On field to 2 lines.
 - Set the Display Time and Display Name fields to No.
- 5. Press the Menu key.
- 6. Click Save.

Hide the new or unopened message indicator

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Set the Display Message Count field to None.
- 5. Press the Menu key.
- 6. Click Save.

To view the number of unopened messages again, set the **Display Message Count** field to **Unread**. To view the new message indicator, set the **Display New Message Indicator** field to **Yes**.

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

- 1. In an application, press the Menu key.
- 2. Click Options.
- 3. If necessary, click General Options.
- 4. Change the **Confirm Delete** field to No.
- 5. Press the Menu key.
- 6. Click Save.

About multiple message lists

Depending on your email setup option, you might be able to associate your BlackBerry[®] device with more than one email account. For example, you might be able to associate your device with a work email account and one or more personal email accounts. If you associate your device with more than one email account, multiple message lists might appear on your device. In a message list for a specific email account, you can open and manage email messages for that email account, and you can send messages using the email address for the email account. For more information about associating your device with more than one email account, see the *BlackBerry Internet Service Online Help*.

Depending on your theme, a separate message list might appear for SMS text messages and MMS messages.

Use one message list or multiple message lists

By default, your BlackBerry® device theme determines whether SMS text messages appear in the same message list as email messages.

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click General Options.
- 4. Perform one of the following actions:
 - To use one message list for all messages, set the SMS and Email Inboxes field to Combined.
 - To separate SMS text messages from email messages, set the SMS and Email Inboxes field to Separate.
- 5. Press the Menu key.
- 6. Click Save.

Set how long your device stores messages

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Set the Keep Messages field.
- 5. Press the Menu key.

6. Click Save.

To restore messages, set the **Keep Messages** field to a longer period of time. Messages that you received on your BlackBerry[®] device within the set period of time appear in a message list.

Hide sent messages

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Hide Sent Messages field to Yes.
- 5. Press the Menu key.
- 6. Click Save.

Block MMS messages

- 1. In the device options, click MMS.
- 2. In the Message Filtering section, select the Reject Anonymous Messages check box or the Reject Advertisements check box.
- 3. Press the Menu key.
- 4. Click Save.

Block incoming messages

If your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server, you might not be able to block PIN messages from contacts in your organization. For more information, contact your administrator.

- 1. In the device options, click Security Options.
- 2. Click Firewall.
- 3. Select the check box beside one or more message types.
- 4. Press the Menu key.
- 5. Click Save.

Note: Even though you do not receive blocked messages on your device, blocked messages might contribute to data usage in your wireless service plan. You can stop email messages from being forwarded to your device without contributing to data usage by turning off email message forwarding or using email message filters.

Reset a blocked message counter

- 1. In the device options, click Security Options.
- 2. Click Firewall.
- 3. Highlight a message type.
- 4. Press the Menu key.
- 5. Click Reset Count or Reset All Counts.

Message shortcuts

In a message

- To reply to a message, press the exclamation point (!) key.
- To reply to all, press the question mark (?) key.
- To forward a message, press the period (.) key.
- To move to the last cursor position after you close and reopen a received message, press 5.

In a message list

- To open a highlighted message, press the Enter key.
- To compose a message from a message list, press the comma (,) key.
- To view received messages, press the Alt key and 3.
- To view call logs, press the Alt key and the period (.) key.
- To view voice mail messages, press the Alt key and 7.
- To view SMS text messages, press the Alt key and the question mark (?) key.
- To view all your messages, press the Escape key.

Move around a message list

- To move up a screen, press the **Shift** key and the **Space** key.
- To move down a screen, press the **Space** key.
- To move to the top of a message list, press 1.
- To move to the bottom of a message list, press 7.
- To move up a message, press 2.
- To move down a message, press 8.
- To move to the next date, press 6.
- To move to the previous date, press 4.

Message troubleshooting

I cannot send messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, your device should send messages when you return to a wireless coverage area.
- If the menu item for sending a message does not appear, verify that you have added an email address, a PIN, or a phone number for your contact.

- If you created an email address or added an existing email address to your device using the email setup screen in the setup wizard, verify that you have received an activation message on your device from the BlackBerry[®] Internet Service. If you have not received an activation message (the message might take a short period of time to arrive), in the setup wizard, open the email setup screen to send a service book to your device.
- If you have not received a registration message from the wireless network, register your device. In the device options, click Advanced Options. Click Host Routing Table. Press the Menu key. Click Register Now.
- Generate an encryption key.
- Verify that data service is turned on.
- Resend the message.

I am not receiving messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, you should receive messages when you return to a wireless coverage area.
- If you created an email address or added an existing email address to your device using the email setup screen in the setup wizard, verify that you have received an activation message on your device from the BlackBerry[®] Internet Service. If you have not received an activation message (the message might take a short period of time to arrive), in the setup wizard, open the email setup screen to send a service book to your device.
- If you have not received a registration message from the wireless network, register your device. In the device options, click **Advanced Options**. Click **Host Routing Table**. Press the **Menu** key. Click **Register Now**.
- Verify that data service is turned on.
- If you use email message filters, verify that the options for email message filters are set correctly.
- Verify that email message forwarding is turned on and that you have selected all the email message folders, including your inbox folder, that you want to receive email messages from.
- If your device uses a software token to connect to a Wi-Fi® network or to log in to a VPN and you reset your device, connect to the Wi-Fi network or log in to the VPN again.
- Verify that your device is not blocking messages. For more information, contact your administrator.

I cannot attach a file to an MMS message

Try performing the following actions:

- Verify that the file is a .vcf (vCard®) file, an .ics (iCalendar) file, or a media file (for example, a .jpg, .gif, or .midi file).
- Verify that the file size does not exceed 300 KB.
- Verify that the file is not copyright protected.
- If MMS templates are available for your BlackBerry® device, use a blank template to compose your MMS message.

Some messages no longer appear on my device

If your BlackBerry[®] device memory is full, your device deletes the oldest messages from a message list. Your device does not delete saved messages.

If wireless email reconciliation is turned on, and, in the message options, the **Delete On** field is set to **Mailbox & Handheld**, email messages that you delete in the email application on your computer are also deleted from your device.

A message or attachment is truncated

Try performing the following actions:

- Wait for a short period of time. Your BlackBerry® device receives long messages and attachments in sections.
- If "More available" appears at the end of the message or attachment, press the Menu key. Click More or More All.

I cannot use a shortcut to view one type of message in a message list

If you switch BlackBerry[®] devices and you restore device data from your previous device to your current device, the message list shortcuts for your previous device replace the message list shortcuts for your current device.

To view the shortcuts for viewing one type of message in a message list, view your list of saved searches.

Typing

Typing basics

Type a symbol

- 1. Press the Symbol key. To view more symbols, press the Symbol key again.
- 2. Type the letter that appears below the symbol.

Type an accent or special character

To type an accented or special character, hold the letter key and roll the trackball to the left or right. Click a selected character. For example, to type ü, hold **3** and roll the trackball to the left until ü is highlighted. Click the trackball.

Cut, copy, and paste text

- 1. With text highlighted, click the trackball.
- 2. Click Cut or Copy.
- 3. Place the cursor where you want to insert the cut or copied text.
- 4. Click the trackball.
- 5. Click Paste.

Clear a field

- 1. When typing text, press the Menu key.
- 2. Click Clear Field.

Highlight a line of text

- 1. Place the cursor where you want to highlight the line of text.
- 2. Press the **Menu** key.
- 3. Click Select.
- 4. Roll the trackball up or down.

Highlight text character by character

- 1. Place the cursor where you want to highlight the text.
- 2. Press the Menu key.
- 3. Click Select.

4. Roll the trackball left or right.

Cancel a text selection

- 1. With text selected, click the trackball.
- 2. Click Cancel Selection.

Set the cursor speed

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Key Rate field.
- 3. Press the **Menu** key.
- 4. Click Save.

Turn on key tones

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Key Tone field to On.
- 3. Press the Menu key.
- 4. Click Save.

Set the trackball sensitivity

You can set how the trackball responds to your touch. A high sensitivity level requires less pressure than a lower sensitivity level.

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Horizontal Sensitivity and Vertical Sensitivity fields.
- 3. Press the Menu key.
- 4. Click Save.

Turn off trackball sounds

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Audible Roll field to Mute.
- 3. Press the Menu key.
- 4. Click Save.

To turn on trackball sounds again, set the Audible Roll field to Click.

Typing input methods

About typing input methods

You can type on your BlackBerry[®] device using the SureType[®] input method or the multi-tap input method.

SureType technology combines a traditional phone-style key layout with a familiar computer-style letter layout that is designed to provide a quick and comfortable typing and dialing experience.

SureType technology is designed to predict words as you type them. When you use SureType technology, you press the letter key for each letter in a word once until the word appears in a list that appears on the screen. For example, to type **run**, you would press the **R** key once, the **U** key once, and so on until **run** appears in the list.

When you use multi-tap, you press a letter key once to type the first letter on the key and twice to type the second letter. For example, to type **run**, you would press the $\begin{bmatrix} 1 & \omega \\ B & N \end{bmatrix}$ key twice, the $\begin{bmatrix} 3 & \omega \\ B & N \end{bmatrix}$ key once, and the $\begin{bmatrix} B \\ B & N \end{bmatrix}$ key twice.

SureType technology is the default typing input method for most fields. Multi-tap is the default typing input method for phone number and password fields.

Type text using SureType technology

- 1. Press the letter key once for each letter in a word.
- 2. Perform one of the following actions:
 - To select an item from the list that appears when you type and start typing a new word, highlight the item. Press the **Enter** key.
 - To select an item from the list that appears when you type and continue typing the same word, click the item.
 - To change a letter in a word that you are typing, highlight the letter. Click the alternate letter that appears on the screen.

To change a letter in a word after you finish typing the word, click the word. Highlight the letter. Click the alternate letter that appears on the screen.

Type text using multi-tap

- To type the first letter on a key, press the letter key once.
- To type the second letter on a key, press the letter key twice.

Switch typing input methods

- 1. In the device options, click Language.
- 2. Perform one of the following actions:
 - To use the multi-tap input method, set the Input Language field to <Language>Multitap.
 - To use the SureType[®] input method, set the Input Language field to <Language>.
- 3. Press the Menu key.

4. Click Save.

Switch typing input methods when typing

- 1. Press the Menu key.
- 2. Click Enable Multitap or Enable SureType.

About typing input languages

You can set a typing input language to use when you type. The typing input language can be different from the display language. When you set a typing input language, AutoText and other typing options change to the selected language. For example, you might use your BlackBerry[®] device in French, but type messages in English.

When you set the typing input language, you also set whether your device uses the multi-tap or the SureType® input method.

If the typing input language is different from the display language, a rectangle with the abbreviated form of the current typing input language appears in the list that appears when typing.

Change the typing input language

Verify that your BlackBerry[®] Device Software supports multiple languages. For more information, contact your wireless service provider or administrator.

- 1. In the device options, click **Language**.
- 2. Change the **Input Language** field.
- 3. Press the Menu key.
- 4. Click Save.

Change the input options for SureType technology

- 1. In the device options, click Language.
- 2. Click Input Options.
- 3. Change the input options.
- 4. Press the Menu key.
- 5. Click Save.

Spelling checker

Check spelling

You can check spelling in messages, calendar entries, tasks, or memos that you create.

- 1. In a message, calendar entry, task, or memo, press the **Menu** key.
- 2. Click Check Spelling.

- 3. Perform any of the following actions:
 - To accept the suggested spelling, click the highlighted word.
 - To ignore the suggested spelling, press the **Escape** key.
 - To ignore all instances of the suggested spelling, press the Menu key. Click Ignore All.
 - To add the word to the custom dictionary, press the Menu key. Click Add To Dictionary.
 - To stop checking spelling, press the Menu key. Click Cancel Spell Check.

Check spelling automatically before sending email messages

- 1. In the device options, click Spell Check.
- 2. Select the Spell Check Email Before Sending option.
- 3. Press the Menu key.
- 4. Click Save.

Change options for checking spelling

You can change the type and length of words that the spelling checker includes when checking spelling.

- 1. In the device options, click **Spell Check**.
- 2. Select or clear the check box beside one or more options.
- 3. Press the Menu key.
- 4. Click Save.

Add a word to the custom dictionary

- 1. In the device options, click Spell Check.
- 2. Click Custom Dictionary.
- 3. Press the Menu key.
- 4. Click New.
- 5. Type a word or letter combination.
- 6. Click the trackball.

Change a word in the custom dictionary

- 1. In the device options, click Spell Check.
- 2. Click Custom Dictionary.
- 3. Highlight a word.
- 4. Press the Menu key.
- 5. Change the word.
- 6. Click the trackball.

Delete a word from the custom dictionary

- 1. In the device options, click **Spell Check**.
- 2. Click Custom Dictionary.
- 3. Highlight a word.
- 4. Press the Menu key.
- 5. Click Delete.

Custom dictionary

About the custom dictionary

If you type a word or letter combination that your BlackBerry[®] device does not recognize, your device adds the word or letter combination to the custom dictionary. You can also add words or letter combinations manually to the custom dictionary.

Your device deletes words from the custom dictionary if you do not use them.

Add a custom dictionary item

- 1. In the device options, click **Custom Dictionary**.
- 2. Press the Menu key.
- 3. Click New.
- 4. Type a word or letter combination.
- 5. Click the trackball.
- 6. Click Save.

Change a custom dictionary item

- 1. In the device options, click **Custom Dictionary**.
- 2. Click a custom dictionary item.
- 3. Change the custom dictionary item.
- 4. Click the trackball twice.
- 5. Click Save.

Delete custom dictionary items

- 1. In the device options, click **Custom Dictionary**.
- 2. Perform one of the following actions:
 - To delete one custom dictionary item, highlight an item. Press the Menu key. Click Delete.

• To delete all custom dictionary items, press the Menu key. Click Clear Custom Dictionary.

Delete all custom dictionary items

- 1. In the device options, click **Custom Dictionary**.
- 2. Highlight a custom dictionary item.
- 3. Press the Menu key.
- 4. Click Clear Custom Dictionary.

Stop adding items to the custom dictionary automatically

- 1. In the device options, click Language.
- 2. Click Input Options.
- 3. Clear the Auto Word Learning check box.
- 4. Change the Learn Words From Email Messages field to Off.
- 5. Press the Menu key.
- 6. Click Save.

Stop displaying contacts in the list that appears when you type

By default, your BlackBerry® device recognizes contacts when you type them.

- 1. In the device options, click Language.
- 2. Click Input Options.
- 3. Change the Use Address Book as Data Source field to Off.
- 4. Press the Menu key.
- 5. Click Save.

AutoText

About AutoText

AutoText is designed to replace specific text that you type with preloaded AutoText entries. If you type text that can be replaced with an AutoText entry, the text changes after you press the Space key.

Your BlackBerry[®] device has built-in AutoText entries that correct common mistakes. For example, AutoText changes hte to the. You can create AutoText entries for your common typing mistakes or for abbreviations. For example, you might create an AutoText entry that replaces ttyl with talk to you later.

Create an AutoText entry

1. In the device options, click AutoText.

- 2. Press the Menu key.
- 3. Click New.
- 4. In the **Replace** field, type the text to replace.
- 5. In the With field, perform one of the following actions:
 - Type replacement text.
 - To insert a macro (for example, the current date or time), press the Menu key. Click Insert Macro.
- 6. In the **Using** field, perform one of the following actions:
 - To capitalize the entry exactly as you typed it, click Specified Case.
 - To capitalize the entry according to the context, click SmartCase.
- 7. Set the language.
- 8. Press the Menu key.
- 9. Click Save.

Change an AutoText entry

- 1. In the device options, click AutoText.
- 2. Click an AutoText entry.
- 3. Change the AutoText entry.
- 4. Click the trackball.
- 5. Click Save.

Delete an AutoText entry

- 1. In the device options, click AutoText.
- 2. Highlight an AutoText entry.
- 3. Press the Menu key.
- 4. Click Delete.

Undo an AutoText change

Press the Backspace/Delete key twice.

Turn off AutoText for SMS text messages

- 1. In the device options, click SMS.
- 2. Set the Disable AutoText field to Yes.
- 3. Press the Menu key.
- 4. Click Save.

Typing shortcuts

- To insert a period, press the **Space** key twice. The next letter is capitalized.
- To capitalize a letter, hold the letter key until the capitalized letter appears.
- To type the alternate character on a key, press the Alt key and the character key.
- To type an accented or special character, hold the letter key and roll the trackball to the left or right. Click a selected character. For example, to type ü, hold **3** and roll the trackball to the left until ü is highlighted. Click the trackball.
- To type a number in a number field, press a number key. You do not need to press the Alt key.
- To type a number in a text field, hold the **Alt** key and press the number key.
- To type a letter in a number field, hold the **Alt** key and use the multi-tap input method.
- To turn on NUM lock, hold the Shift key and press the Alt key. To turn off NUM lock, press the Alt key.
- To switch typing input languages, in the device options, on the Language screen, verify that the **Use Input Language Shortcut** field is set to **Yes**. Hold the **Alt** key and press the **Enter** key. Continue to hold the **Alt** key and highlight a language. Release the **Alt** key.
- To type a long word quickly, type part of the word. In the list that appears when you type, highlight an item with the same initial letters as the word that you want to type. Roll the trackball to the right. In the second list that appears on the screen, highlight the word that you want to type. Press the **Enter** key.

Insert symbols

- To insert an at sign (@) or a period (.) in an email address field, press the Space key.
- To type a symbol, press the **Symbol** key. To view more symbols, press the **Symbol** key again. Type the letter that appears below the symbol.

Work with text

- To highlight a line of text, press the **Shift** key and roll the trackball up or down.
- To highlight text character by character, hold the Shift key and roll the trackball left or right.
- To cancel a text selection, press the **Escape** key.
- To cut highlighted text when typing, press the Shift key and the Backspace/Delete key.
- To copy highlighted text when typing, press the **Alt** key and click the trackball.
- To paste highlighted text when typing, press the **Shift** key and click the trackball.

Typing troubleshooting

I cannot type a password

Verify that you are using the multi-tap input method.

SureType technology does not recognize a word

Use the list that appears when you type to help you build words that SureType[®] technology does not recognize. Press the letter key for the first letter in the word once. Highlight a letter in the list. Press the letter key for the next letter in the word once. Highlight a letter combination. Click the trackball. Continue typing the word.

I cannot check spelling

You can only check spelling in English, French, German, Italian, and Spanish.

You can only check the spelling of text that you type.

Search

About search

In a message list, you can search for messages using specific criteria that you can save for future use. You can also search for messages by contact or subject.

You can use the search application to search for messages, contacts, calendar entries, and tasks on your BlackBerry[®] device. You can also manage contacts, calendar entries, and tasks from the search results list.

Search for messages

You can save your search criteria so that you can repeat your search at another time.

- 1. In a message list, press the Menu key.
- 2. Click Search.
- 3. Set the search criteria.
- 4. Click the trackball.
- 5. Perform one of the following actions:
 - To save the search criteria, click Save. Add a title. Click the trackball. Click Save.
 - To search the message list without saving your search criteria, click Search.
 - To search the message list using the criteria from your last search, click Last. Click the trackball. Click Search.

To stop a search, press the **Escape** key.

Search criteria

Name:

Specify one or more contacts or email addresses that the search should search for in messages. You can also specify part of a name to widen the search.

In:

Change the type of address field that the search should search for the name or email address in.

Service:

If your BlackBerry® device is associated with more than one email address, change the email account that the search should search for messages in.

Folder:

Change the folder that the search should search for messages in.

Show:

Change the status of messages that the search should search for.

Type:

Change the type of messages that the search should search for.

View a list of saved searches

- 1. In a message list, press the **Menu** key.
- 2. Click Search.
- 3. Press the Menu key.
- 4. Click Recall.

Change a saved search

- 1. In the list of saved searches, highlight a search.
- 2. Press the Menu key.
- 3. Click Edit Search.
- 4. Edit the search criteria.
- 5. Press the Menu key.
- 6. Click Save.

Delete a saved search

- 1. In the list of saved searches, highlight a search.
- 2. Press the Menu key.
- 3. Click Delete Search.

Search for messages by contact or subject

- 1. In a message list, highlight a message.
- 2. Press the Menu key.
- 3. Click one of the following menu items:
 - Search Sender
 - Search Recipient
 - Search Subject

Search for text in a message, attachment, or web page

To search for text in a presentation attachment, verify that you are viewing the presentation in text view or in text and slide view.

- 1. In a message, attachment, or web page, press the Menu key.
- 2. Click Find.
- 3. Type the text.
- 4. Press the Enter key.

To search for the next instance of the text, press the Menu key. Click Find Next.

Search for organizer data

- 1. In the search application, perform any of the following actions:
 - In the **Text** field, type text or a phone number to search for.
 - In the Name field, specify a contact name to search for.
- 2. Select the check box beside one or more applications.
- 3. Press the Menu key.
- 4. Click Search.

Note: If you type more than one word in the Text or Name field, only items that contain all the words appear. To stop a search, press the **Escape** key.

Search shortcuts

- To search for a contact in a list of contacts, type the contact name or initials separated by a space.
- To search for text in an attachment, press **Q**.
- To search for text in a presentation attachment, verify that you are viewing the presentation in text view or in text and slide view. Press **Q**.

Attachments

Attachment basics

About attachments

You can view several file attachment types on your BlackBerry[®] device, including .zip, .htm, .html, .doc, .dot, .ppt, .pdf, .wpd, .txt, .vcf, and .xls files. You can also view .bmp, .gif, .jpg, .png, .tif, and .wmf files, and play .wav files.

If you save an email message that contains an attachment that you have opened, the email message and the attachment are stored in the device memory until you delete the email message.

Open an attachment

Verify that your BlackBerry® device is associated with an email account that uses the BlackBerry® Internet Service or a BlackBerry® Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

- 1. In a message, press the Menu key.
- 2. If necessary, click Retrieve Attachment Information.
- 3. Click Open Attachment.
- 4. If the message contains more than one attachment, on the Attachments screen, click an attachment. Click Retrieve.

Follow a link in an attachment

Some attachments might contain links to embedded content, such as tables, pictures, footnotes, text boxes, or comments. In an attachment, click a link.

To return to the attachment, press the Escape key.

View properties for an attachment

You can view the size, author, publication date, and other attachment properties for an attachment.

- 1. In an attachment, press the **Menu** key.
- 2. Click Retrieve Info or View Info.

Set font options for an attachment

- 1. In an attachment, press the **Menu** key.
- 2. Click Options.
- 3. Set the font fields.
- 4. Press the Menu key.
- 5. Click Save.

Search for text in a message, attachment, or web page

To search for text in a presentation attachment, verify that you are viewing the presentation in text view or in text and slide view.

- 1. In a message, attachment, or web page, press the **Menu** key.
- 2. Click Find.
- 3. Type the text.
- 4. Press the Enter key.

To search for the next instance of the text, press the Menu key. Click Find Next.

Document attachments

Open a password-protected .pdf file attachment

Verify that your BlackBerry[®] device is associated with an email account that uses the BlackBerry[®] Internet Service or a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

- 1. When the "Password protected document" message appears, press the **Escape** key.
- 2. Press the Menu key.
- 3. Click Password.
- 4. Type the password.
- 5. Press the Enter key.
- 6. Click Retrieve.
- 7. Click Yes.

View tracked changes in a document

- 1. In a document, press the **Menu** key.
- 2. Click Show Changes.

To hide tracked changes, press the Menu key. Click Hide Changes.

View the table of contents in a document

Depending on the document type, you might not be able to view the table of contents.

- 1. In a document, press the **Menu** key.
- 2. Click Table of Contents.

To move to a specific heading, click a heading.

Spreadsheet attachments

Move to a specific cell

- 1. In a spreadsheet, click the trackball.
- 2. Click Go to Cell.
- 3. Type the cell co-ordinates.
- 4. Click the trackball.

View the content of a cell

In a spreadsheet cell, click the trackball.

View a list of worksheets

- 1. In a spreadsheet, press the **Menu** key.
- 2. Click Table of Contents.

To move to a specific worksheet, click a worksheet.

Switch worksheets

- 1. In a spreadsheet, press the Menu key.
- 2. Click Next Sheet or Prev Sheet.

Change the size of a column

In a spreadsheet, perform one of the following actions:

- To change the size of a column, click the column label. Click a size.
- To view all the text in a column, click the column label. Click Fit.
- To change the size of all the columns in the spreadsheet, click the unmarked column label in the upper-left corner of the spreadsheet. Click a size.
- To change the column size for all spreadsheets, press the Menu key. Click Options. Set the Column Width field. Press the Menu key. Click Save.

Set display options for a spreadsheet

- 1. In a spreadsheet, press the **Menu** key.
- 2. Click Options.
- 3. Perform any of the following actions:
 - To view the gridlines in the spreadsheet, set the Show Gridlines field to Yes.

- To label spreadsheet rows with numbers and columns with letters, set the Display Labels field to Yes.
- 4. Press the Menu key.
- 5. Click Save.

Media attachments

View a list of pages in a multi-page .tif file attachment

View a list of pages in a multi-page .tif file attachment, such as a scanned fax document saved as a .tif file.

- 1. In a multi-page .tif file attachment, press the **Menu** key.
- 2. Click Table of Contents.

To move to a specific page, click a page.

Switch pages in a multi-page .tif file attachment

- 1. In a multi-page .tif file attachment, press the Menu key.
- 2. Click Next Page or Prev Page.

