



BlackBerry Wireless Handheld

User Guide

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Messages

- Open a message
- Send a message
- Save draft messages
- Add contacts to a message
- Set the importance level
- Change sent messages
- Manage messages
- File messages
- View filed messages
- Delete multiple messages at one time
- Mark a message as opened or unopened
- Search the messages list
- Search the handheld
- Save a copy of messages sent from the handheld
- Add an auto signature
- Set an out of office reply
- Create a filter
- Set folder redirection
- Messages – frequently asked questions

Open a message

An unopened message appears in the messages list with a closed envelope icon. After you open the message, the closed envelope changes to an open envelope.

Send a message

1. In the messages list, click the trackwheel.
2. Click **Compose Email**.

3. Click **[Use Once]**.
4. Click **Email**.
5. Type an email address.
6. Click the trackwheel.
7. Click **Continue**.
8. Type a message.
9. Click the trackwheel.
10. Click **Send**.

Notes:

If you have added contacts to the address book, you can select a contact from the list after you click **Compose Email**.

If your handheld is integrated with multiple services, you can select the service from which your message should be sent. At the top of the message, in the **Using** field, press the **Space** key until the preferred service appears. All subsequent messages to the current recipient are also sent from this service.

Save draft messages

To save a draft of a message, click the trackwheel. Click **Save Draft**.

Add contacts to a message

To send a message to multiple contacts, click the trackwheel. Click **Add To**, **Add Cc**, or **Add Bcc**.

To attach a contact to a message, click the trackwheel. Click **Attach Address**.

Set the importance level

When composing a message, click the trackwheel. Click **Options**. Set the **Importance** field to **High** or **Low**. Save your changes.

Change sent messages

To change the text in a sent message and resend it, open the message. Click the trackwheel. Click **Edit**. Change the text. Click the trackwheel. Click **Send**.

To change the recipient of a sent message and resend it, open the message. Click the trackwheel. Click **Edit**. Select a contact. Click the trackwheel. Click **Change Address**. Click a new contact. Send your message.

To resend your message to the same contact, open the message. Click the trackwheel. Click **Resend**.

Manage messages

Open a message. Click the trackwheel. Perform one of the following actions:

- Save
- Reply
- Forward
- Reply To All
- Delete

To delete the original message from a reply, click the trackwheel. Click **Delete Original Text**.

File messages

To file a message, click the message. Click **File**. Click a folder. Click **File**.

Notes:

To expand a folder, click a folder with a plus sign (+) beside it. Click **Expand**.

To collapse a folder, click a folder with a minus sign (-) beside it. Click **Collapse**.

Related topics

- Can I file messages?
- View filed messages

View filed messages

To display all filed messages in the messages list, in the messages options, click **General Options**. Set the **Hide Filed Messages** field to **No**.

To view messages within a specific folder, in the messages list, click the trackwheel. Click **View Folder**. Click a folder. Click **Select Folder**.

Note:

To view sent messages, in the messages list, click the trackwheel. Click **View Folder**. Click **Sent Items**. Click **Select Folder**.

Delete multiple messages at one time

To delete multiple messages, hold the **Shift** key and select a series of messages. Press the **Delete** key.

To delete sent and received messages prior to and including a date, click a date. Click **Delete Prior**.

Note:

When you reconcile your handheld with your mailbox, any messages that you deleted from your handheld using the **Delete Prior** option are not deleted from your mailbox.

Related topic

- Reconcile deleted messages

Mark a message as opened or unopened

To change the status of a message, click a message. Click **Mark Opened** or **Mark Unopened**.

To change the status of multiple unread messages to read, click a date field. Click **Mark Prior Opened**.

Save a copy of messages sent from the handheld

Set this option to save messages sent from your handheld in the Sent Items folder of your mailbox.

1. In the messages options, click **Email Settings**.
2. Set the **Save Copy In Sent Folder** field to **Yes**.
3. Click the trackwheel.
4. Click **Save**.

Note:

Set the save copy option for each message service on your handheld.

Related topic

- View filed messages

About auto signatures

The signature is added to your messages after you send them. It does not appear on your handheld when you compose the message.

To add a signature to messages sent from your handheld, your handheld must be integrated with an account using the BlackBerry Enterprise Server™ version 4.0. Alternatively, you can add a signature in the BlackBerry Desktop Software.

Note:

Set an auto signature for each message service on your handheld.

Add an auto signature

1. In the messages options, click **Email Settings**.
2. Set the **Use Auto Signature** field to **Yes**.
3. Type a signature.
4. Click the trackwheel.
5. Click **Save**.

Related topic

- About auto signatures

About out of office reply

The out of office reply is automatically sent to your contacts the first time that the contact sends you a message.

To set an out of office reply from your handheld, your handheld must be integrated with an account using the BlackBerry Enterprise Server™ version 4.0. Alternatively, you can set an out of office reply in your mailbox.

Note:

Set an out of office reply for each message service on your handheld.

Set an out of office reply

1. In the messages options, click **Email Settings**.
2. Set the **Use Out Of Office Reply** field to **Yes**.
3. Type a reply.
4. If you use a Lotus Notes® mailbox, in the **Until** field, set the date on which the out of office reply should be disabled.
5. Click the trackwheel.
6. Click **Save**.

Related topic

- About out of office reply

About filters

You create filters to specify which messages are forwarded to your handheld and which messages remain in your mailbox. To forward messages to your handheld, select **Forward with Level 1 Notification** (sends messages with higher priority) or **Forward header only** (sends messages with only the **To**, **Sent**, and **From** fields).

If the message does not meet any filter criteria and should not be forwarded, set the **If no filters apply, send email to handheld** field to **No**.

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

To create filters on your handheld, your handheld must be integrated with an account using the BlackBerry Enterprise Server™ version 4.0. Alternatively, you can use the BlackBerry Desktop Software to create filters.

Note:

Set filters for each message service on your handheld.

Create a filter

1. In the messages options, click **Email Filters**.
2. Click the trackwheel.
3. Click **New**.
4. Set the filter information.
5. Click the trackwheel.
6. Click **Save**.

Notes:

To add a contact to the **From** or **Sent to** fields, click the trackwheel. Click **Select Name**. Click a name. Click **Continue**.

To make the filter detect messages from multiple contacts, use semicolons to separate your contacts in the **From** or **Sent to** fields.

Related topics

- About filters
- Use filters
- Create a filter quickly

Use filters

Click a filter. Perform one of the following actions:

- Enable filter
- Disable filter
- View
- Edit
- Delete
- Move up
- Move down

Create a filter quickly

In the messages list, click a message on which to base your filter.

To create a filter based on the sender, click **Filter Sender**. Add a title and save the filter.

To create a filter based on the subject, click **Filter Subject**. Add a title and save the filter.

About folder redirection

If rules within your mailbox direct new messages into different folders, you must specify which desktop folders should forward messages to your handheld.

To set folder redirection, your handheld must be integrated with an account using the BlackBerry Enterprise Server™ version 4.0. Alternatively, you can use the BlackBerry Desktop Software to specify folder redirection settings.

Note:

Set folder redirection for each message service on your handheld.

Set folder redirection

1. In the messages options, click **Email Settings**.
2. Click the trackwheel.

3. Click **Folder Redirection**.
4. Select the check boxes.
5. Click the trackwheel.
6. Click **Save**.

Notes:

Verify that you selected the **Inbox** check box. If you do not select the **Inbox** check box, messages are not forwarded from this folder.

To specify all of your folders for redirection, including your Sent Items folder, select the **Select All** check box. All messages sent from your mailbox also appear on your handheld.

Related topics

- About folder redirection
- View filed messages
- How do I make changes to the folders on my handheld?

Search

- About search
- Search the messages list
- Search the handheld

About search

You can search the messages list using criteria that you set and save those searches for future use. You can also search for contacts or search for all messages containing similar text.

You can also search the handheld to find content across all programs. With the global search, files that appear in the search results can be used just as they would in the original program. For example, you can manage messages in your search results the same way that you would in the messages list.

Search the messages list

1. In the messages list, click the trackwheel.
2. Click **Search**.
3. Set the search criteria.
4. Click the trackwheel.
5. Click **Save**.
6. Add a name and a shortcut key for your search.
7. Click the trackwheel.
8. Click **Save**.

Note:

You can search without saving the details for the search. After you set the criteria, click the trackwheel. Click **Search**.

Related topics

- Use saved searches

- Search for a specific contact
- Search for a subject

Use saved searches

To view your saved searches, in the messages list, click the trackwheel. Click **Search**. Click the trackwheel. Click **Recall**.

Click a search. Perform one of the following actions:

- View
- Edit
- Delete

To view the terms of your last search quickly, in the list of searches, click the trackwheel. Click **Last**.

Search for a specific contact

To search for all messages from a specific sender, click the message. Click **Search Sender**.

To search for all messages to a specific recipient, click the message. Click **Search Recipient**.

Search for a subject

To search for all messages with the same subject, click a message. Click **Search Subject**.

Search the handheld

1. In the search program, type text in the **Text** field to search the records on your handheld.
2. In the **Name** field, type text to search using the names of contacts in your address book, calendar, or messages list.
3. Select the check boxes for the programs to search.
4. Click **Search**.

Notes:

If you type more than one word in the **Text** or **Name** field, all the words must appear in the same field for the search to be successful.

File attachments are not searched when you search across the handheld programs.

To expand a folder, click a folder with a plus sign (+) beside it. Click **Expand**.

To collapse a folder, click a folder with a minus sign (-) beside it. Click **Collapse**.

Related topic

- How do I search for text within a file attachment?

Attachments

- About attachments
- Use address book attachments
- Open a file attachment
- Open an image attachment
- Navigate attachments
- Attachments — frequently asked questions

About attachments

Address book attachments enable recipients of your messages to view and add contacts to their handheld address books. When you open a message that contains an address book attachment, a book icon appears at the bottom of the message with the name of the attached contact.

You can view certain types of file attachments on your handheld, including .zip, .htm, .html, .doc, .dot, .ppt, .pdf, .wpd, .txt, and .xls files. You can also view .bmp, .gif, .jpg, .png, and .tif image attachments.

A message with a file attachment appears in the messages list with a paper clip icon.

Related topic

- Can I view file attachments on my handheld?

Use address book attachments

To view an address book attachment, in an open message, click the trackwheel. Click **View Attachment**.

To add the contact information to your address book, when viewing an address book attachment, click the trackwheel. Click **Add to Address Book**.

To update contact information, when viewing an address book attachment, click the trackwheel. Click **Update Address**.

Open a file attachment

1. Place your cursor in the name of the file attachment.
2. Click the trackwheel.
3. Click **Open Attachment**.
4. Select **Table of Contents** to open an automatically generated table of contents for the file attachment, or select **Full Content** to open the complete file attachment.
5. Click the trackwheel.
6. Click **Retrieve**.

Open an image attachment

1. Place your cursor in the name of the image attachment.
2. Click the trackwheel.
3. Click **View Attachment**.

Navigate attachments

To open content that is embedded within a document or spreadsheet, click a content link. Click **Retrieve**. Examples of embedded content include tables, images, footnotes, text boxes, or comments. Press the **Escape** button to return to the main attachment content.

To scroll horizontally in a spreadsheet, hold the **Alt** key and roll the trackwheel.

To move to a specific cell within a spreadsheet, click the trackwheel. Click **Go to Cell**. Type the cell co-ordinates and click the trackwheel.

To display the contents of a specific cell in a spreadsheet, click the trackwheel. Click **View Cell**.

To switch to a different worksheet in a spreadsheet, click the trackwheel. Click **Select Worksheet**. Click a worksheet.

To view the previous worksheet in a spreadsheet, click the trackwheel. Click **Prev Sheet**.

To view the next worksheet in a spreadsheet, click the trackwheel. Click **Next Sheet**.

To pan horizontally across an image, hold the **Alt** key and roll the trackwheel.

To zoom into or out of an image, click the trackwheel. Click **Zoom In** or **Zoom Out**.

To zoom to the original image size, click the trackwheel. Click **Zoom 1:1**.

To turn an image 90 degrees in a clockwise direction, click the trackwheel. Click **Rotate**.

To view an image in more detail after zooming in, click the trackwheel. Click **Enlarge Area**.

Synchronizing data

- About message reconciliation
- Set wireless message reconciliation
- Reconcile deleted messages
- About PIM synchronization
- Set wireless PIM synchronization
- Synchronization – frequently asked questions

About message reconciliation

Reconciliation means that any message you file or delete on your handheld will also be filed or deleted in your mailbox. Likewise, any changes that you make to messages in your mailbox are reflected on your handheld.

