BlackBerry Wireless Handheld

User Guide

BlackBerry 6230 Wireless Handheld User Guide
900/1800/1900 MHz GSM GPRS Networks
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About this guide

This section provides information on the following topics:

- Overview
- Audience
- Conventions
- Related resources

Overview

This guide provides information on and procedures for using the BlackBerry Wireless Handheld and its applications.

You can integrate your handheld with the following accounts:

- **New or existing ISP email account:** Your handheld is integrated with a new email account, which is provided by your service provider, or an existing Internet service provider (ISP) email account.
- **Enterprise email account:** Your handheld is integrated with your enterprise email account using the BlackBerry Enterprise Server or BlackBerry Desktop Redirector. Messages that you send from your handheld are sent from your existing corporate email account.

Depending on your service provider's plan or your integration option, some applications might not be available on your handheld. Contact your service provider for more information on available services.

Audience

This guide is a reference for BlackBerry Wireless Handheld users.

Conventions

This guide uses the following conventions:

Icon	Description
	Warning: Warnings advise you that failure to take or avoid a specific action can result in data loss or physical damage.
	Note: Notes contain important information on the associated topic.
	Tip: Tips provide optional or time-saving information on the associated topic.
	Prerequisite: Prerequisites are required conditions for the associated topic.

Related resources

Refer to the following resources for additional information:

Resource	Description
Getting Started and Quick Reference Card	This card provides you with the steps that you must complete to set up your handheld and provides shortcuts and tips for using your handheld.
BlackBerry Desktop Software Online Help	Each tool in the desktop software offers online Help to guide you and answer your questions. To view procedures for and information on the desktop software's tools, in any active window, click **Help**.
BlackBerry Web Client Online Help	If you integrate your desktop software with a new email account or an existing ISP account, you configure your email settings in the BlackBerry Web Client. For information on configuring and using the Web Client, in any Web Client window, click **Help**.
`www.blackberry.com/support`	This web site provides frequently asked questions and documentation for all BlackBerry products.

1

Messages

This section provides information on the following topics:

- Email and PIN messages
  - Opening messages
  - Sending email and PIN messages
  - Managing address book attachments
  - Managing file attachments
  - Setting message options
- SMS messages
  - Opening SMS messages
  - Sending SMS messages
  - Setting SMS message options
- Managing messages
  - Saving messages
  - Deleting messages
  - Reconciling email messages
  - Filing email messages
  - Searching for messages
  - Marking messages

Email and PIN messages

You can send and receive email messages. Email messages that are sent from or received by your handheld are routed through an existing email account.

You can also send and receive PIN messages. A personal identification number (PIN) uniquely identifies each BlackBerry handheld on the network. If you know another person's handheld PIN, you can send a PIN message to that person. PIN messages are not routed through an existing email account.

Tip: To locate your handheld PIN, on the Home screen, click the **Options** icon. The Options screen appears. Click **Status**. The **PIN** field displays your PIN.

Opening messages

You can receive email messages from any email account and you can receive PIN messages from other BlackBerry handheld users.

Long messages are sent to your handheld in sections. As you read the first section, the next section is sent to your handheld automatically.

Open a message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a message. A menu appears.
3. Click **Open**. The message appears.

Tip: If, on the Message List Options screen, you set the **Auto More** field to **No**, you can request more of a long message manually. In the open message, click the trackwheel. A menu appears.

- To request the next section of the message, click **More**.
- To request the rest of the message, click **More All**.

Refer to "Set message options" on page 20 for more information.

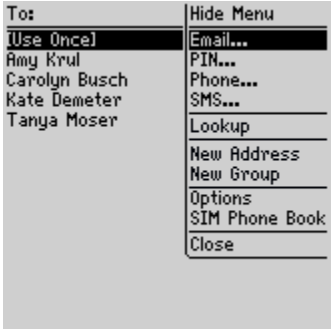
Sending email and PIN messages

Prerequisite: To send messages, the following requirements must be met:

- The wireless coverage indicator must show a level of wireless coverage.
- **GPRS** must appear with the wireless coverage indicator on the Home screen.

Send a message

1. On the Home screen, click the **Compose** icon. The To screen appears.
2. Click **[Use Once]**. A menu appears.
3. Select one of the following options:
   - To send an email message, click **Email**. The One Time Email screen appears.
   - To send a PIN message, click **PIN**. The One Time PIN screen appears.



To screen menu — Email item

4. Type an email address or PIN number.
5. Click the trackwheel. A menu appears.

6. Click **Continue**.

Tip: To add additional contacts to your message, click the trackwheel. Click **Add To**, **Add Cc**, or **Add Bcc**. Repeat steps 2 through 6.

7. In the **Subject** field, type a subject.
8. Press the **Enter** key.
9. Type a message.

Tip: To send the message from a specific service (for example, Desktop or Web Client), scroll to the top of the message. In the **Using** field, press the **Space** key until the preferred service appears. Any subsequent messages are also sent from this service.

10. Click the trackwheel. A menu appears.
11. Select one of the following options:
    - To save a draft of the message without sending it, click **Save Draft**.
    - To send the message, click **Send**.

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.

Send a message to a contact in your address book

1. On the Home screen, click the **Compose** icon. The To screen appears.

Tip: To search for a contact name, type the first letters of the name.

2. Click a contact. A menu appears.
3. Select one of the following options:
    - To send an email message, click **Email <contact name>**.
    - To send a PIN message, click **PIN <contact name>**.

4. In the **Subject** field, type a subject.
5. Press the **Enter** key.
6. Type a message.
7. Click the trackwheel. A menu appears.
8. Click **Send**. The message is sent.

Send an email message using a link

Links to email addresses appear as underlined text.

1. Click an email address link. A menu appears.
2. Click **Email**.
3. In the **Subject** field, type a subject.
4. Press the **Enter** key.
5. Type a message.
6. Click the trackwheel. A menu appears.
7. Click **Send**. The message is sent.