Enhance a section of a picture

- 1. In an attachment, press the **Menu** key.
- 2. Click Zoom.
- 3. Roll the trackball up to zoom in to the attachment.
- 4. Press the Menu key.
- 5. Click Enhance.

Presentation attachments

Switch presentation views

- 1. In a presentation, press the Menu key.
- 2. Perform one of the following actions:
 - To view text only, click View Text.
 - To view text and slides, click View Both.
 - To view the presentation in its original format, click View Slides.

Switch slides

1. In a presentation, press the Menu key.

2. Click Next Slide or Prev Slide.

Rotate a slide

- 1. When viewing a presentation in slide view, click a slide.
- 2. Click Rotate.

Zoom in to or out from a slide

- 1. When viewing a presentation in slide view, click a slide.
- 2. Click Zoom.
- 3. Roll the trackball up or down.

To zoom back to the original slide size, press the Menu key. Click Zoom 1:1.

Save a slide

- 1. When viewing a presentation in slide view, click a slide.
- 2. Click Save Image.
- 3. Type a name for the file.
- 4. Click Save.

vCard contact attachments

About vCard contact attachments

vCard[®] contact attachments (.vcf files) contain information for a specific contact. When you add a vCard contact attachment to an email message, recipients of your email message can view your contact information or add it to the address book on their BlackBerry[®] device. When you open an email message that contains a vCard contact attachment, a book icon appears at the end of the message with the name of the attached contact.

Open a vCard contact attachment

In a message, click a vCard® contact attachment.

Add a contact to your address book from a vCard contact attachment

- 1. In a vCard[®] contact attachment, press the **Menu** key.
- 2. Click Add to Address Book or Update Address.

Attachment shortcuts

• To search for text in an attachment, press Q.

In a spreadsheet

- To move to a specific cell, press A.
- To view the content of a cell, press the **Space** key.
- To switch worksheets, pressO. Highlight a worksheet. Press the Enter key.

In a presentation

- To switch presentation views, press Z.
- To move to the next slide, verify that you are viewing the presentation in slide view. Press 6.
- To move to the previous slide in slide view, verify that you are viewing the presentation in slide view. Press 4.

Attachment troubleshooting

A skipped content bar appears in a document

More attachment content is available for you to download to your BlackBerry[®] device. To download the content, click the skipped content bar. Click **More**.

A message or attachment is truncated

Try performing the following actions:

- Wait for a short period of time. Your BlackBerry® device receives long messages and attachments in sections.
- If "More available" appears at the end of the message or attachment, press the Menu key. Click More or More All.

A question mark appears on a slide

A question mark appears on a slide if your BlackBerry[®] device has not downloaded the slide. To view the slide, highlight the slide. Click the trackball. Click **Retrieve**.

Synchronization

About synchronization

The wireless data synchronization feature is designed to synchronize organizer data (contacts, calendar entries, tasks, and memos) between your BlackBerry[®] device and the email application on your computer over the wireless network.

The wireless email reconciliation feature is designed to reconcile email messages between your device and the email application on your computer over the wireless network. When you file or delete email messages on your device, these email messages should be filed or deleted in your email application. Likewise, any changes that you make to email messages in the email application on your computer should be reflected on your device.

If wireless data synchronization or wireless email reconciliation is not available on your device or you have turned them off, you can use the synchronization tool of the BlackBerry[®] Desktop Manager to synchronize your organizer data and email messages. For more information, see the *BlackBerry Desktop Software Online Help*.

Prerequisites: Wireless email reconciliation

- If your BlackBerry[®] device is associated with the BlackBerry[®] Internet Service, verify that your wireless service provider supports this feature.
- If your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server, verify that the BlackBerry Enterprise Server supports this feature. For more information, contact your administrator.

Reconcile email messages over the wireless network

Set the Wireless Reconcile option for each email address that is associated with your BlackBerry® device.

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click Email Reconciliation.
- 4. Set the Wireless Reconcile field to On.
- 5. Press the Menu key.
- 6. Click Save.

To stop reconciling email messages over the wireless network, set the Wireless Reconcile field to Off.

Delete email messages over the wireless network

Set the Delete On option for each email address that is associated with your BlackBerry® device.

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click Email Reconciliation.

- 4. Set the **Delete On** field.
- 5. Press the Menu key.
- 6. Click Save.

It takes a short period of time for messages to be deleted over the wireless network. To delete messages on your device only, set the **Delete On** field to **Handheld**.

Prerequisites: Wireless data synchronization

- Verify that you have synchronized your organizer data using the synchronization tool of the BlackBerry[®] Desktop Manager. For more information, see the *BlackBerry[®] Desktop Software Online Help*.
- Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator.

Synchronize organizer data over the wireless network

- 1. In the address book, a calendar, the task list, or the memo list , press the Menu key.
- 2. Click Options.
- 3. To synchronize calendar entries, click a calendar.
- 4. Change the Wireless Synchronization field to Yes.
- 5. Press the Menu key.
- 6. Click Save.

To stop synchronizing organizer data over the wireless network, change the Wireless Synchronization field to No.

About synchronization conflicts

A synchronization conflict occurs when you change the same email message or organizer data item on your BlackBerry[®] device and in the email application on your computer.

If you reconcile your email messages using wireless email reconciliation, on your device, you can set whether the email messages on your device or the email messages on your computer take precedence when an email reconciliation conflict occurs.

If you synchronize your organizer data using wireless data synchronization, the organizer data on your computer takes precedence over the organizer data on your device when a data synchronization conflict occurs.

Manage email reconciliation conflicts

Set the On Conflicts option for each email address that is associated with your BlackBerry® device.

- 1. In a message list, press the Menu key.
- 2. Click Options.
- 3. Click Email Reconciliation.
- 4. Set the On Conflicts field.

- 5. Press the Menu key.
- 6. Click Save.

Manage data synchronization conflicts

You can change how conflicts that occur during organizer data synchronization are resolved by turning off wireless data synchronization, changing conflict resolution options, and synchronizing organizer data using the synchronization tool of the BlackBerry[®] Desktop Manager. For more information about managing conflicts that occur during organizer data synchronization, see the *BlackBerry Desktop Software Online Help*.

About backing up and restoring device data

If you have installed the BlackBerry[®] Desktop Software on your computer, you can back up and restore most of your BlackBerry[®] device data, including messages, organizer data, fonts, saved searches, and browser bookmarks using the backup and restore tool of the BlackBerry[®] Desktop Manager. For more information, see the *BlackBerry Desktop SoftwareOnline Help*.

If your device is associated with an email account that uses a BlackBerry[®] Enterprise Server, you might be able to restore synchronized organizer data to your device over the wireless network. To restore synchronized organizer data over the wireless network, you must have an activation password. For more information, contact your administrator.

Prerequisites: Wireless data restoration

- Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator.
- · Verify that your administrator has provided you with an enterprise activation password.
- Verify that your device is connected to the wireless network.

Delete all device data

Verify that you have a backup copy of your BlackBerry® device data.

CAUTION: If you have turned on content protection, the process for deleting all device data can take up to an hour to complete. You cannot stop the process after you start it. If you reset your device, the process continues after the device restarts.

- 1. In the device options, click Security Options.
- 2. Click General Settings.
- 3. Press the **Menu** key.
- 4. Click Wipe Handheld.
- 5. To delete all third-party applications from your device, select the Include third-party applications check box.
- 6. Click Continue.
- 7. Type blackberry.

Empty the deleted items folder on your computer from your device

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature and that wireless email reconciliation is turned on. For more information, contact your administrator.

- 1. In a message list, press the **Menu** key.
- 2. Click Options.
- 3. Click Email Reconciliation.
- 4. Press the Menu key.
- 5. Click Purge Deleted Items.

Synchronization troubleshooting

Email messages are not reconciling over the wireless network

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- Verify that wireless email reconciliation is turned on.
- Reconcile email messages manually. In a message list, press the Menu key. Click Reconcile Now.

I am not receiving email messages from personal folders on my computer

If your BlackBerry[®] device is associated with a Microsoft[®] Outlook[®] email account, you must use the synchronization tool of the BlackBerry[®] Desktop Manager to reconcile email messages in personal folders. For more information, see the *BlackBerry Desktop Software Online Help*.

Email messages are not being deleted over the wireless network

Try performing the following actions:

- If you delete multiple email messages on your BlackBerry[®] device, highlight the email messages and press the Backspace/ Delete key. If you delete multiple email messages using the Delete Prior menu item, the email messages are not deleted during wireless email reconciliation.
- In the email reconciliation options, verify that the **Delete On** field is set to **Mailbox & Handheld**.

Organizer data is not synchronizing over the wireless network

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- · Verify that wireless data synchronization is turned on in the address book, calendar, task list, and memo list.

• If you use the BlackBerry[®] Internet Service, you must use the synchronization tool of the BlackBerry[®] Desktop Manager to synchronize calendar data. For more information, see the *BlackBerry Desktop Software Online Help*.

Custom address book field data is not appearing on my computer

You can only synchronize the data in a custom address book field with a text field in the email application on your computer. For example, you cannot add a contact's birthday to a custom address book field on your BlackBerry[®] device and synchronize it with the email application on your computer, because the birthday field is a date field in the email application on your computer.

Some characters in calendar entries do not appear correctly after synchronization

If you schedule appointments or meetings on your BlackBerry[®] device that contain special characters or accents, your computer might not support these characters.

On your computer, verify that you are using the correct default code page and that the correct font support is installed on your computer. For more information, see the documentation for the operating system on your computer.

Browser

Browser basics

About browser configurations

The browser on your BlackBerry® device supports multiple browser configurations for optimizing your browsing experience.

If your BlackBerry device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports the BlackBerry Browser, you can use the BlackBerry Browser configuration to browse the Internet and your organization's intranet. If you use the BlackBerry Browser configuration, you might not be able to change some browser options.

You can use the Internet Browser configuration to access web pages that enable you to subscribe to BlackBerry web push services or access ring tones. Depending on your wireless service provider, the Internet Browser configuration might not be available on your device or might use a different name. For more information about the Internet Browser configuration, contact your wireless service provider.

You can use the WAP Browser configuration to access web pages from your wireless service provider that enable you to configure your account information and subscribe to services such as voice mail.

Visit a web page

Depending on your wireless service provider, multiple browsers might appear on your BlackBerry[®] device. For more information about the charges associated with using each browser, contact your wireless service provider.

- 1. In the browser, perform one of the following actions:
 - If a web address field appears on the screen, type a web address.
 - If a web address field does not appear on the screen, press the 📪 key. Click **Go To**. Type a web address.
- 2. Click the trackball.

About browser views

You can view web pages in Column view or Page view. Column view displays web pages in a mobile view format. Page view displays web pages in a wide screen format that is similar to the format that the browser on your computer uses to display web pages. You can also set the default browser view so that your BlackBerry[®] device selects the most appropriate browser view automatically.

Switch browser views

- 1. On a web page, press the **Menu** key.
- 2. Click Column View or Page View.

Zoom in to a web page

Verify that you are viewing the web page in Page view.

On a web page, click the trackball. To zoom out from the web page, press the **Escape** key.

Follow a link

Click a link.

Move back or forward a web page

- 1. On a web page, press the **Menu** key.
- 2. Click Back or Forward.

Move through a web page line by line

- 1. On a web page, press the **Menu** key.
- 2. Click Select Mode.

To select only links and fields as you move through a web page, press the Menu key. Click View Mode.

Save a web page to a message list

A saved web page displays content that was current at the time that you saved the web page.

- 1. On a web page, press the **Menu** key.
- 2. Click Save Page.
- 3. Click **OK**.

Search for text in a message, attachment, or web page

To search for text in a presentation attachment, verify that you are viewing the presentation in text view or in text and slide view.

- 1. In a message, attachment, or web page, press the **Menu** key.
- 2. Click Find.
- 3. Type the text.
- 4. Press the Enter key.

To search for the next instance of the text, press the Menu key. Click Find Next.

Refresh a web page

- 1. On a web page, press the **Menu** key.
- 2. Click Refresh.

View a list of web pages you visited recently

1. On a web page, press the **Menu** key.

2. Click History.

Stop loading a web page

- 1. When a web page is loading, press the **Menu** key.
- 2. Click Stop.

Return to the home page

- 1. On a web page, press the Menu key.
- 2. Click Home.

Close the browser

- 1. In the browser, press the Menu key.
- 2. Click Close.

Links, pictures, and web page addresses

View the address for a link or picture

- 1. On a web page, highlight or pause on a link or picture.
- 2. Press the Menu key.
- 3. Click Link Address or Image Address.

View the address for a web page

- 1. On a web page, press the **Menu** key.
- 2. Click Page Address.

Copy an address for a web page, link, or picture

- 1. On a web page, perform one of the following actions:
 - Highlight or pause on a link. Press the Menu key. Click Link Address.
 - Highlight or pause on a picture. Press the Menu key. Click Image Address.
 - Press the Menu key. Click Page Address.
- 2. Click Copy Address.

To paste the address, press the Menu key. Click Paste.

Forward a link or picture from a web page

- 1. On a web page, highlight or pause on a link or picture.
- 2. Press the Menu key.
- 3. Click Link Address or Image Address.
- 4. Click Send Address.
- 5. Click a message type.

To return to the browser after you send the message, press the **Escape** key.

Forward a web page address

- 1. On a web page, press the **Menu** key.
- 2. Click Send Address.
- 3. Click a message type.

To return to the browser after you send the message, press the **Escape** key.

View a full picture on a web page

- 1. On a web page, highlight or pause on a picture.
- 2. Press the Menu key.
- 3. Click Full Image.

Zoom in to or out from a picture

- 1. In a picture, press the **Menu** key.
- 2. Click Zoom.
- 3. Roll the trackball up or down.

To zoom back to the original picture size, press the Menu key. Click View Actual Size.

Rotate a picture

- 1. In a picture, press the Menu key.
- 2. Click Rotate.

The picture turns 90 degrees in a clockwise direction.

Set how pictures load in the browser

- 1. In the browser, press the Menu key.
- 2. Click Options.
- 3. Click Browser Configuration.
- 4. Perform one of the following actions:

- To load pictures on WML web pages only, set the Show Images field to On WML Pages Only.
- To stop pictures from loading on all web pages, set the Show Images field to No.
- To turn off placeholders for pictures, set the Show Image Placeholders field to No.
- 5. Press the Menu key.
- 6. Click Save Options.

Change the picture quality in the browser

Lower-quality pictures take less time to load in the browser.

- 1. In the browser, press the Menu key.
- 2. Click Options.
- 3. Click General Properties.
- 4. Change the Image Quality field.
- 5. Press the Menu key.
- 6. Click Save.

Load pictures on a web page

- 1. On a web page, press the **Menu** key.
- 2. Perform one of the following actions:
 - To load some pictures, click More Images.
 - To load all pictures, click All Images.

Browser bookmarks

About bookmarks for web pages

You can add bookmarks for web pages that you visit frequently. When you add a bookmark, you can set whether you want the browser to check the web page for updates periodically. Bookmarks for web pages that have been updated since the last time you visited them appear in italic.

Add a bookmark for a web page

- 1. On a web page, press the **Menu** key.
- 2. Click Add Bookmark.
- 3. In the Auto Synchronize field, set how often the browser should check for updates to the web page.
- 4. In the Start time field, set the time of day when the browser should start checking for updates.
- 5. Click Add.

If you visit the web page offline, the browser displays the content that was current the last time that you viewed the web page online.

Make a web page available offline

When adding a bookmark, select the Available Offline check box.

If you visit the web page offline, the browser displays the information that was current the last time that you viewed the web page online.

Change a bookmark for a web page

- 1. On a web page, press the **Menu** key.
- 2. Click Bookmarks.
- 3. Highlight a bookmark.
- 4. Press the Menu key.
- 5. Click Edit Bookmark.
- 6. Change the bookmark.
- 7. Click Accept.

Forward a bookmark for a web page

- 1. On a web page, press the **Menu** key.
- 2. Click Bookmarks.
- 3. Highlight a bookmark.
- 4. Press the Menu key.
- 5. Click Send Bookmark.
- 6. Click a message type.

To return to the browser after you send the message, press the **Escape** key.

Delete a bookmark for a web page

- 1. On a web page, press the **Menu** key.
- 2. Click Bookmarks.
- 3. Highlight a bookmark.
- 4. Press the Menu key.
- 5. Click Delete Bookmark.

Add a bookmark folder for web pages

- 1. On a web page, press the **Menu** key.
- 2. Click Bookmarks.
- 3. Highlight a bookmark folder.
- 4. Press the Menu key.

5. Click Add Subfolder.

File a bookmark for a web page

- 1. On a web page, press the **Menu** key.
- 2. Click Bookmarks.
- 3. Highlight a bookmark.
- 4. Press the Menu key.
- 5. Click Move Bookmark.
- 6. Roll the trackball to the new location.
- 7. Click the trackball.

Expand a folder

- 1. Click a folder with a plus sign (+) beside it.
- 2. If necessary, click **Expand**.

Collapse a folder

- 1. Click a folder with a minus sign (-) beside it.
- 2. If necessary, click Collapse.

Rename a bookmark folder for web pages

You can only rename folders that you created.

- 1. Highlight a folder.
- 2. Press the Menu key.
- 3. Click Rename Folder.

Delete a bookmark folder for web pages

You can only delete folders that you created.

- 1. Highlight a folder.
- 2. Press the Menu key.
- 3. Click Delete Folder.

Web feeds

About web feeds

Web feeds provide you with information about updates to web site content. You can open a web feed to view a list of titles and descriptions for updated web site content. For example, if you open a sports web feed for a news web site, you can scan a list of sports stories that the web site has published since the last time that you checked the web feed. If a title interests you, you can view the web feed content, or if an audio version of the content is available, you can listen to the web feed content.

You can open web feeds on web pages, or you can subscribe to web feeds and open them from your bookmark list. In your bookmark list, web feeds that have been updated since the last time you checked them appear in italic. In a web feed, unopened web feed titles appear in bold.

If one or more web feeds are available on a web page, the Add Web Feed option appears in the menu.

Subscribe to a web feed

- 1. On a web page, press the **Menu** key.
- 2. Click Add Web Feed.
- 3. Select the check box beside a web feed.
- 4. In the Auto Synchronize field, set how often the browser should check for updates to the web feed.
- 5. In the Start time field, set the time of day when the browser should start checking for updates.
- 6. Click Add.

View web feed content

- 1. In a web feed, highlight a title.
- 2. Press the Menu key.
- 3. Perform one of the following actions:
 - To view a summary of the story, click **Show Description**.
 - To view the full story, click Read Story.

To hide a description, highlight a title. Press the Menu key. Click Hide Description.

Listen to web feed content

If your BlackBerry[®] device is associated with an email account that uses the BlackBerry[®] Internet Service, you can listen to web feed content that does not exceed 5 MB. If your BlackBerry device is associated with an email account that uses the BlackBerry[®] Enterprise Server, you might not be able to listen to web feed content that exceeds 128 KB. For more information, contact your administrator.

- 1. In a web feed, highlight a title.
- 2. Press the **Menu** key.
- 3. Click Get Audio.

Mark a web feed title as opened or unopened

In a web feed, perform one of the following actions:

- Highlight a title. Press the Menu key. Click Mark Opened or Mark Unopened.
- Highlight a date field. Press the Menu key. Click Mark Prior Opened.

Change a web feed

- 1. On a web page, press the Menu key.
- 2. Click Bookmarks.
- 3. Highlight a web feed.
- 4. Press the **Menu** key.
- 5. Click Edit Bookmark.
- 6. Change the web feed.
- 7. Click Accept.

File a web feed

- 1. On a web page, press the Menu key.
- 2. Click Bookmarks.
- 3. Highlight a web feed.
- 4. Press the Menu key.
- 5. Click Move Bookmark.
- 6. Roll the trackball to the new location.
- 7. Click the trackball.

Delete a web feed

- 1. On a web page, press the Menu key.
- 2. Click Bookmarks.
- 3. Highlight a web feed.
- 4. Press the Menu key.
- 5. Click Delete Bookmark.

Browser options

Clear a browser cache

- 1. In the browser, press the Menu key.
- 2. Click Options.
- 3. Click Cache Operations.
- 4. Beside a cache type, click **Clear**.

Clear browser history

- 1. In the browser, press the **Menu** key.
- 2. Click Options.
- 3. Click Cache Operations.
- 4. Click Clear History.

Turn on JavaScript support

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator..

- 1. In the browser, press the **Menu** key.
- 2. Click Options.
- 3. Click Browser Configuration.
- 4. Select the Support JavaScript check box.
- 5. Press the Menu key.
- 6. Click Save Options.

Change the default browser view

- 1. In the browser, press the **Menu** key.
- 2. Click Options.
- 3. Click General Properties.
- 4. Change the **Default View** field.
- 5. Press the Menu key.
- 6. Click Save Options.

Change the number of times animated graphics repeat

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator.

- 1. In the browser, press the Menu key.
- 2. Click Options.
- 3. Click General Properties.
- 4. Change the Repeat Animations field.
- 5. Press the Menu key.
- 6. Click Save Options.

Set the web content type that the browser accepts

- 1. In the browser, press the **Menu** key.
- 2. Click Options.
- 3. Click Browser Configuration.
- 4. Set the **Content Mode** field.
- 5. Press the Menu key.
- 6. Click Save Options.

Set the home page

Depending on your wireless service provider, you might not be able to set the home page.

- 1. In the browser, press the **Menu** key.
- 2. Click Options.
- 3. Click Browser Configuration.
- 4. In the Home Page Address field, type a web address.
- 5. Press the Menu key.
- 6. Click Save Options.

Set the default browser configuration

- 1. In the device options, click Advanced Options.
- 2. Click Browser.
- 3. Set the Default browser configuration field.
- 4. Press the Menu key.
- 5. Click Save.

Set the character encoding for all web pages

By default, your BlackBerry[®] device uses the optimal character encoding for a web page.

- 1. On a web page, press the **Menu** key.
- 2. Click Set Encoding.
- 3. Clear the Auto mode check box.
- 4. Set the **Default charset** field.
- 5. Click **OK**.

Receive a prompt before running a script

- 1. In the browser, press the **Menu** key.
- 2. Click Options.
- 3. Click General Properties.
- 4. Select the Prompt Before Running WML Scripts check box.
- 5. Press the Menu key.
- 6. Click Save Options.

Receive a prompt before closing the browser

By default, your BlackBerry® device closes the browser without prompting you when you hold the Escape key.

- 1. In the browser, press the **Menu** key.
- 2. Click Options.
- 3. Click General Properties.
- 4. Select the Prompt Before Closing Browser On Escape check box.
- 5. Press the Menu key.
- 6. Click Save Options.

Browser security

About TLS

The BlackBerry[®] Browser configuration is designed to use TLS or SSL to encrypt data that your device sends or receives over the Internet through the BlackBerry[®] Enterprise Server. Communication between your device and the BlackBerry Enterprise Server is encrypted using Triple DES. Communication between the BlackBerry Enterprise Server and content servers is encrypted using SSL or TLS. To increase security, you can set up TLS for HTTP connections between your device and the BlackBerry Enterprise Server and use Triple DES encryption for all other communication between your device and the BlackBerry Enterprise Server.

About WTLS

The WAP Browser configuration is designed to use WTLS to encrypt data that your BlackBerry[®] device sends and receives over the Internet through a WAP gateway. Communication between your device and the WAP gateway is encrypted using WTLS. Communication between the WAP gateway and content servers is encrypted using TLS or SSL.

Manage browser security

- 1. In the device options, click Security Options.
- 2. Click TLS or WTLS.
- 3. Set the security options.
- 4. Press the Menu key.
- 5. Click Save.

TLS options

TLS Default:

Set the type of TLS or SSL connection that your browser uses for HTTP connections. To use a direct TLS or SSL connection, change this field to **Handheld**. To use Triple DES and TLS or SSL, change this field to **Proxy**.

Allow HTTP Redirections:

Set whether a prompt appears before a secure web page redirects your browser to another web page.

Protocol:

Set the protocol that your BlackBerry[®] device uses for TLS connections between the browser and content servers.

Encryption Strength:

Set whether your browser only accepts and sends data that is encrypted using 128-bit encryption. To accept and send only data that is encrypted using 128-bit encryption, change this field to **Strong Only**. To accept and send data that is encrypted using 128-bit encryption, change this field to **Allow Weak**.

Allow FIPS Algorithms Only:

Set whether your browser accepts and sends data that is encrypted using only FIPS-approved algorithms.

Prompt for Server Trust:

Set whether a prompt appears when your browser tries to connect to an untrusted content server that your device does not have a authentication certificate for.

Prompt for Domain Name:

Set whether a prompt appears when your browser tries to connect to a content server and the domain name on the authentication certificate for the content server does not match the web address to which the browser is trying to connect.

Prompt for Certificate:

Set whether a prompt appears when your browser tries to connect to a content server. You might want a prompt to appear if your device has more than one certificate that you use to authenticate with content servers.

Prompt if Client Cert Not Found:

Set whether a prompt appears when your browser tries to connect to a content server, but your device does not have a certificate that can be used to authenticate with the content server.

Default Client Certificate:

Set the certificate that your browser uses to authenticate with content servers.

WTLS options

Encryption Strength:

Set whether your browser only accepts and sends data that is encrypted using 128-bit encryption. To accept and send only data that is encrypted using 128-bit encryption, change this field to **Strong Only**. To accept and send data that is encrypted using 128-bit encryption, change this field to **Allow Weak**.

Prompt for Server Trust:

Set whether a prompt appears when your browser tries to connect to an untrusted content server that your device does not have a authentication certificate for.