If your handheld integration option supports wireless message reconciliation, changes are automatically reconciled over the wireless network.

You can also configure wireless message reconciliation options using the handheld.

If your handheld integration option does not support wireless message reconciliation, changes are reconciled using the BlackBerry Desktop Software. For more information on manual message reconciliation, refer to the *BlackBerry Desktop Software Online Help*.

Related topic

- Can I reconcile messages over the wireless network?

Set wireless message reconciliation

In the messages options, click **Email Reconciliation**. Set the **Wireless Reconcile** field to **On**.

Note:

Set the **Wireless Reconcile** option for each message service on your handheld.

Related topic

- Can I reconcile messages over the wireless network?

Reconcile deleted messages

To set how deleted messages are reconciled between your handheld and mailbox, in the messages options, click **Email Reconciliation**. Set the **Delete On** field.

Note:

Set the **Email Reconciliation** option for each message service on your handheld.

Related topic

- Delete multiple messages at one time

About PIM synchronization

You can synchronize personal information management (PIM) items such as tasks, memos, contacts, and calendar entries so that the entries on your handheld and in your desktop email program are similar.

If your handheld is integrated with an account using the BlackBerry Enterprise Server™ version 4.0 and wireless PIM synchronization is enabled, PIM items are synchronized over the wireless network automatically. You can turn wireless PIM synchronization on and off using the handheld.

If your handheld is integrated with an account using a BlackBerry Enterprise Server™ version 4.0 or later and wireless calendar synchronization is enabled, you can synchronize your calendar entries over the wireless network. You can synchronize all other PIM items using the BlackBerry Desktop Software. For more information on synchronizing PIM items manually or configuring wireless calendar synchronization using the desktop software, refer to the *BlackBerry Desktop Software Online Help*.

Related topic

- Can I synchronize PIM items over the wireless network?

Set wireless PIM synchronization

If you have been using your handheld with wireless PIM synchronization disabled or are enabling wireless PIM synchronization for the first time, synchronize your handheld using the desktop software before you enable wireless PIM synchronization.

In the tasks, memo, address book, or calendar options, set the **Wireless Synchronization** field to **Yes**.

You can set wireless calendar synchronization using the BlackBerry Desktop Software. For more information, refer to the *BlackBerry Desktop Software Online Help*.

Note:

If you enable wireless PIM synchronization on the handheld, you cannot synchronize PIM items using the desktop software.

Related topic

- Can I synchronize PIM items over the wireless network?

Backing up and restoring handheld data

- About backing up handheld data
- About restoring handheld data

About backing up handheld data

If your handheld is integrated with an account using the BlackBerry Enterprise Server™ version 4.0, settings on your handheld that would not be saved in your desktop email program are backed up over the wireless network automatically. These settings include fonts, bookmarks, and other handheld settings. Any information saved as part of personal information management synchronization or wireless message reconciliation is not backed up.

If you are using the BlackBerry Desktop Software with your handheld, you can back up your handheld data using the Backup and Restore tool. For more information on manual handheld data backup, refer to the *BlackBerry Desktop Software Online Help*.

About restoring handheld data

If you are using the BlackBerry Desktop Software with your handheld and you have a backup of your handheld data on your computer, you can restore the data using the Backup and Restore tool. For more information on restoring handheld data manually, refer to the *BlackBerry Desktop Software Online Help*.

Typing

- Use AutoText
- Create an AutoText entry
- Change AutoText entries
- Cut or copy text
- Paste text
- Typing tips
- Enable tones when pressing keys
- Set the cursor speed
- Typing — frequently asked questions

Use AutoText

AutoText automatically replaces text that you type. Use AutoText to correct spelling and to replace abbreviations with complete words.

Your handheld 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 **tyl** with **talk to you later**.

To use AutoText, type an AutoText entry. Press the **Space** key.

Create an AutoText entry

1. In the handheld options, click **AutoText**.
2. Click the trackwheel.
3. Click **New**.
4. In the **Replace** field, type the text to replace.
5. In the **With** field, type the text to appear.
6. In the **Using** field, set whether the entry is capitalized exactly as typed (**Specified Case**)

or whether the entry is capitalized according to its context (**SmartCase**).

7. Set the language.
8. Click the trackwheel.
9. Click **Save**.

Related topic

- What is the Insert Macro menu item?

Change AutoText entries

To view your AutoText entries, in the handheld options, click **AutoText**.

Click an AutoText entry. Perform one of the following actions:

- Edit
- Delete

Cut or copy text

Click the trackwheel. Click **Select**. Select content. Click the trackwheel. Click **Cut** or **Copy**.

Paste text

Place the cursor where you want to insert the cut or copied text. Click the trackwheel. Click **Paste**.

Related Topic

- Copy and paste a calculation

Typing tips

To type the alternate character on a key, press the **Alt** key + the key.

To insert a symbol, press the **Symbol** key.

To insert an accent, hold a letter and roll the trackwheel.

To turn on CAP lock, press the **Alt** key + the **Right Shift** key.

To turn on NUM lock, hold the **Right Shift** key + press the **Alt** key.

To turn off CAP lock or NUM lock, press the **Right Shift** key.

Enable tones when pressing keys

In the handheld options, click **Screen/Keyboard**. Set the **Key Tone** field to **On**. Save your changes.

Set the cursor speed

In the handheld options, click **Screen/Keyboard**. Set the **Key Rate** field to **Slow** or **Fast**. Save your changes.

Typing – frequently asked questions

- What is the Insert Macro menu item?
- Why can't I use shortcuts on the Home screen?

What is the Insert Macro menu item?

Use the **Insert Macro** menu item to insert common variables, such as the current date or current time, into your AutoText entries.

Why can't I use shortcuts on the Home screen?

The **Dial From Home Screen** option overrides using shortcuts on the Home screen, in favor of making calls. To use shortcuts in the general phone options, set the **Dial From Home Screen** field to **No**.

Phone

- Find your phone number
- Make a call
- Use speed dial
- Check your voice mail
- Answer a call
- Mute a call
- Adjust the phone volume
- Phone features
- Dial using letters
- Assign a speed dial letter
- Change speed dial assignments
- Log calls
- Use call logs
- Set default country and area codes
- Set voice mail options
- Set the default call volume
- Reset call timers
- Enable VoIP
- Phone — frequently asked questions

Find your phone number

In the phone, the **My Number** field displays your phone number.

Make a call

1. In the phone, type a phone number or select a contact.
2. Press the **Enter** key.
3. To end the call, hold the **Escape** button.

Notes:

If the contact that you want to call is not listed, click the trackwheel. Click **Call By Name** to select a contact from your address book.

You can also make a call on the Home screen. Type the number and press the **Enter** key.

Related topics

- Add a pause or wait
- Can I use the phone when the handheld or keyboard is locked?

Use speed dial

In the phone, press and hold the key that is assigned to the contact or phone number.

Note:

You can also use speed dial to make a phone call on the Home screen or in the messages list.

Check your voice mail

In the phone, click the trackwheel. Click **Call Voicemail**.

Answer a call

To answer a call, click **Answer**. If you do not want to answer the call, click **Ignore**.

If you are already connected to a call and receive another call, click **Answer - Drop Current** to end your current call and answer the incoming call.

To end the call, hold the **Escape** button.

Related topic

- Can I use the phone when the handheld or keyboard is locked?

Mute a call

To mute a call, press the **Phone** button. Press the **Phone** button again to turn mute off.

Adjust the phone volume

During a call, roll the trackwheel up to increase the volume or roll the trackwheel down to decrease the volume.

Phone features

During a call, your handheld has functions that are available to a regular phone, such as mute.

To alternate between two connected calls, click the trackwheel. Click **Swap**.

To use other applications during a call, click the trackwheel. Click **Home Screen**.

Dial using letters

To type a letter during a call, press the **Alt** key. Type the letter.

To type multiple letters during a call, press the **Right Shift** key + the **Alt** key. Type letters. To type numbers again, press the **Right Shift** key.

Note:

When you type a letter in a phone number, your handheld dials the number that is associated with the letter on a conventional phone keypad.

Assign a speed dial letter

In the phone, select a contact or phone number. Press and hold any unassigned letter key. Click **OK**.

Related topic

- Assign a speed dial number to a contact in your address book

Assign a speed dial number to a contact in your address book

- In the phone, click the trackwheel.
- Click **View Speed Dial List**.
- Select an unassigned letter.
- Click the trackwheel.
- Click **New Speed Dial**.
- Select a contact.
- Click the trackwheel.
- Click **Add Speed Dial To <contact name>**.

Change speed dial assignments

In the phone, click the trackwheel. Click **View Speed Dial List**. Select a contact or phone number. Click the trackwheel. Perform one of the following actions:

- Change the contact assigned to a speed dial letter:** Click **Edit**. Click a new contact. Click **Speed Dial <contact name>**.
- Assign the contact to a different speed dial letter:** Click **Move**. Click a different speed dial letter.
- Remove a contact from the speed dial list:** Click **Delete**.

Log calls

Call logs appear when you open the phone. Missed call logs also appear in the messages list.

To set whether call logs appear in the messages list, in the phone options, click **Call Logging**. Select the call log type that you want to appear in the messages list. Press the **Space** key.

If you do not want any call logs to appear in the messages list, select **None**. Press the **Space** key.

Related topic

- Can I set the Phone to display frequently called numbers?

Use call logs

In the phone, or in the messages list, open a call log. Click the trackwheel. Perform one of the following actions:

- Add Notes
- Edit Notes
- Forward

To delete notes, in the open phone call log, click the trackwheel. Click **Edit Notes**. Click the trackwheel. Click **Clear Field**.

About smart dialing

You can specify default country and area codes so that any numbers specified as links, or any numbers in your address book that do not contain these codes, are dialed correctly.

Set default country and area codes

1. In the phone options, click **Smart Dialing**.
2. Set the **Country Code** and **Area Code** fields.
3. In the **National Number Length** field, set the default length for phone numbers in your country.
4. Click the trackwheel.
5. Click **Save**.

Note:

When calculating 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.

Related topic

- About smart dialing

Set voice mail options

1. In the phone options, click **Voicemail**.
2. Type a voice mail access number and any additional numbers, such as a password or extension.
3. Click the trackwheel.
4. Click **Save**.

Notes:

If your handheld is provisioned for voice mail, the voice mail access number might already be completed. Contact your system administrator for more information on voice mail.

If your handheld is not provisioned for voice mail, you can type the access number for a different voice mail system.

About default call volume

You can specify a default volume level for any call, regardless of whether you adjusted the volume during a previous call.

Set the default call volume

1. In the phone options, click **General Options**.
2. Set the **Default Call Volume** field.
3. Click the trackwheel.
4. Click **Save**.

Related topic

- About default call volume

Reset call timers

1. In the phone, click the trackwheel.
2. Click **Status**.
3. Click **Last Call** or **Total Calls**.
4. Click **Clear Timer**.
5. Click the trackwheel.

6. Click **Save**.

Browser

- About the browser
- Go to a web page
- Use the browser
- View images
- Copy a link, image, or web page address
- Send a link or image in a message
- Save an image
- Manage saved images
- Save web page requests
- Create a bookmark
- Change bookmarks
- Clear the browser caches
- About TLS
- About WTLS
- Browser – frequently asked questions

About the browser

The BlackBerry Browser is optimized for viewing HTML web pages. If your handheld is integrated with an account using the BlackBerry Enterprise Server, the BlackBerry Browser also enables you to view your corporate intranet. For more information, contact your system administrator.

Go to a web page

In the browser, click the trackwheel. Click **Go To**. Type a web address. Click **OK**.

Notes:

To insert a period, press the **Space** key.

To insert a slash mark (/), press the **Shift** key + the **Space** key.

The Go To dialog box tracks the web addresses that you type. To go to a web page on the list, select the web address and click the trackwheel.

Use the browser

Navigate web pages using your handheld browser the same way that you navigate using a desktop browser.

To select text and images when you scroll through a web page, click the trackwheel. Click **Select Mode**.

To select only links and fields when you scroll through a web page, click the trackwheel. Click **View Mode**.

To follow a link, click the link. Click **Get Link**.

To stop loading a web page, click the trackwheel. Click **Stop**.

To view the previous web page in the history, click the trackwheel. Click **Back**.

To view the next web page in the history, click the trackwheel. Click **Forward**.

To go to your home page, click the trackwheel. Click **Home**.

To view a list of the last 20 web pages, click the trackwheel. Click **History**.

To refresh the current web page, click the trackwheel. Click **Refresh**.