Reply to a message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a message. A menu appears.
3. Select one of the following options:
   - To reply to only the sender, click **Reply**.
   - To reply to the sender and all recipients of the original message, click **Reply To All**.

Tip: To delete the original message from the reply, click the trackwheel. A menu appears. Click **Delete Original Text**.

4. Type a message.

5. Click the trackwheel. A menu appears.
6. Click **Send**. The message is sent.

Forward a message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a message. A menu appears.
3. Click **Forward**. The Select Address screen appears.
4. Click a contact. A menu appears.
5. Select one of the following options:
   - To send an email message, click **Email <contact name>**.
   - To send a PIN message, click **PIN <contact name>**.
6. Type a message.
7. Click the trackwheel. A menu appears.
8. Click **Send**. The message is sent.

Resend a message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a message. A menu appears.
3. Click **Open**. The message appears.
4. Click the trackwheel. A menu appears.
5. Click **Resend**. The message is sent.

Edit and resend a message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.

2. Click a sent message. A menu appears.
3. Click **Open**. The message appears.
4. Click the trackwheel. A menu appears.
5. Click **Edit**. The message appears.
6. Edit the message.

Tip: To replace a contact, place your cursor in the **To** field. Click a contact. A menu appears. Click **Change Address**.

7. Click the trackwheel. A menu appears.
8. Click **Send**. The message is sent.

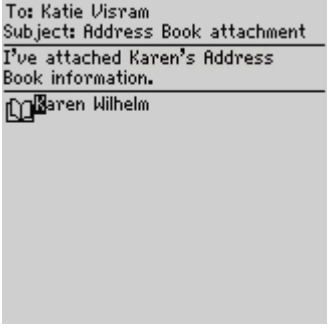
Managing address book attachments

You can send and receive messages with address book attachments. An address book attachment contains contact information that recipients of the message can view and add to their address book.

Send an address book attachment

1. On the Home screen, click the **Compose** icon. The To screen appears.
2. Click a contact. A menu appears.
3. Select one of the following options:
   - To send an email message, click **Email <contact name>**.
   - To send a PIN message, click **PIN <contact name>**.
4. Type a message.
5. Click the trackwheel. A menu appears.
6. Click **Attach Address**. The Attach screen appears.
7. Click a contact. A menu appears.

8. Click **Continue**. The contact information is attached to the message.



Composing a message — Address book attachment

9. Click the trackwheel. A menu appears.
10. Click **Send**. The message and attachment are sent.

Open an address book attachment

1. In a message with an address book attachment, place your cursor in the name of the address book attachment.

Open email message with address book attachment

2. Click the trackwheel. A menu appears.

3. Click **View Attachment**. The contact information appears.
4. Click the trackwheel. A menu appears.
5. Select one of the following options:
   - To add the contact information to your address book, click **Add To Address Book**.
   - To update the contact information that is in your address book, click **Update Address**.
   - To return to the open message, click **Close**.

Managing file attachments

If the attachment service is loaded on your handheld, you can open file attachments on your handheld. You can open attachments with a .zip, .html, .doc, .ppt, .pdf, .wpd, .txt, or .xls file extension.

Prerequisite: To open file attachments with a .doc, .ppt, .wpd, .txt, or .xls file extension, the following requirements must be met:

- Your handheld must be integrated with an enterprise email account.
- Your handheld must be enabled for attachment service on a BlackBerry Enterprise Server version 3.6 or later for Microsoft Exchange or a BlackBerry Enterprise Server version 2.2 or later for Lotus Domino.

To open file attachments with a .zip or .html file extension, the following additional requirement must be met:

- Your handheld must be enabled for attachment service on a BlackBerry Enterprise Server version 3.6 Service Pack 1 or later for Microsoft Exchange or a BlackBerry Enterprise Server version 2.2 Service Pack 2 or later for Lotus Domino.

Spreadsheet format

Document format

Open the table of contents of a file attachment

1. In a message with a file attachment, click the trackwheel. A menu appears.
2. Click **Open Attachment**. The Attachments screen appears.
3. Click **Table of Contents**. A menu appears.
4. Click **Retrieve**. The table of contents appears.

Tip: To request the content for a table of contents item, click the item. A menu appears. Click **Retrieve**. The content appears.

Open a file attachment

1. In a message with a file attachment, click the trackwheel. A menu appears.
2. Click **Open Attachment**. The Attachment screen appears.

Note: If you retrieve a .pdf file that is password protected, you must type the password. On the Attachment screen, click the trackwheel. A menu appears. Click **Password**. Type the password. Click the trackwheel. The Attachment screen appears.

3. Click **Full Content**. A menu appears.
4. Click **Retrieve**. The content appears.

Tip: In document format, links to tables appear as underlined text. To open a table, click a table link. A menu appears. Click **Retrieve**.

Navigate in spreadsheet format

1. In spreadsheet format, click the trackwheel. A menu appears.
2. Select one of the following options:
   - To move to a specific worksheet, click **Select Worksheet**. A dialog box appears. Click a worksheet.
   - To view the previous worksheet, click **Prev Sheet**.
   - To view the next worksheet, click **Next Sheet**.
   - To move to a specific cell, click **Go to Cell**. A dialog appears. Type the cell coordinates (for example, C16). Click the trackwheel.
   - To view the contents of a cell, click **View Cell**.

Set file attachment options

1. In a file attachment, click the trackwheel. A menu appears.
2. Click **Options**. The Options screen appears.
3. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Sheet Outline Cells	Set whether the grid appears in spreadsheet format.	Yes
Sheet Horizontal Scroll	Set whether the information in spreadsheet cells wraps around when you scroll horizontally.	No
Sheet Vertical Scroll	Set whether the information in spreadsheet cells wraps around when you scroll vertically.	No

Field	Description	Default
Sheet Column Width	Set the column width for the spreadsheet.	Medium
Sheet Display Labels	Set whether spreadsheet columns are labeled with letters and rows are labeled with numbers.	Yes
Case Sensitive Search	Set whether the Find feature is case sensitive when it searches attachments.	No
Font Family	Set the font for attachments.	System
Font Size	Set the font size for attachments.	Large Font

4. Click the trackwheel. A menu appears.
5. Click **Save**. The options are saved.

Setting message options

Prerequisite: To set the **Hide Filed Messages** and **Delete On** options, your handheld must be integrated with an enterprise email account.