Add a trusted content server

Add content servers to your trusted content server list to accelerate the authentication process when you are authenticating with a content server.

- 1. In the device options, click Security Options.
- 2. Click TLS.
- 3. Press the Menu key.
- 4. Click Add Host.
- 5. Perform one of the following actions:
 - If the TLS Default field is set to Proxy, in the Host Name field, type the web address for the content server.
 - If the **TLS Default** field is set to **Handheld**, in the **Host Name** field, type the web address for the content server. Set the **Certificate** field to the client certificate that you want to use to authenticate with the content server.
- 6. Click **OK**.
- 7. Press the Menu key.
- 8. Click Save.

Browser push

About browser push

Browser push is designed to push information from a web application to your BlackBerry[®] device as the information becomes available. For example, you can use browser push to receive updates for weather reports, stock quotes, or breaking news. When your device receives an update, a new browser push message might appear in a message list or, an icon on the Home screen or in the application list might change to indicate that new information is available. The web application might also push updated information to your browser cache without notifying you. If information is pushed to your browser cache, the information is available on your device even when your device is not connected to the wireless network.

Your device supports different types of browser push messages. Service loading messages and service indication messages include updated information. Other browser push messages include messages that appear in your browser cache.

Turn on browser push

- 1. In the device options, click Advanced Options.
- 2. Click Browser Push.
- 3. Perform one of the following actions:
 - To accept all browser push messages, select the Enable Push check box.
 - To accept browser push messages through a BlackBerry[®] Enterprise Server or BlackBerry[®] Internet Service only, select the **Enable Push** check box and clear the **Enable WAP Push** check box.
 - To accept browser push messages through WAP gateways only, select the **Enable Push** check box and clear the **Enable MDS Push** check box.
- 4. Press the Menu key.
- 5. Click Save.

Browser push options

Process MDS:

Set whether your BlackBerry[®] device accepts browser push messages from the BlackBerry[®] Enterprise Server or BlackBerry[®] Internet Service.

MDS Hosts:

Set whether your device accepts push messages from all BlackBerry Enterprise Servers or BlackBerry Internet Services, or no BlackBerry Enterprise Servers or BlackBerry Internet Services.

Process SMSC:

Set whether your device accepts SMS-based browser push messages.

SMSC Hosts:

Set which SMSC hosts your device accepts browser push messages from. To accept browser push messages from a specific SMSC host, type the phone number for the SMSC host.

Process IP:

Set whether your device accepts browser push messages that web applications send through a WAP gateway.

IP Hosts:

Set which WAP gateways your device accepts browser push messages from. To accept browser push messages from a specific IP host, type the IP address for the WAP gateway.

Browser shortcuts

- To insert a period (.) in the web address field, press the Space key.
- To insert a slash mark (/) in the web address field, press the Shift key and the Space key.
- To stop loading a web page, press the Escape key.
- To close the browser, hold the **Escape** key.

On a web page

- To switch between Column view and Page view, press the at sign (@) key.
- To move to a specific web page, press the period (.) key.
- To open the bookmark list, press 5.
- To add a bookmark, press the question mark (?) key.
- To follow a link, highlight or pause on the link. Press the Enter key.
- To hide the banner, press the exclamation point (!) key. To view the banner, press the exclamation point (!) key.

Navigate a web page

- To move up a screen, press 3.
- To move down a screen, press 9.
- To move to the top of a web page, press 1.
- To move to the bottom of a web page, press 7.

Browser troubleshooting

No browser is available on my device

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- Verify that your wireless service plan includes this service.

I cannot set up automatic synchronization for bookmarks

When you add a bookmark, you can only set the Auto Synchronize and Start Time fields if content protection is turned off.

Applications

Add an application

- 1. On a web page, highlight a link for an application.
- 2. Press the Menu key.
- 3. Click Download.
- 4. Click OK.

View properties for an application

- 1. In the device options, click Advanced Options.
- 2. Click Applications.
- 3. Click an application.

Delete a third-party application

- 1. In the device options, click Advanced Options.
- 2. Click Applications.
- 3. Highlight a third-party application.
- 4. Press the Menu key.
- 5. Click Delete.

Receive a device password prompt before you add an application

Verify that you have set a BlackBerry® device password.

- 1. In the device options, click Security Options.
- 2. Click General Settings.
- 3. Change the Prompt on application install field to Yes.
- 4. Press the Menu key.
- 5. Click Save.

View the size of an application database

- 1. In the device options, click Status.
- 2. Press the Menu key.
- 3. Click Database Sizes.

Application troubleshooting

I cannot add applications

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- Verify that your device has enough memory to add the application.

Media

Media file management

About transferring media files

You can connect your BlackBerry[®] device to your computer to transfer files between your device and your computer, or you can use Bluetooth[®] technology to send media files to or receive media files from a Bluetooth enabled device.

If you connect your device to your computer, you can transfer files between your media card and your computer using mass storage mode, or you can transfer media files between your device and your computer using the media manager tool of the BlackBerry[®] Desktop Manager. For more information about using the media manager tool, see the *Media Manager Online Help*.

If you turn on media card encryption and you transfer files to your media card using mass storage mode or Bluetooth technology, your device does not encrypt the transferred files. If you transfer encrypted files from your media card using mass storage mode or Bluetooth technology, you cannot decrypt the files on your computer or on a Bluetooth enabled device.

Transfer a file between your device and your computer using the media manager tool

- 1. Connect your BlackBerry® device to your computer.
- 2. On your computer, open the BlackBerry® Desktop Manager.
- 3. Double-click Media Manager.
- 4. Drag a file or folder from one location to another.

For more information about using the media manager tool, see the Media Manager Online Help.

Transfer a file between your device and your computer in mass storage mode

Verify that mass storage mode is turned on.

- 1. Connect your BlackBerry[®] device to your computer.
- 2. On your computer, double-click My Computer.
- 3. In the Devices with Removable Storage section, click Removable Disk.
- 4. Drag a file from one location to another.

To exit mass storage mode, disconnect your device from your computer.

Receive a media file using Bluetooth technology

Verify that Bluetooth® technology is turned on and that your BlackBerry® device is paired with a Bluetooth enabled device.

- 1. In the media application, click a media type.
- 2. Press the Menu key.
- 3. Click Receive Using Bluetooth.
- 4. Click Yes.

5. Click Save.

Forward a media file

If you forward a media file using Bluetooth[®] technology, verify that Bluetooth technology is turned on and that your BlackBerry[®] device is paired with a Bluetooth enabled device.

You can only forward media files that you added.

- 1. In the media application, click a media type.
- 2. If necessary, click a category.
- 3. Highlight a media file.
- 4. Press the Menu key.
- 5. Click one of the following menu items:
 - Send As Email
 - Send As MMS
 - Send Using Bluetooth

Delete a media file

You can only delete songs, ring tones, videos, or voice notes that you added.

- 1. In the media application, click a media type.
- 2. If necessary, click a category.
- 3. Highlight a song, ring tone, video, or voice note.
- 4. Press the Menu key.
- 5. Click Delete.

Note: If you delete a ring tone that you use in a notification profile, the notification profile uses the default ring tone.

Rename a media file

You can only rename songs, ring tones, videos, or voice notes that you added.

- 1. In the media application, press the Menu key.
- 2. Click Explore.
- 3. Navigate to a folder that contains songs, ring tones, videos, or voice notes.
- 4. Highlight a song, ring tone, video, or voice note.
- 5. Press the Menu key.
- 6. Click Rename.
- 7. Type a name for the file.
- 8. Click Save.

Move a media file

You can only move media files that you added.

- 1. In the media application, press the **Menu** key.
- 2. Click Explore.
- 3. Navigate to a folder that contains media files.
- 4. Highlight a media file.
- 5. Press the Menu key.
- 6. Click Move.
- 7. Click a folder.
- 8. Click Move Here.

Change the amount of memory available for media files

- 1. In the media application, press the Menu key.
- 2. Click Options.
- 3. Perform any of the following actions:
 - To change the maximum amount of BlackBerry[®] device memory available for all media files, change the **Device Memory** Limit field.
 - To change the minimum amount of device memory available for pictures, change the Reserved Pictures Memory field.
- 4. Press the Menu key.
- 5. Click Save.

View properties for a media file

- 1. In the media application, click a media type.
- 2. If necessary, click a category.
- 3. Highlight a media file.
- 4. Press the Menu key.
- 5. Click Properties.

Songs, ring tones, videos, and voice notes

Play a media file

- 1. In the media application, click a media type.
- 2. If necessary, click a category.
- 3. Click a song, ring tone, video, or voice note.

Play a song or video on a web page

- 1. In the browser, click a link for a song or video.
- 2. Click Open.

Save a song or video from a web page

- 1. In the browser, click a link for a song or video.
- 2. Click Save.
- 3. Type a name for the song or video.
- 4. Click Save.

Record a voice note

- 1. In the media application, click Voice Notes.
- 2. Click Record.
- 3. Click the **record** icon.
- 4. Perform any of the following actions:
 - To pause recording, click the pause icon. To resume recording, click the record icon.
 - To stop recording, click the **pause** icon. Click the **stop** icon.

Shuffle songs

- 1. In the media application, click Music.
- 2. Perform one of the following actions:
 - To shuffle all songs, click **Shuffle Songs**.
 - To shuffle all the songs in a category, click a category. Click a song. Press the Menu key. Click Shuffle.

To stop shuffling songs, press the Menu key. Click Shuffle.

Pause a media file

When playing a song, video, or voice note, click the **pause** icon. To resume playing the song, video, or voice note, click the **play** icon.

Fast-forward or rewind a media file

- 1. When playing a song, video, or voice note, click the progress bar.
- 2. Roll the trackball to the right or left.
- 3. Click the trackball.

Play the next or previous song in a category

- 1. When playing a song, press the **Menu** key.
- 2. Click Next Track or Previous Track.

Repeat a media file

- 1. In the media application, click a media type.
- 2. If necessary, click a category.
- 3. Click a song, video, or voice note.
- 4. Press the Menu key.
- 5. Click Repeat.

To stop repeating a song, video, or voice note, press the Menu key. Click Repeat.

Search for a media file

- 1. In the media application, click a media type.
- 2. If necessary, click a category.
- 3. In the Find field, type part or all of a name for a song, ring tone, video, or voice note.

Switch applications during a song

- 1. Press the End key.
- 2. Click an application.

To return to the media application, press the Menu key. Click Now Playing.

Download a ring tone

Verify that your wireless service provider supports this feature.

- 1. In the media application, click **Ring Tones**.
- 2. Click All Ring Tones.
- 3. Press the Menu key.
- 4. Click Download Tunes.

Adjust the volume

- To increase the volume, press the Volume Up key.
- To decrease the volume, press the Volume Down key.

Amplify the volume

You can amplify the volume for songs, ring tones, and videos.

- 1. In the media application, press the **Menu** key.
- 2. Click Options.
- 3. Change the Audio Boost field to Yes.
- 4. Press the Menu key.
- 5. Click Save.

Keep backlighting on when you play a video

- 1. In the media application, press the Menu key.
- 2. Click Options.
- 3. Change the Turn Off Automatic Backlighting field to No.
- 4. Press the Menu key.
- 5. Click Save.

Use a headset

You can purchase an optional headset to use with your BlackBerry® device.

- To answer a call, press the headset button.
- To turn on mute during a call, press the headset button. To turn off mute, press the headset button again.
- To end a call, hold the headset button.
- To make a call using a voice command, hold the headset button. Say the command.
- To pause a song, press the headset button. To resume playing the song, press the headset button again.

For more information about using the headset, see the documentation that came with your headset.

Playlists

Add a song or video to a playlist

- 1. In the media application, click **Music**.
- 2. Highlight a song or video.
- 3. Press the Menu key.
- 4. Click Add to Playlist.
- 5. Perform one of the following actions:
 - Click New Playlist. Type a name for the playlist. Click the trackball.
 - Click a playlist.

Delete a song or video from a playlist

- 1. In the media application, click Music.
- 2. Click Playlists.
- 3. Click a playlist.
- 4. Highlight a song or video.
- 5. Press the Menu key.
- 6. Click Delete.

Change the order of songs or videos in a playlist

- 1. In the media application, click **Music**.
- 2. Click Playlists.
- 3. Click a playlist.
- 4. Highlight a song or video.
- 5. Press the Menu key.
- 6. Click Move.
- 7. Roll the trackball to the new location.
- 8. Click the trackball.

View a playlist

- 1. In the media application, click **Music**.
- 2. Click Playlists.
- 3. Click a playlist.

To play a song or video, highlight the song or video. Press the Enter key.

Delete a playlist

- 1. In the media application, click **Music**.
- 2. Click Playlists.
- 3. Highlight a playlist.
- 4. Press the Menu key.
- 5. Click Delete.

Rename a playlist

- 1. In the media application, click **Music**.
- 2. Click Playlists.

- 3. Highlight a playlist.
- 4. Press the Menu key.
- 5. Click Rename.
- 6. Type a name for the playlist.
- 7. Click Save.

Pictures

View a picture

- 1. In the media application, click **Pictures**.
- 2. Click a category.
- 3. Click a picture.

Add a picture folder

- 1. In the media application, click **Pictures**.
- 2. Click My Pictures.
- 3. Press the Menu key.
- 4. Click New Folder.
- 5. Type a name for the folder.
- 6. Click Save.

Save a picture

Save picture files, such as .jpeg, .png, .gif, or .bmp files, to the BlackBerry® device memory or a media card.

- 1. Open a picture attachment or highlight a picture on a web page.
- 2. Press the Menu key.
- 3. Click Save Image.
- 4. Click Save.

Sort pictures

- 1. In the media application, click **Pictures**.
- 2. Click My Pictures.
- 3. Press the Menu key.
- 4. Click Options.
- 5. Change the Sort By field.
- 6. Press the Menu key.

7. Click Save.

Rename a picture or picture folder

You can only rename pictures or picture folders that you added.

- 1. In the media application, click **Pictures**.
- 2. Click My Pictures.
- 3. Highlight a picture or picture folder.
- 4. Press the Menu key.
- 5. Click Rename.
- 6. Type a name for the picture or picture folder.
- 7. Click Save.

Delete a picture or picture folder

You can only delete pictures or picture folders that you added.

- 1. In the media application, click Pictures.
- 2. Click My Pictures.
- 3. Highlight a picture or picture folder.
- 4. Press the Menu key.
- 5. Click Delete.

Move a picture

You can only move pictures that you added.

- 1. In the media application, click **Pictures**.
- 2. Click My Pictures.
- 3. Highlight a picture.
- 4. Press the Menu key.
- 5. Click Move.
- 6. Highlight a picture folder.
- 7. Press the Menu key.
- 8. Click Move Here.

Download a Home screen background

Verify that your wireless service provider supports this feature.

- 1. In the media application, click **Pictures**.
- 2. Click My Pictures.
- 3. Press the Menu key.

4. Click Download Images.

Use a picture as the Home screen background

- 1. In the media application, click **Pictures**.
- 2. Click My Pictures.
- 3. Highlight a picture.
- 4. Press the 🗱 key.
- 5. Click Set As Home Screen Image.

To clear the picture from the Home screen, press the **#** key. Click **Reset Home Screen Image**.

View pictures as a slide show

- 1. In the media application, click Pictures.
- 2. Click My Pictures.
- 3. Highlight a picture.
- 4. Press the Menu key.
- 5. Click View Slide Show.

To close the slide show, press the **Escape** key.

Change the number of seconds between slides in a slide show

- 1. In the media application, click **Pictures**.
- 2. Click My Pictures.
- 3. Press the Menu key.
- 4. Click **Options**.
- 5. Change the Slide Show Interval field.
- 6. Press the **Menu** key.
- 7. Click Save.

View pictures in a list

- 1. In the media application, click **Pictures**.
- 2. Click My Pictures.
- 3. Press the Menu key.
- 4. Click View List.

Zoom in to or out from a picture

1. In a picture, press the Menu key.

2. Click Zoom.

3. Roll the trackball up or down.

To zoom back to the original picture size, press the Menu key. Click View Actual Size.

Pan a picture

Verify that you have zoomed in to the picture. In a picture, roll the trackball up or down.

Rotate a picture

- 1. In a picture, press the Menu key.
- 2. Click Rotate.

The picture turns 90 degrees in a clockwise direction.

Media card options

About media cards

Insert a microSD media card into your BlackBerry[®] device to extend the memory that is available on your device for storing media files such as songs, ring tones, videos, or pictures. For more information about inserting a media card into your device, see the printed documentation that came with your device.

About media card encryption

Media card encryption is designed to protect the data that you store on the media card that is inserted in your BlackBerry[®] device. You can encrypt the files on your media card using a media card encryption key, your device password, or both.

You can set media card encryption to include or exclude media files.

Encrypt the files on a media card

To encrypt files on the media card that is inserted in your BlackBerry[®] device using your device password, verify that you have set a device password.

- 1. In the device options, click Media Card.
- 2. Perform one of the following actions:
 - To encrypt files using an encryption key that your device generates for your media card, set the **Encryption Mode** field to **Device**.
 - To encrypt files using your device password, set the Encryption Mode field to Security Password.
 - To encrypt files using a media card encryption key and your device password, set the **Encryption Mode** field to **Security Password & Device**.

- 3. To encrypt media files on your media card, set the Encrypt Media Files field to Yes.
- 4. Press the **Menu** key.
- 5. Click Save.

To turn off media card encryption, set the Encryption Mode field to None.

View the amount of available memory on a media card

Verify that media card support is turned on.

In the device options, click Media Card.

Turn on mass storage mode manually

- 1. Connect your BlackBerry[®] device to your computer.
- 2. In the device options, click Media Card.
- 3. Verify that the Mass Storage Mode Support field is set to On.
- 4. Verify that the Auto Enable Mass Storage Mode When Connected field is set to No or Prompt.
- 5. Press the Menu key.
- 6. Click Enable USB Mass Storage.

Turn off the mass storage mode prompt

- 1. In the device options, click Media Card.
- 2. Perform one of the following actions:
 - To turn on mass storage mode automatically when you connect your BlackBerry[®] device to your computer, set the **Auto Enable Mass Storage Mode When Connected** field to **Yes**.
 - To turn on mass storage mode manually when you connect your device to your computer, set the Auto Enable Mass Storage Mode When Connected field to No.
- 3. Press the Menu key.
- 4. Click Save.

Turn off mass storage mode support

- 1. In the device options, click Media Card.
- 2. Set the Mass Storage Mode Support field to Off.
- 3. Press the Menu key.
- 4. Click Save.

Format a media card

1. In the device options, click **Media Card**.

- 2. Press the Menu key.
- 3. Click Format Card.

Turn off media card support

- 1. In the device options, click Media Card.
- 2. Set the Media Card Support field to Off.
- 3. Press the Menu key.
- 4. Click Save.

Media shortcuts

- To pause a video or song, press the Mute key. To resume playing a video or song, press the Mute key.
- To play the next song in a category, press N.
- To play the previous song in a category, press P.
- To amplify the volume for songs, ring tones, and videos, press the **Volume Up** key until you reach the highest volume setting. Press the **Volume Up** key four times quickly.
- To rotate a picture, press the comma (,) key.
- To zoom in to a picture, press 3. To zoom to the original picture size, press 5.
- To zoom out from a picture, press 9. To zoom to the original picture size, press 5.

Media troubleshooting

I cannot play a song or video on a web page

Your BlackBerry® device might not support the size or the file format of the song or video file.

If you are trying to play a video file that uses RTSP, try performing the following actions:

- Verify that your device is connected to a Wi-Fi network.
- Verify that the default browser configuration for your device is the Wi-Fi Browser configuration.

I cannot open media files

Try performing the following actions:

- If you are trying to open a media file on your BlackBerry[®] device and your device is connected to your computer, disconnect your device from the computer or turn off mass storage mode.
- If you are trying to open a media file on your computer using mass storage mode, verify that you have closed the media manager tool of the BlackBerry[®] Desktop Manager.
- If you are trying to open a media file on your computer using the media manager tool of the BlackBerry Desktop Manager, verify that mass storage mode is turned off on your device.

• If you encrypted the media files on your media card using a media card encryption key and you are trying to open an encrypted media file using your computer or a device other than the BlackBerry device that you used to encrypt the file, insert the media card into the BlackBerry device that you used to encrypt the file. In the media card options, change the **Encryption Mode** field to **None** or **Security Password**.

My device does not recognize my media card

Disconnect your BlackBerry® device from your computer. Turn off mass storage mode support. Format the media card.

My device is not using the correct ring tone or Home screen background

If you are using a ring tone or Home screen background picture that you encrypted on your media card using your BlackBerry[®] device password and you reset your device, unlock your device.

Maps

Map basics

Get directions

- 1. On a map, press the Menu key.
- 2. Click Get Directions.
- 3. Perform one of the following actions to specify a starting location:
 - To specify your current location if your BlackBerry[®] device is paired with a Bluetooth[®] enabled GPS receiver, click Where I Am.
 - To specify a new location, click Enter An Address.
 - To specify a saved location, click From Favorites.
 - To specify a location for a contact, click From Address Book.
 - To specify a recently viewed location for a contact, click the location.
- 4. Repeat step 3 to specify an ending location.

To get directions from the ending location to the starting location, press the Menu key. Click Reverse Directions.

View directions as a route on a map

When viewing text directions, click View On Map.

To view text directions again, press the Menu key. Click View Directions.

Forward a route or a map

- 1. On a map, press the Menu key.
- 2. Click Send Directions or Send Location.
- 3. Click a message type.

View a location on a map

To specify your current location when you view a location, verify that your BlackBerry[®] device is paired with a Bluetooth[®] enabled GPS receiver.

- 1. On a map, press the **Menu** key.
- 2. Click Find Location.
- 3. Perform one of the following actions:
 - To view your current location, click Where I Am.

- To view a new location, click **Enter An Address**. To type location information in specific address fields, select the **Advanced** check box.
- To view a saved location, click From Favorites.
- To view a location for a contact, click From Address Book.
- To view a location that you viewed recently, click the location.

View a list of points of interest near a location

You can search for points of interest such as businesses, airports, schools, parks, or landmarks.

- 1. On a map, press the Menu key.
- 2. Click Local Search.
- 3. Type the point of interest information.
- 4. Click the trackball.

Track your movement

Verify that you have set a GPS receiver to use when you track your movement.

- 1. On a map, click the trackball.
- 2. Click Start GPS Navigation.

To stop tracking your movement, press the Menu key. Click Stop GPS Navigation.

Navigation

Zoom in to a direction on a route

- 1. On a map, highlight a direction on a route.
- 2. Press the Menu key.
- 3. Click Zoom To Point.

Zoom in to or out from a map

- 1. On a map, click the trackball.
- 2. Perform one of the following actions:
 - To zoom in, roll the trackball up.
 - To zoom out, roll the trackball down.
- 3. Click the trackball.

Pan a map

Roll the trackball.

Map options

Set the GPS receiver that you use to track your movement

- 1. On a map, press the Menu key.
- 2. Click Options.
- 3. Change the **GPS Source** field.
- 4. Press the Menu key.
- 5. Click Save.

Add a bookmark for a location or route

- 1. On a map, press the Menu key.
- 2. Click Add To Favorites.

Clear the map cache

- 1. On a map, press the **Menu** key.
- 2. Click Options.
- 3. Press the Menu key.
- 4. Click Clear Cache.

View status information at the top of a map

You can view the battery power level, wireless coverage level indicators, the time, and satellite and Bluetooth[®] connection information at the top of maps.

- 1. On a map, press the **Menu** key.
- 2. Click Options.
- 3. Change the Hide Title Bar field to No.
- 4. Press the Menu key.
- 5. Click Save.

To hide the status information again, change the Hide Title Bar field to Yes.

View north at the top of a map

By default, when you are tracking your movement, the direction in which you are moving appears at the top of the map.

- 1. On a map, press the Menu key.
- 2. Click North Up.

To view the direction in which you are moving at the top of the map again, press the Menu key. Click Track Up.

Hide the tracking information at the bottom of a map

- 1. When tracking your movement on a map, press the Menu key.
- 2. Click Hide Dashboard.

To view the tracking information again, press the Menu key. Click Show Dashboard.

Keep backlighting on when you track your movement

By default, backlighting turns off automatically after a timeout to conserve battery power. You can change maps options so that backlighting remains on when you track your movement unless the battery power level drops below a specified percentage.

- 1. On a map, press the Menu key.
- 2. Click Options.
- 3. Change the Backlight Timeout When field.
- 4. Press the Menu key.
- 5. Click Save.

Map shortcuts

- To zoom in to a map, press L.
- To zoom out from a map, press **O**.
- To view status information at the top of a map, press Q. To hide status information at the top of a map, press Q.
- To view tracking information at the bottom of a map, press the **Space** key. To hide tracking information at the bottom of a map, press the **Space** key.
- To move to the next direction on a route, press 6.
- To move to the previous direction on a route, press 4.

Maps troubleshooting

Diagonal lines appear on a map

Diagonal lines appear on a map when your BlackBerry[®] device loads a new map or when your device is not connected to the wireless network.

If diagonal lines appear for a long period of time, verify that your device is connected to the wireless network.

GPS technology

About GPS technology

You can use GPS technology on your BlackBerry[®] device to get your GPS location and to use location-based applications and locationbased services. Location-based applications can use your GPS location to provide you with other location-based information. For example, a location-based application could use your GPS location to provide you with driving directions.

If your device does not have an internal GPS receiver or your wireless service provider does not support location-based services and you want to use GPS technology, you can pair your BlackBerry device with a Bluetooth[®] enabled GPS receiver. For more information, contact your wireless service provider.

