

# User Guide

BlackBerry 8110 Smartphone



# Contents

<b>BlackBerry basics</b> .....	<b>11</b>
About typing input methods.....	11
Type text using SureType technology.....	11
Switch typing input methods.....	11
Switch applications.....	12
Assign an application to a Convenience key.....	12
Set owner information.....	12
Turn on standby mode.....	12
About links.....	12
Create a link for a PIN.....	12
Expand a folder.....	13
Collapse a folder.....	13
BlackBerry basics shortcuts.....	13
BlackBerry basics troubleshooting.....	13
<b>Shortcuts</b> .....	<b>15</b>
BlackBerry basics shortcuts.....	13
Phone shortcuts.....	15
Camera and video camera shortcuts.....	15
Message shortcuts.....	16
Typing shortcuts.....	16
Search shortcuts.....	17
Attachment shortcuts.....	17
Browser shortcuts.....	18
Media shortcuts.....	18
Calendar shortcuts.....	18
<b>Phone</b> .....	<b>21</b>
Phone basics.....	21
Emergency calls.....	23
Volume.....	23
Voice dialing.....	24
Voice mail.....	26
Speed dial.....	27
Conference calls.....	27
Caller ID.....	28
Call logs.....	29
Call waiting.....	31
Call forwarding.....	31
Call blocking.....	33

Fixed dialing.....	34
Smart dialing.....	35
TTY support.....	36
Multiple phone numbers.....	37
Phone options.....	37
Phone shortcuts.....	15
Phone troubleshooting.....	39
<b>Voice dialing.....</b>	<b>24</b>
Make a call using a voice command.....	24
Dial an extension using a voice command.....	25
Check your phone number using a voice command.....	25
Check the wireless coverage level using a voice command.....	41
Check the battery power level using a voice command.....	41
Change the voice dialing language.....	25
Turn off choice lists for voice commands.....	25
Set the matching sensitivity level for voice commands.....	25
Turn off voice prompts.....	25
Set playback options for voice dialing.....	26
Improve voice recognition of numbers.....	26
Use a headset.....	23
Voice dialing troubleshooting.....	43
<b>Push to Talk.....</b>	<b>45</b>
Setup and options.....	45
Calls and call alerts.....	45
Contacts.....	47
Availability.....	49
<b>Camera and video camera.....</b>	<b>51</b>
Take a picture .....	51
Zoom in to or out from a subject.....	51
View the number of remaining pictures.....	51
Record a video.....	51
View the amount of memory available for recording videos.....	51
Camera and video camera options.....	52
Camera and video camera shortcuts.....	15
Camera and video camera troubleshooting.....	54
<b>Email messages.....</b>	<b>55</b>
Email message basics.....	55
Email message folders.....	58

Sent messages.....	59
Email message filters.....	60
Email message forwarding.....	63
Message options.....	64
Message list options.....	66
Message shortcuts.....	16
Message troubleshooting.....	69
<b>PIN messages.....</b>	<b>73</b>
PIN message basics.....	73
Sent messages.....	59
Message list options.....	66
Message shortcuts.....	16
Message troubleshooting.....	69
<b>SMS text messages.....</b>	<b>83</b>
SMS text message basics.....	83
Sent messages.....	59
Cell broadcasting.....	86
Message options.....	64
Message list options.....	66
Message shortcuts.....	16
Message troubleshooting.....	69
<b>MMS messages.....</b>	<b>95</b>
MMS message basics.....	95
MMS message attachments.....	99
Message options.....	64
Message list options.....	66
Message shortcuts.....	16
Message troubleshooting.....	69
<b>Typing.....</b>	<b>107</b>
Typing basics.....	107
Typing input methods.....	109
Spelling checker.....	110
Custom dictionary.....	112
AutoText.....	113
Typing shortcuts.....	16
Typing troubleshooting.....	115
<b>Search.....</b>	<b>117</b>