To set the **Wireless Reconcile** and **Conflicts** options, one of the following requirements must be met:

- **Enterprise email account:** Your handheld must be enabled for wireless email reconciliation on a BlackBerry Enterprise Server version 3.6 or later for Microsoft Exchange or a BlackBerry Enterprise Server version 2.2 or later for Lotus Domino.
- **New or existing ISP email account:** Your handheld must be enabled for wireless email reconciliation on the BlackBerry Web Client.

Set message options

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Message List Options screen appears.

4. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Display Time	Set whether the Messages screen displays the time that a message is sent or received.	Yes
Display Name	Set whether the Messages screen displays the name of the sender or recipient.	Yes
Confirm Delete	Set whether you are prompted before messages are deleted.	Yes
Hide Filed Messages	Set whether the Messages screen displays filed email messages.	Yes
Consider PIN Level 1	Set whether PIN messages are considered as high importance messages.	Yes
Auto More	Set whether the next section of a long message or attachment is delivered to your handheld automatically.	Yes
Delete On	Set whether email messages are deleted from your handheld only or from both your handheld and computer during an email reconciliation.	Mailbox & Handheld
Wireless Reconcile	Set whether messages are reconciled over the wireless network between your handheld and your computer.	On
Conflicts	Set whether your handheld or your computer takes precedence if a message is moved or deleted from both locations.	Mailbox wins

5. Click the trackwheel. A menu appears.
6. Click **Save**. The options are saved.

Set the importance level of a message

1. In a message, click the trackwheel. A menu appears.
2. Click **Options**. The Current Message Options screen appears.

3. In the following field, press the **Space** key until the preferred option appears:

Field	Description	Default
Importance	Set the priority level of the message.	Normal

4. Click the trackwheel. A menu appears.
5. Click **Save**. The option is saved.

SMS messages

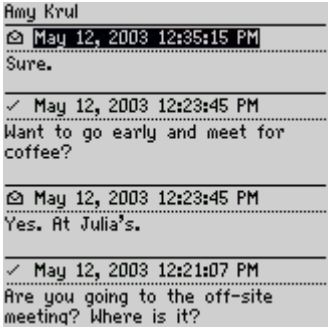
If you have an SMS-compatible phone number, you can send and receive short message service (SMS) messages. An SMS-compatible number is a phone number (work, home, mobile, or pager) that your service provider has enabled for SMS.

Tip: To locate the SMS-compatible number for your handheld, on the Home screen, click the **Options** icon. The Options screen appears. Click **SIM Card**. The **Phone Number** field displays your SMS-compatible number.

Opening SMS messages

Open an SMS message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click an SMS message. A menu appears.
3. Click **Open**. The message appears.



SMS message

Sending SMS messages

You can send SMS messages to contacts who have an SMS-compatible phone number. SMS messages can contain up to 160 characters.

If your service provider supports SMS concatenation, an SMS message that contains more than 160 characters, is sent over the wireless network in multiple, successive messages that appear on your handheld as one message. The number of characters that you type, and the number of messages that are required to send your message, appear in the upper right corner of the screen.

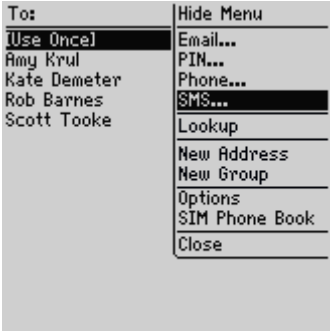
Prerequisite: To send SMS messages, the following requirements must be met:

- The wireless coverage indicator should show a level of wireless coverage.
- **GPRS**, **gprs**, or **GSM** must appear with the wireless coverage indicator on the Home screen.

Send an SMS message

1. On the Home screen, click the **Compose** icon. The To screen appears.
2. Click **[Use Once]**. A menu appears.

3. Click **SMS**. The One Time SMS screen appears.



To screen menu — SMS item

4. Type your contact's SMS-compatible phone number.

Tip: When you type an SMS-compatible number, include the country code and the area code. If you have set your smart dialing options in the phone application, you do not need to type the country code and area code. Refer to "Setting smart dialing options" on page 66 for more information.

5. Click the trackwheel. A menu appears.
6. Click **Continue**.
7. Type a message.
8. Click the trackwheel. A menu appears.
9. Click **Send**. The message is sent.

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.

Note: Sending an SMS message to a wireless device that is registered on a different wireless network might not function as expected. Contact your service provider for more information on sending SMS messages between wireless networks.

Send an SMS message to a contact in your address book

1. On the Home screen, click the **Compose** icon. The To screen appears.
2. Click a contact with an SMS-compatible number. A menu appears.
3. Click **SMS <contact name>**.
4. Type a message.
5. Click the trackwheel. A menu appears.
6. Click **Send**. The message is sent.

Reply to an SMS message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click an SMS message. A menu appears.
3. Click **Reply**.

Tip: To delete the previous messages from the screen, click the trackwheel. A menu appears. Click **Remove History**.

4. Type a message.
5. Click the trackwheel. A menu appears.
6. Click **Send**. The message is sent.

Forward an SMS message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click an SMS message. A menu appears.
3. Click **Forward**. The Select Address screen appears.

4. Click a contact with an SMS-compatible number. A menu appears.
5. Click **SMS <contact name>**.
6. Type a message.
7. Click the trackwheel. A menu appears.
8. Click **Send**. The message is sent.

Resend an SMS message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click an SMS message. A menu appears.
3. Click **Open**. The message appears.
4. Click the trackwheel. A menu appears.
5. Click **Resend**. The message is sent.