Get your GPS location

Verify that your BlackBerry® device is paired with a Bluetooth® enabled GPS receiver.

- 1. In the device options, click Advanced Options.
- 2. Click GPS.
- 3. Press the Menu key.
- 4. Click Refresh GPS.

The longitude and latitude coordinates for your current location appear.

Prevent others from tracking your location

If your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server, your administrator might be able to track the location of your device.

- 1. In the device options, click **Advanced Options**.
- 2. Click GPS.
- 3. Change the Location Tracking field to No.
- 4. Press the Menu key.
- 5. Click Save.

GPS technology troubleshooting

I cannot use GPS technology

Try performing the following actions:

- · If you are outdoors, move away from buildings and expose your device to open sky.
- If you are indoors, move close to a window.

- If you have paired your BlackBerry[®] device with a Bluetooth[®] enabled GPS receiver, verify that the Bluetooth enabled GPS receiver is turned on.
- If you are using GPS technology for the first time, wait a short period of time for your device to get your GPS location.

Contacts

Contact basics

Add a contact

- 1. In the address book, press the 🗱 key.
- 2. Click New Address.
- 3. Type the contact information.
- 4. Click the trackball.
- 5. Click Save.

Add a contact from a message, call log, or web page

- 1. In a message or call log or on a web page, highlight a contact.
- 2. Press the Menu key.
- 3. Click Add to Address Book.
- 4. Type the contact information.
- 5. Press the Menu key.
- 6. Click Save.

Name a custom address book field

If you change the name of a custom address book field, it changes for all contacts.

- 1. When adding or changing a contact, click the User1, User2, User3, or User4 field.
- 2. Click Change Field Name.
- 3. Type a name for the customer address book field.
- 4. Press the Enter key.

You can synchronize custom address book fields on your BlackBerry[®] device with the email application on your computer. For more information about synchronizing custom address book fields, see the *BlackBerry Desktop Software Online Help*.

View a contact

In the address book, click a contact.

Change a contact

- 1. In the address book, highlight a contact.
- 2. Press the Menu key.

- 3. Click Edit.
- 4. Change the contact information.
- 5. Click the trackball.
- 6. Click Save.

Delete a contact

- 1. In the address book, highlight a contact.
- 2. Press the Menu key.
- 3. Click Delete.

About pauses and waits

Use a pause or a wait to separate additional numbers, for example a password or extension, from a main phone number. After dialing the main phone number, your BlackBerry[®] device either pauses before dialing the additional numbers (pause) or prompts you to type them (wait).

Add a pause or a wait to a phone number

- 1. After typing the main part of a phone number in a phone number field, click the trackball.
- 2. Click Add Pause or Add Wait.
- 3. Type the additional numbers.
- 4. Click the trackball.
- 5. Click Save.

About custom ring tones

You can assign a custom ring tone to a contact without changing other notifications.

Custom ring tone options appear with your contacts and your notification profiles. When you assign a custom ring tone to a contact, a new profile exception appears with your notification profiles as "Calls From <contact>". Notification profile exceptions are shared between your contacts and your notification profiles and changes that you make in one application are made in the other application.

Your BlackBerry® device bases the volume for custom ring tones on the volume that you set in the active notification profile.

Assign a ring tone to a contact

- 1. In the address book, highlight a contact.
- 2. Press the Menu key.
- 3. Click Edit.
- 4. Click the trackball.
- 5. Click Add Custom Phone Tune.

- 6. Set a ring tone.
- 7. Press the Menu key.
- 8. Click Save.

Mailing lists

About mailing lists

You can use mailing lists when you send email, PIN, SMS text, or MMS messages.

Mailing lists that you create on your BlackBerry® device do not appear in the email application on your computer.

Create a mailing list

- 1. In the address book, press the Menu key.
- 2. Click New Group.
- 3. Type a name for the mailing list.
- 4. Click the trackball.
- 5. Click Add Member.
- 6. Click a contact.
- 7. To add another contact, repeat steps 4 through 6.
- 8. Click the trackball.
- 9. Click Save Group.

Change a mailing list

- 1. In the address book, highlight a mailing list.
- 2. Press the Menu key.
- 3. Click Edit Group.
- 4. Click a contact.
- 5. Click one of the following menu items:
 - Add Member
 - Change Member
 - Delete Member
- 6. Click the trackball.
- 7. Click Save Group.

Note: When you delete a contact from a mailing list, the contact remains in your address book.

View a mailing list

In the address book, click a mailing list.

To view the details for a contact in the mailing list, click a contact. Click View Member.

Delete a mailing list

- 1. In the address book, highlight a mailing list.
- 2. Press the Menu key.
- 3. Click Delete Group.

Caller ID

Add a caller ID picture for a contact

- 1. In the address book, highlight a contact.
- 2. Press the Menu key.
- 3. Click Add Picture.
- 4. Highlight a picture.
- 5. Press the Menu key.
- 6. Click Select.
- 7. Center the picture in the box.
- 8. Click the trackball.
- 9. Click Crop and Save.

Change the caller ID picture for a contact

- 1. When changing a contact, highlight the caller ID picture.
- 2. Press the Menu key.
- 3. Click Replace Picture.
- 4. Highlight a picture.
- 5. Press the Menu key.
- 6. Click Select.
- 7. Center the picture in the box.
- 8. Click the trackball.
- 9. Click Crop and Save.

Delete the caller ID picture for a contact

- 1. In the address book, highlight a contact.
- 2. Press the Menu key.
- 3. Click Edit.
- 4. Click the caller ID picture.
- 5. Click Delete Picture.
- 6. Click the trackball.
- 7. Click Save.

Categories

About categories

You can create categories to group your contacts, tasks, and memos. You can also narrow the contacts, tasks, and memos that appear based on categories.

Category names are not case sensitive. More than one category can apply to a contact, task, or memo. If you use IBM® Lotus Notes®, you can apply more than one category to a task on your BlackBerry® device, but only one category synchronizes with the task in Lotus Notes.

Categories are shared between the address book, the task list, and the memo list and changes that you make in one application are made in all applications.

Create a category for contacts, tasks, or memos

- 1. In the address book, task list, or memo list, press the **Menu** key.
- 2. Click Filter.
- 3. Press the Menu key.
- 4. Click New.
- 5. Type a name for the category.
- 6. Press the Enter key twice.

Categorize a contact, task, or memo

- 1. When creating or changing a contact, task, or memo, press the **Menu** key.
- 2. Click Categories.
- 3. Select the check box beside a category.
- 4. Press the Menu key.
- 5. Click Save.

Sort contacts, tasks, or memos by category

- 1. In the address book, task list, or memo list, press the Menu key.
- 2. Click Filter.
- 3. Select the check box next to a category.

Delete a contact, task, or memo from a category

- 1. When changing a contact, task, or memo, press the Menu key.
- 2. Click Categories.
- 3. Highlight a category.
- 4. Press the Menu key.
- 5. Clear the check box beside the category.
- 6. Press the **Menu** key.
- 7. Click Save.

Delete a category

- 1. In the address book, task list, or memo list, press the Menu key.
- 2. Click Filter.
- 3. Highlight a category.
- 4. Press the Menu key.
- 5. Click Delete.

Note: When you delete a category, contacts, tasks, or memos in the category are not deleted.

Address lookup

Search for contacts in your organization's address book

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator.

- 1. In the address book, press the **Menu** key.
- 2. Click Lookup.
- 3. Type part or all of a contact name.
- 4. Click the trackball.

Manage address lookup results

1. In the address lookup results, highlight a contact.

- 2. Press the Menu key.
- 3. Perform one of the following actions:
 - To add a contact to your address book, click Add.
 - To add all the contacts, click Add All.
 - To view information for a contact, click View.
 - To delete a contact from the address lookup results, click Delete.
 - To delete the address lookup results, click Delete Lookup.
 - To start a new address lookup, click Lookup.

SIM card phone book

About the SIM card phone book

If your wireless service provider has set up your SIM card with a SIM card phone book, you can use the SIM card phone book to access contacts that you have added to your SIM card. The SIM card phone book is different from the address book on your BlackBerry[®] device. If you switch SIM cards, the contacts in the SIM card phone book change.

You can add ADN entries to your SIM card phone book. You can also search for ADN entries or SDN entries. ADN entries appear in plain text and SDN entries appear in bold.

Add a contact to your SIM card

Verify that your wireless service provider has set up your SIM card with a SIM card phone book.

- 1. In the address book, press the Menu key.
- 2. Click SIM Phone Book.
- 3. Click the trackball.
- 4. Click New.
- 5. Type the contact information.
- 6. Press the Menu key.
- 7. Click Save.

Copy contacts from your SIM card to your address book

Verify that your wireless service provider has set up your SIM card with a SIM card phone book.

- 1. In the address book, press the Menu key.
- 2. Click SIM Phone Book.
- 3. Press the Menu key.
- 4. Click Copy All To Address Book.

Note: If you try to copy a SIM card contact with a phone number that matches the phone number of a contact that already appears in your address book, your BlackBerry[®] device does not copy the SIM card contact.

Copy a contact from your address book to your SIM card

Verify that your wireless service provider has set up your SIM card with a SIM card phone book.

- 1. In the address book, click a contact.
- 2. Highlight a phone number.
- 3. Press the Menu key.
- 4. Click Copy to SIM Phone Book.
- 5. Press the Menu key.
- 6. Click Save.

Change a SIM card contact

- 1. In the address book, press the Menu key.
- 2. Click SIM Phone Book.
- 3. Highlight a contact.
- 4. Press the Menu key.
- 5. Click Edit.
- 6. Change the contact information.
- 7. Press the Menu key.
- 8. Click Save.

Delete a SIM card contact

- 1. In the address book, press the **Menu** key.
- 2. Click SIM Phone Book.
- 3. Highlight a contact.
- 4. Press the Menu key.
- 5. Click Delete.

Contact list options

Sort contacts or tasks

- 1. In the address book or the task list, press the **Menu** key.
- 2. Click Options.
- 3. Change the Sort By field.
- 4. Press the Menu key.
- 5. Click Save.

Set display options for contacts

You can set how your contacts appear in all applications, including the phone, message list, address book, and calendar.

- 1. In the device options, click Language.
- 2. Set the Name Display field to Last name, First name.
- 3. Press the Menu key.
- 4. Click Save.

To sort your contacts by first name, set the Name Display field to First name Last name.

Prevent duplicate names in your address book

- 1. In the address book, press the Menu key.
- 2. Click Options.
- 3. Set the Allow Duplicate Names field to No.
- 4. Press the Menu key.
- 5. Click Save.

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

- 1. In an application, press the Menu key.
- 2. Click Options.
- 3. If necessary, click General Options.
- 4. Change the **Confirm Delete** field to No.
- 5. Press the Menu key.
- 6. Click Save.

View the number of contacts, tasks, or memos stored on your device

- 1. In the address book, task list, or memo list, press the **Menu** key.
- 2. Click Options.

The Number of Entries field displays the number of contacts, tasks, or memos that are stored on your BlackBerry® device.

Contact troubleshooting

Custom address book field data is not appearing on my computer

You can only synchronize the data in a custom address book field with a text field in the email application on your computer. For example, you cannot add a contact's birthday to a custom address book field on your BlackBerry[®] device and synchronize it with the email application on your computer, because the birthday field is a date field in the email application on your computer.

Caller ID pictures are not appearing on my device

If your BlackBerry[®] device is associated with a Microsoft[®] Outlook[®] 2000 email account and you add a picture for a contact in the email application on your computer, verify that the file name for the picture is ContactPicture.jpg.

Calendar

Calendar basics

About calendar views

You can view your appointments and meetings in one of four calendar views. Day, Week, and Month views display all your appointments and meetings for the selected time period. Agenda view displays all your scheduled appointments and meetings in a list. Agenda view also displays free time that you have between appointments.

Switch calendar views

- 1. In a calendar, press the **Menu** key.
- 2. Click a view.

Move around a calendar

- 1. In a calendar, press the Menu key.
- 2. Perform one of the following actions:
 - To move to a specific date, click Go To Date.
 - To move to the current date, click **Today**.
 - To move forward or back by a time period, click Prev or Next.

Schedule an appointment

- 1. In a calendar, press the Menu key.
- 2. Click New.
- 3. Type the appointment information.
- 4. If the appointment recurs, change the **Recurrence** field.
- 5. Click the trackball.
- 6. Click Save.

Schedule an appointment quickly in Day view

In the calendar options, verify that the Enable Quick Entry field is set to Yes.

- 1. In Day view, beside the start time, type the subject of the appointment.
- 2. Type a location in parentheses.
- 3. To change the end time, roll the trackball.

4. Click the trackball.

If you have multiple calendars on your BlackBerry®device, the appointment appears in your default calendar.

Schedule a meeting

Verify that your BlackBerry[®] device is associated with an email account that uses the BlackBerry[®] Internet Service or a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

- 1. In a calendar, press the **Menu** key.
- 2. Click New.
- 3. Type the meeting information.
- 4. If the meeting recurs, change the **Recurrence** field.
- 5. Click the trackball.
- 6. Click Invite Attendee.
- 7. Click a contact.
- 8. To add another contact to your meeting, repeat steps 5 to 7.
- 9. Click the trackball.
- 10. Click Save.

Note: If your device is associated with more than one email address, in the Send Meeting Request Using field, you can change the email address that you want to use to send the meeting invitation.

Recurrence fields

Every:

Set the frequency of the daily, weekly, or monthly recurring appointment, meeting, or task.

Relative Date:

Set whether the monthly or yearly recurring appointment, meeting, or task recurs on a relative date (for example, on the last Friday of each month).

Check spelling

You can check spelling in messages, calendar entries, tasks, or memos that you create.

- 1. In a message, calendar entry, task, or memo, press the Menu key.
- 2. Click Check Spelling.
- 3. Perform any of the following actions:
 - To accept the suggested spelling, click the highlighted word.
 - To ignore the suggested spelling, press the Escape key.
 - To ignore all instances of the suggested spelling, press the Menu key. Click Ignore All.
 - To add the word to the custom dictionary, press the Menu key. Click Add To Dictionary.
 - To stop checking spelling, press the Menu key. Click Cancel Spell Check.

Open an appointment or a meeting

In a calendar, click an appointment or a meeting.

Delete an appointment or a meeting

- 1. In a calendar, highlight an appointment or a meeting.
- 2. Press the Menu key.
- 3. Click Delete.

Switch days in Day view

To move from one day to another using the navigation bar in the upper-right corner of the screen, click a day.

Meetings

Schedule a meeting

Verify that your BlackBerry[®] device is associated with an email account that uses the BlackBerry[®] Internet Service or a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

- 1. In a calendar, press the **Menu** key.
- 2. Click New.
- 3. Type the meeting information.
- 4. If the meeting recurs, change the Recurrence field.
- 5. Click the trackball.
- 6. Click Invite Attendee.
- 7. Click a contact.
- 8. To add another contact to your meeting, repeat steps 5 to 7.
- 9. Click the trackball.
- 10. Click Save.

Note: If your device is associated with more than one email address, in the Send Meeting Request Using field, you can change the email address that you want to use to send the meeting invitation.

Recurrence fields

Every:

Set the frequency of the daily, weekly, or monthly recurring appointment, meeting, or task.

Relative Date:

Set whether the monthly or yearly recurring appointment, meeting, or task recurs on a relative date (for example, on the last Friday of each month).

Respond to a meeting invitation

- 1. In a meeting invitation, press the **Menu** key.
- 2. Click one of the following menu items:
 - Accept or Accept with Comments
 - Tentative or Tentative with Comments
 - Decline or Decline with Comments

Note: If you delete a meeting invitation from a message list before you accept or decline it, the meeting is deleted from the email application on your computer.

Change the list of participants for a meeting

Verify that you are the meeting organizer.

- 1. In a meeting, in the Accepted or Declined field, click a contact.
- 2. Click one of the following menu items:
 - Invite Attendee
 - Change Attendee
 - Remove Attendee
- 3. Press the Menu key.
- 4. Click Save.

Send an email message to all meeting participants

- 1. In a meeting, meeting invitation, or meeting response, press the Menu key.
- 2. Click Email All Attendees.

Contact a meeting participant

- 1. In a meeting, meeting invitation, or meeting response, highlight a contact.
- 2. Press the Menu key.
- 3. Click a message type or Call <contact>.

View your calendar when responding to a meeting

- 1. In a meeting invitation, press the **Menu** key.
- 2. Click View Calendar.

To return to the meeting invitation, press the **Escape** key.

Calendar options

Change the default calendar view

- 1. In a calendar, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Initial View field.
- 5. Press the Menu key.
- 6. Click Save.

Change the default reminder time for calendar entries

- 1. In a calendar, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Default Reminder field.
- 5. Press the Menu key.
- 6. Click Save.

Change the start and end time for days

- 1. In a calendar, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Start of Day and End of Day fields.
- 5. Press the Menu key.
- 6. Click Save.

Change the snooze time for reminders

- 1. In a calendar or task list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the **Snooze** field.
- 5. Press the Menu key.
- 6. Click Save.

Change the email address that you use to send messages or meeting invitations

Verify that your BlackBerry[®] device is associated with more than one email address.

- 1. In the device options, click **Advanced Options**.
- 2. Click Default Services.
- 3. Change the **Messaging (CMIME)** field.
- 4. Press the Menu key.
- 5. Click Save.

View tasks in a calendar

- 1. In a calendar, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Show Tasks field to Yes.
- 5. Press the Menu key.
- 6. Click Save.

Change the first day of the week

- 1. In a calendar, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the First Day of Week field.
- 5. Press the Menu key.
- 6. Click Save.

Hide free time in Agenda view

- 1. In a calendar, press the **Menu** key.
- 2. Click **Options**.
- 3. Click General Options.
- 4. Change the Show Free Time in Agenda View field to No.
- 5. Press the Menu key.
- 6. Click Save.

View more of the subject line for appointments in Agenda view

1. In a calendar, press the **Menu** key.

- 2. Click Options.
- 3. Click General Options.
- 4. Change the Show End Time in Agenda View field to No.
- 5. Press the Menu key.
- 6. Click Save.

Change how long your device stores calendar entries

- 1. In a calendar, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the Keep Appointments field.
- 5. Press the Menu key.
- 6. Click Save.

Your BlackBerry® device deletes calendar entries that are older than the number of days that you set.

To restore calendar entries, change the **Keep Appointments** field to a longer period of time. Calendar entries that you received on your device within the set period of time appear in a calendar.

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

- 1. In an application, press the **Menu** key.
- 2. Click Options.
- 3. If necessary, click General Options.
- 4. Change the **Confirm Delete** field to No.
- 5. Press the Menu key.
- 6. Click Save.

View the number of calendar entries stored in a calendar

- 1. In a calendar, press the **Menu** key.
- 2. Click Options.
- 3. Click a calendar.

The Number of Entries field displays the number of entries that are stored in the calendar.

Multiple calendars

About multiple calendars

If your BlackBerry[®] device is associated with multiple email accounts, you might have multiple calendars on your device. For example, if your device is associated with a work email account and a personal email account, you might be able to view your work calendar and your personal calendar on your device. If you have multiple calendars on your device, you can schedule and manage appointments and meetings in each calendar. For more information, contact your wireless service provider.

Switch calendars

Verify that you have multiple calendars on your BlackBerry® device.

- 1. In a calendar, press the Menu key.
- 2. Click Select Calendar.
- 3. Click a calendar.

Use color to differentiate calendars

Verify that you have multiple calendars on your BlackBerry® device.

- 1. In a calendar, press the Menu key.
- 2. Click Options.
- 3. Click a calendar.
- 4. Change the Appointment Color field.
- 5. Press the Menu key.
- 6. Click Save.

Change the calendar that reminds you of appointments

Verify that you have multiple calendars on your BlackBerry® device.

- 1. In a calendar, press the Menu key.
- 2. Click Options.
- 3. Click a calendar.
- 4. Change the Display Reminders field.
- 5. Press the Menu key.
- 6. Click Save.

Change the default calendar

Verify that you have multiple calendars on your BlackBerry® device.

1. In the device options, click Advanced Options.

- 2. Click Default Services.
- 3. Change the Calendar (CICAL) field.
- 4. Press the Menu key.
- 5. Click Save.

Calendar shortcuts

For shortcuts to work in Day view, in the calendar options, change the Enable Quick Entry field to No.

- To schedule an appointment, press the period (.) key.
- To move to the next day, week, or month, press 9.
- To move to the previous day, week, or month, press 3.
- To move up an hour, press 2.
- To move down an hour, press 8.
- To move to the current date, press the exclamation point (!) key.

Calendar troubleshooting

I cannot schedule appointments that span multiple days

If you use IBM® Lotus Notes®, you cannot schedule appointments that span multiple days.

I cannot set some fields when scheduling appointments

If you use IBM® Lotus Notes®, you can only change the Subject, Location, Reminder, and Notes fields and the Mark as Private check box when you change a recurring appointment or meeting.

Some characters in calendar entries do not appear correctly after synchronization

If you schedule appointments or meetings on your BlackBerry[®] device that contain special characters or accents, your computer might not support these characters.

On your computer, verify that you are using the correct default code page and that the correct font support is installed on your computer. For more information, see the documentation for the operating system on your computer.

Tasks

Task basics

Create a task

- 1. In the task list, press the **Menu** key.
- 2. Click New.
- 3. Type the task information.
- 4. Set a due date for the task.
- 5. If the task recurs, set the **Recurrence** field.
- 6. Press the Menu key.
- 7. Click Save.

Recurrence fields

Every:

Set the frequency of the daily, weekly, or monthly recurring appointment, meeting, or task.

Relative Date:

Set whether the monthly or yearly recurring appointment, meeting, or task recurs on a relative date (for example, on the last Friday of each month).

Change a task

- 1. In the task list, highlight a task.
- 2. Press the **Menu** key.
- 3. Click Open.
- 4. Change the task information.
- 5. Press the Menu key.
- 6. Click Save.

Change the status of a task

- 1. In the task list, highlight a task.
- 2. Press the Menu key.
- 3. Perform one of the following actions:
 - To mark the task as complete, click Mark Completed.

• To mark the task as deferred, in progress, or waiting, click **Open**. Set the **Status** field. Press the **Menu** key. Click **Save**.

Hide completed tasks

- 1. In the task list, press the **Menu** key.
- 2. Click Hide Completed.

Forward a task or memo

- 1. In the task list or memo list, highlight a task or memo.
- 2. Press the Menu key.
- 3. Click Forward As.
- 4. Click a message type.

Check spelling

You can check spelling in messages, calendar entries, tasks, or memos that you create.

- 1. In a message, calendar entry, task, or memo, press the Menu key.
- 2. Click Check Spelling.
- 3. Perform any of the following actions:
 - To accept the suggested spelling, click the highlighted word.
 - To ignore the suggested spelling, press the Escape key.
 - To ignore all instances of the suggested spelling, press the Menu key. Click Ignore All.
 - To add the word to the custom dictionary, press the Menu key. Click Add To Dictionary.
 - To stop checking spelling, press the Menu key. Click Cancel Spell Check.

Delete a task

- 1. In the task list, highlight a task.
- 2. Press the Menu key.
- 3. Click Delete.

Categories

About categories

You can create categories to group your contacts, tasks, and memos. You can also narrow the contacts, tasks, and memos that appear based on categories.

Category names are not case sensitive. More than one category can apply to a contact, task, or memo. If you use IBM® Lotus Notes®, you can apply more than one category to a task on your BlackBerry® device, but only one category synchronizes with the task in Lotus Notes.

Categories are shared between the address book, the task list, and the memo list and changes that you make in one application are made in all applications.

Create a category for contacts, tasks, or memos

- 1. In the address book, task list, or memo list, press the **Menu** key.
- 2. Click Filter.
- 3. Press the Menu key.
- 4. Click New.
- 5. Type a name for the category.
- 6. Press the Enter key twice.

Categorize a contact, task, or memo

- 1. When creating or changing a contact, task, or memo, press the Menu key.
- 2. Click Categories.
- 3. Select the check box beside a category.
- 4. Press the Menu key.
- 5. Click Save.

Sort contacts, tasks, or memos by category

- 1. In the address book, task list, or memo list, press the Menu key.
- 2. Click Filter.
- 3. Select the check box next to a category.

Delete a contact, task, or memo from a category

- 1. When changing a contact, task, or memo, press the Menu key.
- 2. Click Categories.
- 3. Highlight a category.
- 4. Press the Menu key.
- 5. Clear the check box beside the category.
- 6. Press the **Menu** key.
- 7. Click Save.

Delete a category

- 1. In the address book, task list, or memo list, press the Menu key.
- 2. Click Filter.
- 3. Highlight a category.
- 4. Press the Menu key.
- 5. Click Delete.

Note: When you delete a category, contacts, tasks, or memos in the category are not deleted.

Task list options

Sort contacts or tasks

- 1. In the address book or the task list, press the **Menu** key.
- 2. Click Options.
- 3. Change the Sort By field.
- 4. Press the Menu key.
- 5. Click Save.

Change the snooze time for reminders

- 1. In a calendar or task list, press the **Menu** key.
- 2. Click Options.
- 3. Click General Options.
- 4. Change the **Snooze** field.
- 5. Press the Menu key.
- 6. Click Save.

View tasks in the calendar

- 1. In the calendar, press the **Menu** key.
- 2. Click Options.
- 3. Set the Show Tasks field to Yes.
- 4. Press the Menu key.
- 5. Click Save.

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

- 1. In an application, press the Menu key.
- 2. Click Options.
- 3. If necessary, click General Options.
- 4. Change the **Confirm Delete** field to No.
- 5. Press the Menu key.
- 6. Click Save.