To view the address for the current web page, click the trackwheel. Click **Page Address**.

To view the address for a link, click the link. Click **Link Address**.

To view the address for an image, click the image. Click **Image Address**.

To move the browser to the background to use another program, click the trackwheel. Click **Hide**.

To close the browser, click the trackwheel. Click **Close**.

View images

To set how images load in your browser, in the browser options, click **Browser Configuration**. To load images while the page is loading, set the **Show Images** field. To show image placeholders if images do not load, set the **Show Image Placeholders** field to **Yes**.

To view an image on its own page, click the trackwheel. Click **Full Image**. To return to the web page, click the trackwheel. Click **Back**.

If you set the **Show Images** field to **No**, images are not loaded when you load the web page. To load some of the images after the web page is loaded, click the trackwheel. Click **More Images**. To load all the images, click the trackwheel. Click **All Images**.

Copy a link, image, or web page address

On a web page, click a link or image. Click **Link Address**, **Image Address**, or **Page Address**. Click **Copy Address**.

To paste the link address, image address, or page address, place the cursor where you want to insert the copied text. Click the trackwheel. Click **Paste**.

Related topic

- How do I select images and text on a web page?

Send a link or image in a message

1. On a web page, click a link or image.
2. Click **Link Address** or **Image Address**.
3. Click **Send Address**.
4. Click a contact.
5. Click **Message <contact>**.
6. Send your message.

Note:

To send a web page address in a message, on the web page, click the trackwheel. Click **Send Address**. Click a contact. Click **Message <contact>**. Send your message.

Related topic

- How do I select images and text on a web page?

Save an image

You can save .jpeg, .png, .gif, and .bmp web page images in the pictures list. Saving an image in the pictures list enables you to open the image at any time. On a web page, click an image. Click **Save Image**. Save your changes.

Notes:

The **Save Image** field is only available for BlackBerry Wireless Handhelds with color screens.

Related topics

- Set the Home screen background image
- How do I select images and text on a web page?

Manage saved images

In the pictures list, click an image. Perform one of the following actions:

- Open
- Delete

Save web page requests

While a web page is loading, you can save the web page request in the messages list. Saving the request to the messages list enables you to use other programs while you are waiting for the web page to load. Click the trackwheel. Click **Save Request**.

You can also save a web page that has finished loading in the messages list. Saving a fully loaded web page enables you to open the text on the web page at any time. On the web page, click the trackwheel. Click **Save Page**.

Note:

A saved web page displays content that was current at the time the web page was saved. To update the content on a saved page, click the trackwheel. Click **Refresh**.

Create a bookmark

Navigate to the web page that you want to bookmark. Click the trackwheel. Click **Add Bookmark**.

Change bookmarks

In the bookmarks list, click a bookmark. Perform one of the following actions:

- Edit Bookmark
- Delete Bookmark

Related topic

- Organize bookmarks into folders

Organize bookmarks into folders

In the bookmarks list, click a folder. Perform one of the following actions:

- **Add a folder:** Click **Add Subfolder**.
- **Open a bookmark folder with subfolders:** Click **Expand**.
- **Close a bookmark folder with subfolders:** Click **Collapse**.
- **Rename a folder:** Click the trackwheel. Click **Rename Folder**.

To move a bookmark into a folder, click a bookmark. Click **Move Bookmark**. Roll the trackwheel to the new location. Click the trackwheel.

Clear the browser caches

In the browser options, click **Cache Operations**. Click the trackwheel. Click the button for the type of cache that you want to clear.

About TLS

Transport Layer Security (TLS) provides additional authentication and security when you browse web pages using the BlackBerry Browser.

If you are using the BlackBerry Desktop Software, you can load TLS using the Application Loader tool. For more information on TLS, or on loading optional programs, refer to the *BlackBerry Desktop Software Online Help* or contact your system administrator.

Related topic

- What options can I set for BlackBerry Browser security?

About WTLS

Wireless Transport Layer Security (WTLS) is the WAP Browser security layer that provides security for WAP services.

If you are using the BlackBerry Desktop Software, you can load WTLS using the Application Loader tool. For more information on loading optional programs, refer to the *BlackBerry Desktop Software Online Help*.

If you are not using the BlackBerry Desktop Software, contact your system administrator for information on using WTLS on your handheld.

Related topic

- What options can I set for WAP Browser security?

Downloading

- Download an application
- Manage applications
- Prevent third-party applications from transmitting data
- Download a ring tone
- Manage downloaded ring tones
- Enable browser push
- Downloading – frequently asked questions

Download an application

On a web page, click the link for the application. Click **Get Link**. Click **Download**. Click **OK**.

Related topics

- Why did a new program appear on my handheld?
- Legal notice

Manage applications

To view a list of applications, in the handheld options, click **Applications**.

To view details for any third-party applications, click an application. Click **Properties**.

To delete a third-party application, click an application. Click **Delete**.

Related topic

- Legal notice

Download a ring tone

1. On a web page, click the .mid file link.
2. Click **Get Link**.
3. Click **Save**.
4. Type a name for the ring tone.

5. Click **Save**.

6. Click **OK**.

Related topics

- Can I listen to a ring tone before I download it?
- Manage downloaded ring tones
- Set profiles
- Legal notice

About browser push

Browser push enables you to receive content from web applications without requesting it. For example, you can receive updates or notifications for weather, stock quotes, or news.

Set notification for different types of browser push information, including service load information (web pages or applications), service indication information (web page addresses or messages), or other types of information.

When you receive a notification, an icon appears in the messages list. Depending on how you configure browser push, other notifications might also appear.

Notes:

If you set the browser push notification to **Auto**, a dialog box might also appear, if specified by the sender.

If you set the browser push notification to **Prompt**, a dialog box always appears.

If you set the browser push notification to **Reject**, you receive no additional notification.

Enable browser push

1. In the handheld options, click **Browser Push**.

2. Select one or more of the check boxes.
3. Set the options for the types of browser push notification.
4. Click the trackwheel.
5. Click **Save**.

Related topic

- About browser push

Downloading – frequently asked questions

- Why can't I load a new program onto my handheld?
- Why did a new program appear on my handheld?
- What software version do I have on my handheld?
- Can I listen to a ring tone before I download it?

Why can't I load a new program onto my handheld?

Verify that your handheld radio is turned on and that you are within an area of sufficient wireless coverage. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

Your handheld must also have sufficient available memory to load a program.

If the program still does not load and your handheld is integrated with an account using a BlackBerry Enterprise Server™, certain programs might not be available to you. For more information, contact your system administrator.

Why did a new program appear on my handheld?

If your handheld is integrated with an account using BlackBerry Enterprise Server™ version 4.0, your system administrator can provision selected programs over the wireless network. For more information, contact your system administrator.

Can I listen to a ring tone before I download it?

Yes. On a web page, click the .mid file link. Click **Get Link**. To preview the ring tone, click the **Play** button. To stop listening to the ring tone, click the **Stop** button.

Contacts

- Add a contact
- Manage contacts
- Create a mailing list
- Manage mailing lists
- Create a category
- Apply categories to contacts
- View contacts by category
- Delete categories
- Add a pause or wait
- Add contacts from your company address book
- Contacts — frequently asked questions

Add a contact

In the address book, click the trackwheel. Click **New Address**. Type the contact information.

Note:

To add a contact from a message, memo, call log, or web page, click the contact information. Click **Add to Address Book**. Type any additional information. Click the trackwheel. Click **Save**.

Manage contacts

Click a contact. Perform one of the following actions:

- View
- Edit
- Delete

Create a mailing list

1. In the address book, click the trackwheel.
2. Click **New Group**.

3. Type a name for the mailing list.
4. Click the trackwheel.
5. Click **Add Member**.
6. Click a contact.
7. Click **Continue**.
8. Click the trackwheel.
9. Click **Save Group**.

Manage mailing lists

To manage mailing lists, click a mailing list. Perform one of the following actions:

- View Group
- Edit Group
- Delete Group

To manage contacts in a mailing list, click a contact. Perform one of the following actions:

- View Member
- Change Member
- Delete Member
- Add Member

Note:

When you delete members from a group or delete a group, your contacts remain in the address book.

About categories

You can create categories in which to group your contacts. You can also narrow the contacts displayed in the address book based on categories.

More than one category can apply to a contact. Category names are not case sensitive.

Categories are shared between the address book, the task list, and the memos list. Therefore, category changes made in the address book are also made in the memos list and task list.

Create a category

1. In the address book, click the trackwheel.
2. Click **Filter**.
3. Click the trackwheel.
4. Click **New**.
5. Type a name for the category.
6. Click the trackwheel.

Related topic

- About categories

Apply categories to contacts

When creating or editing a contact, click the trackwheel. Click **Categories**. To select the categories that apply to the contact, press the **Space** key. Save your changes.

View contacts by category

To view all contacts within a category, in the address book, click the trackwheel. Click **Filter**. Select a category. Press the **Space** key.

To view all contacts again, click the trackwheel. Click **Filter**. To clear the check boxes beside any selected categories, press the **Space** key.

Delete categories

In the address book, click the trackwheel. Click **Filter**. Click a category. Click **Delete**. The category is deleted, but any contacts that applied to the category remain in the address book.

Add a pause or wait

Use a wait or a pause to separate additional numbers, for example a password or extension, from the main phone number. When the main phone number is dialed, your handheld either pauses before dialing the additional numbers (pause) or prompts you to type them (wait).

When creating or editing a contact, in a phone number field, click the trackwheel. Click **Add Wait** or **Add Pause**. Type the additional numbers.

About remote address book search

To find and add contacts from your company address book, your handheld must be integrated with an account using the BlackBerry Enterprise Server™ version 4.0 or later for Microsoft® Exchange, or BlackBerry Enterprise Server version 4.0 or later for IBM® Lotus® Domino®, or BlackBerry Enterprise Server version 4.0 or later for Novell® GroupWise®. For more information, contact your system administrator.

Add contacts from your company address book

1. In the address book, click the trackwheel.
2. Click **Lookup**.
3. Type the name of the contact.
4. Click the trackwheel.
5. After the search is complete, click the trackwheel.
6. Click **View Lookup**.
7. Click a contact.
8. Click **Add**.

Notes:

You can also type part of the contact name to widen the search results.

To add all the contacts found during the search, click **Add All**.

Related topics

- About remote address book search
- Manage remote address book search results

Manage remote address book search results

To view information for a contact, in the search results, click a contact. Click **View**.

To delete a contact from the search results, click the trackwheel. Click **Delete**.

To delete the search results, click the trackwheel. Click **Delete Lookup**.

Calendar

- About the calendar
- Change the calendar view
- Use the calendar
- Schedule an appointment
- Schedule an appointment quickly
- Schedule a meeting
- Manage appointments and meetings
- Respond to meeting invitations
- Change meeting participants
- Calendar — frequently asked questions

About the calendar

With the handheld calendar, you can view your appointments and meetings in one of four views. Day, Week, and Month views show all of your appointments for the selected time period, while Agenda view shows all of your scheduled appointments in a list.

Change the calendar view

To change to another calendar view (Day, Week, Month, or Agenda), click the trackwheel. Click a view.

To change the default view when you open the calendar, in the calendar options, set the **Initial View** field.

Use the calendar

To go to a specific date, click the trackwheel. Click **Go to Date**.

To go to the current date, click the trackwheel. Click **Today**.

To move forward or back by a time period, click the trackwheel. Click **Prev** or **Next**.

Schedule an appointment

1. In the calendar, click the trackwheel.
2. Click **New**.
3. Type the appointment details.
4. Set whether the appointment should recur.
5. Click the trackwheel.
6. Click **Save**.

Notes:

If your appointment recurs:

Set the **Every** field to change the frequency of the appointment. For example, to set an appointment to recur every three days, set the **Every** field to **3**.

Select the **Relative Date** check box for the appointment to recur on a relative date. For example, set an appointment to recur on the last Friday of each month, or on the 28th of each month.

In the **Days** field, set the days on which the weekly appointment should recur. To select a day, press the **Enter** key.

Related topics

- Change the default reminder time
- About power off and reminders

Schedule an appointment quickly

1. In the calendar options, verify that the **Enable Quick Entry** field is set to **Yes**.
2. In Day view, beside the start time, type the subject of the appointment.

3. Type a location in parentheses.
4. To change the start and end times, hold the **Right Shift** key and roll the trackwheel.
5. Click the trackwheel.

Related topics

- Change the default reminder time
- About power off and reminders

Change the default reminder time

In the calendar options, set the **Default Reminder** field to the amount of time before the appointment that the handheld reminds you. The default is 15 minutes.