Setting SMS message options

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **SMS**. The SMS screen appears.
3. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Leave messages on SIM Card	Set whether SMS messages are saved on your SIM card.	No
Delivery Reports	Set whether you receive notification when your SMS message is delivered to the contact.	Off
Validity Period	Set how long the service center keeps an SMS message if it cannot be delivered to your contact immediately.	Max

Field	Description	Default
Sent As	Set the type of SMS message to send.	Text
Number of Previous Items	Set the number of previous SMS messages that appear when you view an SMS message.	7
Service Center	This field displays the phone number for the service center through which your SMS messages are sent.	—
Network To Send Over	Set whether you want SMS messages to be sent over the GSM or GPRS network.	GSM

4. Click the trackwheel. A menu appears.
5. Click **Save**. The options are saved.

Managing messages

Saving messages

You can save important messages in the Saved Messages application. If your handheld must delete messages to free memory, it does not delete saved messages.

Save a message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a message. A menu appears.
3. Click **Save**. The message is saved in the Saved Messages application.

Tip: To open a saved message, on the Home screen, click the **Saved Messages** icon.

Deleting messages

You should delete unnecessary messages from your handheld. If your handheld memory is full, your handheld deletes the oldest messages from the Messages application to accommodate new ones.

Delete a message

Note: If, on the Message List Options screen, the **Delete On** option is set to **Mailbox & Handheld**, messages that you delete on your handheld are also deleted from your computer during email reconciliation. Refer to "Set message options" on page 20 for more information.

1. Select one of the following options:
   - To delete a message from the Messages application, on the Home screen, click the **Messages** icon.
   - To delete a message from the Saved Messages application, on the Home screen, click the **Saved Messages** icon.
2. Click a message. A menu appears.
3. Click **Delete**. A dialog box appears.
4. Click **Delete**. The message is deleted.

Delete messages prior to a specific date

1. Select one of the following options:
   - To delete messages from the Messages application, on the Home screen, click the **Messages** icon.
   - To delete messages from the Saved Messages application, on the Home screen, click the **Saved Messages** icon.
2. Click a date. A menu appears.
3. Click **Delete Prior**. A dialog box appears.

4. Click **Delete**. The messages are deleted.

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

Empty the deleted messages folder on your computer from your handheld

Prerequisite: To delete messages from the Deleted Items folder on your computer, the following requirements must be met:

- Your handheld must be integrated with an enterprise email account.
- Your handheld must be enabled on the BlackBerry Enterprise Server version 3.6 or later for Microsoft Exchange.
- Wireless email reconciliation must be enabled on your handheld. Refer to "Set message options" on page 20 for more information.

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Purge Deleted Items**. A dialog box appears.
4. Click **Yes**. The Deleted Items folder on your computer is emptied.

Reconciling email messages

When email messages are reconciled, any message that you open, file, or delete on your handheld is also opened, filed, or deleted on your computer depending on how you set your message options.

Lotus Domino If you use Lotus Notes, opened and unopened messages are not reconciled between your computer and your handheld.

If wireless email reconciliation is not enabled on your handheld, you must use the BlackBerry Desktop Software to reconcile your handheld and desktop messages. Refer to the *Desktop Software: Intellisync Help* for more information.

If wireless email reconciliation is enabled on your handheld, your handheld and desktop messages are reconciled over the wireless network automatically. Refer to "Set message options" on page 20 for more information on enabling wireless email reconciliation.

Tip: If wireless email reconciliation is enabled on your handheld, you can reconcile email messages manually. Click the **Messages** icon. The Messages screen appears. Click the trackwheel. A menu appears. Click **Reconcile Now**.

Filing email messages

Prerequisite: To file email messages, the following requirements must be met:

- Your handheld must be integrated with an enterprise email account using the BlackBerry Enterprise Server or BlackBerry Desktop Redirector.
- You have folders in your desktop email program.
- You reconciled your email messages so that the folders from your desktop email program appear on your handheld.

File an email message

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click an email message. A menu appears.
3. Click **File**. The Select Folder screen appears.

Select Folder screen

4. Click a folder. A menu appears.

Tip: To expand a folder on the Select Folder screen, click a folder with a plus sign (+) beside it. A menu appears. Click **Expand**.

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

5. Click **File**. The message is filed.

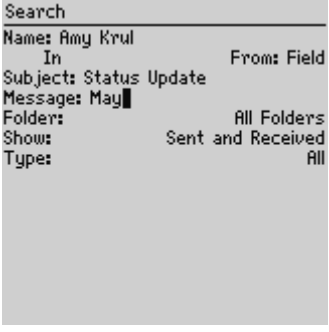
Tip: To display filed messages on the Messages screen, set the **Hide Filed Messages** option on the Message List Options screen to **No**.

To remove a filed message from a folder, file the message in the Inbox folder.

Searching for messages

Search for a message

1. On the Home screen, click the **Search Messages** icon. The Search screen appears.



Search screen — Specifying search criteria

2. In one or more of the following fields, type message information:

Field	Description
Name	Type a name, email address, PIN, or phone number.
Subject	Type text that the handheld should search for in the subject of messages.
Message	Type text that the handheld should search for in the body of messages.

3. In one or more of the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
In	Set the address field in which you want to search.	Any Address Field
Folder	Set the folder in which you want to search. ▷ To select a folder, press the **Space** key. The Select Folder screen appears. Click a folder. A menu appears. Click **Select Folder**.	All Folders
Show	Set whether you want to search for sent, received, or saved messages.	Sent and Received
Type	Set the type of message for which you want to search.	All

4. Click the trackwheel. A menu appears.
5. Select one of the following options:
   - To perform a search without saving the search criteria, click **Search**.
   - To save the search criteria, click **Save**. The Save Search screen appears. Type a name and a shortcut key for your search. Click the trackwheel. A menu appears. Click **Save**.