View the number of contacts, tasks, or memos stored on your device

- 1. In the address book, task list, or memo list, press the Menu key.
- 2. Click Options.

The Number of Entries field displays the number of contacts, tasks, or memos that are stored on your BlackBerry® device.

Memos

Memo basics

Create a memo

- 1. In the memo list, press the Menu key.
- 2. Click New.
- 3. Type the memo information.
- 4. Press the Menu key.
- 5. Click Save.

Change a memo

- 1. In the memo list, highlight a memo.
- 2. Press the Menu key.
- 3. Click Edit.
- 4. Change the memo information.
- 5. Click the trackball.
- 6. Click Save.

Forward a task or memo

- 1. In the task list or memo list, highlight a task or memo.
- 2. Press the Menu key.
- 3. Click Forward As.
- 4. Click a message type.

Check spelling

You can check spelling in messages, calendar entries, tasks, or memos that you create.

- 1. In a message, calendar entry, task, or memo, press the **Menu** key.
- 2. Click Check Spelling.
- 3. Perform any of the following actions:
 - To accept the suggested spelling, click the highlighted word.
 - To ignore the suggested spelling, press the **Escape** key.
 - To ignore all instances of the suggested spelling, press the Menu key. Click Ignore All.
 - To add the word to the custom dictionary, press the Menu key. Click Add To Dictionary.

• To stop checking spelling, press the Menu key. Click Cancel Spell Check.

Delete a memo

- 1. In the memo list, highlight a memo.
- 2. Press the Menu key.
- 3. Click Delete.

Categories

About categories

You can create categories to group your contacts, tasks, and memos. You can also narrow the contacts, tasks, and memos that appear based on categories.

Category names are not case sensitive. More than one category can apply to a contact, task, or memo. If you use IBM® Lotus Notes®, you can apply more than one category to a task on your BlackBerry® device, but only one category synchronizes with the task in Lotus Notes.

Categories are shared between the address book, the task list, and the memo list and changes that you make in one application are made in all applications.

Create a category for contacts, tasks, or memos

- 1. In the address book, task list, or memo list, press the Menu key.
- 2. Click Filter.
- 3. Press the Menu key.
- 4. Click New.
- 5. Type a name for the category.
- 6. Press the Enter key twice.

Categorize a contact, task, or memo

- 1. When creating or changing a contact, task, or memo, press the Menu key.
- 2. Click Categories.
- 3. Select the check box beside a category.
- 4. Press the **Menu** key.
- 5. Click Save.

Sort contacts, tasks, or memos by category

- 1. In the address book, task list, or memo list, press the Menu key.
- 2. Click Filter.
- 3. Select the check box next to a category.

Delete a contact, task, or memo from a category

- 1. When changing a contact, task, or memo, press the Menu key.
- 2. Click Categories.
- 3. Highlight a category.
- 4. Press the Menu key.
- 5. Clear the check box beside the category.
- 6. Press the **Menu** key.
- 7. Click Save.

Delete a category

- 1. In the address book, task list, or memo list, press the Menu key.
- 2. Click Filter.
- 3. Highlight a category.
- 4. Press the Menu key.
- 5. Click Delete.

Note: When you delete a category, contacts, tasks, or memos in the category are not deleted.

Memo list options

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

- 1. In an application, press the Menu key.
- 2. Click Options.
- 3. If necessary, click General Options.
- 4. Change the Confirm Delete field to No.
- 5. Press the Menu key.
- 6. Click Save.

View the number of contacts, tasks, or memos stored on your device

- 1. In the address book, task list, or memo list, press the **Menu** key.
- 2. Click Options.

The Number of Entries field displays the number of contacts, tasks, or memos that are stored on your BlackBerry® device.

Alarm

About the alarm

In the BlackBerry® device alarm, you can set the alarm to sound at the same time everyday or only on weekdays. You can also set a snooze time for the alarm and adjust the alarm volume.

If you turn off your device by pressing the Power key, or by clicking Turn Power Off and selecting Turn Off, the alarm is designed to sound at the correct time even if the device is turned off.

Turn on the alarm

- 1. In the alarm, change the Daily Alarm field to On or Weekdays Only.
- 2. Change the alarm options.

In the device status section of the screen, a bell indicator appears beside the date.

Silence the alarm

- If snooze is not turned on, press any key.
- If snooze is turned on, click **Snooze**.

Calculator

Use the calculator

- To press a key in the calculator, press the corresponding key on the BlackBerry[®] device keyboard.
- To use the alternate function on a key in the calculator, press the Alt key and the corresponding key on the device keyboard.

Convert a measurement

- 1. In the calculator, type a number.
- 2. Press the Menu key.
- 3. Perform one of the following actions:
 - To convert the number from imperial to metric, click **To Metric**.
 - To convert the number from metric to imperial, click From Metric.
- 4. Click a conversion type.

Bluetooth technology

Bluetooth technology basics

About Bluetooth technology

Bluetooth[®] technology is designed to enable you to establish a wireless connection between your BlackBerry[®] device and a Bluetooth enabled device, such as a handsfree car kit or wireless stereo headset. After you pair your BlackBerry device with a Bluetooth enabled device, you can connect to that Bluetooth enabled device when the device is within range of your BlackBerry device (a typical range is approximately 10 meters).

When you turn on Bluetooth technology or when you connect your BlackBerry device to another Bluetooth enabled device, Bluetooth icons appear in the device status section of the screen. For more information about Bluetooth icons, see the printed documentation that came with your BlackBerry device.

Turn on Bluetooth technology

- 1. In the device options, click **Bluetooth**.
- 2. Press the 🗱 key.
- 3. Click Enable Bluetooth.

To turn off Bluetooth[®] technology, press the results the key. Click **Disable Bluetooth**.

Pair with a Bluetooth enabled device

Some Bluetooth® enabled devices have a passkey that you must type before you can pair with them.

- 1. In the Bluetooth setup application, click Search for devices from here or Allow another device to find me.
- 2. Click **OK**.
- 3. If necessary, click a Bluetooth enabled device.
- 4. If necessary, type the passkey for the Bluetooth enabled device on your BlackBerry® device.
- 5. If necessary, type the passkey for the Bluetooth enabled device on the Bluetooth enabled device.

Connect to a Bluetooth enabled device

Verify that Bluetooth® technology is turned on and that your BlackBerry® device is paired with a Bluetooth enabled device.

- 1. In the device options, click **Bluetooth**.
- 2. Click a Bluetooth enabled device.
- 3. Click Connect.

Switch to a paired Bluetooth enabled device during a call

Verify that Bluetooth® technology is turned on and that your BlackBerry® device is paired with a Bluetooth enabled device.

- 1. During a call, press the **Menu** key.
- 2. Click Activate <Bluetooth device>.

Share contacts with a paired Bluetooth enabled car kit

Verify that Bluetooth® technology is turned on and that your BlackBerry® device is paired with a Bluetooth enabled car kit.

- 1. In the device options, click **Bluetooth**.
- 2. Click a Bluetooth enabled car kit.
- 3. Click Connect.
- 4. Press the Menu key.
- 5. Click Transfer Address Book.

Receive a media file using Bluetooth technology

Verify that Bluetooth® technology is turned on and that your BlackBerry® device is paired with a Bluetooth enabled device.

- 1. In the media application, click a media type.
- 2. Press the Menu key.
- 3. Click Receive Using Bluetooth.
- 4. Click Yes.
- 5. Click Save.

Forward a media file

If you forward a media file using Bluetooth® technology, verify that Bluetooth technology is turned on and that your BlackBerry® device is paired with a Bluetooth enabled device.

You can only forward media files that you added.

- 1. In the media application, click a media type.
- 2. If necessary, click a category.
- 3. Highlight a media file.
- 4. Press the Menu key.
- 5. Click one of the following menu items:
 - Send As Email
 - Send As MMS
 - Send Using Bluetooth

Rename a paired Bluetooth enabled device

- 1. In the device options, click **Bluetooth**.
- 2. Click a paired Bluetooth® enabled device.
- 3. Click Device Properties.
- 4. In the Device Name field, change the name for the Bluetooth enabled device.
- 5. Press the Menu key.
- 6. Click Save.

Delete a paired Bluetooth enabled device

Verify that your BlackBerry[®] device is not connected to the Bluetooth[®] device.

- 1. In the device options, click **Bluetooth**.
- 2. Click a Bluetooth enabled device.
- 3. Click Delete Device.

Bluetooth technology options

Prevent your device from sharing contacts with Bluetooth enabled devices

- 1. In the device options, click **Bluetooth**.
- 2. Press the Menu key.
- 3. Click Options.
- 4. Set the Address Book Transfer field to Disabled.
- 5. Press the Menu key.
- 6. Click Save.

To share contacts with Bluetooth® enabled devices again, set the Address Book Transfer field to Enabled.

Restrict outgoing calls

- 1. In the device options, click **Bluetooth**.
- 2. Press the Menu key.
- 3. Click Options.
- 4. Set the Allow outgoing calls field to Never or If Unlocked.
- 5. Press the Menu key.
- 6. Click Save.

Make your BlackBerry device discoverable

- 1. In the device options, click **Bluetooth**.
- 2. Press the Menu key.
- 3. Click Options.
- 4. Set the **Discoverable** field to **Yes**.
- 5. Press the Menu key.
- 6. Click Save.

Change the pairing name for your BlackBerry device

- 1. In the device options, click **Bluetooth**.
- 2. Press the Menu key.
- 3. Click Options.
- 4. In the **Device Name** field, type a name for your BlackBerry[®] device.
- 5. Press the Menu key.
- 6. Click Save.

Turn off Bluetooth connection notification

- 1. In the device options, click **Bluetooth**.
- 2. Press the **Menu** key.
- 3. Click Options.
- 4. Set the LED Connection Indicator field to Off.
- 5. Press the Menu key.
- 6. Click Save.

To turn on Bluetooth® connection notification again, set the LED Connection Indicator field to Yes.

Turn off the prompt that appears when connecting or pairing

- 1. In the device options, click **Bluetooth**.
- 2. Click a Bluetooth® enabled device.
- 3. Click Device Properties.
- 4. Set the Trusted field to Yes.
- 5. Press the **Menu** key.
- 6. Click Save.

To turn on the prompt again, set the Trusted field to No.

Bluetooth technology troubleshooting

I cannot type a passkey on a Bluetooth enabled device

If you cannot type a passkey on a Bluetooth[®] enabled device, the passkey might already be defined. On your BlackBerry[®] device, in the **Enter passkey for <device name>** field, try typing **0000**.

My list of paired Bluetooth enabled devices does not appear

Try performing the following actions:

- Verify that Bluetooth® technology is turned on.
- · Verify that you have added Bluetooth enabled devices to the paired Bluetooth enabled devices list.

I cannot pair with a Bluetooth enabled device

Try performing the following actions:

- Verify that your BlackBerry[®] device is compatible with the Bluetooth[®] enabled device. For more information, see the documentation that came with the Bluetooth enabled device.
- Allow the Bluetooth enabled device to discover your BlackBerry device. In the Bluetooth setup application, click **Allow another** device to find me.
- Turn off encryption for Bluetooth connections between your BlackBerry device and the Bluetooth enabled device. In the device options, click **Bluetooth**. Click a Bluetooth enabled device. Click **Device Properties**. Change the **Encryption** field to **Disabled**. Press the **Menu** key. Click **Save**.

I cannot share contacts with a paired Bluetooth enabled device

Try performing the following actions:

- Verify that Bluetooth[®] technology is turned on.
- Verify that your BlackBerry[®] device is paired with the Bluetooth enabled device.
- Verify that, in the Bluetooth options, the Address Book Transfer field is set to Enabled.
- Verify that your BlackBerry device is connected to a Bluetooth enabled device that supports the Handsfree profile or the Object Push profile. For more information about supported profiles, see the documentation that came with the Bluetooth enabled device.

Date and time

Set the date and time

- 1. In the device options, click Date/Time.
- 2. Set the date and time.
- 3. Press the Menu key.
- 4. Click Save.

Get the date and time from the wireless network automatically

- 1. In the device options, click Date/Time.
- 2. Change the **Time Zone** field.
- 3. Perform one of the following actions:
 - To get the date and time from the wireless network that your BlackBerry[®] device is connected to, change the **Date/Time Source** field to **Network**.
 - To get the date and time from the BlackBerry network, change the Date/Time Source field to BlackBerry.
- 4. Press the Menu key.
- 5. Click Update Time.
- 6. Press the Menu key.
- 7. Click Save.

To set the time yourself, change the Date/Time Source field to Off.

Date and time troubleshooting

The time on my device is incorrect

Try performing the following actions:

- If you have traveled to a different time zone, set the Time Zone field to display the correct time zone.
- If you have set the Date/Time Source field to Network, try setting the Date/Time Source field to BlackBerry.

Notification profiles

Notification basics

About notification profiles

Notification profiles define how your BlackBerry[®] device notifies you of calendar and task reminders, and incoming messages, calls, and browser content. Your device has six preloaded profiles: Loud, Vibrate, Quiet, Normal, Phone Only, and Off.

You can change preloaded notification profiles or create new ones. In your notification profiles, you can set different notification options for different items, set ring tones, or set the volume for notification. If you set notification volume to Escalating, the notification volume gradually increases.

Switch notification profiles

In the profile list, click a notification profile.

Create a notification profile

- 1. In the profile list, click Advanced.
- 2. Press the **Menu** key.
- 3. Click New Profile.
- 4. Type a name for the profile.
- 5. Highlight an item.
- 6. Press the Menu key.
- 7. Click Edit.
- 8. Set notification options.
- 9. Press the Menu key.
- 10. Click Save.
- 11. To set notification options for another item, repeat steps 5 through 10.
- 12. Press the **Menu** key.
- 13. Click Save.

Change a notification profile

- 1. In the profile list, click Advanced.
- 2. Highlight a notification profile.
- 3. Press the Menu key.
- 4. Click Edit.

- 5. Change the notification profile.
- 6. Press the **Menu** key.
- 7. Click Save.

Delete a notification profile

You can only delete notification profiles that you created.

- 1. In the profile list, click Advanced.
- 2. Highlight a notification profile.
- 3. Press the Menu key.
- 4. Click Delete.

Change your ring tone

- 1. In the notification profile list, click Advanced.
- 2. Highlight a notification profile.
- 3. Press the Menu key.
- 4. Click Show Tunes.
- 5. Click a media folder that contains songs, ring tones, or voice notes.
- 6. Highlight a song, ring tone, or voice note.
- 7. Press the Menu key.
- 8. Click Set As Phone Tune.

Prevent notification during calls

- 1. In the profile list, click **Advanced**.
- 2. Highlight a notification profile.
- 3. Press the Menu key.
- 4. Click Edit.
- 5. Highlight an item.
- 6. Press the Menu key.
- 7. Click Edit.
- 8. Set the Notify Me During Calls field to No.
- 9. Press the Menu key.
- 10. Click Save.
- 11. To set the Notify Me During Calls field for another item, repeat steps 5 through 10.
- 12. Press the Menu key.
- 13. Click Save.

Silence your device

In the profile list, perform one of the following actions:

- To receive LED notification only, click Quiet.
- To receive vibrate notification only, click Vibrate.
- To turn off all notification, including notification profile exceptions and LED notification, click Off.

View a list of saved ring tones

- 1. In the profile list, click Advanced.
- 2. Highlight a notification profile.
- 3. Press the Menu key.
- 4. Click Show Tunes.
- 5. Click a media folder that contains ring tones.

To play a ring tone, highlight a ring tone. Press the Menu key. Click Play.

Download a ring tone

Verify that your wireless service provider supports this feature.

- 1. In the media application, click Ring Tones.
- 2. Click All Ring Tones.
- 3. Press the Menu key.
- 4. Click Download Tunes.

LED notification

LED notification

The LED light on the top of your BlackBerry® device flashes different colors to indicate different statuses.

Green:

You are in a wireless coverage area.

Blue:

Your device is connected to a Bluetooth® enabled device.

Red:

A new message has arrived and your selected notification profile is set to notify you using the LED. If you are using your device with a smart card, your device is accessing data on the smart card.

Amber:

The battery power level for your device is low.

Turn off Bluetooth connection notification

- 1. In the device options, click **Bluetooth**.
- 2. Press the Menu key.
- 3. Click Options.
- 4. Set the LED Connection Indicator field to Off.
- 5. Press the Menu key.
- 6. Click Save.

To turn on Bluetooth® connection notification again, set the LED Connection Indicator field to Yes.

Turn on wireless coverage notification

- 1. In the device options, click Screen/Keyboard.
- 2. Set the LED Coverage Indicator field to On.
- 3. Press the Menu key.
- 4. Click Save.

When your BlackBerry[®] device is connected to the wireless network, the LED light flashes green. To turn off wireless coverage notification again, set the **LED Coverage Indicator** field to **Off**.

Custom notification

About custom notification

You can create notification profile exceptions to receive different notification for incoming messages and calls from specific contacts. For example, you can create a notification profile exception that uses the Loud profile for incoming messages and calls from a specific contact, regardless of your active notification profile.

Your BlackBerry[®] device applies notification profile exceptions in the order in which they appear in the notification profile exception list. If you create multiple notification profile exceptions that include the same contact, place the notification profile exception that you want your device to apply first in the list.

Your device has one preloaded notification profile exception for important calls. You can add contacts to this notification profile exception, or you can delete it.

Set custom notification for calls or messages from a specific contact

- 1. In the profile list, click Advanced.
- 2. Press the Menu key.
- 3. Click New Exception.
- 4. In the **Exception** field, type a name for the profile exception.

- 5. In the From field, press the Menu key.
- 6. Click Add Name.
- 7. Click a contact.
- 8. To add another contact, repeat steps 5 through 7.
- 9. Set the Use Profile field to the notification profile on which the exception should be based.
- 10. To set a ring tone, select the Custom Phone Tune check box. Set a ring tone.
- 11. Press the Menu key.
- 12. Click Save.

Change the order of notification profile exceptions

- 1. In the profile list, click **Advanced**.
- 2. Highlight a notification profile exception.
- 3. Press the Menu key.
- 4. Click Move.
- 5. Roll the trackball to the new location.
- 6. Click the trackball.

Change a notification profile exception

- 1. In the profile list, click Advanced.
- 2. Highlight a notification profile exception.
- 3. Press the Menu key.
- 4. Click Edit.
- 5. Change the notification profile exception information.
- 6. Press the Menu key.
- 7. Click Save.

Change the list of contacts for a notification profile exception

- 1. In the profile list, click **Advanced**.
- 2. Highlight a notification profile exception.
- 3. Press the Menu key.
- 4. Click Edit.
- 5. In the From field, press the Menu key.
- 6. Click one of the following menu items:
 - Add Name
 - Change Name

• Delete Name

Delete a notification profile exception

- 1. In the profile list, click **Advanced**.
- 2. Highlight a notification profile exception.
- 3. Press the Menu key.
- 4. Click Delete.

About custom ring tones

You can assign a custom ring tone to a contact without changing other notifications.

Custom ring tone options appear with your contacts and your notification profiles. When you assign a custom ring tone to a contact, a new profile exception appears with your notification profiles as "Calls From <contact>". Notification profile exceptions are shared between your contacts and your notification profiles and changes that you make in one application are made in the other application.

Your BlackBerry® device bases the volume for custom ring tones on the volume that you set in the active notification profile.

Assign a ring tone to a contact

- 1. In the address book, highlight a contact.
- 2. Press the **Menu** key.
- 3. Click Edit.
- 4. Click the trackball.
- 5. Click Add Custom Phone Tune.
- 6. Set a ring tone.
- 7. Press the Menu key.
- 8. Click Save.

Notification profile troubleshooting

My device is vibrating more times than expected

For calls, the number of times that the BlackBerry[®] device vibrates is not determined by the number of vibrations that you set in your notification profile. The device vibrates until the caller or the wireless network ends the connection.

I am not receiving notification for incoming calls or messages

Try performing the following actions:

• In the profile list, verify that the Off profile is not selected.

• In a notification profile exception, verify that the **Custom Phone Tune** field is not set to **Mute**.

I cannot set some fields when creating a Calls From notification profile exception

If you assign a custom ring tone to a contact in the address book, a Calls From profile exception appears in the profile list. Because these exceptions are for calls only, you can only set the Custom Phone Tune field.

BlackBerry Messenger

Contacts

Add a contact

You must invite contacts to use BlackBerry® Messenger before they are added to your contact list.

- 1. In BlackBerry Messenger, on the contact list screen, press the Menu key.
- 2. Click Add a Contact.
- 3. Perform one of the following actions:
 - If the contact is not in your address book, highlight Use Once. Press the Menu key. Click Request by Email or Request by PIN. Type an email address or PIN. Press the Enter key.
 - If the contact is in your address book, highlight a contact. Press the Menu key. Click Request (Email) or Request (PIN).
- 4. Perform one of the following actions:
 - If you want to set a password, and have turned on invitation passwords, type a question and answer. Click OK.
 - If you do not want to set a password, and have turned on invitation passwords, click Cancel to proceed to the next step.
- 5. Perform one of the following actions:
 - To add a custom message to your invitation, type a message. Click OK.
 - To use the default invitation message, click OK.

Turn on invitation passwords

If you turn on invitation passwords, a question and password screen appears each time you invite a contact.

- 1. In BlackBerry[®] Messenger, on the contact list screen, press the Menu key.
- 2. Click Options.
- 3. Change the Ask Password Question When Adding Contacts field to Yes.
- 4. Press the Menu key.
- 5. Click Save.

Note: To turn off invitation passwords again, change the Ask Password Question When Adding Contacts field to No.

Respond to an invitation

- 1. In BlackBerry[®] Messenger, in the **Requests** group, highlight an invitation.
- 2. Click the trackball.
- 3. Click one of the following menu items:
 - Accept
 - Decline

• Remove

Note: If you click Remove, the contact who sent the invitation does not receive confirmation that your email address is a correct email address.

Turn off invitation forwarding options

If you turn off invitation forwarding, contacts that you invite can only accept invitations from the original email address or PIN that you sent the invitation to. If those contacts try to accept the invitation from a different email address or PIN, their acceptance is rejected.

- 1. In BlackBerry[®] Messenger, on the contact list screen, press the Menu key.
- 2. Click Options.
- 3. Change the Allow Forwarding of Requests field to No.
- 4. Press the **Menu** key.
- 5. Click Save.

Note: If you use a BlackBerry[®] Enterprise Server for IBM[®] Lotus[®] Domino[®], BlackBerry Enterprise Server for Novell[®] GroupWise[®], or the BlackBerry[®] Internet Service, when you send an invitation and the recipient accepts, you might not be notified.

Delete a contact

- 1. In BlackBerry[®] Messenger, on the contact list screen, highlight a contact.
- 2. Press the Menu key.
- 3. Click Delete Contact.

View a contact's information

- 1. In BlackBerry[®] Messenger, on the contact list screen, highlight a contact.
- 2. Press the Menu key.
- 3. Click Contact Info.

Rename a contact

- 1. In BlackBerry[®] Messenger, on the contact list screen, highlight a contact.
- 2. Press the Menu key.
- 3. Click Rename Contact.
- 4. Type a name.
- 5. Click **OK**.

Add a group

- 1. In BlackBerry[®] Messenger, on the contact list screen, press the Menu key.
- 2. Click Add Group.
- 3. Type a name for the group.

4. Click OK.

Move a contact to a different group

A contact can only be in one group at a time. If you move a contact to a group, the contact is moved out of the group it was in originally.

- 1. In BlackBerry® Messenger, on the contact list screen, highlight a contact.
- 2. Press the Menu key.
- 3. Click Move Contact.
- 4. Click a group.

Rename a group

- 1. In BlackBerry[®] Messenger, on the contact list screen, highlight a group.
- 2. Press the Menu key.
- 3. Click Rename Group.
- 4. Type a name for the group.
- 5. Click **OK**.

Delete a group

You must move your contacts out of a group before you can delete that group. There must be at least one group in your BlackBerry Messenger contact list; you cannot delete the last remaining group in your contact list.

- 1. In BlackBerry[®] Messenger, highlight a group.
- 2. Press the Menu key.
- 3. Click Delete Group.

Conversations

Start a conversation

- 1. In BlackBerry[®] Messenger, on the contact list screen, highlight a contact.
- 2. Press the Menu key.
- 3. Click Start Conversation.
- 4. Type a message.
- 5. Press the Enter key.

Open a conversation

Conversations appear in the conversation list and in the main message list.

1. In BlackBerry[®] Messenger, in the conversation list, highlight a contact.

2. Click the trackball.

Add an emoticon

- 1. When composing a message, press the **Symbol** key three times.
- 2. Click an emoticon.

Send a file to a contact

- 1. During a BlackBerry[®] Messenger conversation, click the trackball.
- 2. Click Send a File.
- 3. Perform one of the following actions:
 - To send a picture to a contact, click Image.
 - To send an audio file to a contact, click Audio.
- 4. Click a file.

Ping a contact

When you ping a contact, the contact's BlackBerry® device vibrates.

- 1. During a BlackBerry Messenger conversation, click the trackball.
- 2. Click Ping Contact.

Turn off ping vibration

- 1. In BlackBerry[®] Messenger, on the contact list screen, press the **Menu** key.
- 2. Click Options.
- 3. Change the Vibrate When Receiving a Ping field to No.
- 4. Press the Menu key.
- 5. Click Save.

To turn on ping vibration again, change the Vibrate When Receiving a Ping field to Yes.