Related topic

- About power off and reminders

Schedule a meeting

1. In the calendar, click the trackwheel.
2. Click **New**.
3. Type the meeting details.
4. Set whether the meeting should recur.
5. Click the trackwheel.
6. Click **Invite Attendee**.
7. Click a contact.
8. Click **Invite**.
9. Click the trackwheel.
10. Click **Save**.

Notes:

If your meeting recurs:

Set the **Every** field to change the frequency of the appointment. For example, to set an appointment to recur every three days, set the **Every** field to **3**.

Select the **Relative Date** check box for the appointment to recur on a relative date. For example, set an appointment to recur on the last Friday of each month, or on the 28th of each month.

In the **Days** field, set the days on which the weekly appointment should recur. To select a day, press the **Enter** key.

Related topics

- Change the default reminder time
- About power off and reminders

Manage appointments and meetings

In Month view, to view your list of appointments, click a day. Click **View Appts**.

To view or change the appointment or meeting details, click the appointment or meeting. Click **Open**. If you change a meeting, you are prompted to notify the contacts invited to the meeting.

To delete an appointment or meeting, click the appointment or meeting. Click **Delete**. If you delete a meeting, you are prompted to notify the contacts invited to the meeting.

Respond to meeting invitations

In an open meeting invitation, click the trackwheel. Perform one of the following actions:

- Accept or Accept with comments
- Tentative or Tentative with comments
- Decline or Decline with comments

To check your calendar when replying to a meeting invitation, click the trackwheel. Click **View Calendar**.

Note:

If you delete a meeting invitation from the messages list before you accept or decline it, the appointment is deleted from your desktop calendar.

Change meeting participants

Open the meeting. In an **Accepted** or **Declined** field, click a contact. Perform one of the following actions:

- Invite Attendee
- Change Attendee
- Remove Attendee

Tasks

- Create a task
- Use tasks
- Change task status
- Create a category
- Apply categories to tasks
- View tasks by category
- Delete categories
- Tasks — frequently asked questions

Create a task

1. In the task list, click the trackwheel.
2. Click **New**.
3. Type the task details.
4. Set a due date for the task.
5. Set whether the task should recur.
6. Click the trackwheel.
7. Click **Save**.

Notes:

If your task recurs:

Set the **Every** field to change the frequency of the task. For example, to set a task to recur every three days, set the **Every** field to **3**.

Select the **Relative Date** check box for the task to recur on a relative date. For example, set a task to recur on the last Friday of each month, or on the 28th of each month.

In the **Days** field, set the days on which the weekly task should recur. To select a day, press the **Enter** key.

Use tasks

Click a task. Perform one of the following actions:

- Open
- Mark Completed
- Mark In Progress
- Delete
- Delete Completed

Change task status

To change the status for a task to **Waiting** or **Deferred**, edit the **Status** field for the task.

About categories

You can create categories in which to group your tasks. You can also narrow the tasks displayed in the task list based on categories.

Category names are not case sensitive. More than one category can apply to a task. If you use Lotus Notes® as your desktop email program, you can apply more than one category to a task on your handheld, but only one category will synchronize with the task in your desktop email program.

Categories are shared between the address book, the task list, and the memos list. Therefore, category changes made in the task list are also made in the address book and the memos list.

Create a category

1. In the task list, click the trackwheel.
2. Click **Filter**.
3. Click the trackwheel.
4. Click **New**.
5. Type a name for the category.

6. Click the trackwheel.

Related topic

- About categories

Apply categories to tasks

When creating or editing a task, click the trackwheel. Click **Categories**. To select the categories that apply to the task, press the **Space** key. Save your changes.

View tasks by category

To view all tasks within a category, in the task list, click the trackwheel. Click **Filter**. Select a category. Press the **Space** key.

To view all tasks again, click the trackwheel. Click **Filter**. To clear the check boxes beside any selected categories, press the **Space** key.

Delete categories

In the task list, click the trackwheel. Click **Filter**. Click a category. Click **Delete**. The category is deleted, but any tasks applied to the category remain in the tasks list.

Tasks — frequently asked questions

- Can I remove the prompt that appears before I delete contacts, calendar entries, tasks, or memos?
- Can I change how my contacts, tasks, or memos are displayed?
- Can I clear all the categories that apply to a contact, task, or memo?
- How do I know how many contacts, calendar entries, tasks, or memos I have saved?

Memos

- Write a memo
- Use memos
- Create a category
- Apply categories to memos
- View memos by category
- Delete categories
- Memos — frequently asked questions

Write a memo

In the memos list, click the trackwheel. Click **New**. Type a title. Type the body of the memo.

Use memos

Click a memo. Perform one of the following actions:

- View
- Edit
- Delete

About categories

You can create categories in which to group your memos. You can also narrow the memos displayed in the memos list based on categories.

Category names are not case sensitive. More than one category can apply to a memo.

Categories are shared between the address book, the task list, and the memos list. Therefore, category changes made in the memos list are also made in the address book and the task list.

Create a category

1. In the memos list, click the trackwheel.
2. Click **Filter**.

3. Click the trackwheel.
4. Click **New**.
5. Type a name for the category.
6. Click the trackwheel.

Related topic

- About categories

Apply categories to memos

When creating or editing a memo, click the trackwheel. Click **Categories**. To select the categories that apply to the memo, press the **Space** key. Save your changes.

View memos by category

To view all memos within a category, in the memos list, click the trackwheel. Click **Filter**. Select a category. Press the **Space** key.

To view all memos again, click the trackwheel. Click **Filter**. To clear the check boxes beside any selected categories, press the **Space** key.

Delete categories

In the memos list, click the trackwheel. Click **Filter**. Click a category. Click **Delete**. The category is deleted, but any memos applied to the category remain in the memos list.

Memos — frequently asked questions

- Can I remove the prompt that appears before I delete contacts, calendar entries, tasks, or memos?
- Can I change how my contacts, tasks, or memos are displayed?
- Can I clear all the categories that apply to a contact, task, or memo?

- How do I know how many contacts, calendar entries, tasks, or memos I have saved?

Alarm

- Set the alarm
- Set the alarm volume
- Silence the alarm
- Turn off the alarm
- Alarm – frequently asked questions

Set the alarm

1. In the alarm, set the **Daily Alarm** field to **On**.
2. Set the time when the alarm should sound.
3. Set whether to snooze the alarm and the length of the snooze.
4. Set the type of notification for the alarm.
5. Click the trackwheel.
6. Click **Save**.

When you set the alarm, a bell icon appears beside the date in the handheld status section of the screen.

Related topic

- About power off and reminders

Set the alarm volume

When you set the alarm, you can specify the type of notification, including the tune, the volume level, and the number of times that the tune plays.

Silence the alarm

Press any key. If snooze is enabled, in the Daily Alarm dialog box, click **Snooze**.

Turn off the alarm

In the alarm, set the **Daily Alarm** field to **Off**.

Alarm – frequently asked questions

- Why didn't my alarm notify me on a Saturday or Sunday?
- What is the escalating volume level?
- Can I set a snooze feature for my alarm?

Why didn't my alarm notify me on a Saturday or Sunday?

In the alarm, verify that the **Active on Weekends** field is set to **Yes**. If this field is set to **No**, your alarm does not sound on Saturdays or Sundays.

Can I set a snooze feature for my alarm?

Yes. In the alarm, change the **Snooze** field from **Off** to a number. When the alarm sounds, press any key to snooze it for the specified amount of time.

Calculator

- Use the calculator memory
- Copy and paste a calculation
- Convert measurements

Use the calculator memory

To store a number in the memory, type a number. Click **MS**.

To recall the memory, click **MR**.

To delete the memory, click **MC**.

To add to the number that is currently stored in the memory, type a number. Click **M+**.

Copy and paste a calculation

Click the trackwheel. Click **Copy**.

To paste the value back into the display or into another application, click the trackwheel. Click **Paste**.

Convert measurements

In the calculator, type a number. Click the trackwheel. To convert the number from imperial to metric, click **To Metric**. To convert the number from metric to imperial, click **From Metric**. Click a conversion type.

Date and time

- Set the date and time

Set the date and time

1. In the handheld options, click **Date/Time**.
2. Set the **Time Zone** field.
3. Set the **Date/Time Source** field to **BlackBerry**.
4. Click the trackwheel.
5. Click **Update Time**.
6. Click the trackwheel.
7. Click **Save**.

Note:

To use the BlackBerry network as your date and time source, set the **Date/Time Source** field to **BlackBerry**. To set the date and time yourself, set the **Date/Time Source** field to **Off** and then set the other fields on the Date/Time screen to display the correct date and time. Save your changes.

To set the date and time in the alarm, click the trackwheel. Click **Change Date/Time**.

Profiles

- Set profiles
- Create a notification profile
- Use notification profiles
- Manage downloaded ring tones
- Silence your handheld
- Set the alarm
- Set the alarm volume
- What is the escalating volume level?

Set profiles

Notification profiles alert you of appointment and task reminders, incoming messages, calls, and browser content. You can create a profile that specifies which sounds to use, whether to notify you when the handheld is in or out of the holster, and what volume level to use. You can use different sounds for each type of item.

The handheld has five preset notification profiles: Quiet, Loud, Vibrate, Default, and Phone Only. You can edit these default profiles, but you cannot delete them.

In the profiles list, click a notification profile. Click **Enable**.

Note:

To change the current notification profile quickly, select a profile. Press the **Space** key.

Create a notification profile

1. In the profiles list, click the trackwheel.
2. Click **New**.
3. Type a name for the profile.
4. Click an item.
5. Click **Edit**.

6. Set how you want to be notified for that item.
7. Click the trackwheel.
8. Click **Save**.
9. Click the trackwheel.
10. Click **Save**.

Use notification profiles

Click a profile. Perform one of the following actions:

- Edit
- Delete

Manage downloaded ring tones

In the profiles list, click a profile. Click **Show Tunes**. Click a ring tone.

Perform one of the following actions:

- Listen to the ring tone
- Delete the ring tone

Silence your handheld

To silence your handheld, in the profiles list, enable the Quiet profile.

To receive only vibrate notification, in the profiles list, enable the Vibrate profile.

To turn notification back on, in the profiles list, select a different profile. Press the **Space** key.

Related topic

- Silence the alarm

What is the escalating volume level?

If you use the escalating volume level, the notification volume level consistently increases until the handheld reaches the loudest volume level.

Screen display

- Use the handheld in the dark
- Set the display language
- Set the Home screen background image
- Set the font

Use the handheld in the dark

To turn on the backlighting, press the **Power** button. If you do not use your handheld for a period of time, the backlighting turns off automatically. To turn off backlighting manually, press the **Power** button.

To set how long the backlighting stays on if you do not use your handheld, in the handheld options, click **Screen/Keyboard**. Set the **Backlight Timeout** field.

Set the Home screen background image

You can set an image that you saved from a web page as your Home screen background. In the pictures list, click an image. Click **Set As Home Screen Image**.

To clear the Home screen background, in the pictures list, click the trackwheel. Click **Reset Home Screen Image**.

Note:

The Home screen background setting is only available for BlackBerry Wireless Handhelds with color screens.

Related topic

- Save an image

Set the font

1. In the handheld options, click **Screen/Keyboard**.
2. Set the **Font Family**, **Font Size**, and **Font Style** fields.
3. For large fonts, set the **Antialias mode** field.
4. Click the trackwheel.
5. Click **Save**.

Note:

Setting a specific font family is only available for BlackBerry Wireless Handhelds with color screens.

Apply a theme to your handheld

On some BlackBerry Wireless Handhelds with color screens, you set themes to control the appearance of items such as applications, indicators, words, and icons. Themes might be pre-loaded on your handheld, or you can download themes in .cod format.

In the handheld options, click **Theme**. Click a theme name. Click **Activate**.

Note:

To activate a theme quickly, select a theme name. Press the **Space** key.

Delete themes

In the handheld options, click **Theme**. Click a theme name. Click **Delete**.

Note:

You might not be able to delete themes that are pre-loaded on your handheld.

Power and battery

- Turn the handheld on and off automatically
- Check the battery level
- Extend battery life
- Reset the handheld

About power off and reminders

If you turn off your handheld using the **Power** button, or by clicking **Turn Power Off** on the Home screen and selecting **Turn Off**, your handheld turns itself on at the following times:

- when the alarm turns on
- when the handheld is set to turn on automatically

To turn on your handheld when calendar reminders occur, set the handheld to turn on and off automatically.

If you turn off your handheld by clicking **Turn Power Off** on the Home screen and selecting **Full Power Off**, your handheld does not turn on until you press the **Power** button.