About search.....	117
Search for messages.....	117
Search criteria.....	117
View a list of saved searches.....	118
Change a saved search.....	118
Delete a saved search.....	118
Search for messages by contact or subject.....	118
Search for text in a message, attachment, or web page.....	57
Search for organizer data.....	119
Search shortcuts.....	17
<b>Attachments.....</b>	<b>121</b>
Attachment basics.....	121
Document attachments.....	122
Spreadsheet attachments.....	123
Media attachments.....	124
Presentation attachments.....	124
vCard contact attachments.....	125
Attachment shortcuts.....	17
Attachment troubleshooting.....	126
<b>Synchronization.....</b>	<b>127</b>
About synchronization.....	127
Prerequisites: Wireless email reconciliation.....	127
Reconcile email messages over the wireless network.....	127
Delete email messages over the wireless network.....	127
Prerequisites: Wireless data synchronization.....	128
Synchronize organizer data over the wireless network.....	128
About synchronization conflicts.....	128
Manage email reconciliation conflicts.....	128
Manage data synchronization conflicts.....	129
About backing up and restoring device data.....	129
Prerequisites: Wireless data restoration.....	129
Delete all device data.....	129
Empty the deleted items folder on your computer from your device.....	130
Synchronization troubleshooting.....	130
<b>Browser.....</b>	<b>133</b>
Browser basics.....	133
Links, pictures, and web page addresses.....	135
Browser bookmarks.....	137
Web feeds.....	140

Browser options.....	142
Browser security.....	144
Browser push.....	147
Browser shortcuts.....	18
Browser troubleshooting.....	148
<b>Applications.....</b>	<b>151</b>
Add an application.....	151
View properties for an application.....	151
Delete a third-party application.....	151
Receive a device password prompt before you add an application.....	151
View the size of an application database.....	151
Application troubleshooting.....	152
<b>Media.....</b>	<b>153</b>
Media file management.....	153
Songs, ring tones, videos, and voice notes.....	155
Playlists.....	158
Pictures.....	159
Media card options.....	163
Media shortcuts.....	18
Media troubleshooting.....	165
<b>GPS technology.....</b>	<b>167</b>
About GPS technology.....	167
Get your GPS location.....	167
Prevent others from tracking your location.....	167
GPS technology troubleshooting.....	167
<b>Contacts.....</b>	<b>169</b>
Contact basics.....	169
Mailing lists.....	171
Caller ID.....	28
Categories.....	173
Address lookup.....	174
SIM card phone book.....	175
Contact list options.....	176
Contact troubleshooting.....	177
<b>Calendar.....</b>	<b>179</b>
Calendar basics.....	179
Meetings.....	181

Calendar options.....	183
Multiple calendars.....	186
Calendar shortcuts.....	18
Calendar troubleshooting.....	187
<b>Tasks.....</b>	<b>189</b>
Task basics.....	189
Categories.....	173
Task list options.....	192
<b>Memos.....</b>	<b>195</b>
Memo basics.....	195
Categories.....	173
Memo list options.....	197
<b>Alarm.....</b>	<b>199</b>
About the alarm.....	199
Turn on the alarm.....	199
Silence the alarm.....	199
<b>Calculator.....</b>	<b>201</b>
Use the calculator.....	201
Convert a measurement.....	201
<b>Bluetooth technology.....</b>	<b>203</b>
Bluetooth technology basics.....	203
Bluetooth technology options.....	205
Bluetooth technology troubleshooting.....	207
<b>Date and time.....</b>	<b>209</b>
Set the date and time.....	209
Get the date and time from the wireless network automatically.....	209
Date and time troubleshooting.....	209
<b>Notification profiles.....</b>	<b>211</b>
Notification basics.....	211
LED notification.....	213
Custom notification.....	214
Notification profile troubleshooting.....	216
<b>BlackBerry Messenger.....</b>	<b>219</b>
Contacts.....	219



Conversations.....	221
Availability.....	223
<b>Display and keyboard.....</b>	<b>225</b>
Backlighting.....	225
Display options.....	225
Keyboard options.....	227
Themes.....	228
Display troubleshooting.....	229
<b>Language.....</b>	<b>231</b>
Change the display language.....	231
Add a display language.....	231
Delete a display language.....	231
About typing input languages.....	110
Change the typing input language.....	110
Switch typing input methods.....	11
Turn off the shortcut for switching typing input languages.....	232
Change the input options for SureType technology.....	110
Change the voice dialing language.....	25
Set display options for contacts.....	177
Language troubleshooting.....	233
<b>Wireless network coverage.....</b>	<b>235</b>
Find information about wireless coverage indicators.....	235
Turn off a wireless connection .....	235
Network connection indicators.....	235
Turn on wireless coverage notification.....	214
Check the wireless coverage level using a voice command.....	41
About the preferred wireless network list.....	236
Add a wireless network to the preferred wireless network list.....	236
Change the order of preferred wireless networks.....	237
Delete a wireless network from the preferred wireless network list.....	237
Turn off data service.....	237
About roaming.....	238
Switch wireless networks manually.....	238
Verify the status of network connections and services.....	238
Wireless network coverage troubleshooting.....	238
<b>Power, battery, and memory.....</b>	<b>241</b>
Turn off your device.....	241
Set your device to turn on and turn off automatically.....	241