Prevent conversations from appearing in the main message list

- 1. In BlackBerry® Messenger, on the contact list screen, press the Menu key.
- 2. Click Options.
- 3. Change the Show Conversations in Message List field to No.
- 4. Press the Menu key.
- 5. Click Save.

To view conversations in the main message list again, change the Show Conversations in Message List field to Yes.

Start a conference

- 1. In BlackBerry[®] Messenger, during a conversation, press the Menu key.
- 2. Click Invite.
- 3. In the drop-down list, click a contact.
- 4. Click OK.

Copy a conversation history

When you copy a conversation history, you can paste it into other BlackBerry® device applications.

- 1. In BlackBerry[®] Messenger, during a conversation, press the Menu key.
- 2. Click Copy History.

Clear a conversation history

- 1. In BlackBerry[®] Messenger, during a conversation, press the Menu key.
- 2. Click Clear History.

End a conversation

- 1. In BlackBerry[®] Messenger, during a conversation, press the Menu key.
- 2. Click End Conversation.

Change your display name

- 1. In BlackBerry[®] Messenger, on the contact list screen, press the Menu key.
- 2. Click Edit My Info.
- 3. Type a display name.
- 4. Click **OK**.

Availability

Change your availability status

- 1. In BlackBerry[®] Messenger, on the contact list screen, press the Menu key.
- 2. Click My Status.
- 3. Click Available or Unavailable.
- 4. Type a message that contacts can see when they view your contact information.

5. Click **OK**.

When you change your availability status to unavailable, you receive BlackBerry Messenger messages, but you are not notified.

Receive notification when a contact becomes available

- 1. In BlackBerry® Messenger, on the contact list screen, highlight an unavailable contact.
- 2. Press the Menu key.
- 3. Click Set Alert.

Display and keyboard

Backlighting

About backlighting

The screen and keyboard on your BlackBerry[®] device are designed to be lit so that you can use your device in various lighting conditions. The backlighting is designed to adjust automatically depending on lighting conditions in your environment.

Set the brightness of the backlighting

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Backlight Brightness field.
- 3. Press the Menu key.
- 4. Click Save.

Set how long backlighting remains on

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Backlight Timeout field.
- 3. Press the Menu key.
- 4. Click Save.

Stop backlighting from dimming automatically

- 1. In the device options, click Screen/Keyboard.
- 2. Change the Automatically Dim Backlight field to Off.
- 3. Press the Menu key.
- 4. Click Save.

Display options

Use a picture as the Home screen background

- 1. In the media application, click **Pictures**.
- 2. Click My Pictures.
- 3. Highlight a picture.

4. Press the 🗱 key.

5. Click Set As Home Screen Image.

To clear the picture from the Home screen, press the **#** key. Click **Reset Home Screen Image**.

Download a Home screen background

Verify that your wireless service provider supports this feature.

- 1. In the media application, click **Pictures**.
- 2. Click My Pictures.
- 3. Press the Menu key.
- 4. Click Download Images.

Set the display font

- 1. In the device options, click Screen/Keyboard.
- 2. Set the font fields.
- 3. Press the Menu key.
- 4. Click Save.

About organizing applications

Depending on your theme, application icons can appear on the Home screen or in an application list. If your theme uses an application list, the first few applications in the application list might also appear on the Home screen.

Add an application folder

- 1. In the application list, press the Menu key.
- 2. Click Add Folder.
- 3. Type a name for the folder.
- 4. To change the folder icon, in the Icon field, click the trackball. Roll the trackball to highlight a folder icon. Click a folder icon.
- 5. Click Add.

Move an application icon

- 1. In the application list, highlight an application icon.
- 2. Press the Menu key.
- 3. Click Move.
- 4. Perform one of the following actions:
 - To move the application icon, roll the trackball to the new location. Click the trackball.
 - To move the application icon into an application folder, click an application folder.

• To move the application icon out of an application folder, click the Up folder.

Hide an application icon

Depending on your theme, you might not be able to hide some application icons.

- 1. In the application list, highlight an application icon.
- 2. Press the Menu key.
- 3. Click Hide.

To view a hidden application, press the Menu key. Click Show All.

Delete an application folder

- 1. In the application list, highlight an application folder.
- 2. Press the Menu key.
- 3. Click Delete.

Keyboard options

Turn on key tones

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Key Tone field to On.
- 3. Press the Menu key.
- 4. Click Save.

Turn off trackball sounds

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Audible Roll field to Mute.
- 3. Press the Menu key.
- 4. Click Save.

To turn on trackball sounds again, set the Audible Roll field to Click.

Set the cursor speed

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Key Rate field.
- 3. Press the Menu key.
- 4. Click Save.

Assign an application to a Convenience key

Your BlackBerry[®] device has one Convenience key on the left side of the device and one on the right side. Depending on your theme, you might not be able to change the application that is assigned to a Convenience key.

- 1. In the device options, click **Screen/Keyboard**.
- 2. Set the Convenience Key Opens fields.
- 3. Press the Menu key.
- 4. Click Save.

Set the trackball sensitivity

You can set how the trackball responds to your touch. A high sensitivity level requires less pressure than a lower sensitivity level.

- 1. In the device options, click Screen/Keyboard.
- 2. Set the Horizontal Sensitivity and Vertical Sensitivity fields.
- 3. Press the Menu key.
- 4. Click Save.

Turn on standby mode

If you are not on a call, you can turn on standby mode to avoid pressing keys accidentally when you are not using your BlackBerry[®] device. Hold the **Mute** key.

To turn off standby mode, press the **Mute** key again.

Themes

About themes

Depending on your wireless service provider, you might be able to set a theme on your BlackBerry[®] device that changes how items such as applications, indicators, words, and icons appear. Themes might be preloaded on your device, or you might be able to download themes that are in .cod file format.

Switch themes

- 1. In the device options, click Theme.
- 2. Click a theme.

Delete a theme

You can only delete themes that you have downloaded to your BlackBerry® device.

- 1. In the device options, click **Theme**.
- 2. Highlight a theme.

- 3. Press the **Menu** key.
- 4. Click Delete.

Download a theme

Verify that your wireless service provider supports this feature.

- 1. In the device options, click Theme.
- 2. Press the Menu key.
- 3. Click Download Themes.

Display troubleshooting

My device screen turns off

When you do not use your BlackBerry[®] device for a period of time, the screen turns off to conserve battery power. To turn on the screen, click the trackball or press a key.

My display changed

Depending on your theme, display options, such as your font and Home screen background, might change when you switch themes.

Language

Change the display language

Verify that your BlackBerry[®] Device Software supports multiple languages. For more information, contact your wireless service provider or administrator.

- 1. In the device options, click Language.
- 2. Change the Language field.
- 3. Press the Menu key.
- 4. Click Save.

Add a display language

You can add a display language using the application loader tool of the BlackBerry[®] Desktop Manager. For more information about adding applications, including display languages, see the *BlackBerry[®] Desktop Software Online Help*.

Delete a display language

In the setup wizard, complete the instructions on the Language Removal screen.

About typing input languages

You can set a typing input language to use when you type. The typing input language can be different from the display language. When you set a typing input language, AutoText and other typing options change to the selected language. For example, you might use your BlackBerry[®] device in French, but type messages in English.

When you set the typing input language, you also set whether your device uses the multi-tap or the SureType® input method.

If the typing input language is different from the display language, a rectangle with the abbreviated form of the current typing input language appears in the list that appears when typing.

Change the typing input language

Verify that your BlackBerry[®] Device Software supports multiple languages. For more information, contact your wireless service provider or administrator.

- 1. In the device options, click Language.
- 2. Change the Input Language field.
- 3. Press the Menu key.
- 4. Click Save.

Switch typing input methods

- 1. In the device options, click Language.
- 2. Perform one of the following actions:
 - To use the multi-tap input method, set the Input Language field to <Language>Multitap.
 - To use the SureType® input method, set the Input Language field to <Language>.
- 3. Press the Menu key.
- 4. Click Save.

Turn off the shortcut for switching typing input languages

Verify that your BlackBerry[®] Device Software supports multiple languages. For more information, contact your wireless service provider or administrator.

- 1. In the device options, click Language.
- 2. Change the Use Input Method Shortcut field to No.
- 3. Press the Menu key.
- 4. Click Save.

To turn on the shortcut for switching typing input languages, change the **Use Input Method Shortcut** field to **Yes**. To receive notification when you switch typing input languages, change the **Notify me** field to **Yes**.

Change the input options for SureType technology

- 1. In the device options, click Language.
- 2. Click Input Options.
- 3. Change the input options.
- 4. Press the Menu key.
- 5. Click Save.

Change the voice dialing language

Verify that your BlackBerry[®] Device Software supports multiple languages. For more information, contact your wireless service provider or administrator.

- 1. In the device options, click Language.
- 2. Change the Voice Dialing Language field.
- 3. Press the Menu key.
- 4. Click Save.

Set display options for contacts

You can set how your contacts appear in all applications, including the phone, message list, address book, and calendar.

- 1. In the device options, click Language.
- 2. Set the Name Display field to Last name, First name.
- 3. Press the Menu key.
- 4. Click Save.

To sort your contacts by first name, set the Name Display field to First name Last name.

Language troubleshooting

Some characters do not appear correctly on my device

The BlackBerry[®] Enterprise Server or BlackBerry[®] Internet Service that is associated with your BlackBerry[®] device might not support the characters. For more information, contact your wireless service provider or administrator.

Wireless network coverage

Find information about wireless coverage indicators

Your BlackBerry[®] device uses various indicators to indicate the current wireless coverage level. For more information about wireless coverage indicators, see the printed documentation that came with your device.

Turn off a wireless connection

You should turn off wireless connections in certain places, such as on an airplane or in a hospital. For more information, see the safety and product information booklet for your BlackBerry[®] device.

- 1. On the Home screen or in the application list, click Manage Connections.
- 2. Perform one of the following actions:
 - To turn off a wireless connection, clear the check box beside the connection type.
 - To turn off all wireless connections, click Turn All Connections Off.

To turn on a wireless connection again, select the check box beside the connection type or click Restore Connections.

Network connection indicators

Mobile network

Green:

Your BlackBerry® device is connected to the wireless network.

Yellow:

Your connection to the wireless network is turned on, but your device is not connected to the network or you are in a wireless coverage area in which you can only call emergency numbers.

Red:

Your connection to the wireless network is turned off.

Wi-Fi network

Green:

Your device is using UMA or is accessing BlackBerry services (for example, email service) over a Wi-Fi® connection.

Yellow:

Your connection to the Wi-Fi network is turned on, but your device is not using UMA or does not have access to BlackBerry services over a Wi-Fi connection.

Red:

Your connection to the Wi-Fi network is turned off.

Bluetooth

Green:

Your device is connected to another Bluetooth® enabled device.

Yellow:

Bluetooth technology is turned on, but your device is not connected to another Bluetooth enabled device.

Red:

Bluetooth technology is turned off.

Turn on wireless coverage notification

- 1. In the device options, click Screen/Keyboard.
- 2. Set the LED Coverage Indicator field to On.
- 3. Press the Menu key.
- 4. Click Save.

When your BlackBerry[®] device is connected to the wireless network, the LED light flashes green. To turn off wireless coverage notification again, set the **LED Coverage Indicator** field to **Off**.

Check the wireless coverage level using a voice command

- 1. In the voice dialing application, wait for the sound.
- 2. Say "Check coverage."

About the preferred wireless network list

Your wireless service provider might have agreements with other wireless service providers that permit you to use their services when you are traveling. You can use the preferred wireless network list to control the order in which your BlackBerry[®] device uses these other wireless networks.

Your device tries to connect to a wireless network based on the order in which the wireless networks appear in your preferred wireless network list. When you travel, your device scans for the wireless networks on this list first. If no wireless network on the list is available, your device is designed to connect to another available wireless network automatically.

Note: Extra fees usually apply when you roam. For more information about roaming fees, contact your wireless service provider.

Add a wireless network to the preferred wireless network list

Verify that your wireless service plan includes this service.

- 1. In the device options, click Mobile Network.
- 2. Press the Menu key.
- 3. Click My Preferred Network List.
- 4. Press the Menu key.

5. Click Add Network.

- 6. Perform one of the following actions:
 - To scan for a wireless network to add, click **Select From Available Networks**. Click a wireless network. Click **Select Network**.
 - To scan for a wireless network that is already known to your BlackBerry[®] device, click **Select From Known Networks**. Click a wireless network. Click **Select Network**.
 - To add a wireless network, click Manual Entry. Set the priority for the wireless network. Type the MCC and MNC.
- 7. Press the Menu key.
- 8. Click Save.

Change the order of preferred wireless networks

Verify that your wireless service plan includes this service.

- 1. In the device options, click Mobile Network.
- 2. Press the Menu key.
- 3. Click My Preferred Network List.
- 4. Highlight a wireless network.
- 5. Press the Menu key.
- 6. Click Move.
- 7. Roll the trackball to the new location.
- 8. Click the trackball.
- 9. Press the Menu key.
- 10. Click Save.

Delete a wireless network from the preferred wireless network list

Verify that your wireless service plan includes this service.

- 1. In the device options, click Mobile Network.
- 2. Press the **Menu** key.
- 3. Click My Preferred Network List.
- 4. Highlight a wireless network.
- 5. Press the Menu key.
- 6. Click Delete.
- 7. Press the Menu key.
- 8. Click Save.

Turn off data service

Depending on your wireless service plan, you might be able to turn off data service (email, PIN and MMS messages, and browser service) on your BlackBerry[®] device so that only phone and SMS text messaging services are available. For more information, contact your wireless service provider.

- 1. In the device options, click Mobile Network.
- 2. Perform one of the following actions:
 - To turn off data service, change the Data Services field to Off.
 - To turn off data service when roaming, change the Data Services field to Off When Roaming.
- 3. Press the Menu key.
- 4. Click Save.

About roaming

In most cases, your BlackBerry[®] device automatically connects to an appropriate wireless network when you travel outside your wireless service provider's wireless coverage area. Your wireless service provider must set up your SIM card for roaming services before you can use a different wireless network.

An indicator appears on your device to let you know that you are roaming outside of your wireless service provider's wireless coverage area. You might also have to provide login information before you can access the wireless network. For more information about roaming, contact your wireless service provider.

Switch wireless networks manually

Verify that your wireless service provider has set up your SIM card for this service.

Your BlackBerry[®] device is designed to switch to an appropriate wireless network automatically when you travel.

- 1. In the device options, click Mobile Network.
- 2. Change the Network Selection Mode field to Manual.
- 3. Click Scan for Available Networks.
- 4. Click a wireless network.
- 5. Click Select Network.
- 6. Press the Menu key.
- 7. Click Save.

To connect to your wireless service provider's wireless network again, change the Network Selection Mode field to Automatic.

Verify the status of network connections and services

- 1. On the Home screen or in the application list, click Manage Connections.
- 2. Click Services Status.

Wi-Fi connection settings

About connecting to a Wi-Fi network

If you are in a Wi-Fi[®] coverage area and if your wireless service plan supports it, you might be able to access services (for example, email service) over a Wi-Fi network. For more information, contact your wireless service provider.

You can connect to a Wi-Fi network without saving the connection information, or you can save the connection information in a Wi-Fi profile.

About Wi-Fi profiles

A Wi-Fi[®] profile contains the information that you require to connect to a Wi-Fi network. You can have more than one Wi-Fi profile on your BlackBerry[®] device. For example, you can have one Wi-Fi profile that you use to connect to a Wi-Fi network at home and another Wi-Fi profile that you use to connect to your organization's Wi-Fi network. You can also have Wi-Fi profiles that you use to connect to Wi-Fi networks in public places such as community centers or libraries.

Your device tries to connect to Wi-Fi networks based on the order in which they appear in your Wi-Fi profile list.

Connect to a Wi-Fi network

By default, new Wi-Fi® profiles appear at the bottom of your Wi-Fi profile list.

- 1. On the Home screen or in the application list, click Set Up Wi-Fi.
- 2. Perform one of the following actions:
 - Click Scan for Networks. Click a network.
 - Click Manually Add Network. Type the network name. Click Add.
- 3. Complete the instructions on the screen.
- 4. On the Wi-Fi Setup Complete screen, perform any of the following actions:
 - To change the order of Wi-Fi profiles, click **Prioritize Wi-Fi Profiles**. To return to the Wi-Fi Setup Complete screen, press the **Escape** key.
 - To specify registration information, click **Wi-Fi Hotspot Login**. To return to the Wi-Fi Setup Complete screen, press the **Escape** key.
- 5. Click Finish.

Wi-Fi profile security options

Security Type:

Set the security type that the Wi-Fi® network supports.

Select WEP key:

Set the type of WEP key for the Wi-Fi network.

WEP key:

Type the WEP key for the Wi-Fi network in hexadecimal format.

Pre-Shared Key:

Type the WPA[™] Personal pass phrase for the Wi-Fi network.

User name:

If necessary, type the user name that you use to connect to the Wi-Fi network.

User password:

If necessary, type the user password that you use to connect to the Wi-Fi network.

CA certificate:

Set the root certificate that your BlackBerry® device should use to verify that it is connecting to the correct Wi-Fi network.

Client certificate:

Set the authentication certificate that your device should use to connect to the Wi-Fi network.

Inner link security:

If necessary, set the security protocol that the Wi-Fi network supports for its inner authentication method.

Use hard token:

Set whether you use a hardware token to connect to the Wi-Fi network.

Token serial number:

If you use a software token to connect to the Wi-Fi network, set the token serial number.

Server subject for certificate validation:

If necessary, type the server subject name your device should use to verify that it is connecting to the correct Wi-Fi network.

Server SAN for certificate validation:

If necessary, type the server subject alternative name your device should use to verify that it is connecting to the correct Wi-Fi network.

IMSI:

If your SIM card has more than one IMSI, set the IMSI that you use to connect to the Wi-Fi network.

Change the order of Wi-Fi profiles

- 1. In the device options, click Wi-Fi Connections.
- 2. Highlight a Wi-Fi[®] profile.
- 3. Press the **Menu** key.
- 4. Click Move.
- 5. Roll the trackball to the new location.
- 6. Click the trackball.

Switch Wi-Fi networks manually

By default, your BlackBerry[®] device switches to an appropriate Wi-Fi[®] network automatically when you move between Wi-Fi coverage areas.

- 1. In the device options, click **Wi-Fi Connections**.
- 2. Set the Wi-Fi Selection Mode field to Manual.
- 3. Click a Wi-Fi profile.
- 4. Press the Menu key.
- 5. Click Save.

To connect to the first available Wi-Fi network in your Wi-Fi profile list automatically, set the Wi-Fi Selection Mode field to Automatic.

Prevent your device from connecting to a Wi-Fi network

- 1. In the device options, click Wi-Fi Connections.
- 2. Highlight a Wi-Fi® profile.
- 3. Press the Menu key.
- 4. Click Disable.

To allow your BlackBerry[®] device to connect to the Wi-Fi network again, press the Menu key. Click Enable.

Delete a Wi-Fi profile

- 1. In the device options, click Wi-Fi Connections.
- 2. Highlight a Wi-Fi[®] profile.
- 3. Press the Menu key.
- 4. Click Delete.

Install a root certificate on your computer

Depending on the Wi-Fi[®] network that you want to connect to, you might need to install the root certificate for the certificate authority server that created the certificate for the authentication server. For more information, contact your administrator.

- 1. Download the root certificate from the certificate authority server to your computer.
- 2. On your computer, right-click the root certificate. Click Install certificate.
- 3. Click Next.
- 4. Click Place all certificates in the following store.
- 5. Click Browse.
- 6. Click Trusted Root Certification Authorities.
- 7. Click **OK**.
- 8. Click Finish.

9. In the Security Warning dialog box, click Yes.

If the root certificate contains multiple certificates, all the certificates are installed on your computer.

To install the root certificate on your BlackBerry[®] device, use the certificate synchronization tool of the BlackBerry[®] Desktop Manager to synchronize the root certificate between your device and your computer.

Advanced Wi-Fi connection settings

Change a Wi-Fi profile

- 1. In the device options, click Wi-Fi Connections.
- 2. Highlight a Wi-Fi® profile.
- 3. Press the **Menu** key.
- 4. Click Edit.
- 5. Change the Wi-Fi profile options.
- 6. Press the Menu key.
- 7. Click Save.

Wi-Fi profile connection options

Name:

Type a name for the Wi-Fi® profile.

SSID:

Type the Wi-Fi network name.

Band type:

Set the Wi-Fi network type. If you do not know the network type, do not change this field.

Prompt before connection:

Set whether a prompt appears before your BlackBerry® device connects to the Wi-Fi network.

Allow inter-access point handover:

Set whether your device remains connected to the Wi-Fi network when you move between wireless access points.

VPN:

If necessary, set a VPN profile to use with the Wi-Fi profile.

Wi-Fi profile security options

Security Type:

Set the security type that the Wi-Fi® network supports.

Select WEP key:

Set the type of WEP key for the Wi-Fi network.

WEP key:

Type the WEP key for the Wi-Fi network in hexadecimal format.

Pre-Shared Key:

Type the WPA[™] Personal pass phrase for the Wi-Fi network.

User name:

If necessary, type the user name that you use to connect to the Wi-Fi network.

User password:

If necessary, type the user password that you use to connect to the Wi-Fi network.

CA certificate:

Set the root certificate that your BlackBerry® device should use to verify that it is connecting to the correct Wi-Fi network.

Client certificate:

Set the authentication certificate that your device should use to connect to the Wi-Fi network.

Inner link security:

If necessary, set the security protocol that the Wi-Fi network supports for its inner authentication method.

Use hard token:

Set whether you use a hardware token to connect to the Wi-Fi network.

Token serial number:

If you use a software token to connect to the Wi-Fi network, set the token serial number.

Server subject for certificate validation:

If necessary, type the server subject name your device should use to verify that it is connecting to the correct Wi-Fi network.

Server SAN for certificate validation:

If necessary, type the server subject alternative name your device should use to verify that it is connecting to the correct Wi-Fi network.

IMSI:

If your SIM card has more than one IMSI, set the IMSI that you use to connect to the Wi-Fi network.

Wi-Fi profile IP and DNS options

Automatically obtain IP address and DNS:

Set whether your BlackBerry[®] device receives a routable IP address, a subnet mask, DNS settings, and a gateway address from the Wi-Fi[®] network.

IP Address:

Type the IP address for your device.

Subnet mask:

Type the subnet mask for the wireless access point to which your device should connect.

Primary DNS:

Type the primary DNS to which your device should connect.

Secondary DNS:

Type the secondary DNS to which your device should connect.

Default gateway address:

Type the default gateway IP address to which your device should connect.

Domain suffix:

Type the domain that your device uses to resolve host names into IP addresses.

UMA connection settings

About connecting to a Wi-Fi network for UMA

Depending on your wireless service provider, you might be able to make calls, send and receive email, PIN, SMS text, and MMS messages, and visit web pages using UMA. Your device must be connected to a Wi-Fi® network to use UMA. For more information, contact your wireless service provider.

You can connect to a Wi-Fi network without saving the connection information, or you can save the connection information in a Wi-Fi profile.

Change your preferred network type

- 1. In the device options, click Network.
- 2. Change the Connection Preference field.
- 3. Press the Menu key.
- 4. Click Save.

Wireless network coverage troubleshooting

I cannot connect to a wireless network

Try performing the following actions:

- Verify that your SIM card is inserted in your BlackBerry® device correctly.
- · Verify that you have turned on the connection to the wireless network.

- Verify that you are connected to your wireless service provider's network. If you switched wireless networks manually, your device remains connected to that wireless network until you select your wireless service provider's network again.
- · If your wireless service provider supports UMA, verify that your connection preference is not set to Wi-Fi Only.

I cannot connect to a Wi-Fi network

Try performing the following actions:

- Verify that you have turned on the connection to the Wi-Fi® network.
- Verify that you are in a Wi-Fi coverage area.
- If the Wi-Fi network does not appear in the Wi-Fi setup application and you know the network name, connect to the Wi-Fi network manually.
- Verify that the connection options in the Wi-Fi setup application are correct. If you have already verified these options, verify that the advanced connection options for the Wi-Fi network are correct.
- If you switched Wi-Fi networks manually, switch to another Wi-Fi network or set your device to scan for available Wi-Fi networks.
- If your wireless service provider supports UMA, verify that your connection preference is not set to Mobile Network Only.
- If you use PEAP, EAP-TLS, EAP-FAST, EAP-TTLS, or EAP-SIM to connect to a Wi-Fi network, verify that you have installed the root certificate for the certificate authority server that created the certificate for the authentication server.
- If you use EAP-TLS to connect to a Wi-Fi network, verify that you have added your authentication certificate to your BlackBerry[®] device.

I cannot synchronize a certificate

Verify that the certificate synchronization tool of the BlackBerry[®] Desktop Manager is installed on your computer. If the certificate synchronization tool is not installed on your computer, re-install the BlackBerry[®] Desktop Software. For more information about installing the BlackBerry Desktop Software, see the printed documentation that came with your BlackBerry device.

Power, battery, and memory

Turn off your device

Depending on your theme, the location or name for Turn Power Off might differ from the location or name in this procedure. For more information about application locations and names, see the printed documentation that came with your device.

- If you have not set your BlackBerry[®] device to turn on and turn off automatically at specific times, hold the **Power** key.
- If you have set your device to turn on and turn off automatically at specific times, on the Home screen, click **Turn Power Off**. If you want the device to stay turned off until you press the **Power** key, click **Full Power Off**. If you want the device to turn on again at the specified time or for alarm or calendar reminders, click **Turn Off**.