Turn the handheld on and off automatically

1. In the handheld options, click **Auto On/Off**.
2. Set the **Weekday** field to **Enabled**.
3. Specify the times that the handheld should turn on and off on weekdays.
4. Set the **Weekend** field to **Enabled**.
5. Specify the times that the handheld should turn on and off on weekends.
6. Click the trackwheel.
7. Click **Save**.

Related topic

- About power off and reminders

Check the battery level

In the handheld options, click **Status**.

Extend battery life

Use the Auto On/Off feature.

Turn off the radio when you are not in an area of wireless coverage.

Delete the original message when you send a reply.

Send a message to multiple contacts using **Add To**, **Add Cc**, or **Add Bcc**.

Charge your handheld regularly.

Reset the handheld

Remove and reinsert the battery.

Network coverage – frequently asked questions

- Turn the wireless radio on and off

Turn the wireless radio on and off

To turn on the wireless radio, on the Home screen, click **Turn Wireless On**.

To turn off the wireless radio, on the Home screen, click **Turn Wireless Off**.

Network configuration

- About VPN
- Enable VPN
- Log in to a VPN
- About WLAN
- Set WLAN configurations
- Connect to a WLAN automatically
- Connect to a preferred WLAN
- About VoIP
- Enable VoIP

About VPN

Depending on your network environment, you might need to enable your handheld to connect to the wireless network through a Virtual Private Network (VPN). Contact your system administrator for more information.

Enable VPN

1. In the handheld options, click **VPN**.
2. Select the **Enable VPN** checkbox.
3. Click the trackwheel.
4. Click **Change Option**.
5. Click the trackwheel.
6. Click **Save**.

Log in to a VPN

1. In the handheld options, click **VPN**.
2. Click **Empty**.
3. Click **New**.
4. Select a server.

5. Type the settings using your VPN configuration information provided by your system administrator.
6. Click the trackwheel.
7. Click **Save**.
8. Select the **Enable VPN** check box.
9. Click **Log in**.

Notes:

If you do not select **Save Passphrase** checkbox after you type your username and password, you are prompted to retype your VPN password each time that you log in.

Depending on your network settings, you might also be prompted to retype your VPN password if you leave and then return to a sufficient wireless coverage area or if you reset your handheld.

If you cannot edit some fields on the VPN Configurations screen, you might not have permission to change those settings. Contact your system administrator for more information.

About WLAN

Your handheld connects to a wireless Local Area Network (WLAN) using the IEEE 802.11b standard. Depending on your network settings, you might have to configure your WLAN settings manually. Contact your system administrator for more information.

Set WLAN configurations

1. In the handheld options, click **WLAN**.
2. Click the **Empty** field.
3. Click **New**.

4. Type settings using WLAN configuration information provided by your system administrator.
5. Click the trackwheel.
6. Click **Save**.

Note:

If you cannot edit some fields on the WLAN Configurations screen, you might not have permission to change those settings. Contact your system administrator for more information.

Connect to a WLAN automatically

1. In the handheld options, click **WLAN**.
2. Set the **Select mode** field to **Automatic**.
3. Click the trackwheel.
4. Click **Save**.

Note:

To rearrange your list of configured WLANs, click a configured WLAN. Click **Move**. Move the selected WLAN to a new location in the list. Click the trackwheel.

Connect to a preferred WLAN

1. In the handheld options, click **WLAN**.
2. Set the **Select mode** field to **Manual**.
3. To specify which WLAN to connect to, click a configured WLAN and click **Use as current**.
4. Click the trackwheel.
5. Click **Save**.

About VoIP

Your handheld makes phone calls using Voice Over Internet Protocol (VoIP), which uses Internet Protocol to send and receive information instead of using a cellular wireless network. Contact your system administrator for more information about your VoIP system.

Enable VoIP

1. In the handheld options, click **VoIP**.
2. Click **Empty**.
3. Click **New**.
4. Type settings using VoIP configuration information provided by your system administrator.
5. Click the trackwheel.
6. Click **Save**.

Note:

If you cannot edit some fields on the VoIP Configurations screen, you might not have permission to change those settings. Contact your system administrator for more information.

Security

- Set a handheld password
- Lock the handheld
- Lock the keyboard
- Protect your handheld content
- Reduce handheld content size
- Regenerate encryption keys
- Store a password
- Create a random password
- Use the password keeper
- Copy a password
- Verify security software
- Prevent third-party applications from transmitting data
- Clear the handheld
- Set owner information
- Security – frequently asked questions

About the handheld password

If you type your handheld password incorrectly five times, you must type **blackberry** before you can continue. On subsequent password attempts, the characters that you type are displayed.

If you type your handheld password ten times incorrectly, all information is erased from your handheld for security reasons.

If your handheld is integrated with an account using a BlackBerry Enterprise Server, some security settings might differ. For more information, contact your system administrator.

Set a handheld password

1. In the handheld options, click **Security**.

2. Set the **Password** field to **Enabled**.
3. Set the security options.
4. Click the trackwheel.
5. Click **Save**.
6. Type a handheld password.
7. Click the trackwheel.
8. Retype the handheld password.
9. Click the trackwheel.

Related topics

- About the handheld password
- Change the handheld password
- Disable the handheld password

Change the handheld password

1. In the handheld options, click **Security**.
2. Click the trackwheel.
3. Click **Change Password**.
4. Type your current handheld password.
5. Click the trackwheel.
6. Type a new handheld password.
7. Click the trackwheel.
8. Retype the new handheld password.
9. Click the trackwheel.

Related topics

- About the handheld password
- Disable the handheld password

Disable the handheld password

1. In the handheld options, click **Security**.

2. Set the **Password** field to **Disabled**.
3. Click the trackwheel.
4. Click **Save**.
5. Type the handheld password.
6. Click the trackwheel.

Related topic

- About the handheld password

Lock the handheld

With a handheld password set, on the Home screen, click **Lock**.

To unlock your handheld, on the Lock screen, roll the trackwheel. In the Enter password dialog box, type your password.

Related topic

- About the handheld password

About keyboard lock

If you do not set a handheld password, you can lock your keyboard to prevent accidentally placing calls or typing characters.

Lock the keyboard

On the Home screen, click **Keyboard Lock**.

To unlock the keyboard, double-click the trackwheel.

Related topic

- About keyboard lock

About content protection and compression

Content protection encrypts your handheld data. When your handheld is password locked, an open lock in the handheld status section of the screen indicates that encryption is in progress. A closed lock indicates that encryption is complete. After you type your handheld password, data on your handheld is decrypted as you access it.

To use content protection, you must have a handheld password enabled.

Content compression reduces the size of the data stored on your handheld while maintaining the integrity of that data.

Protect your handheld content

1. In the handheld options, click **Security**.
2. Set the **Content Protection** field to **Enabled**.
3. Click the trackwheel.
4. Click **Save**.
5. Type your handheld password.
6. Click the trackwheel.

Note:

If you have not enabled your handheld password before you enable content protection, you are prompted to set a handheld password when you save the security settings.

Related topic

- About content protection and compression

Reduce handheld content size

1. In the handheld options, click **Security**.
2. Set the **Content Compression** field to **Enabled**.
3. Click the trackwheel.
4. Click **Save**.

5. If you have enabled a handheld password, type your password.
6. Click the trackwheel.

Related topic

- About content protection and compression

About encryption keys

If your handheld is integrated with an account using the BlackBerry Enterprise Server, encryption keys protect data as it travels between your BlackBerry Enterprise Server and the handheld. Encryption keys are generated automatically, but you can manually regenerate keys at any time.

Regenerate encryption keys

If your handheld is integrated with an account using the BlackBerry Enterprise Server version 4.0, you can regenerate encryption keys from the handheld. In the security options, select a current service. Click the trackwheel. Click **Regenerate Encryption Key**.

Related topic

- About encryption keys

About the password keeper

Use the password keeper to create and store all of your passwords. The password keeper is locked with a single password, so you can maintain all your passwords in one place.

You can use the password keeper to generate random passwords containing letters, numbers, and symbols.

The first time that you open the password keeper, you must create a password keeper password. Information in the password keeper is encrypted and is only decrypted when you type this password.

Note:

Passwords stored in the password keeper are encrypted; however, if you copy a password, you can paste it into other applications on the handheld. While the password is copied on the clipboard, it is not encrypted.

Store a password

1. In the password keeper, click the trackwheel.
2. Click **New**.
3. Type the information for the password.
4. Click the trackwheel.
5. Click **Save**.

Related topic

- About the password keeper

Create a random password

1. In the password keeper, click the trackwheel.
2. Click **New**.
3. Type a title for the password.
4. Click the trackwheel.
5. Click **Random Password**.
6. Type any additional password information.
7. Click the trackwheel.
8. Click **Save**.

Use the password keeper

Click a password entry. Perform one of the following actions:

- View
- Edit
- Delete

To change your password keeper password, click the trackwheel. Click **Change password**. Click **Yes**. Type your new password. Confirm your new password. Click **OK**.

Copy a password

In the password keeper, select a password entry. Click the trackwheel. Click **Copy to Clipboard**.

To clear the password from the clipboard, in the password keeper, click the trackwheel. Click **Clear Clipboard**.

To paste the password, place the cursor where you want to insert it. Click the trackwheel. Click **Paste**.

Warning:

Passwords copied to the clipboard are not encrypted.

About security self tests

The security self tests program verifies that security software is implemented properly on your handheld. The tests run automatically when your handheld restarts.

Verify security software

In the handheld options, click **Security**. Click the trackwheel. Click **Verify Security Software**.

Related topic

- About security self tests

About firewall settings

If you have third-party applications on your handheld, the firewall option prevents these applications from transmitting data without your knowledge.

Related topic

- Legal notice

Prevent third-party applications from transmitting data

When a third-party application on your handheld attempts to transmit data, a dialog box appears on your screen. Accept or deny the connection request.

To reset the firewall settings at any time, in the handheld options, click **Firewall**. Click the trackwheel. Click **Reset Settings**.

Related topics

- About firewall settings
- Legal notice

Clear the handheld

Warning:

Performing this procedure disables all services and removes all data, including passwords and encryption keys, from the handheld. Before clearing your handheld, verify that a backup copy of your data is available.

1. In the handheld options, click **Security**.
2. Click the trackwheel.
3. Click **Wipe Handheld**.
4. Click **Continue**.
5. Type **blackberry**.

Related topic

- How do I restore my handheld after clearing it?

Set owner information

In the handheld options, click **Owner**. Type your contact information. Click the trackwheel. Click **Save**.

Note:

Owner information appears on the screen when you lock your handheld.

BrickBreaker

- Play BrickBreaker
- How do I set the speed of the paddle?
- How do I set the paddle to accelerate as I roll the trackwheel?

Play BrickBreaker

The object of this game is to destroy bricks using a paddle and a ball. To move the paddle, roll the trackwheel. To release the ball when in catch mode, or to shoot the laser or gun, press the **Space** key.

During the game, the following capsules fall from the bricks that you destroy:

- **Long** makes the paddle longer.
- **Slow** slows down the speed of the ball.
- **Gun** enables you to shoot three bullets at the bricks.
- **Laser** enables you to shoot unlimited laser beams at the bricks.
- **Multi** multiplies the number of balls.
- **Catch** enables you to catch and hold the ball.
- **Skip** advances you to the next level.
- **Flip** changes the direction of the paddle.
- **1-up** gives you an additional life.

How do I set the speed of the paddle?

In the BrickBreaker options, set the **Paddle Movement Speed** field.

How do I set the paddle to accelerate as I roll the trackwheel?

In the BrickBreaker options, set the **Paddle Acceleration** field.

Service books

- About service books
- Receive new service books
- Accept a new service book
- Manage service books
- Restore a deleted service book

About service books

Service books determine which services are available on your handheld. If your handheld is integrated with an account using a BlackBerry Enterprise Server™, your system administrator can send service books that determine whether features such as remote address lookup and wireless calendar synchronization are available.

Receive new service books

Service books arrive on your handheld in one of the following ways:

- over the wireless network when your system administrator makes a change on the BlackBerry Enterprise Server™
- through the BlackBerry Desktop Software when you connect your handheld to your computer

Accept a new service book

Service books should be automatically accepted by your handheld. If a new service book is available and it is not automatically accepted, a book icon appears in the handheld status section of the screen.

To accept the service book manually, in the handheld options, click **Service Book**. Click the new service book. Click **Accept**.