Check the battery power level.....	241
Check the battery power level using a voice command.....	41
Reset the device.....	241
Extend battery life.....	241
<b>SIM card.....</b>	<b>243</b>
About the SIM card phone book.....	175
Add a contact to your SIM card.....	175
Copy contacts from your SIM card to your address book.....	175
Copy a contact from your address book to your SIM card.....	176
Change a SIM card contact.....	176
Delete a SIM card contact.....	176
Store SMS text messages on your SIM card.....	88
About SIM card security.....	244
Protect your SIM card with a PIN code.....	245
Change the SIM card PIN code.....	245
Change the display name for a phone number.....	245
<b>Security.....</b>	<b>247</b>
Security basics.....	247
Password keeper.....	248
Encryption.....	250
Memory cleaning.....	252
Advanced security.....	253
Smart cards.....	255
Software tokens.....	256
Security troubleshooting.....	256
<b>Third-party application control.....</b>	<b>259</b>
About permissions for third-party applications.....	259
Reset connection permissions for third-party applications.....	259
About direct Internet connections for third-party applications.....	259
Set up a direct Internet connection for a third-party application.....	259
Set permissions for a third-party application.....	259
Connection permissions for third-party applications.....	260
Interaction permissions for third-party applications.....	260
Data permissions for third-party applications.....	261
<b>BrickBreaker.....</b>	<b>263</b>
About BrickBreaker.....	263
BrickBreaker capsules.....	263
BrickBreaker scoring.....	264

Play BrickBreaker.....	264
Adjust the volume.....	23
Set the paddle speed.....	264
Submit a score to the BrickBreaker high score web site.....	265
Check the high scores on the BrickBreaker web site.....	265
<b>Service books.....</b>	<b>267</b>
About service books.....	267
Accept a service book .....	267
Delete a service book.....	267
<b>Troubleshooting.....</b>	<b>269</b>
BlackBerry basics troubleshooting.....	13
Phone troubleshooting.....	39
Voice dialing troubleshooting.....	43
Camera and video camera troubleshooting.....	54
Message troubleshooting.....	69
Typing troubleshooting.....	115
Attachment troubleshooting.....	126
Synchronization troubleshooting.....	130
Browser troubleshooting.....	148
Application troubleshooting.....	152
Media troubleshooting.....	165
Contact troubleshooting.....	177
Calendar troubleshooting.....	187
Bluetooth technology troubleshooting.....	207
Date and time troubleshooting.....	209
Notification profile troubleshooting.....	216
Display troubleshooting.....	229
Language troubleshooting.....	233
Wireless network coverage troubleshooting.....	238
Security troubleshooting.....	256
Diagnostic reports.....	281
<b>Glossary.....</b>	<b>285</b>
<b>Legal notice.....</b>	<b>287</b>



# 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 key twice, the key once, and the 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 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, press **O**. 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**.

## Calendar shortcuts

For shortcuts to work in Day view, in the general 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  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 on 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 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.



# Push to Talk

## Setup and options

### About Push to Talk

You can use Push to Talk to connect almost instantly with one or more Push to Talk contacts. Before you make a Push to Talk call, you can see whether contacts are available to talk.

### Set up Push to Talk

Verify that your wireless service plan includes this service. You only need to set up Push to Talk once.

1. In the Push to Talk application, click **Yes**.
2. Type a display name.
3. Click **OK**.

### Change your Push to Talk display name

1. In the Push to Talk application, click **Set Your Name**.
2. Change your display name.
3. Press the **Menu** key.
4. Click **Save**.

### Turn off Push to Talk

1. In the Push to Talk application, click **PTT Is On**.
2. Click **Off**.
3. Press the **Menu** key.
4. Click **Save**.

To turn on Push to Talk, open the Push to Talk application.


## Calls and call alerts

### Make a Push to Talk call

Verify that you have added one or more Push to Talk contacts.


1. In the Push to Talk application, click **PTT Contacts**.

2. Highlight a contact or group.
3. To speak, hold the **Left Convenience** key. After the tone, continue to hold the **Left Convenience** key and start speaking.
4. To listen, release the **Left Convenience** key.