Set your device to turn on and turn off automatically

- 1. In the device options, click Auto On/Off.
- 2. Set the Weekday field to Enabled.
- 3. Specify the times when the BlackBerry® device should turn on and off on weekdays.
- 4. Set the Weekend field to Enabled.
- 5. Specify the times when the device should turn on and off on weekends.
- 6. Press the Menu key.
- 7. Click Save.

Check the battery power level

In the device options, click Status.

Check the battery power level using a voice command

- 1. In the voice dialing application, wait for the sound.
- 2. Say "Check battery."

Reset the device

Remove and reinsert the battery.

Extend battery life

Try performing the following actions:

• Set the BlackBerry[®] device to turn on and turn off automatically.

- Turn off the connection to a wireless network when you are not in a wireless coverage area.
- Delete the original message when you send a reply.
- Lower the brightness of the backlighting.
- Turn off the flash in the camera.
- Send a message to multiple contacts using Add To, Add Cc, or Add Bcc.
- Charge your device regularly.

SIM card

About the SIM card phone book

If your wireless service provider has set up your SIM card with a SIM card phone book, you can use the SIM card phone book to access contacts that you have added to your SIM card. The SIM card phone book is different from the address book on your BlackBerry[®] device. If you switch SIM cards, the contacts in the SIM card phone book change.

You can add ADN entries to your SIM card phone book. You can also search for ADN entries or SDN entries. ADN entries appear in plain text and SDN entries appear in bold.

Add a contact to your SIM card

Verify that your wireless service provider has set up your SIM card with a SIM card phone book.

- 1. In the address book, press the Menu key.
- 2. Click SIM Phone Book.
- 3. Click the trackball.
- 4. Click New.
- 5. Type the contact information.
- 6. Press the Menu key.
- 7. Click Save.

Copy contacts from your SIM card to your address book

Verify that your wireless service provider has set up your SIM card with a SIM card phone book.

- 1. In the address book, press the Menu key.
- 2. Click SIM Phone Book.
- 3. Press the Menu key.
- 4. Click Copy All To Address Book.

Note: If you try to copy a SIM card contact with a phone number that matches the phone number of a contact that already appears in your address book, your BlackBerry[®] device does not copy the SIM card contact.

Copy a contact from your address book to your SIM card

Verify that your wireless service provider has set up your SIM card with a SIM card phone book.

- 1. In the address book, click a contact.
- 2. Highlight a phone number.
- 3. Press the Menu key.
- 4. Click Copy to SIM Phone Book.

- 5. Press the **Menu** key.
- 6. Click Save.

Change a SIM card contact

- 1. In the address book, press the Menu key.
- 2. Click SIM Phone Book.
- 3. Highlight a contact.
- 4. Press the Menu key.
- 5. Click Edit.
- 6. Change the contact information.
- 7. Press the **Menu** key.
- 8. Click Save.

Delete a SIM card contact

- 1. In the address book, press the Menu key.
- 2. Click SIM Phone Book.
- 3. Highlight a contact.
- 4. Press the Menu key.
- 5. Click Delete.

Store SMS text messages on your SIM card

If you set your SIM card to store SMS text messages, the SIM card does not delete SMS text messages after the BlackBerry[®] device imports them to a message list.

- 1. In the device options, click SMS.
- 2. Set the Leave Messages On SIM Card field to Yes.
- 3. Press the **Menu** key.
- 4. Click Save.

To stop storing SMS text messages on your SIM card, set the **Leave Messages On SIM Card** field to **No**. If you set this field to No, SMS text messages on your SIM card are deleted after the device imports them to a message list.

About SIM card security

You can protect your SIM card with a PIN code to add another level of security to your BlackBerry[®] device. If you lock your SIM card with a PIN code, other people cannot use their SIM card in your device. Before you can use your SIM card in another device, you must type the PIN code.

Protect your SIM card with a PIN code

Verify that your wireless service provider has provided you with a SIM card PIN code.

- 1. In the device options, click **Advanced Options**.
- 2. Click SIM Card.
- 3. Press the Menu key.
- 4. Click Enable Security.
- 5. Type your SIM card PIN code.
- 6. Click the trackball.

Note: If you type the SIM card PIN code incorrectly three times, your SIM card does not function. For more information, contact your wireless service provider.

Change the SIM card PIN code

Verify that you have turned on SIM card PIN code security.

- 1. In the device options, click Advanced Options.
- 2. Click SIM Card.
- 3. Press the Menu key.
- 4. Click Change PIN2 Code.

Change the display name for a phone number

If your SIM card supports more than one phone number, you can personalize the display name for your phone numbers.

- 1. In the device options, click Advanced Options.
- 2. Click SIM Card.
- 3. Highlight a phone number.
- 4. Press the Menu key.
- 5. Click Edit SIM Phone Number.
- 6. Type a display name for the phone number.
- 7. Click the trackball.
- 8. Press the Menu key.
- 9. Click Save.

Security

Security basics

About the device password

If you type your BlackBerry[®] device password incorrectly, you might be prompted to type **blackberry** before you can continue. When you try to type your password again, the characters that you type appear on the screen.

If you exceed the number of allowed password attempts, your device deletes all your device data for security reasons.

Set a device password

- 1. In the device options, click **Security Options**.
- 2. Click General Settings.
- 3. Set the Password field to Enabled.
- 4. Press the Menu key.
- 5. Click Save.

To turn off the BlackBerry[®] device password, set the **Password** field to **Disabled**.

Change the device password

- 1. In the device options, click Security Options.
- 2. Click General Settings.
- 3. Press the Menu key.
- 4. Click Change Password.

Lock the device

Verify that you have set a BlackBerry® device password.

On the Home screen or in the application list, click Lock.

To unlock your device, on the Lock screen, click the trackball. Click **Unlock**. Type your device password. Press the **Enter** key.

Lock the keyboard

If you do not set a BlackBerry[®] device password, you can lock your keyboard to avoid making calls and pressing keys accidentally. On the Home screen or in the application list, click **Keyboard Lock**. To unlock the keyboard, press the asterisk (*) key and the **Send** key.

Set a limit for device password attempts

- 1. In the device options, click Security Options.
- 2. Click General Settings.
- 3. Set the Number of Password Attempts field.
- 4. Press the Menu key.
- 5. Click Save.

Password keeper

About the password keeper

Use the password keeper to store all your passwords in one place. The password keeper is designed to protect your passwords with a password keeper password. When you type this password, the password keeper decrypts your passwords.

You can also use the password keeper to generate random passwords that contain numbers, letters, and symbols.

Add a password to the password keeper

- 1. In the password keeper, press the **Menu** key.
- 2. Click New.
- 3. Type the password information.
- 4. Click the trackball.
- 5. Click Save.

Generate a random password

- 1. In the password keeper, press the **Menu** key.
- 2. Click New.
- 3. Press the **Menu** key.
- 4. Click Random Password.
- 5. Type the password information.
- 6. Click the trackball.
- 7. Click Save.

Set criteria for randomly generated passwords

- 1. In the password keeper, press the **Menu** key.
- 2. Click Options.

- 3. Set the random password fields.
- 4. Press the Menu key.
- 5. Click Save.

View a password in the password keeper

In the password keeper, click a password.

Change a password in the password keeper

- 1. In the password keeper, highlight a password.
- 2. Press the Menu key.
- 3. Click Edit.
- 4. Change the password information.
- 5. Click the trackball.
- 6. Click Save.

Hide passwords in the password keeper

- 1. In the password keeper, press the **Menu** key.
- 2. Click Options.
- 3. Set the Show Password field to No.
- 4. Press the Menu key.
- 5. Click Save.

To show passwords in the password keeper again, set the Show Password field to Yes.

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

- 1. In an application, press the Menu key.
- 2. Click Options.
- 3. If necessary, click General Options.
- 4. Change the Confirm Delete field to No.
- 5. Press the Menu key.
- 6. Click Save.

Delete a password from the password keeper

- 1. In the password keeper, highlight a password.
- 2. Press the Menu key.

3. Click Delete.

Change the password keeper password

- 1. In the password keeper, press the **Menu** key.
- 2. Click Change Password.

Copy a password

- 1. In the password keeper, highlight a password.
- 2. Press the Menu key.
- 3. Click Copy Username or Copy Password.

To clear the clipboard, press the **Menu** key. Click **Clear Clipboard**. **Note:** Passwords are not encrypted when they are on the clipboard.

Prevent password copying

- 1. In the password keeper, press the Menu key.
- 2. Click Options.
- 3. Set the Allow Clipboard Copy field to No.
- 4. Press the Menu key.
- 5. Click Save.

Set a limit for password attempts in the password keeper

- 1. In the password keeper, press the Menu key.
- 2. Click Options.
- 3. Set the Password Attempts field.
- 4. Press the **Menu** key.
- 5. Click Save.

Encryption

About content protection

Content protection is designed to encrypt your BlackBerry[®] device data. When content protection is turned on, your device uses a private key to encrypt data as it is stored on the device, including data that your device receives when it is locked. Your device decrypts data as you access it.

You can set content protection to include or exclude your contacts. If you turn on content protection for contacts and you receive a call when the device is locked, the caller name does not appear on the screen.

When you lock your device, an open lock indicator appears in the device status section of the screen to indicate that your device is deleting a copy of the private key from the temporary device memory. A lock indicator appears when the device has deleted the key.

Protect your device data

Verify that you have set a BlackBerry® device password.

- 1. In the device options, click Security Options.
- 2. Click General Settings.
- 3. Change the **Content Protection** field to **Enabled**.
- 4. Press the Menu key.
- 5. Click Save.

Set content protection strength

Verify that content protection is turned on.

You can set the strength of the encryption that your BlackBerry® device uses to protect data that you receive when your device is locked.

- 1. In the device options, click Security Options.
- 2. Click General Settings.
- 3. Set the Strength field.
- 4. Press the Menu key.
- 5. Click Save.

About encryption keys

If your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server or BlackBerry[®] Desktop Redirector, your device is designed to use an encryption key to protect data as it travels between the BlackBerry Enterprise Server or BlackBerry Desktop Redirector and your device.

You should generate a new encryption key every 2 weeks.

Generate an encryption key

Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator.. If your device is associated with an email account that uses a BlackBerry Enterprise Server that does not support this feature, you can generate an encryption key using the email settings tool of the BlackBerry[®] Desktop Manager. For more information, see the *BlackBerry Desktop Software Online Help*.

- 1. In the device options, click Security Options.
- 2. Click General Settings.
- 3. Click a service.
- 4. Click Regenerate Encryption Key.

About content compression

Content compression is designed to reduce the size of your BlackBerry[®] device data while maintaining the integrity of that data. When content compression is turned on, your device compresses all device data, including messages, contacts, calendar entries, tasks, and memos. You should keep content compression turned on.

If content compression and content protection are turned on, your device compresses device data before encrypting it.

Memory cleaning

About memory cleaning

Memory cleaning is designed to delete sensitive data from your BlackBerry[®] device memory. Examples of sensitive data include sensitive data in the cache for the key store browser, unencrypted data from email messages, LDAP authentication passwords, and data from certificate and key searches.

When memory cleaning is turned on, the memory cleaning application is designed to delete sensitive data automatically in the following situations:

- · when you insert your device in a holster
- when you do not use your device for a specified period of time
- · when you synchronize with your computer
- when you change the time or the time zone for your device
- when you lock your device

Turn on memory cleaning

- 1. In the device options, click Security Options.
- 2. Click Memory Cleaning.
- 3. Change the **Status** field to **Enabled**.
- 4. Press the Menu key.
- 5. Click Save.

Change when your device deletes sensitive data from the device memory

- 1. In the device options, click Security Options.
- 2. Click Memory Cleaning.
- 3. Perform any of the following actions:
 - To prevent your BlackBerry[®] device from deleting sensitive data from the device memory when you insert your device in a holster, change the **Clean When Holstered** field to **No**.

- To prevent your device from deleting sensitive data from the device memory when your device remains idle for a specified period of time, change the **Clean When Idle** field to **No**.
- To change how long your device waits after you stop using it before it deletes sensitive data from the device memory, change the **Idle Timeout** field.
- 4. Press the **Menu** key.
- 5. Click Save.

Delete sensitive application data from the device memory

- 1. In the device options, click Security Options.
- 2. Click Memory Cleaning.
- 3. In the Registered Cleaners section, click an application.
- 4. Perform one of the following actions:
 - To delete sensitive data for the highlighted application, click Clean < Application > . Click OK.
 - To delete sensitive data for all applications, click Clean Now.

View the icon for the memory cleaning application on the Home screen

- 1. In the device options, click Security Options.
- 2. Click Memory Cleaning.
- 3. Change the Show Icon on Home Screen field to Yes.
- 4. Press the Menu key.
- 5. Click Save.

Advanced security

About security self-tests

Security self-tests are designed to verify that security software is implemented correctly on your BlackBerry[®] device. The tests should run automatically when your device restarts.

Verify security software

- 1. In the device options, click Security Options.
- 2. Click General Settings.
- 3. Press the Menu key.
- 4. Click Verify Security Software.

About two-factor authentication

Two-factor authentication, which requires an item that you have (for example, a smart card) and an item that you know (for example, a pass phrase), is designed to provide additional security for your BlackBerry[®] device. You can use a smart card for two-factor authentication when you log in to your device, or you can use a software token for two-factor authentication when you log in to a VPN, connect to a Wi-Fi[®] network, or use your device with RSA[®] software as a hardware token.

If you use two-factor authentication, you must type your pass phrase when you

- unlock your device
- · change a general security option on your device
- change a smart card option
- use your device with RSA software
- log in to a VPN
- connect to a Wi-Fi network

About certificates

You can use certificates if you install the S/MIME Support Package for BlackBerry[®] devices. For more information, see the user guide supplement for the S/MIME Support Package for BlackBerry devices.

About the key store

The key store on your BlackBerry[®] device might store the following items. To access these items in the key store, you must type a key store password.

- personal certificates (certificate and private key pairs)
- certificates that you download using the certificate synchronization tool of the BlackBerry[®] Desktop Manager
- · certificates that you download from an LDAP certificate server
- · certificates that you add from a message
- personal PGP[®] keys (public and private key pairs)
- · PGP public keys that you download from an LDAP certificate server
- PGP public keys that you add from a message
- root certificates that are included in the BlackBerry[®] Desktop Software

About PGP keys

You can use PGP® keys if you install the PGP® Support Package for BlackBerry® devices. For more information, see the user guide supplement for the PGP Support Package for BlackBerry devices.

Smart cards

About smart password entry

If you use two-factor authentication and your BlackBerry[®] device password or smart card password is numeric, you might be able to use smart password entry in some password fields. When smart password entry is turned on, your device is designed to remember the format of a password that you type in a password field. When you type the password again, your device applies a smart password filter to the password field. If the password is numeric, a 123 indicator appears beside the password field and you do not have to press the Alt key to type numbers. If the password is alphanumeric, an ABC indicator appears beside the password field.

Prerequisites: Smart password entry

- Verify that the correct smart card driver and smart card reader driver are installed on your BlackBerry® device.
- Verify that two-factor authentication is turned on.

Turn off smart password entry

You can turn off smart password entry to reduce the chance that someone might guess your BlackBerry[®] device password or smart card password based on the smart password filter that your device applies to password fields.

- 1. In the device options, click Security Options.
- 2. Click General Settings.
- 3. Set the Smart Password Entry field to Disabled.
- 4. Press the Menu key.
- 5. Click Save.

To turn on smart password entry again, set the Smart Password Entry field to Enabled.

Switch smart password filters

In a blank password field, press the Enter key.

The indicator for the new smart password filter appears beside the password field.

Prerequisites: Authentication certificates

- Verify that the correct smart card driver and smart card reader driver are installed on your BlackBerry[®] device.
- Verify that you have imported a certificate from your smart card that you can use for signing and verification. For more information, see the user guide supplement for the S/MIME Support Package for BlackBerry[®] devices.
- Verify that you have set a device password.
- Verify that two-factor authentication is turned on.
- · Verify that you have the smart card password. You should have received this password when you received your smart card.

Use a certificate to authenticate your smart card

If you use a certificate to authenticate your smart card, the certificate authenticates your smart card whenever you use your smart card to unlock your BlackBerry[®] device.

- 1. In the device options, click **Security Options**.
- 2. Click General Settings.
- 3. Set the Authentication Certificate field.
- 4. Press the Menu key.
- 5. Click Save.

To stop using a certificate to authenticate your smart card, set the Authentication Certificate field to None.

Software tokens

About software tokens

You might need a software token to log in to a VPN or to connect to your organization's network using a Wi-Fi[®] network. A software token includes a token code that your BlackBerry[®] device regenerates periodically and a PIN. For more information about software tokens, contact your administrator.

Change the PIN for a software token on your device

- 1. In the device options, click Security Options.
- 2. Click Software Tokens.
- 3. Click a software token.
- 4. Click Specify PIN.

VPN settings

About VPN profiles

A VPN profile contains the information that you require to log in to a VPN. If your organization uses a VPN to control access to its network, you might be able to log in to the VPN and access your organization's network using a Wi-Fi® network. Depending on your organization, you might have more than one VPN profile on your BlackBerry® device. For more information about VPN profiles, contact your administrator.

Prerequisites: Logging in to a VPN

• Verify that your BlackBerry[®] device is associated with an email account that uses a BlackBerry[®] Enterprise Server that supports this feature. For more information, contact your administrator.

- Verify that the Wi-Fi[®] network that your device is connected to supports connections to a VPN. For more information, contact your administrator.
- If you use a software token to log in to a VPN, verify that the software token is on your device and that the software token information that appears in the VPN profile is correct.

Log in to a VPN

- 1. In the device options, click Security Options.
- 2. Click VPN.
- 3. Select the Enable VPN check box.
- 4. Click Log in.

Change the user name and password for a VPN profile

- 1. In the device options, click Security Options.
- 2. Click VPN.
- 3. Highlight a VPN profile.
- 4. Press the Menu key.
- 5. Click Edit.
- 6. In the User name field, change the user name.
- 7. In the User password field, change the user password.
- 8. Press the Menu key.
- 9. Click Save.

Change the software token for a VPN profile

Verify that the software token that you want to use is installed on your BlackBerry® device. For more information, contact your administrator.

- 1. In the device options, click Security Options.
- 2. Click VPN.
- 3. Highlight a VPN profile.
- 4. Press the Menu key.
- 5. Click Edit.
- 6. Set the Token serial number field.
- 7. Press the Menu key.
- 8. Click Save.

Security troubleshooting

I cannot type a password

Verify that you are using the multi-tap input method.

I cannot unlock my device using my smart card

Try performing the following actions:

- Verify that the correct smart card is inserted in the smart card reader.
- Verify that the smart card is inserted in the smart card reader correctly.
- Verify that you typed the smart card password correctly. You should have received this password when you received your smart card.

I cannot connect to a Wi-Fi network or log in to a VPN using a software token

Verify that the time on your BlackBerry® device is synchronized with the network time.

My device prompts me to make an emergency call when I type a password

If your BlackBerry[®] device password contains a combination of letters that corresponds to an emergency access number, your device might prompt you to make an emergency call when you type your device password.

To continue typing your device password, press the **Escape** key.

Third-party application control

About permissions for third-party applications

You can set permissions that control how third-party applications on your BlackBerry[®] device interact with the other applications on your device. For example, you can control whether third-party applications can access data or the Internet, make calls, or use Bluetooth[®] connections.

If you have added third-party applications to your device, the device firewall is designed to prevent these applications from sending or receiving data without your knowledge. Before a third-party application sends or receives data, a dialog box prompts you to accept or deny the connection request. If you turn off the prompt, you can reset the firewall options to receive the connection prompt again.

Reset connection permissions for third-party applications

- 1. In the device options, click Security Options.
- 2. Click Firewall.
- 3. Press the Menu key.
- 4. Click Reset Settings.

About direct Internet connections for third-party applications

Some third-party applications that you add to your BlackBerry[®] device might require a direct TCP or HTTP connection to the Internet. For example, a stock price application might need to connect to the Internet to retrieve the latest stock prices. You might have to set the APN that the third-party application uses for this connection.

Set up a direct Internet connection for a third-party application

Verify that you have an APN and that you have the user name and password for the APN. For more information, contact your wireless service provider.

- 1. In the device options, click Advanced Options.
- 2. Click **TCP**.
- 3. Type the APN information.
- 4. Press the Menu key.
- 5. Click Save.

Set permissions for a third-party application

Note: Changing permissions for third-party applications can significantly affect the operation of applications on your BlackBerry[®] device. For more information about how changing these permissions might affect the operation of the applications on your device, contact your wireless service provider or administrator.

- 1. In the device options, click Advanced Options.
- 2. Click Applications.
- 3. Highlight a third-party application.
- 4. Press the Menu key.
- 5. Perform one of the following actions:
 - To set permissions for the highlighted third-party application, click Edit Permissions.
 - To set permissions for all third-party applications, click Edit Default Permissions.

6. Expand Connections, Interactions, or User Data.

- 7. Change the permission fields.
- 8. Press the Menu key.
- 9. Click Save.

Connection permissions for third-party applications

USB:

Set whether third-party applications can use physical connections, such as a USB cable or RS-232 cable, that you have set up for your BlackBerry[®] device.

Bluetooth:

Set whether third-party applications can use Bluetooth® connections.

Wi-Fi:

Set whether third-party applications can use Wi-Fi® connections.

Phone:

Set whether third-party applications can make calls or access call logs.

Location (GPS):

Set whether third-party applications can use your GPS location information.

Company Network:

Set whether third-party applications can access the Internet or your organization's intranet using your organization's network.

Carrier Internet:

Set whether third-party applications can access the Internet through your wireless service provider (for example, using a direct Internet connection or a WAP gateway).

Interaction permissions for third-party applications

Interprocess Communication:

Set whether third-party applications can communicate with other applications on your BlackBerry® device, such as the device runtime store, the persistent store, or global events.

Device Settings:

Set whether third-party applications can turn on or turn off your device or change device options, such as display options.

Module Management:

Set whether third-party applications can add or delete application modules or access module information such as an application name or version.

Keystroke Injection:

Set whether third-party applications can simulate actions, such as pressing a key on your device.

Browser Filters:

Set whether third-party applications can register browser filters with the browser on your device to add, change, or delete web site content before it appears in your browser.

Theme Data:

Set whether your device can use third-party applications as a source for customized themes.

Data permissions for third-party applications

Email:

Set whether third-party applications can access email, SMS text, or PIN messages on your BlackBerry® device.

PIM:

Set whether third-party applications can access organizer data such as contacts, calendar entries, tasks, or memos.

Files:

Set whether third-party applications can access files that you store on your device. For example, you can set whether third-party applications can access files that you transfer to your device using the media manager tool of the BlackBerry[®] Desktop Manager or Bluetooth[®] technology.

Key Store:

Set whether third-party applications can access certificates or keys in the key store on your device.

Key Store Medium Security:

Set whether third-party applications can access certificates or keys in the key store if your device caches the key store password.

BrickBreaker

About BrickBreaker

The object of BrickBreaker is to destroy bricks using a paddle and a ball. During the game, capsules fall from the bricks that you destroy. The capsules provide you with different mechanisms for destroying bricks or controlling the ball or paddle.

When you hit the ball with your paddle 50 times on any level, the bricks descend one space every few seconds.

BrickBreaker capsules

Long:

This capsule makes the paddle longer.

Slow:

This capsule slows down the ball.

Gun:

This capsule enables you to shoot three bullets at the bricks; a bullet can destroy unbreakable bricks.

Laser:

This capsule enables you to shoot unlimited laser beams at the bricks.

Multi:

This capsule puts four balls in play.

Catch:

This capsule enables you to catch and hold the ball.

Flip:

This capsule changes the direction of the paddle.

Wrap:

This capsule enables you to move the paddle beyond the edge of the screen.

Bomb:

This capsule destroys the next brick that you hit and damages nearby bricks.

Life:

This capsule gives you an additional life.

BrickBreaker scoring

Catching a capsule:

50 points

- Shooting a brick with the gun: 50 points
- **Hitting a brick with the ball**: 10 points
- Shooting a brick with the laser: 5 points

Damaging a brick with a bomb: 5 points

Play BrickBreaker

- To move the paddle, roll the trackball.
- To release the ball in catch mode, press the Space key.
- To shoot the laser or gun, press the **Space** key.

Adjust the volume

- To increase the volume, press the Volume Up key.
- To decrease the volume, press the Volume Down key.

Set the paddle speed

- 1. In BrickBreaker, press the Menu key.
- 2. Click Options.
- 3. Perform any of the following actions:
 - To set the paddle speed, set the Paddle movement speed field.
 - To accelerate the paddle as you roll the trackball, select the Paddle acceleration check box.
- 4. Press the **Menu** key.
- 5. Click Save.

Submit a score to the BrickBreaker high score web site

- 1. In BrickBreaker, press the **Menu** key.
- 2. Click Send High Score.

Check the high scores on the BrickBreaker web site

- 1. In BrickBreaker, press the **Menu** key.
- 2. Click High Scores.

Service books

About service books

Service books determine which services are available on your BlackBerry® device.

Your wireless service provider or administrator can send service books to your device over the wireless network. If your device is associated with an email account that uses a BlackBerry[®] Enterprise Server, you can also receive service books on your device by connecting your device to the BlackBerry[®] Desktop Manager.

Accept a service book

- 1. In the device options, click Advanced Options.
- 2. Click Service Book.
- 3. Highlight the new service book.
- 4. Press the Menu key.
- 5. Click Accept.