View, edit, or delete a saved search

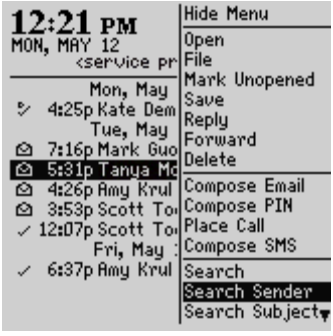
1. On the Home screen, click the **Search Messages** icon. The Search screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Recall**. Your saved searches appear.
4. Click a search. A menu appears.
5. Select one of the following options:
   - To view the search criteria, click **Select Search**.
   - To edit the search criteria, click **Edit Search**. Edit the search criteria. Click the trackwheel. A menu appears. Click **Save**.
   - To delete the search, click **Delete Search**. A dialog box appears. Click **Delete**.

Tip: To view the criteria of your last search quickly, on the Search screen, click the trackwheel. Click **Last**. The Search screen displays the criteria of the last search that you performed.

Search for a message by sender, recipient, or subject

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a message. A menu appears.
3. Select one of the following options:

- To search for all messages that relate to the sender of the selected message, click **Search Sender**.
- To search for all messages that relate to the recipient of the selected message, click **Search Recipient**.
- To search for messages with the same subject as the selected message, click **Search Subject**.



Messages screen menu — Search Sender item

Marking messages

Mark a message as unopened or opened

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a message. A menu appears.
3. Select one of the following options:
   - To mark the message as opened, click **Mark Opened**.
   - To mark the message as unopened, click **Mark Unopened**.

Mark messages prior to a specific date as opened

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a date. A menu appears.
3. Click **Mark Prior Opened**. All messages prior to the selected date are marked as opened.

2

Address book

This section provides information on the following topics:

- Adding contacts
- Managing the address book
- Setting address book options
- Managing the SIM card phone book

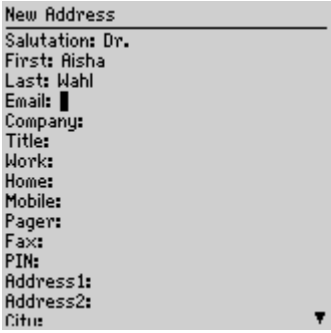
Adding contacts

Enterprise email account

You can import contacts from your desktop email program. Refer to the *Desktop Software: Backup and Restore Help* for more information.

Create a contact

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **New Address**. The New Address screen appears.



New Address screen

4. In one or more of the following fields, type contact information:

Field	Description
Salutation	Type a salutation (for example, Mr., Ms., Dr.).
First	Type a first name.
Last	Type a last name.
Email	Type an email address. Press the **Space** key to insert the at sign (@); press it again to insert a period. ▷ To add more than one email address for the contact, click the trackwheel. A menu appears. Click **Add Email Address**.

Field	Description
Company	Type a company name.
Title	Type a job title.
Work, Home, Mobile, Pager	Type the appropriate phone number. ▷ To insert an extension, type **x** or **ext**. Type the extension number. You can use a wait or pause to separate additional numbers (for example, a password or extension) from the main number. When the phone number is dialed, your handheld either pauses before dialing the additional numbers (pause) or prompts you to type them (wait). ▷ To insert a pause or wait, click the trackwheel. A menu appears. Click **Add Wait** or **Add Pause**. Type the additional numbers.
Fax	Type a fax number.
PIN	Type a BlackBerry handheld personal identification number.
Address 1	Type a street address.
Address 2	Type any additional address information.
City	Type a city.
State / Prov	Type a state or province.
ZIP / Postal Code	Type a ZIP code or postal code.
Country	Type a country.
User 1, User 2, User 3, User 4	Type additional information (for example, a birthday or anniversary). ▷ To change the name of a user-defined field for all contacts, click the trackwheel. A menu appears. Click **Change Field Name**.
Notes	Type any notes.

5. Click the trackwheel. A menu appears.
6. Click **Save**. The contact is saved.

Create a group

After you create contacts, you can create a group. If you send an email message to a group, the message is sent to all group members at the same time.

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **New Group**. The New Group screen appears.
4. Type a group name.
5. Click the trackwheel. A menu appears.
6. Click **Add Member**. The Select Address screen appears.
7. Click a contact. A menu appears.
8. Click **Continue**. The New Group screen appears with the contact added as a new member.
9. To add more contacts to your group, repeat steps 5 through 8.
10. Click the trackwheel. A menu appears.
11. Click **Save Group**. The group is saved.

Add contact information from the Messages screen

You can add a sender's email address or PIN from a message and the phone number of a caller or contact from a phone call log.

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a message or phone call log. A menu appears.
3. Click **Open**. The message or phone call log appears.
4. Click the trackwheel. A menu appears.
5. Click **Add To Address Book**. The New Address screen appears.

6. Type contact information.
7. Click the trackwheel. A menu appears.
8. Click **Save**. The contact is saved.

Add contact information from the Phone screen

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click a phone number. A menu appears.
3. Click **Add To Address Book**. The New Address screen appears.
4. Type contact information.
5. Click the trackwheel. A menu appears.
6. Click **Save**. The contact is saved.

Add contact information from a link

Links for email addresses and phone numbers appear as underlined text.

1. Click an email address or phone number link. A menu appears.
2. Click **Add To Address Book**. The New Address screen appears.
3. Type contact information.
4. Click the trackwheel. A menu appears.
5. Click **Save**. The contact is saved.

Add contact information from your SIM card phone book

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.

3. Click **SIM Phone Book**. The Find screen appears.
4. Click a contact. A menu appears.
5. Click **Add To Address Book**. The ADN Phonebook Entry screen appears.
6. Click the trackwheel. A menu appears.
7. Click **Save**. The contact is saved.

Managing the address book

Open a contact or group

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Select one of the following options:
   - Click a contact. A menu appears. Click **View**. The contact information appears.
   - Click a group. A menu appears. Click **View Group**. The group member list appears.