To end the Push to Talk call, hold the  key.


## Respond to a Push to Talk call

- To speak, hold the **Left Convenience** key.
- To listen, release the **Left Convenience** key.

To end the Push to Talk call, hold the  key.

## Make a Push to Talk call to a temporary group

1. In the Push to Talk application, click **PTT Contacts**.
2. Press the **Menu** key.
3. Click **Quick Group**.
4. Click contacts.
5. To speak, hold the **Left Convenience** key.
6. To listen, release the **Left Convenience** key.

To end the Push to Talk call, hold the  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**.

## Send a call me alert

You can send a call me alert to a contact that you want to receive a Push to Talk call from.

1. In the Push to Talk application, click **PTT Contacts**.
2. Highlight a contact.
3. Press the **Menu** key.
4. Click **Call Me Alert**.



## Send a voice mail message using Push to Talk

1. In the Push to Talk application, click **PTT Contacts**.
2. Press the **Menu** key.
3. Click **Voice Message**.
4. Click a contact or a group.
5. To speak, hold the **Left Convenience** key.
6. To send the voice mail message, release the **Left Convenience** key.

## Switch from a Push to Talk call to a phone call

You can only switch to a phone call if you make the Push to Talk call.

1. During a Push to Talk call, press the **Menu** key.
2. Click **Convert to Cellular**.

To join the phone call, your contacts must press the **Left Convenience** key.

## Contacts

### Add a Push to Talk contact

Verify that the contact subscribes to the Push to Talk service offered by your wireless service provider.

When you add a Push to Talk contact, you invite the contact to join your contact list. The contact can accept, decline, or defer your invitation.

1. In the Push to Talk application, click **Add Contact**.
2. Type the contact information.
3. Click **OK**.

### Add a Push to Talk group

You can use a Push to Talk group to talk to multiple contacts at the same time. When you add a Push to Talk group, you invite Push to Talk contacts to join your group. Contacts can accept, decline, or defer your invitation.

1. In the Push to Talk application, click **Add Group**.
2. Type a name for the group.
3. Click **OK**.
4. Perform one of the following actions:
  - To add an existing Push to Talk contact to the group, click **Existing Contact**.
  - To add a new Push to Talk contact to the group, click **New Contact**.

### Add a Push to Talk contact to a group

1. In the Push to Talk application, click **PTT Contacts**.

2. Highlight a group.
3. Press the **Menu** key.
4. Click **View Members**.
5. Click **Add New Contact** or **Add Existing Contact**.

## Rename a Push to Talk contact or group

1. In the Push to Talk application, click **PTT Contacts**.
2. Highlight a contact or a group.
3. Press the **Menu** key.
4. Click **Rename Contact** or **Rename Group**.
5. Type a name.
6. Click **OK**.

## Delete a Push to Talk contact or group

You can only delete a Push to Talk group that you created.

1. In the Push to Talk application, click **PTT Contacts**.
2. Highlight a contact or a group.
3. Press the **Menu** key.
4. Click **Delete Contact** or **Delete Group**.

## Delete a Push to Talk contact from a group

You can only delete a Push to Talk contact from a group that you created.

1. In the Push to Talk application, click **PTT Contacts**.
2. Highlight a group.
3. Press the **Menu** key.
4. Click **View Members**.
5. Highlight a contact.
6. Press the **Menu** key.
7. Click **Delete Member**.

## Respond to a Push to Talk invitation

In the Push to Talk application, click one of the following items:

- **Accept**
- **Decline**
- **Defer**

## Accept all Push to Talk invitations automatically

1. In the Push to Talk application, click **Auto Accept Invitations**.
2. Click **On**.
3. Press the **Menu** key.
4. Click **Save**.

## Availability

### Change your Push to Talk availability status

1. In the Push to Talk application, click **PTT Contacts**.
2. Press the **Menu** key.
3. Click **My Availability**.
4. Click a status.
5. Press the **Menu** key.
6. Click **Save**.

### Receive notification when a Push to Talk contact becomes available

1. In the Push to Talk application, click **PTT Contacts**.
2. Press the **Menu** key.
3. Click **Contact Alerts**.
4. Click a contact.
5. Press the **Menu** key.
6. Click **Save**.



# 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 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.
6. Click **File**.

### 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. 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.
- 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.
- 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. Press the **Menu** key.
7. 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.

6. Click **File**.

## 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.
- 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  key twice, the  key once, and the  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. Click **Edit**.
6. Change the word.