Delete a service book

- 1. In the device options, click Advanced Options.
- 2. Click Service Book.
- 3. Highlight a service book.
- 4. Press the Menu key.
- 5. Click Delete.

To restore a service book, press the Menu key. Click Undelete.

Troubleshooting

BlackBerry basics troubleshooting

No application opens when I press a Convenience key

Verify that you have not deleted the application that you assigned to the key. Assign a different application to the key.

Some features are not available on my device

Depending on your wireless service plan or the type of email account that is associated with your BlackBerry[®] device, some features might not be available on your device.

If your device is associated with an email account that uses a BlackBerry[®] Enterprise Server, your organization might not have set up some features or might prevent you from using some features or options. If an administrator has set an option for you, a red lock indicator appears beside the option field.

For more information about the features that are available on your device, contact your wireless service provider or administrator.

Phone troubleshooting

I cannot make or receive calls

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- If you cannot make calls and fixed dialing is turned on, verify that the phone number for your contact appears in your fixed dialing list or turn off fixed dialing.
- If you have traveled to another country and you have not changed your smart-dialing options, dial the full phone number, including the country code and area code, for your contact.
- If you are not receiving calls, verify that call blocking and call forwarding are turned off.
- If your SIM card supports more than one phone number, but you have only one phone number, verify that the phone number is set as the primary number.

My phone number appears as Unknown in the phone

Try changing the phone number on your SIM card to change how your phone number appears in the phone. In the device options, click **Advanced Options**. Click **SIM Card**. Highlight the phone number. Press the **Menu** key. Click **Edit SIM Phone Number**. Type your phone number. Click the trackball.

Note: If you change the phone number on your SIM card, you do not change the phone number that your BlackBerry[®] device uses to make and receive calls.

I cannot make calls using a voice command

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- If you are using a Bluetooth[®] enabled device, such as a handsfree car kit or wireless headset, verify that the Bluetooth enabled device supports this feature and that you have paired the Bluetooth enabled device with your BlackBerry device.
- If your keyboard is locked, unlock your keyboard.
- Verify that the language that you use to say voice commands is the same as the voice dialing language that you have set in the language options. Certain languages might not be supported.

My device does not recognize names or numbers in voice commands

Try performing the following actions:

- Say the first name and the last name of your contact.
- Use standard pronunciation rules when you say a voice command.
- If your BlackBerry[®] device does not often identify matches, set the matching sensitivity level to reject less.
- If your device often identifies incorrect matches, set the matching sensitivity level to reject more.
- Adapt digit dialing to improve voice recognition of numbers.

I cannot check my voice mail

If you have more than one phone number associated with your BlackBerry[®] device and you are trying to check your voice mail using a shortcut key, your device calls the voice mail access number for your active phone number.

Try checking the voice mail for your alternate phone number.

I cannot join a call

If your BlackBerry[®] device is associated with an enterprise voice phone number, you cannot join a call that you make from or receive to your enterprise voice phone number with a call that you make from or receive to the phone number provided by your wireless service provider.

Voice dialing troubleshooting

I cannot make calls using a voice command

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- If you are using a Bluetooth[®] enabled device, such as a handsfree car kit or wireless headset, verify that the Bluetooth enabled device supports this feature and that you have paired the Bluetooth enabled device with your BlackBerry device.
- If your keyboard is locked, unlock your keyboard.
- Verify that the language that you use to say voice commands is the same as the voice dialing language that you have set in the language options. Certain languages might not be supported.

My device does not recognize names or numbers in voice commands

Try performing the following actions:

- Say the first name and the last name of your contact.
- Use standard pronunciation rules when you say a voice command.
- If your BlackBerry[®] device does not often identify matches, set the matching sensitivity level to reject less.
- If your device often identifies incorrect matches, set the matching sensitivity level to reject more.
- · Adapt digit dialing to improve voice recognition of numbers.

Camera and video camera troubleshooting

I cannot save pictures or videos

Your BlackBerry® device memory or media card might not have enough available memory to store pictures or videos.

Try performing the following actions:

- If you are trying to save a picture or video to your device memory, delete old data or messages from your device.
- If you are trying to save a picture or video on your media card, delete old media files.
- In the camera options, verify that the **Picture Quality** field is not set to **Superfine**. Superfine pictures use more memory than fine or normal pictures.
- · Increase the maximum amount of memory available for pictures.

The flash dims or turns off

If the battery power level drops below 20 percent, the flash dims to conserve battery power. In cold temperatures, when the battery power level drops below 20 percent, the flash might turn off.

Some pictures that I take are blurry

In low lighting conditions, the camera might compensate for the lack of exposure by using a slower shutter speed. If you move the camera before the shutter clicks, the picture might be blurry. If the camera is using a slower shutter speed, an exclamation point indicator appears at the bottom of the screen.

Message troubleshooting

I cannot send messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, your device should send messages when you return to a wireless coverage area.
- If the menu item for sending a message does not appear, verify that you have added an email address, a PIN, or a phone number for your contact.
- If you created an email address or added an existing email address to your device using the email setup screen in the setup wizard, verify that you have received an activation message on your device from the BlackBerry® Internet Service. If you have not received an activation message (the message might take a short period of time to arrive), in the setup wizard, open the email setup screen to send a service book to your device.
- If you have not received a registration message from the wireless network, register your device. In the device options, click Advanced Options. Click Host Routing Table. Press the Menu key. Click Register Now.
- Generate an encryption key.
- Verify that data service is turned on.
- · Resend the message.

I am not receiving messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, you should receive messages when you return to a wireless coverage area.
- If you created an email address or added an existing email address to your device using the email setup screen in the setup wizard, verify that you have received an activation message on your device from the BlackBerry[®] Internet Service. If you have not received an activation message (the message might take a short period of time to arrive), in the setup wizard, open the email setup screen to send a service book to your device.
- If you have not received a registration message from the wireless network, register your device. In the device options, click Advanced Options. Click Host Routing Table. Press the Menu key. Click Register Now.
- Verify that data service is turned on.
- If you use email message filters, verify that the options for email message filters are set correctly.
- Verify that email message forwarding is turned on and that you have selected all the email message folders, including your inbox folder, that you want to receive email messages from.

- If your device uses a software token to connect to a Wi-Fi® network or to log in to a VPN and you reset your device, connect to the Wi-Fi network or log in to the VPN again.
- Verify that your device is not blocking messages. For more information, contact your administrator.

I cannot file email messages

Try performing the following actions:

- Verify that wireless email reconciliation is turned on.
- If your email message folders do not appear on your BlackBerry[®] device, reconcile your email messages using the email settings tool of the BlackBerry[®] Desktop Manager. For more information, see the *BlackBerry Desktop Software Online Help*.

I received notification of a new message, but no new messages appear in my message list

If you have set your BlackBerry[®] device to hide filed messages and you receive a new message from an email message folder in the email application on your computer other than your inbox, your device files the message.

Some messages no longer appear on my device

If your BlackBerry[®] device memory is full, your device deletes the oldest messages from a message list. Your device does not delete saved messages.

If wireless email reconciliation is turned on, and, in the message options, the **Delete On** field is set to **Mailbox & Handheld**, email messages that you delete in the email application on your computer are also deleted from your device.

A message or attachment is truncated

Try performing the following actions:

- Wait for a short period of time. Your BlackBerry[®] device receives long messages and attachments in sections.
- If "More available" appears at the end of the message or attachment, press the Menu key. Click More or More All.

Some email message folders appear dimmed

If you cannot forward email messages from an email message folder, the check box beside the folder appears dimmed.

Try performing the following actions:

- Wait for a few seconds. The email message folders might become available after a short period of time.
- Turn off wireless email reconciliation, and then turn it on again.

Email message filters are not working correctly

Try performing the following actions:

- Verify that your email message filters are turned on.
- · Verify that your email message filters appear in the order that you want your BlackBerry® device to apply them to email messages.

I cannot use a shortcut to view one type of message in a message list

If you switch BlackBerry[®] devices and you restore device data from your previous device to your current device, the message list shortcuts for your previous device replace the message list shortcuts for your current device.

To view the shortcuts for viewing one type of message in a message list, view your list of saved searches.

I cannot send SMS text messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, your device should send the messages when you return to a wireless coverage area.
- Verify that your wireless service plan includes this service.
- Verify that fixed dialing is turned off.

I am not receiving SMS text messages

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network. If you are not in a wireless coverage area, you should receive messages when you return to a wireless coverage area.
- Verify that your wireless service plan includes this service.

I cannot turn on cell broadcasting

Your SIM card might not support the display languages that you have selected for cell broadcast messages. Clear the check box beside all languages that your SIM card does not support.

I cannot attach a file to an MMS message

Try performing the following actions:

- Verify that the file is a .vcf (vCard®) file, an .ics (iCalendar) file, or a media file (for example, a .jpg, .gif, or .midi file).
- Verify that the file size does not exceed 300 KB.
- Verify that the file is not copyright protected.
- If MMS templates are available for your BlackBerry® device, use a blank template to compose your MMS message.

Typing troubleshooting

I cannot type a password

Verify that you are using the multi-tap input method.

SureType technology does not recognize a word

Use the list that appears when you type to help you build words that SureType[®] technology does not recognize. Press the letter key for the first letter in the word once. Highlight a letter in the list. Press the letter key for the next letter in the word once. Highlight a letter combination. Click the trackball. Continue typing the word.

I cannot check spelling

You can only check spelling in English, French, German, Italian, and Spanish.

You can only check the spelling of text that you type.

Attachment troubleshooting

A skipped content bar appears in a document

More attachment content is available for you to download to your BlackBerry[®] device. To download the content, click the skipped content bar. Click **More**.

A message or attachment is truncated

Try performing the following actions:

- Wait for a short period of time. Your BlackBerry[®] device receives long messages and attachments in sections.
- If "More available" appears at the end of the message or attachment, press the Menu key. Click More or More All.

A question mark appears on a slide

A question mark appears on a slide if your BlackBerry[®] device has not downloaded the slide. To view the slide, highlight the slide. Click the trackball. Click **Retrieve**.

Synchronization troubleshooting

Email messages are not reconciling over the wireless network

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- Verify that wireless email reconciliation is turned on.
- Reconcile email messages manually. In a message list, press the Menu key. Click Reconcile Now.

I am not receiving email messages from personal folders on my computer

If your BlackBerry[®] device is associated with a Microsoft[®] Outlook[®] email account, you must use the synchronization tool of the BlackBerry[®] Desktop Manager to reconcile email messages in personal folders. For more information, see the *BlackBerry Desktop Software Online Help*.

Email messages are not being deleted over the wireless network

Try performing the following actions:

- If you delete multiple email messages on your BlackBerry[®] device, highlight the email messages and press the Backspace/ Delete key. If you delete multiple email messages using the Delete Prior menu item, the email messages are not deleted during wireless email reconciliation.
- In the email reconciliation options, verify that the Delete On field is set to Mailbox & Handheld.

Organizer data is not synchronizing over the wireless network

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- · Verify that wireless data synchronization is turned on in the address book, calendar, task list, and memo list.

Custom address book field data is not appearing on my computer

You can only synchronize the data in a custom address book field with a text field in the email application on your computer. For example, you cannot add a contact's birthday to a custom address book field on your BlackBerry[®] device and synchronize it with the email application on your computer, because the birthday field is a date field in the email application on your computer.

Some characters in calendar entries do not appear correctly after synchronization

If you schedule appointments or meetings on your BlackBerry[®] device that contain special characters or accents, your computer might not support these characters.

On your computer, verify that you are using the correct default code page and that the correct font support is installed on your computer. For more information, see the documentation for the operating system on your computer.

Browser troubleshooting

No browser is available on my device

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- Verify that your wireless service plan includes this service.

I cannot set up automatic synchronization for bookmarks

When you add a bookmark, you can only set the Auto Synchronize and Start Time fields if content protection is turned off.

Application troubleshooting

I cannot add applications

Try performing the following actions:

- Verify that your BlackBerry[®] device is connected to the wireless network.
- Verify that your device has enough memory to add the application.

Media troubleshooting

I cannot play a song or video on a web page

Your BlackBerry[®] device might not support the size or the file format of the song or video file.

If you are trying to play a video file that uses RTSP, try performing the following actions:

- Verify that your device is connected to a Wi-Fi network.
- Verify that the default browser configuration for your device is the Wi-Fi Browser configuration.

I cannot open media files

Try performing the following actions:

- If you are trying to open a media file on your BlackBerry[®] device and your device is connected to your computer, disconnect your device from the computer or turn off mass storage mode.
- If you are trying to open a media file on your computer using mass storage mode, verify that you have closed the media manager tool of the BlackBerry[®] Desktop Manager.
- If you are trying to open a media file on your computer using the media manager tool of the BlackBerry Desktop Manager, verify that mass storage mode is turned off on your device.
- If you encrypted the media files on your media card using a media card encryption key and you are trying to open an encrypted
 media file using your computer or a device other than the BlackBerry device that you used to encrypt the file, insert the media card
 into the BlackBerry device that you used to encrypt the file. In the media card options, change the Encryption Mode field to
 None or Security Password.

My device does not recognize my media card

Disconnect your BlackBerry® device from your computer. Turn off mass storage mode support. Format the media card.

My device is not using the correct ring tone or Home screen background

If you are using a ring tone or Home screen background picture that you encrypted on your media card using your BlackBerry[®] device password and you reset your device, unlock your device.

Maps troubleshooting

Diagonal lines appear on a map

Diagonal lines appear on a map when your BlackBerry[®] device loads a new map or when your device is not connected to the wireless network.

If diagonal lines appear for a long period of time, verify that your device is connected to the wireless network.

Contact troubleshooting

Custom address book field data is not appearing on my computer

You can only synchronize the data in a custom address book field with a text field in the email application on your computer. For example, you cannot add a contact's birthday to a custom address book field on your BlackBerry[®] device and synchronize it with the email application on your computer, because the birthday field is a date field in the email application on your computer.

Caller ID pictures are not appearing on my device

If your BlackBerry[®] device is associated with a Microsoft[®] Outlook[®] 2000 email account and you add a picture for a contact in the email application on your computer, verify that the file name for the picture is ContactPicture.jpg.

Calendar troubleshooting

I cannot schedule appointments that span multiple days

If you use IBM® Lotus Notes®, you cannot schedule appointments that span multiple days.

I cannot set some fields when scheduling appointments

If you use IBM[®] Lotus Notes[®], you can only change the Subject, Location, Reminder, and Notes fields and the Mark as Private check box when you change a recurring appointment or meeting.

Some characters in calendar entries do not appear correctly after synchronization

If you schedule appointments or meetings on your BlackBerry[®] device that contain special characters or accents, your computer might not support these characters.

On your computer, verify that you are using the correct default code page and that the correct font support is installed on your computer. For more information, see the documentation for the operating system on your computer.

Bluetooth technology troubleshooting

I cannot type a passkey on a Bluetooth enabled device

If you cannot type a passkey on a Bluetooth[®] enabled device, the passkey might already be defined. On your BlackBerry[®] device, in the **Enter passkey for <device name>** field, try typing **0000**.

My list of paired Bluetooth enabled devices does not appear

Try performing the following actions:

- Verify that Bluetooth® technology is turned on.
- Verify that you have added Bluetooth enabled devices to the paired Bluetooth enabled devices list.

I cannot pair with a Bluetooth enabled device

Try performing the following actions:

- Verify that your BlackBerry[®] device is compatible with the Bluetooth[®] enabled device. For more information, see the documentation that came with the Bluetooth enabled device.
- Allow the Bluetooth enabled device to discover your BlackBerry device. In the Bluetooth setup application, click **Allow another** device to find me.
- Turn off encryption for Bluetooth connections between your BlackBerry device and the Bluetooth enabled device. In the device options, click **Bluetooth**. Click a Bluetooth enabled device. Click **Device Properties**. Change the **Encryption** field to **Disabled**. Press the **Menu** key. Click **Save**.

I cannot share contacts with a paired Bluetooth enabled device

Try performing the following actions:

- Verify that Bluetooth® technology is turned on.
- Verify that your BlackBerry[®] device is paired with the Bluetooth enabled device.
- Verify that, in the Bluetooth options, the Address Book Transfer field is set to Enabled.
- Verify that your BlackBerry device is connected to a Bluetooth enabled device that supports the Handsfree profile or the Object Push profile. For more information about supported profiles, see the documentation that came with the Bluetooth enabled device.

Date and time troubleshooting

The time on my device is incorrect

Try performing the following actions:

- If you have traveled to a different time zone, set the **Time Zone** field to display the correct time zone.
- If you have set the Date/Time Source field to Network, try setting the Date/Time Source field to BlackBerry.

Notification profile troubleshooting

My device is vibrating more times than expected

For calls, the number of times that the BlackBerry[®] device vibrates is not determined by the number of vibrations that you set in your notification profile. The device vibrates until the caller or the wireless network ends the connection.

I am not receiving notification for incoming calls or messages

Try performing the following actions:

- In the profile list, verify that the Off profile is not selected.
- In a notification profile exception, verify that the Custom Phone Tune field is not set to Mute.

I cannot set some fields when creating a Calls From notification profile exception

If you assign a custom ring tone to a contact in the address book, a Calls From profile exception appears in the profile list. Because these exceptions are for calls only, you can only set the Custom Phone Tune field.

Display troubleshooting

My device screen turns off

When you do not use your BlackBerry[®] device for a period of time, the screen turns off to conserve battery power. To turn on the screen, click the trackball or press a key.

My display changed

Depending on your theme, display options, such as your font and Home screen background, might change when you switch themes.

Language troubleshooting

Some characters do not appear correctly on my device

The BlackBerry[®] Enterprise Server or BlackBerry[®] Internet Service that is associated with your BlackBerry[®] device might not support the characters. For more information, contact your wireless service provider or administrator.

Wireless network coverage troubleshooting

I cannot connect to a wireless network

Try performing the following actions:

- Verify that your SIM card is inserted in your BlackBerry[®] device correctly.
- Verify that you have turned on the connection to the wireless network.
- Verify that you are connected to your wireless service provider's network. If you switched wireless networks manually, your device remains connected to that wireless network until you select your wireless service provider's network again.
- If your wireless service provider supports UMA, verify that your connection preference is not set to Wi-Fi Only.

I cannot connect to a Wi-Fi network

Try performing the following actions:

- Verify that you have turned on the connection to the Wi-Fi® network.
- Verify that you are in a Wi-Fi coverage area.
- If the Wi-Fi network does not appear in the Wi-Fi setup application and you know the network name, connect to the Wi-Fi network manually.
- Verify that the connection options in the Wi-Fi setup application are correct. If you have already verified these options, verify that the advanced connection options for the Wi-Fi network are correct.
- If you switched Wi-Fi networks manually, switch to another Wi-Fi network or set your device to scan for available Wi-Fi networks.
- If your wireless service provider supports UMA, verify that your connection preference is not set to Mobile Network Only.
- If you use PEAP, EAP-TLS, EAP-FAST, EAP-TTLS, or EAP-SIM to connect to a Wi-Fi network, verify that you have installed the root certificate for the certificate authority server that created the certificate for the authentication server.
- If you use EAP-TLS to connect to a Wi-Fi network, verify that you have added your authentication certificate to your BlackBerry[®] device.

I cannot synchronize a certificate

Verify that the certificate synchronization tool of the BlackBerry[®] Desktop Manager is installed on your computer. If the certificate synchronization tool is not installed on your computer, re-install the BlackBerry[®] Desktop Software. For more information about installing the BlackBerry Desktop Software, see the printed documentation that came with your BlackBerry device.

Security troubleshooting

I cannot type a password

Verify that you are using the multi-tap input method.

I cannot unlock my device using my smart card

Try performing the following actions:

- Verify that the correct smart card is inserted in the smart card reader.
- Verify that the smart card is inserted in the smart card reader correctly.
- Verify that you typed the smart card password correctly. You should have received this password when you received your smart card.

My device prompts me to make an emergency call when I type a password

If your BlackBerry® device password contains a combination of letters that corresponds to an emergency access number, your device might prompt you to make an emergency call when you type your device password.

To continue typing your device password, press the **Escape** key.

I cannot connect to a Wi-Fi network or log in to a VPN using a software token

Verify that the time on your BlackBerry[®] device is synchronized with the network time.

Diagnostic reports

About diagnostic reports

Run a diagnostic report

- 1. In the device options, click Mobile Network.
- 2. Press the Menu key.
- 3. Click Diagnostics Test.
- 4. Press the Menu key.
- 5. Click Run.

View a diagnostic report

1. In the device options, click Mobile Network.

- 2. Press the Menu key.
- 3. Click Diagnostics Test.
- 4. Highlight a report.
- 5. Press the Menu key.
- 6. Click View Report.

Submit a diagnostic report

- 1. In the device options, click Mobile Network.
- 2. Press the Menu key.
- 3. Click Diagnostics Test.
- 4. Highlight a report.
- 5. Press the Menu key.
- 6. Click Email Report or PIN Report.

Delete a diagnostic report

- 1. In the device options, click Mobile Network.
- 2. Press the Menu key.
- 3. Click Diagnostics Test.
- 4. Highlight a report.
- 5. Press the Menu key.
- 6. Click Delete or Delete All.

Set a default recipient for diagnostic reports

If you set the default recipient, each time that you submit a diagnostic report, your BlackBerry® device sends the report to that recipient. If you want to specify a recipient each time that you submit a report, do not set the default recipient.

- 1. In the device options, click Mobile Network.
- 2. Press the Menu key.
- 3. Click Diagnostics Test.
- 4. Press the Menu key.
- 5. Click Options.
- 6. Type the contact information.
- 7. Press the Menu key.
- 8. Click Save.

View the version number of the BlackBerry Device Software on your device

In the device options, click About.

To return to the device options, press the Escape key twice.

I cannot run or submit a diagnostic report

Try performing the following actions:

- Try running the diagnostic report again. In the diagnostic report, press the Menu key. Click Repeat All Steps.
- If you cannot submit a diagnostic report to an email address, try submitting the report to a PIN. Likewise, if you cannot submit a diagnostic report to a PIN, try submitting the report to an email address.

Wi-Fi diagnostic reports

About Wi-Fi diagnostic reports

Wi-Fi® diagnostic reports provide Wi-Fi configuration and connection information for your BlackBerry® device. If you cannot connect to a Wi-Fi network or access services such as email messaging, your wireless service provider or administrator might ask you to submit a Wi-Fi diagnostic report. Your wireless service provider or administrator can use the report to help you troubleshoot the problem.

Submit a Wi-Fi diagnostic report

- 1. In the device options, click Wi-Fi Connections.
- 2. Press the Menu key.
- 3. Click Wi-Fi Diagnostics.
- 4. Press the Menu key.
- 5. Click Email Report or PIN Report.

Include advanced data in Wi-Fi diagnostic reports

- 1. In the device options, click Wi-Fi Connections.
- 2. Press the Menu key.
- 3. Click Wi-Fi Diagnostics.
- 4. Press the Menu key.
- 5. Click Options.
- 6. Change the Display Mode field to Advanced.
- 7. Press the Menu key.
- 8. Click Save.

Set a default recipient for Wi-Fi diagnostic reports

If you set a default recipient, each time that you submit a Wi-Fi® diagnostic report, your BlackBerry® device sends the report to that recipient. If you want to specify a recipient each time that you submit a report, do not set a default recipient.

- 1. In the device options, click **Wi-Fi Connections**.
- 2. Press the Menu key.
- 3. Click **Wi-Fi Diagnostics**.
- 4. Press the Menu key.
- 5. Click Options.
- 6. Type the contact information.
- 7. Press the Menu key.
- 8. Click Save.

Glossary

ADN

abbreviated dialing number

APN

access point name

BCC

blind carbon copy

BlackBerry enabled device

A BlackBerry enabled device is a device with BlackBerry Connect software, a device with BlackBerry Built-In software, or a device that is running the BlackBerry Application Suite. BlackBerry enabled devices provide users with access to BlackBerry device applications and BlackBerry services.

СС

carbon copy

CMIME

Compressed Multipurpose Internet Mail Extensions

DNS

Domain Name System

EAP-FAST

Extensible Authentication Protocol Flexible Authentication via Secure Tunneling

EAP-SIM

Extensible Authentication Protocol Subscriber Identity Module

EAP-TLS

Extensible Authentication Protocol Transport Layer Security

EAP-TTLS

Extensible Authentication Protocol Tunneled Transport Layer Security

FIPS

Federal Information Processing Standards

GPS

Global Positioning System

HTTP

Hypertext Transfer Protocol

IMSI

International Mobile Subscriber Identity

IP

Internet Protocol

LED

light-emitting diode

mass storage mode

Mass storage mode enables users to transfer files between a media card and their computer when they connect their BlackBerry device to their computer.

мсс

mobile country code

MMS

Multimedia Messaging Service

MNC

mobile network code

PEAP

Protected Extensible Authentication Protocol

PIN

personal identification number

RTSP

Real Time Streaming Protocol

SDN

service dialing number

SIM

Subscriber Identity Module

S/MIME

Secure Multipurpose Internet Mail Extensions

SMS

Short Message Service

SSL

Secure Sockets Layer

SMSC

Short Message Service Center

SSID

service set identifier

ТСР

Transmission Control Protocol

TLS

Transport Layer Security

Triple DES

Triple Data Encryption Standard

ΤΤΥ

teletype

UMA

Unlicensed Mobile Access

VPN

virtual private network

WAN

wide area network

WAP

Wireless Application Protocol

WEP

Wired Equivalent Privacy

WML

Wireless Markup Language

WTLS

Wireless Transport Layer Security

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