Tip: To view information for a contact in the group, click the contact. A menu appears. Click **View Member**.

Edit a contact

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click a contact. A menu appears.
3. Click **Edit**. The Edit Address screen appears.
4. Edit the contact information.
5. Click the trackwheel. A menu appears.

6. Click **Save**. The edited contact is saved.

Edit a group

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click a group. A menu appears.
3. Click **Edit Group**. The Edit Group screen appears.
4. Click a contact. A menu appears.
5. Select one of the following options:
   - To delete the contact, click **Delete Member**. A dialog box appears. Click **Delete**. Proceed to step 8.
   - To replace the contact with another contact, click **Change Member**. The Select Address screen appears.
   - To add a contact, click **Add Member**. The Select Address screen appears.
6. Click a contact. A menu appears.
7. Click **Continue**. The Edit Group screen appears.
8. Click the trackwheel. A menu appears.
9. Click **Save Group**. The edited group is saved.

Delete a contact or group

If you delete a group, the individual contacts still appear in your address book.

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Select one of the following options:
   - Click a contact. A menu appears. Click **Delete**.

- Click a group. A menu appears. Click **Delete Group**.

A dialog box appears.

3. Click **Delete**. The contact or group is deleted.

Search for a contact in a remote address book

You can search for contact information in your company's Global Address List or Notes Address Book.

Prerequisite: To search for contacts in a remote address book, the following requirements must be met:

- Your handheld must be integrated with an enterprise email account.
- Your handheld must be enabled for Remote Address Lookup on a BlackBerry Enterprise Server version 3.5 or later for Microsoft Exchange or a BlackBerry Enterprise Server version 2.2 or later for Lotus Domino.

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Type a contact name.
3. Click the trackwheel. A menu appears.
4. Click **Lookup**. The Find screen displays the search status and indicates when the search is complete.
5. Click the trackwheel. A menu appears.
6. Click **View Lookup**. The results of your search appear.
7. Click a contact. A menu appears.
8. Click one of the following menu items:

Menu item	Description
Lookup	enables you to specify or edit search criteria
Resolve	adds the selected contact to your address book temporarily
Add	adds the selected contact to your address book
Add All	adds all the contacts to your address book
Delete	deletes the selected contact from the search results

Menu item	Description
Delete Lookup	deletes the search results
View	displays the selected contact's information
Get More Results	requests more search results from the BlackBerry Enterprise Server (the server sends a maximum of 20 results at one time)

Setting address book options

Set address book options

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Address Book Options screen appears.
4. In the following fields, press the **Space** key until the preferred option appears:

Field	Option	Default
Sort By	Set how your contacts are sorted.	First Name
Confirm Delete	Set whether you are prompted before contacts are deleted.	Yes
Allow Duplicate Names	Set whether the same name can appear more than once in your address book.	Yes

5. Click the trackwheel. A menu appears.
6. Click **Save**. The options are saved.

Managing the SIM card phone book

You can access the abbreviated dialing numbers (ADNs) and service dialing numbers (SDNs) that are saved on your SIM card.

Prerequisite: To view the SIM card phone book, you must have the phone application on your handheld.

To create or edit SIM card contacts, your SIM card must be provisioned appropriately.

View the SIM card phone book

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **SIM Phone Book**. ADN entries appear in plain text and SDN entries appear in bold.

Create a SIM card contact

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **SIM Phone Book**. The Find screen appears.
4. Click the trackwheel. A menu appears.
5. Click **New**. The ADN Phonebook Entry screen appears.
6. In the **Name** field, type a name.
7. In the **Phone** field, type a phone number.
8. Click the trackwheel. A menu appears.
9. Click **Save**. The contact is saved.

Edit a SIM card contact

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **SIM Phone Book**. The Find screen appears.
4. Click a contact. A menu appears.
5. Click **Edit**. The ADN Phonebook Entry screen appears.
6. Edit the contact information.
7. Click the trackwheel. A menu appears.
8. Click **Save**. The edited contact is saved.

Delete a SIM card contact

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **SIM Phone Book**. The Find screen appears.
4. Click a contact. A menu appears.
5. Click **Delete**. A dialog box appears.
6. Click **Delete**. The contact is deleted.

3

Phone

Depending on your service provider's plan, the phone or some of its features might not be available on your handheld. Contact your service provider or network operator for more information on available services.

This section provides information on the following topics:

- Making phone calls
- Answering phone calls
- Using phone features
- Managing phone call logs
- Setting phone options
- Viewing phone information

Making phone calls

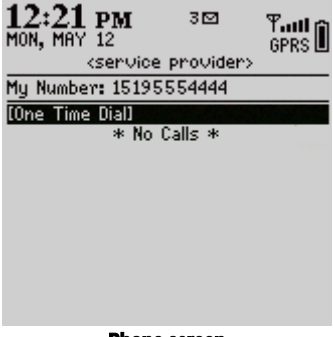
Prerequisite: To make a phone call, the following requirements must be met:

- The wireless coverage indicator must show a level of wireless coverage.
- **GPRS**, **gprs**, or **GSM** must appear with the wireless coverage indicator on the Home screen.

Make a call

Note: If you are using a headset, insert the headset connector into the headset jack at the top of the handheld.

1. On the Home screen, click the **Phone** icon. The Phone screen appears.



Phone screen

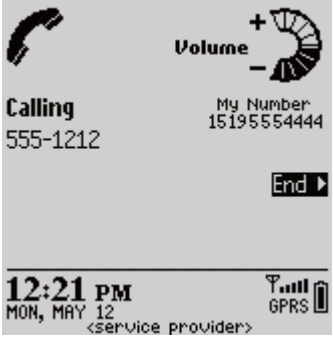
2. Click **One Time Dial**. The Enter Phone Number dialog box appears.

Tip: On the Phone screen, you can also press the **Space** key to open the Enter Phone Number dialog box.