7. 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, press **O**. 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 Software Online 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**.

## Change the home page or start page

Depending on your wireless service provider, you might not be able to change the home page.

1. In the browser, press the **Menu** key.
2. Click **Options**.
3. Click **Browser Configuration**.
4. Perform any of the following actions:
  - In the **Home Page Address** field, type a web address.
  - Change the **Start Page** field.
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:

Specify 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:

Specify whether a prompt appears before a secure web page redirects your browser to another web page.

### Protocol:

Specify the protocol that your BlackBerry® device uses for TLS connections between the browser and content servers.

### Encryption Strength:

Specify 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 or 56-bit encryption, change this field to **Allow Weak**.

### Allow FIPS Algorithms Only:

Specify whether your browser accepts and sends data that is encrypted using only FIPS-approved algorithms.

### Prompt for Server Trust:

Specify 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:

Specify 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:

Specify 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:**

Specify 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 Cert:**

Specify 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 or 56-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 off browser push

1. In the device options, click **Advanced Options**.
2. Click **Browser Push**.
3. Perform one of the following actions:
  - To reject all browser push messages, clear the **Enable Push**, **Enable MDS Push**, and **Enable WAP Push** check boxes.
  - To reject browser push messages through a BlackBerry® Enterprise Server or BlackBerry® Internet Service, clear the **Enable MDS Push** check box.
  - To reject browser push messages through WAP gateways, clear the **Enable WAP 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 troubleshootinging

### 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.

## 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 **On**.
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 Auto 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 to a standard playlist

1. In the media application, click **Music**.
2. Click a category.
3. Highlight a song, artist, album, or genre.
4. Press the **Menu** key.
5. Click **Add to Playlist**.
6. Click a standard playlist.

### Delete a song from a standard playlist

1. In the media application, click **Music**.
2. Click **Playlists**.
3. Click a standard playlist.
4. Highlight a song.
5. Press the **Menu** key.
6. Click **Delete**.

### Change the order of songs in a standard playlist

1. In the media application, click **Music**.
2. Click **Playlists**.
3. Click a standard playlist.



4. Highlight a song.
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**.

## 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.

## 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 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.





# 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 location-based 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 general 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 general 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  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. Change the **Address Book Transfer** field.
5. Press the **Menu** key.
6. Click **Save**.

To share contacts with Bluetooth® enabled devices again, change the **Address Book Transfer** field to **All Entries**.

### 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. Change the **LED Connection Indicator** field to **Off**.
5. Press the **Menu** key.
6. Click **Save**.

To turn on Bluetooth® connection notification again, change the **LED Connection Indicator** field to **On**.

## 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 not set to **Disabled**.
- 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. Change the **Notify Me During Calls** field to **No**.
9. Press the **Menu** key.
10. Click **Save**.
11. To change the **Notify Me During Calls** field for another item, repeat steps 5 to 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. Change the **LED Connection Indicator** field to **Off**.
5. Press the **Menu** key.
6. Click **Save**.

To turn on Bluetooth® connection notification again, change the **LED Connection Indicator** field to **On**.

## 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. Navigate to a folder that contains pictures or audio files.
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.

### 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**.

## 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.



# 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 **Open**.
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 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

## 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. 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**.

## 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.



# 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.

### **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 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.

- 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.
- 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 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 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.

## 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 not set to **Disabled**.
- 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.

## 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.

## Diagnostic reports

### About diagnostic reports

Diagnostic reports provide wireless configuration and connection information for your BlackBerry® device. If you cannot connect to the wireless network or access services such as email messaging, your wireless service provider or administrator might ask you to run and submit a diagnostic report. Your wireless service provider or administrator can use the report to help you troubleshoot the problem.

### 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 three times.

## 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.



# 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.

**CC**

carbon copy

**CMIME**

Compressed Multipurpose Internet Mail Extensions

**FIPS**

Federal Information Processing Standards

**GPS**

Global Positioning System

**HTTP**

Hypertext Transfer Protocol

**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.

**MCC**

mobile country code

**MMS**

Multimedia Messaging Service

**MNC**

mobile network code

**PIN**

personal identification number

**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

**TCP**

Transmission Control Protocol

**TLS**

Transport Layer Security

**Triple DES**

Triple Data Encryption Standard

**TTY**

teletype

**WAP**

Wireless Application Protocol

**WML**

Wireless Markup Language

**WTLS**

Wireless Transport Layer Security



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