Manage service books

In the handheld options, click **Service Book**. Click a service book. Perform one of the following actions:

- View
- Delete

Restore a deleted service book

In the handheld options, click **Service Book**. Click the trackwheel. Click **Undelete**.

Frequently asked questions

- Why are some of the features described not available on my handheld?
- What software version do I have on my handheld?
- Messages – frequently asked questions
- Attachments – frequently asked questions
- Phone – frequently asked questions
- Browser – frequently asked questions
- Downloading – frequently asked questions
- Contacts – frequently asked questions
- Calendar – frequently asked questions
- Tasks – frequently asked questions
- Memos – frequently asked questions
- Synchronization – frequently asked questions
- Typing – frequently asked questions
- Alarm – frequently asked questions
- Network coverage – frequently asked questions
- Security – frequently asked questions

Why are some of the features described not available on my handheld?

Depending on the type of account that you are using, some features might not be available on your handheld. In addition, your handheld might not have been provisioned for certain features by your system administrator. For more information, contact your system administrator.

What software version do I have on my handheld?

To view handheld information such as your handheld type, software version, and copyright information, in the handheld options, click **About**. To return to the handheld options, press the **Escape** button twice.

Messages – frequently asked questions

- Why can't I send messages?
- Why can't I receive messages?
- Why is the menu option to send a message not available?
- Can I stop a message from being sent?
- Why are some messages already on my handheld?
- How do I create and use links in messages?
- Why is "More available" appearing at the end of my message?
- Can I file messages?
- Why can't I see a new message in the messages list even though I received notification?
- Why is there a different icon beside some items in the messages list?
- How do I show more of a subject line for my messages?
- Can I remove the prompt that appears before I delete messages?
- Why were some of my messages deleted from the handheld?
- How do I change how long messages remain in the messages list?
- How do I restrict the types of messages that are sent to my handheld?
- How do I create a generic filter?
- Why are some messages sent to my handheld even though I have created a filter?
- Why can't I specify some folders from which messages are redirected?

- How do I make changes to the folders on my handheld?
- How do I stop messages from being sent to my handheld?

Why can't I send messages?

Verify that your handheld radio is turned on and that you are in an area of sufficient wireless coverage. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

If you send a message and you are not in an area of sufficient wireless coverage, the handheld sends the message when you return to an area of sufficient wireless coverage.

Why can't I receive messages?

Verify that your handheld radio is turned on and that you are in an area of sufficient wireless coverage. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

If you are not receiving messages, verify that filters, which restrict the messages that are sent to your handheld, are not enabled. For more information, see:

"Use filters"

Verify that message redirection to your handheld is enabled. If you are using the BlackBerry Desktop Software, in the Redirector Settings tool, verify that the **Redirect incoming messages to your handheld** check box is selected.

If your handheld is integrated with an account using the BlackBerry Enterprise Server™ version 4.0, in the messages options, click **Email Settings**. Verify that the **Redirect to handheld** field is set to **Yes**. If you have configured specific folders to redirect messages to your handheld, on the Folder Redirection screen, verify that the correct folders from which messages are redirected are selected.

Why is the menu option to send a message not available?

If you do not have an email address saved for your contact, the option to send a message to that contact does not appear. In the address book, add a email address for your contact.

Can I stop a message from being sent?

Yes, if the handheld radio is turned off or you are in an area of insufficient wireless coverage. If a clock icon appears beside the message, delete the message to stop it from being sent.

If the radio is turned on and you are in an area of sufficient wireless coverage, any pending messages are sent immediately, so you cannot stop the message from being sent.

Why are some messages already on my handheld?

When you first receive your handheld and every time that you update the software, several welcome messages appear. These messages provide information and tips for using the handheld.

If your handheld is integrated with an account using the BlackBerry Enterprise Server™ version 4.0, a number of your recent messages might also appear on your handheld when you turn on your handheld radio for the first time. For more information, contact your system administrator.

How do I create and use links in messages?

Links appear in your messages as underlined text. Messages can contain links to various items such as phone numbers, web sites, and email addresses. When you receive a message containing a link, click the link. In the menu, click the actions that apply to the type of link selected.

The handheld automatically recognizes most items as links.

Why is “More available” appearing at the end of my message?

Long messages are sent to your handheld in sections. As you read the first section, the next section is sent to your handheld automatically, if you are in an area of sufficient wireless coverage. However, it might take several seconds before your handheld receives the next section.

To send only the first section of long messages to your handheld, in the messages options, click **General Options**. Set the **Auto More** field to **No**. The next time that you receive a long message, **More available** appears at the bottom. To request more of the message, click the trackwheel. Click **More**. To view the rest of the message, click **More All**.

Can I file messages?

Yes. If you have enabled wireless message reconciliation for your handheld, any messages that you file on your handheld are also filed in your mailbox.

If your handheld is not enabled for wireless message reconciliation, your handheld must be integrated with an account using the BlackBerry Enterprise Server™ to file messages. You must perform an initial message reconciliation with the BlackBerry Desktop Software so that the folders in your mailbox appear on your handheld. For more information on configuring manual message reconciliation, refer to the *BlackBerry Desktop Software Online Help*.

Why can't I see a new message in the messages list even though I received notification?

If messages are sent to your handheld from specific mailbox folders and, in the general messages options, you set the **Hide Filed Messages** option to **Yes**, a new message sent to your handheld is filed automatically, and it might not appear in the messages list. To view all of your messages, set the **Hide Filed Messages** field to **No**.

Why is there a different icon beside some items in the messages list?

Different icons are used in the messages list to indicate various items, such as message status, saved web pages, call logs, and messages with attachments.

When you make or receive a call, the handheld creates a call log containing information about the call. To disable call logs, in the phone options, click **Call Logging**. Set the **Show Logs in Message List** field to **No**.

How do I show more of a subject line for my messages?

If you want to show more of the subject line for your messages, you can hide the time that the message was received and the name of the sender or recipient of the message. In the messages options, click **General Options**. Set the **Display Time** and **Display Name** fields to **No**.

Can I remove the prompt that appears before I delete messages?

Yes. In the messages options, click **General Options**. Set the **Confirm Delete** option to **No**.

Why were some of my messages deleted from the handheld?

If your handheld memory is full, your handheld deletes the oldest messages from the messages list to accommodate new ones. It will not delete saved messages.

If you have enabled wireless message reconciliation, messages that you delete in your mailbox are also deleted on your handheld. Messages that you delete on your handheld are also deleted in your mailbox.

If you deleted multiple messages using **Delete Prior**, the messages are only deleted from your handheld.

How do I change how long messages remain in the messages list?

To change the number of days your handheld will keep messages on the messages list, in the message options, click **General Options**. Set the **Keep Messages** field.

Messages sent to your handheld that are older than the number of days that you specify in the **Keep Messages** field are removed from your handheld. The messages can be restored, however, if you set the **Keep Messages** field to a longer period of time. When you increase the amount of time in this field, any messages sent to your handheld during that period of time appear in the messages list.

How do I restrict the types of messages that are sent to my handheld?

You can create filters to send only specific messages to your handheld. For more information, see:

“Create a filter”.

To stop messages that do not meet any filter criteria from being sent to your handheld, in the message options, click **Email Filters**. Set the **If no filters apply, send email to handheld** field to **No**.

How do I create a generic filter?

To create a generic filter, use wildcards when specifying the contacts to which the filter applies. In the **From** field, specify part of the sender's address and use an asterisk (*) in place of the remaining part.

Why are some messages sent to my handheld even though I have created a filter?

A filter must be enabled before it applies to your messages. In the filters messages options, verify that the check boxes beside all of the filters that you want to apply to your messages are enabled. Verify that the filters are in the correct order so they can be applied to your messages properly.

Why can't I specify some folders from which messages are redirected?

On the Folder Redirection screen, if the check boxes beside the folder names appear with broken borders, those folders are not enabled for redirection. If your handheld is integrated with an account using the BlackBerry Enterprise Server™ version 4.0, the folders are enabled automatically after a short period of time. To manually enable all folders for redirection, on the Message Reconciliation screen, set the **Wireless Reconcile** field to **Off**. Save your changes. Open the Message Reconciliation screen again and set the **Wireless Reconcile** field to **On**. Save your changes.

How do I make changes to the folders on my handheld?

You cannot add, edit, or delete folders from your handheld. To add, edit, or delete the folder, change it in your mailbox and reconcile your messages with your handheld.

If your handheld is enabled for wireless message reconciliation, changes that you make to the folders in your mailbox are synchronized with your handheld over the wireless network.

If your handheld is not enabled for wireless message reconciliation, reconcile your messages manually using the BlackBerry Desktop Software. For more information, refer to the *BlackBerry Desktop Software Intellisync Online Help*.

How do I stop messages from being sent to my handheld?

If you are using the BlackBerry Desktop Software, in the Redirector Settings tool, clear the **Redirect incoming messages to your handheld** check box.

If your handheld is integrated with an account using the BlackBerry Enterprise Server™ version 4.0, in the messages options, click **Email Settings**. Set the **Send Email To Handheld** field to **No**.

Attachments – frequently asked questions

- Can I view file attachments on my handheld?
- Why are some file attachment features not available on my handheld?
- How do I view password-protected file attachments?
- How do I view information about attached files?
- Can I set the amount of memory that my handheld uses for file attachments?
- How do I change how file attachments are displayed?
- How do I view cell contents in spreadsheet attachments?
- Why is "More available" appearing at the end of my file attachment?
- How do I search for text within a file attachment?
- What does skipped content mean?
- Can I see tracked changes in document attachments?

Can I view file attachments on my handheld?

Yes, if attachment viewing is enabled for your handheld. When you receive a message with an attachment, click the trackwheel. If **Open Attachment** appears in the menu, you can view attachments on your handheld.

If **Open Attachment** does not appear in the menu, your handheld might not be enabled for attachment viewing.

To view document and spreadsheet attachments, your handheld must be integrated with an account using the BlackBerry Enterprise Server™ version 4.0 or later for Microsoft® Exchange, the BlackBerry Enterprise Server version 4.0 or later for IBM® Lotus® Domino®, or the BlackBerry Enterprise Server version 4.0 or later for Novell® GroupWise®.

To view .zip, .htm, or .html attachments, your handheld must be integrated with an account using the BlackBerry Enterprise Server version 4.0 or later for Microsoft® Exchange, the BlackBerry Enterprise Server version 4.0 or later for IBM® Lotus® Domino®, or the BlackBerry Enterprise Server version 4.0 or later for Novell® GroupWise®.

To view image attachments, your handheld must be integrated with an account using the BlackBerry Enterprise Server version 4.0.

For more information, contact your system administrator.

Why are some file attachment features not available on my handheld?

If your BlackBerry Wireless Handheld has 8 MB of memory, some image attachment viewing features are not available.

How do I view password-protected file attachments?

You can only view password-protected .pdf files. If you receive a .pdf file that is password-protected, you must type the password to view the file. On the Attachment screen, select the file name. Click the trackwheel. Click **Password**. Type the password. Click the trackwheel.

How do I view information about attached files?

To view the file size, title, and other information about an attached file without retrieving the file, on the Attachment screen, select the file name. Click the trackwheel. Click **Retrieve Info**.

Can I set the amount of memory that my handheld uses for file attachments?

Yes. In the attachment options, set the **Cache Size** field.

How do I change how file attachments are displayed?

Open the full content for a file attachment. Click the trackwheel. Click **Options**.

To change the font for your file attachments, set the **Font Family** and **Font Size** fields. You can only set the **Font Family** field on BlackBerry Wireless Handhelds with color screens.

In document attachments, to use font sizes that reflect those in the original document, set the **Reflect Original Font Sizes** field to **Yes**.

To show a grid when viewing spreadsheet attachments, set the **Show Gridlines** field to **Yes**.

To label spreadsheet columns with letters and label spreadsheet rows with numbers, set the **Display Labels** field.

How do I view cell contents in spreadsheet attachments?

When you select a cell, the contents appear at the top of the screen. If the contents are too long to see, click the cell. Click **View Cell**.

To view the contents of all the cells in a column, click the column label at the top of the screen. Click **Fit**. All the cells for that column expand to the size of the cell with the longest content.

To change the column size for all of the columns in a spreadsheet, click the unmarked column label in the top left corner of the screen. Click the preferred size.

To change the default column size for all spreadsheet attachments, open the attachment options. Set the **Column Width** field to **Large**.

Why is "More available" appearing at the end of my file attachment?

Long attachments are sent to your handheld in sections. As you read the first section, the next section is sent to your handheld automatically, if you are in an area of sufficient wireless coverage. However, it might take several seconds before your handheld receives the next section.