3. Type a phone number.

Tip: To type a phone number extension, hold the **8** key until the letter **x** appears. Type the phone number extension.

4. Click **Call**. The phone number is dialed.



Active Call screen

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

Call a contact that appears on your Phone screen

The Phone screen lists the contact names or phone numbers for your last 20 calls.

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click a contact or a phone number. A menu appears.
3. Click **Call <contact name or phone number>**. The phone number is dialed.
4. To end the call, hold the **Escape** button.

Tip: To delete a contact or a phone number that appears on the Phone screen, click the contact or the phone number. A menu appears. Click **Delete**.

Call a contact in your address book

1. On the Home screen, click the **Phone** icon. The Phone screen appears.

2. Type the first letters of a contact. Contacts that start with these letters appear.
3. Click a contact. A menu appears.
4. Click **Call <contact name>**. The phone number is dialed.
5. To end the call, hold the **Escape** button.

Call a contact using a link

In messages and on web pages, phone numbers appear as links.

1. Click a phone number link. A menu appears.
2. Click **Call**. The phone number is dialed.
3. To end the call, hold the **Escape** button.

Call an emergency phone number

You can call an emergency phone number even when your handheld is locked or the SIM card is not inserted. If you call an emergency phone number when the radio is off, the radio turns on automatically.

Warning: If your handheld is locked, you can only make calls to emergency numbers (for example, 911 or 112).

1. Select one of the following options:
   - On the Home screen, click the **Phone** icon. The Phone screen appears. Click **One Time Dial**.
   - If your handheld is locked, click the trackwheel. A dialog box appears. Click **Emergency Call**. A dialog box appears. Click **Yes**.
2. Type an emergency phone number (for example, **911** or **112**).
3. Click the trackwheel. The emergency number is dialed.
4. To end the call, hold the **Escape** button.

Call your voice mail

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Call Voice Mail**.
   - If a voice mail access phone number is available, your voice mail access number is dialed.
   - If a voice mail access phone number is not available, a dialog box appears. Type your voice mail access number. Click the trackwheel. Your voice mail access number is dialed.
4. To end the call, hold the **Escape** button.

Tip: To call your voice mail quickly, in the Phone application, press and hold **1**.

Answering phone calls

Answer a call

1. In the dialog box that appears when you receive a call, select one of the following options:

Option	Description
Answer	answers the incoming call
Answer and Hold	answers the incoming call and places it on hold
Answer - Drop Current	ends the current call and answers the incoming call
Answer - Hold Current	places the current call on hold and answers the incoming call
Answer - Drop All	ends all current calls and answers the incoming call
Ignore	ignores the incoming call

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

Using phone features

Adjust the volume

1. On the Active Call screen, select one of the following options:
   - To increase the volume, roll the trackwheel up.
   - To decrease the volume, roll the trackwheel down.

Tip: To adjust the volume while you are using another handheld application, click the trackwheel. A menu appears. Click **Volume**. Roll the trackwheel up or down to change the volume.

Place a call on hold

1. During a call, click the trackwheel. A menu appears.
2. Click **Hold**. The call is placed on hold.
3. To resume the call, click the trackwheel. A menu appears.
4. Click **Resume**. The call is resumed.

Mute a phone call

If you mute a phone call, you can hear your contact, but your contact cannot hear you.

1. During a call, click the trackwheel. A menu appears.
2. Click **Mute**. A tone sounds and the call is muted.
3. To turn the mute feature off, click the trackwheel. A menu appears.
4. Click **Turn Mute Off**. A tone sounds and the mute feature is turned off.

Alternate between phone calls

If you are connected to two phone calls and you want to alternate between them, you can swap calls.

1. During a call, click the trackwheel. A menu appears.
2. Click **Swap**. The calls are swapped.

Make a conference call

You can talk to multiple contacts at one time.

Prerequisite: To use this feature, you must subscribe to a conference call service. Contact your service provider for more information.

1. During a call, click the trackwheel. A menu appears.
2. Click **New Call**. The Select Address screen appears and the current call is placed on hold.
3. Click a contact. A menu appears.
4. Click **Call <contact name>**. The phone number is dialed.
5. During the second call, click the trackwheel. A menu appears.
6. Click **Join**. You are connected to both calls.
   - To add another contact to your call, click the trackwheel. A menu appears. Click **Hold**. Repeat steps 1 through 4.
   - To speak privately with one contact, click the trackwheel. A menu appears. Click **Split Call**. The Select Call dialog box appears. Click a contact.
   - To disconnect one contact, click the trackwheel. A menu appears. Click **Drop Call**. The Select Call dialog box appears. Click a contact.
7. To end the conference call, hold the **Escape** button.

Use other applications during a call

If you use a headset with your handheld, you can use other applications during a phone call. You can compose email and PIN messages, but you cannot send or receive them until the call ends.

1. On the Active Call screen, click the trackwheel. A menu appears.
2. Click **Hide Call**. The Home screen appears.

Note: To end the call while you are using another application, click the trackwheel. A menu appears. Click **End Call**.

Use alpha-dialing

When you call a contact, your handheld enters number-lock mode. You can use the alpha-dialing feature to type letters when you enter a phone number or while you are on a call.

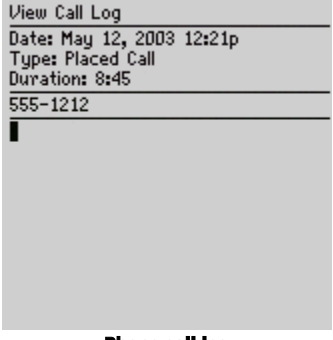
- To type one letter, press the **Right Shift** key. Press the letter key.
- To type multiple letters, press the **Alt** key + the **Right Shift** key. Your handheld enters character mode. To turn off character mode, press the **Right Shift** key again.

Managing phone call logs

The handheld creates a phone call log after each phone call. Phone call logs appear on the Messages screen and contain information about the call, including the date and time, duration, caller or recipient information, and any call notes.