To send only the first section of long attachments to your handheld, in the messages options, click **General Options**. Set the **Auto More** field to **No**. The next time that you receive a long attachment, **More available** appears at the bottom. To request more of the file attachment, click the trackwheel. Click **More**. To view the rest of the attachment, click **More All**.

How do I search for text within a file attachment?

In the attachment, click the trackwheel. Click **Find**. Type the text. Click the trackwheel.

To make the Find feature case sensitive when searching, select the **Case Sensitive Search** check box.

If you have not retrieved all of the text for a file attachment, the server side search dialog box appears. If you want to search the remaining text in the attachment, click **Yes**. If the search term is found, the content is retrieved automatically.

To view the text on your handheld, verify that your handheld radio is turned on and that you are in an area of sufficient wireless coverage. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

What does skipped content mean?

The skipped content bar appears in a document attachment when more content is available but has not been retrieved. To retrieve skipped content, click the skipped content bar. Click **More**.

Can I see tracked changes in document attachments?

Some document formats enable editors to track changes in a document. With tracked changes showing, new and deleted text is displayed in the document. To view tracked changes, click the trackwheel. Click **Show Changes**. To hide tracked changes, click the trackwheel. Click **Hide Changes**. You can only view tracked changes on BlackBerry Wireless Handhelds with color screens.

Synchronization – frequently asked questions

- Can I reconcile messages over the wireless network?
- Can I synchronize PIM items over the wireless network?
- How do I handle conflicts between my handheld and mailbox?
- Why are some of my messages not reconciling over the wireless network?
- Can I reconcile with my personal folders?
- Can I remotely empty the deleted messages folder on my computer?

Can I reconcile messages over the wireless network?

Yes. If your handheld is integrated with an account using the BlackBerry Enterprise Server™ version 4.0 or later for Microsoft® Exchange, the BlackBerry Enterprise Server version 4.0 or later for IBM® Lotus® Domino®, or the BlackBerry Enterprise Server version 4.0 or later for Novell® GroupWise®, verify that wireless message reconciliation is enabled in the messages options.

Can I synchronize PIM items over the wireless network?

If your handheld is integrated with an account using the BlackBerry Enterprise Server™ version 4.0, verify that wireless synchronization is enabled in the tasks, memo, address book, and calendar options.

If your handheld is integrated with an account using the BlackBerry Enterprise Server version 4.0 or later, calendar appointments and meetings might be the only PIM items that can be synchronized over the wireless network. For more information on setting wireless calendar synchronization, refer to the *BlackBerry Desktop Software Online Help*.

Your handheld radio must be on and you must be in an area of sufficient wireless coverage for PIM items to synchronize over the wireless network. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

How do I handle conflicts between my handheld and mailbox?

A conflict might occur if you edit the same item on both your handheld and mailbox before synchronization takes place.

If you enable wireless message reconciliation, you can set whether the handheld or mailbox takes precedence when a conflict occurs. In the messages options, click **Email Reconciliation**. Set the **On Conflict** field to the preferred option. You can set this option for each message service on your handheld.

If you enable wireless PIM synchronization, the information in your desktop email program automatically takes precedence over the data on your handheld when a conflict occurs. If you disable wireless PIM synchronization and make changes to a PIM entry in your desktop email program and on the handheld, the conflicting information on the handheld is replaced by the

information in your desktop email program when you enable wireless PIM synchronization again. If you want to manually select how conflicts are handled, synchronize your handheld using the desktop software before you enable wireless PIM synchronization.

If you use the BlackBerry Desktop Software to enable wireless calendar synchronization, you can adjust the calendar conflict resolution settings in the desktop software. For more information, refer to the *BlackBerry Desktop Software Online Help*.

Why are some of my messages not reconciling over the wireless network?

If you are not in an area of sufficient wireless coverage, your messages will not be reconciled over the wireless network. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

If you are in an area of sufficient wireless coverage and you want to initiate message reconciliation from the handheld, in the messages list, click the trackwheel. Click **Reconcile Now**.

Can I reconcile with my personal folders?

Yes. If you are a Microsoft® Exchange user, and you use personal folders, you can only reconcile messages with personal folders using the BlackBerry Desktop Software. For more information, refer to the *BlackBerry Desktop Software Online Help*.

Note:

Even if you have enabled wireless message redirection on your handheld, you must use the desktop software with personal folders.

Can I remotely empty the deleted messages folder on my computer?

Yes. In the messages options, click **Email Reconciliation**. Click the trackwheel. Click **Purge Deleted Items**. Click **Yes**.

To use this feature, your handheld must be integrated with an account using the BlackBerry Enterprise Server™ version 4.0 or later for Microsoft® Exchange, and wireless message reconciliation must be enabled. Verify that your handheld radio is turned on and that you are in an area of sufficient wireless coverage. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

Phone – frequently asked questions

- Why can I not make calls?
- Why am I no longer receiving calls?
- How do I make calls from the Home screen?
- Can I use the phone when the handheld or keyboard is locked?
- Can I set the Phone to display frequently called numbers?
- How do I stop my handheld from answering or ending calls automatically?

Why can I not make calls?

Verify that your handheld radio is turned on and that you are in an area of sufficient wireless coverage. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

Why am I no longer receiving calls?

Verify that your handheld radio is turned on and that you are in an area of sufficient wireless coverage. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

How do I make calls from the Home screen?

In the phone options, click **General Options**. Verify that the **Dial From Home Screen** field is set to **Yes**. You can make calls from the Home screen, but you cannot use Home screen shortcuts.

Can I use the phone when the handheld or keyboard is locked?

If your handheld is integrated with a corporate messaging account, you might be able to make calls when your handheld is locked. For more information, contact your system administrator.

If you receive a call when the keyboard is locked, the keyboard unlocks when you answer the call.

If you receive a call when the handheld is password locked, you can answer the call, but your handheld remains password locked during the call. You can perform regular phone actions, such as mute and hold. When you end the call, the handheld remains password locked.

Can I set the Phone to display frequently called numbers?

Yes. You can set the phone to display a list of frequently or recently called numbers instead of call logs. In the phone options, click **General Options**. Set the **Phone List View** field.

How do I stop my handheld from answering or ending calls automatically?

To stop your handheld from answering calls automatically when you remove it from the holster, in the phone options, click **General Options**. Set the **Auto Answer Calls** field to **No**.

To stop your handheld from ending calls automatically when you insert it in the holster, in the phone options, click **General Options**. Set the **Auto End Calls** field to **No**.

Browser – frequently asked questions

- Why is there no browser available on my handheld?
- Can I use the BlackBerry Browser?
- How do I change the browser home page?
- How do I change the type of content that the browser accepts?
- How do I select images and text on a web page?
- Can I override the character set encoding of web pages?
- What is the Available Offline check box that appears when I'm adding a bookmark?
- Can I view web pages that contain JavaScript or animated graphics?
- Why did the web page form not submit?
- How do I use the browser queue?
- How do I control when scripts are run on my handheld?
- On my browser home page, when I hold the Escape button, the application closes. Can I change this?
- What options can I set for WAP Browser security?
- What options can I set for BlackBerry Browser security?

Why is there no browser available on my handheld?

Verify that your handheld radio is turned on and that you are in an area of sufficient wireless coverage. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

Can I use the BlackBerry Browser?

Yes, if your handheld is integrated with an account using the BlackBerry Enterprise Server version 4.0 or later for Microsoft® Exchange or the BlackBerry Enterprise Server version 4.0 or later for IBM® Lotus® Domino®. For more information on the BlackBerry Browser, contact your system administrator.

How do I change the browser home page?

In the browser options, click **Browser Configuration**. In the **Home Page Address** field, change the web page address. Save your changes.

How do I change the type of content that the browser accepts?

In the browser options, click **Browser Configuration**. In the **Content Mode** field, set the type of content that the browser accepts. Save your changes.

How do I select images and text on a web page?

To select text and images that are not links, click the trackwheel. Click **Select Mode**. In select mode, you can scroll through content one line at a time and select images. To switch your browser back to view mode, click the trackwheel. Click **View Mode**. In view mode, you can scroll through web page content quickly and the cursor will select only links.

Can I override the character set encoding of web pages?

Yes. On a web page, click the trackwheel. Click **Set Encoding**. Clear the **Auto mode** check box. Set the **Default Charset** field. Click **OK**. The browser uses the default character set to display all web pages.

What is the Available Offline check box that appears when I'm adding a bookmark?

The **Available Offline** check box enables you to view the web page when you are not connected to the wireless network or when you are outside an area of wireless coverage. When you view the web page offline, it displays the information that was current when you last viewed the bookmark online. To change this check box, you must create the bookmark again.

Can I view web pages that contain JavaScript or animated graphics?

Yes. Use the BlackBerry Browser to view .html web pages that contain JavaScript™ or animated graphics. In the browser options, click **General Properties**. Select the **Support JavaScript** check box and set the **Repeat Animations** field. Save your changes.

To view .html web pages containing JavaScript or animated graphics, your handheld must be integrated with an account using the BlackBerry Enterprise Server version 4.0. To view web pages with JavaScript, your handheld must be enabled for JavaScript support. The BlackBerry Browser does not support some style sheets or dynamic HTML. For more information, contact your system administrator.

Why did the web page form not submit?

Verify that your handheld radio is turned on and that you are in an area of sufficient wireless coverage. For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld.

How do I use the browser queue?

The browser queue lists all of the forms submitted when you were not within an area of sufficient wireless coverage.

To view a form in the queue, in the browser options, click **Offline Queues**. Click a form. Click **Get Link**.

To delete a form in the queue, click the form. Click **Delete**.

How do I control when scripts are run on my handheld?

In the browser options, click **General Properties**. Select the **Prompt Before Running WML Scripts** check box. You are prompted before browser scripts are run.

On my browser home page, when I hold the Escape button, the application closes. Can I change this?

Yes. In the browser options, click **General Properties**. Select the **Prompt Before Closing Browser On Escape** check box. You receive a prompt before the browser closes.

What options can I set for WAP Browser security?

To set WAP Browser security, in the handheld options, click **WTLS**. In the **Encryption Strength** field, set the encryption level for connecting to your WAP gateway. In the **Prompt for Server Trust** field, set whether to prompt for WTLS connection authentications if the handheld cannot authenticate the connection automatically.

What options can I set for BlackBerry Browser security?

Transport Layer Security (TLS) can apply to the connection from your BlackBerry Enterprise Server to a web server, or it can apply to the entire connection from your handheld to a web server.

To set BlackBerry Browser security, in the handheld options, click **TLS**.

To apply TLS to the connection from your BlackBerry Enterprise Server to a web server, set the **TLS Default** field to **Proxy**. Set the **Allow HTTPS Redirections** field and the **Trusted Hosts** field.

To apply TLS to the entire connection from your handheld to a web server, set the **TLS Default** field to **Handheld**. Set the **Algorithm**, **Server Authentication**, and **Client Authentication** fields.

In the **Algorithm** field, set the type of algorithm, the encryption strength, and whether only Federal Information Processing Standards (FIPS)-approved key algorithms are supported.

In the **Server Authentication** field, set whether to prompt about server security issues. If an item is set to **False**, connections are prevented if a server security issue occurs.

In the **Client Authentication** field, set whether to prompt about client security issues. If an item is set to **False**, connections are prevented if a client security issue occurs.

Contacts – frequently asked questions

- How do I add multiple contacts with the same name to my contact list?
- Can I change how my contacts, tasks, or memos are displayed?
- What are the User 1, User 2, User 3, and User 4 fields on the New Address screen?
- Can I clear all the categories that apply to a contact, task, or memo?
- Can I remove the prompt that appears before I delete contacts, calendar entries, tasks, or memos?
- How do I know how many contacts, calendar entries, tasks, or memos I have saved?

How do I add multiple contacts with the same name to my contact list?

In the address book options, set the **Allow Duplicate Names** field to **Yes**.

Can I change how my contacts, tasks, or memos are displayed?

Yes. In the address book, tasks, or memo options, change the **Sort By** field.

What are the User 1, User 2, User 3, and User 4 fields on the New Address screen?

These fields are extra fields where you can add information for your contacts, such as birthdays or anniversaries. You can edit the name of the field for all your contacts and set up your BlackBerry Desktop Software to synchronize with the corresponding field in your desktop email program.

To change the field name for a custom field, click the trackwheel. Click **Change Field Name**.

Can I clear all the categories that apply to a contact, task, or memo?

Yes. When editing the contact, task, or memo, click the trackwheel. Click **Categories**. Click the trackwheel. Click **Clear Selection**.

Can I remove the prompt that appears before I delete contacts, calendar entries, tasks, or memos?

Yes. In the address book, calendar, tasks, or memo options, set the **Confirm Delete** option to **No**.

How do I know how many contacts, calendar entries, tasks, or memos I have saved?

In the address book, calendar, tasks, or memo options, the **Number of Entries** field displays how many contacts, calendar entries, tasks, or memos are saved.

Calendar – frequently asked questions

- Can I synchronize PIM items over the wireless network?
- Are there any restrictions for using the calendar with Lotus Notes®?
- How do I expand the number of hours that are shown in the calendar?
- How do I change the day of the week that is shown first when viewing the calendar in Week view?
- Can I remove the prompt that appears before I delete contacts, calendar entries, tasks, or memos?
- How do I scroll through the calendar in each view?
- How do I change how long appointments remain in the handheld calendar?
- How do I know how many contacts, calendar entries, tasks, or memos I have saved?

Are there any restrictions for using the calendar with Lotus Notes®?

Yes. If you are a Lotus Notes® user, you cannot create appointments that span multiple days. Also, you can only edit the Subject, **Location**, **Reminder**, and **Notes** fields and the **Mark as Private** check box when editing the series for a recurring appointment or meeting. When editing a recurring meeting that you created, you can also edit the meeting participants.

How do I expand the number of hours that are shown in the calendar?

In the calendar options, change the **Start of Day** and **End of Day** fields.

How do I change the day of the week that is shown first when viewing the calendar in Week view?

In the calendar options, change the **First Day of Week** field.

How do I scroll through the calendar in each view?

In Day view, roll the trackwheel to move through the hours in a day. Roll the trackwheel to the top of the screen to select a day in the navigation bar. Click the trackwheel to view the selected day. Hold the **Alt** key and roll the trackwheel to move from one day to the next.

In Week view, roll the trackwheel to move vertically through the hours in a day. Hold the **Alt** key and roll the trackwheel to move horizontally through the days of the week.

In Month view, roll the trackwheel to move horizontally through the days of the month. Hold **Alt** and roll the trackwheel to move vertically between weeks.

In Agenda view, roll the trackwheel to move through the appointments. Hold the **Alt** key and roll the trackwheel to move through days.

How do I change how long appointments remain in the handheld calendar?

To change the number of days your handheld will keep appointments in the calendar, in the calendar options, set the **Keep Appointments** field.

Appointments in your handheld calendar that are older than the number of days that you specify in the **Keep Appointments** field are removed from your handheld. The appointments can be restored, however, if you set the **Keep Appointments** field to a longer period of time. When you increase the amount of time in this field, any appointments in your calendar during that period of time appear in your handheld calendar.

Security – frequently asked questions

- What does the Verifying Security Software dialog box mean when I restart my handheld?
- How do I restore my handheld after clearing it?
- How do I reduce the size of data stored on my handheld?
- How do I prevent passwords from accidentally being copied to the clipboard?
- How do I specify the criteria for randomly generated passwords?
- Why do additional security features appear in the handheld options?
- How do I prevent passwords from appearing on the screen in the password keeper?

What does the Verifying Security Software dialog box mean when I restart my handheld?

When this dialog box appears, the handheld is verifying that all security software is implemented properly on your handheld. The tests run automatically when your handheld restarts.

How do I restore my handheld after clearing it?

If your handheld is integrated with an account using the BlackBerry Enterprise Server™ version 4.0, contact your system administrator to initiate enterprise activation.

If you are using the BlackBerry Desktop Software, restore handheld data and services using the Backup and Restore tool. For more information, refer to the *BlackBerry Desktop Software Online Help*.

How do I reduce the size of data stored on my handheld?

To reduce the size of data stored on your handheld, enable content compression.

How do I prevent passwords from accidentally being copied to the clipboard?

In the password keeper options, set the **Allow Clipboard Copy** field to **False**.

How do I specify the criteria for randomly generated passwords?

In the password keeper options, set the password length and specify whether randomly generated passwords must contain letters, numbers, or symbols.

Why do additional security features appear in the handheld options?

Additional security options such as **Certificate Servers**, **Certificates**, **Key Stores**, **S/MIME**, or **Memory Cleaning** might be available in the handheld options. You can use these options with the Secure Multipurpose Internet Mail Extensions (S/MIME) Support Package. For more information, refer to the *S/MIME Support Package User Guide Supplement*.

How do I prevent passwords from appearing on the screen in the password keeper?

In the password keeper options, set the **Show Password** field to **False**.

Tips

- Home screen
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Home screen

To use the handheld in the dark, press the **Power** button.

To lock the handheld, set a password. Click **Lock**.

To lock the keyboard, on the Home screen, click **Keyboard Lock**. To unlock the keyboard, double-click the trackwheel.

To move an icon on the Home screen, select an icon. Hold the **Alt** key and click the trackwheel. Click **Move Application**. Move the icon. Click the trackwheel.

To hide an icon on the Home screen, select an icon. Hold the **Alt** key and click the trackwheel. Click **Hide Application**.

To show a hidden icon on the Home screen, hold the **Alt** key and click the trackwheel. Click **Show All**. Hold the **Alt** key and click a crossed-out icon. Click **Hide Application**.

To switch to another application, hold the **Alt** key and press the **Escape** button. Continue to hold the **Alt** key and select an application. Release the **Alt** key to switch to that application.

To use shortcut keys to open an application from the Home screen, open the phone options. Click **General Options**. Change the **Dial From Home Screen** field to **No**. The shortcut keys are underlined on the Home screen. You can use these keys, but you cannot make calls from this screen.

Searching

To search for text, click the trackwheel. Click **Find**. Type the text.

To find a contact, type the contact name or initials separated by a space.

Options and fields

To select a check box, press the **Space** key. To clear the check box, press the **Space** key again.

To change an option field, hold the **Alt** key. Click a value.

To move to an item in a list or menu, type the first letter of the item.

To clear a field, click the trackwheel. Click **Clear Field**.

Navigating screens

To move the cursor, roll the trackwheel.

To move the cursor in a different direction, hold the **Alt** key and roll the trackwheel.

To exit a screen or dialog box, press the **Escape** button.

To click an icon or menu item, roll the trackwheel to select the item. Click the trackwheel.

To select multiple items or characters, hold the **Shift** key and roll the trackwheel.

To page up or down in a list, hold the **Alt** key and roll the trackwheel.

To move to the top of a screen, press **T**.

To move to the bottom of a screen, press **B**.

To move down a screen, press the **Space** key.

To move up a screen, press the **Shift** key + the **Space** key.

To move to the next item, press **N**.

To move to the previous item, press **P**.

Typing

To capitalize a letter, hold the letter key until the capitalized letter appears.

To insert a period, press the **Space** key twice. The next letter is capitalized.

To type the alternate character on a key, hold the **Alt** key and press the character key.

To type a symbol, press the **Symbol** key. Click a symbol.

To type an accented or special character, hold the letter key and roll the trackwheel.

To turn on CAP lock, press the **Alt** key + the **Right Shift** key.

To turn on NUM lock, press the **Right Shift** key + the **Alt** key.

To turn off NUM lock or CAP lock, press the **Right Shift** key.

To type numbers in a number field, press the number keys. You do not need to press the **Alt** key.

To type a letter in a number field, hold the number key until the letter appears.

To insert the at sign (@) and periods in an **Email** field, press the **Space** key.

Editing text

To select a line of text, press the **Shift** key and roll the trackwheel.

To select text character by character, hold the **Shift** key and roll the trackwheel.

To cut the selected text, press the **Shift** key + the **Backspace** key.

To copy the selected text, press the **Alt** key and click the trackwheel.

To paste the selected text, press the **Shift** key and click the trackwheel.

Messages

To open the selected message, press the **Enter** key.

To compose a message from the messages list, press **C**.

To reply to a message, press **R**.

To forward a message, press **F**.

To reply to all, press **L**.

To file a message, press **I**.

To search for text within a message, press **S**. To search for the next occurrence of the text, press **S** again.

To move down a page, press the **Enter** key.

To move up a page, press the **Alt** key + the **Enter** key.

To view sent messages, in the messages list, press the **Alt** key + **O**.

To view received messages, in the messages list, press the **Alt** key + **I**.

To view phone call logs, in the messages list, press the **Alt** key + **P**.

To view voice mail messages, in the messages list, press the **Alt** key + **V**.

To move to the next unopened item, press **U**.

To move to the next related message, press **J**.

To move to the previous related message, press **K**.

To mark a message as opened or unopened, press the **Alt** key + **U**.

To move to the last cursor position in a received message, press **G**.

To view the email address of a sender or a recipient, in the **To** or **From** field of a received message, select a name. Press **Q**. To show the display name again, press **Q**.

To delete selected messages, press the **Delete** key.

Attachments

To switch between viewing the generated table of contents and the full content for a document attachment, press **V**.

To switch to a different worksheet within a spreadsheet attachment, press **V**. Select a worksheet and press the **Enter** key.

To change the column size, press **W**.

To turn on or turn off column and row labels, press **H**.

To move to a specific cell, press **G**.

To display the contents of a specific cell, press the **Space** key.

To pan horizontally across an image, hold the **Alt** key and roll the trackwheel.

To zoom into an image, press **I**. To continue zooming into an image, hold the **Left Shift** key and roll the trackwheel.

To zoom out of an image, press **O**. To continue zooming out of an image, hold the **Left Shift** key and roll the trackwheel.

To zoom to the original image size, press **W**.

To rotate an image, press **R**.

Phone

To open the phone, press the **Phone** button or press the **Space** key.

To end a call, hold the **Escape** button.

To call a selected name or phone number, press the **Enter** key.

To call a speed dial number, hold the assigned letter key.

To type an extension, press the **Alt** key + the **8** key. Type the extension number.

To dial the last number that you typed, press the **Space** key + the **Enter** key.

To call your voice mail access number, hold **1**.

To type letters in phone numbers, hold the **Alt** key and type letters.

To mute a call, press the **Phone** button. To turn mute off, press the **Phone** button again.

To change the volume during a call, roll the trackwheel.

To move to the top of the Phone screen while viewing the list of contacts, press the **Space** key.

To insert a wait when typing a phone number, press **B**.

To insert a pause when typing a phone number, press **N**.

Browser

To return to the last page that you viewed, press the **Escape** button.

To insert a period in the Go To dialog box, press the **Space** key.

To insert a slash mark (/) in the Go To dialog box, press the **Shift** key + the **Space** key.

To go to the home page, press **H**.

To edit a web address in the Go To dialog box, hold the **Alt** key and roll the trackwheel. Select an address. Edit the text. Click the trackwheel.

To open the bookmarks screen, press **K**.

To add a bookmark, press **A**.

To refresh a web page, press **R**.

To search for a word on a page, press **F**. To find the next instance of a word on a page, press the **Alt** key + **F**.

To view the history, press **I**.

To move to the next page in the history, press **N**.

To move to the previous page in the history, press the **Delete** key.

To view, copy, or send the address for a link, press **L**.

To view, copy, or send the address for a page, press **P**.

To view more images, press **M**.

To view all images, press **Q**.

To open the browser options, press **O**.

To move down a page, press the **Space** key.

To move up a page, press the **Shift** key + the **Space** key.

To save a web page to the messages list, press **S**.

To stop a web page from loading, press the **Escape** button.

To move to a specific web page, press **G**.

To move between full-screen mode and normal mode, press **U**.

To move the browser to the background to use another application, press **D**.

To close the browser, hold the **Escape** button.

Calendar

For these tips to work in Day view, in the calendar options, set the **Enable Quick Entry** field to **No**.

To change to Agenda view, press **A**.

To change to Day view, press **D**.

To change to Week view, press **W**.

To change to Month view, press **M**.

To move to the current date, press **T**.

To move to a specific date, press **G**.

To create an appointment, press **C**.

To move to the next day, week, or month, press the **Space** key.

To move to the previous day, week, or month, press the **Shift** key + the **Space** key.

To move the cursor horizontally in Week view, hold the **Alt** key and roll the trackwheel.

To move the cursor vertically in Month view, hold the **Alt** key and roll the trackwheel.

Calculator

To add, press **I**.

To subtract, press **U**.

To multiply, press **A**.

To divide, press **G**.

To clear the screen, press **Y**.

To clear the last entry, press **T**.

To find the square root, press **V**.

To use the percent function, press **B**.

To add a number to the memory, type the number and press **L**.

To recall the memory, press **J**.

To replace the memory, type a number and press **K**.

To clear the memory, press **H**.

To display the result of your calculation, press the **Enter** key.

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