Open a phone call log

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a phone call log. A menu appears.
3. Click **Open**. The phone call log appears.



Phone call log

Create or edit phone call notes

After a call ends, you can create call notes to record the details of your call.

Tip: If you use a headset with the handheld, you can add call notes during a call. Click the trackwheel. A menu appears. Click **Notes**. Type your notes. The notes are saved when the call ends.

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a phone call log. A menu appears.
3. Click **Open**. The View Call Log screen appears.
4. Click the trackwheel. A menu appears.
5. Select one of the following options:
   - To create call notes, click **Add Notes**. Type call notes.
   - To edit call notes, click **Edit Notes**. Edit the call notes.
6. Click the trackwheel. A menu appears.
7. Click **Save Notes**. The call notes are saved.

Forward a phone call log

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a phone call log. A menu appears.
3. Click **Forward**. The Select Address screen appears.
4. Click a contact. A menu appears.
5. Click **Email <contact name>**.
6. Type a message.
7. Click the trackwheel. A menu appears.
8. Click **Send**. The phone call log is forwarded.

Delete a phone call log

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click a phone call log. A menu appears.
3. Click **Delete**. A dialog box appears.
4. Click **Delete**. The phone call log is deleted.

Search for a phone call log

1. On the Home screen, click the **Search Messages** icon. The Search screen appears.
2. In one or more of the following fields, type phone call log information:

Field	Description
Name	Type a name or phone number.
Message	Type any text that you want the handheld to search for in call notes.

3. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Folder	Set the folder in which you want to search. ▷ To select a folder, press the **Space** key. The Select Folder screen appears. Click a folder. A menu appears. Click **Select Folder**.	All Folders
Show	Set whether you want to search for sent or received phone call logs.	Sent and Received
Type	Set the type of message for which you want to search.	All

4. Click the trackwheel. A menu appears.
5. Click **Search**. The Search Results screen appears.

Setting phone options

View the phone options

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.

Option	Description
Call Logging	Set whether phone call logs appear on the Messages screen. Select the type of calls that are logged.
Call Barring	Set whether incoming or outgoing calls are blocked. Select the type of calls that are blocked.
Call Forwarding	Set whether incoming calls are forwarded to another phone number.
Call Waiting	Set whether you are notified of incoming calls during a call.
General Options	Set general phone options.

Option	Description
Smart Dialing	Set dialing properties.
Voice Mail	Set your voice mail access number.
TTY Option	Enable or disable text telephone.

Setting call logging

You can set whether phone call logs appear on the Messages screen.

Set call logging

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.
4. Click **Call Logging**. The Call Logging screen appears.
5. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Show Logs In Message List	Set whether phone call logs appear on the Messages screen.	Yes
Log These Call Types	Set which types of calls generate a phone call log.	Selected

6. Click the trackwheel. A menu appears.
7. Click **Save**. The options are saved.

Setting call barring

Prerequisite: To block calls, the following requirements must be met:
- Your SIM card must be provisioned for call barring.
- You must have a default call barring password.

Contact your service provider for more information.

Set call barring options

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.
4. Click **Call Barring**. The Call Barring screen appears.
5. In the following check boxes, press the **Space** key to select or clear the option:

Option	Description	Default
All Incoming	Set whether all incoming calls are blocked.	cleared
Incoming If Roaming	Set whether incoming calls are blocked when you are roaming outside the coverage area of your home network.	cleared
All Outgoing	Set whether all outgoing calls are blocked.	cleared
Int'l Calls	Set whether outgoing calls to international phone numbers are blocked.	cleared
Int'l Not to Home PLMN	Set whether outgoing calls to international phone numbers that are not on your home network are blocked.	cleared

6. Click the trackwheel. A menu appears.
7. Click **Save**. The options are saved.

Enable or disable call barring

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.
4. Click **Call Barring**. The Call Barring screen appears.
5. Click the trackwheel. A menu appears.
6. Select one of the following options:
   - To enable call barring, click **Enable**. A dialog box appears. In the **Enter password** field, type your password.
   - To disable call barring, click **Disable**.
7. Click the trackwheel. A menu appears.
8. Click **Save**. The option is enabled or disabled.

Change your call barring password

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.
4. Click **Call Barring**. The Call Barring screen appears.
5. Click the trackwheel. A menu appears.
6. Click **Change Password**. A dialog box appears.
7. In the **Current Password** field, type your call barring password.
8. Click the trackwheel. A dialog box appears.
9. In the **New Password** field, type a new call barring password.
10. Click the trackwheel. A dialog box appears.

11. In the **Verify New Password** field, type the new password again.
12. Click the trackwheel. Your password is changed.

Setting call forwarding

Prerequisite: To set and enable call forwarding profiles, your SIM card must be provisioned for call forwarding. Contact your service provider for more information.

Set call forwarding profiles

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.
4. Click **Call Forwarding**. The profiles appear.

Profile	Description
All Calls	This profile forwards all calls to the specified phone number.
Unanswered Calls	This profile forwards calls to the specified number if you are on another call, you are not answering calls, or your handheld is not reachable.

5. Click a profile. A menu appears.
6. Click **Edit**. The Edit Forwarding Profile screen appears.
7. Type a phone number.
8. Click the trackwheel. A menu appears.
9. Click **Save**. The profile is saved.

Enable or disable a call forwarding profile

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.

3. Click **Options**. The Phone Options screen appears.
4. Click **Call Forwarding**. The Call Forwarding screen appears.
5. Click a profile. A menu appears.
6. Select one of the following options:
   - To enable the call forwarding profile, click **Enable**.
   - To disable the call forwarding profile, click **Disable**.

Tip: To enable or disable a call forwarding profile quickly, select it and press the **Space** key.

Setting call waiting

Set call waiting

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.
4. Click **Call Waiting**. The Call Waiting screen appears.
5. In the following field, press the **Space** key until the preferred option appears:

Field	Description	Default
Call Waiting Enabled	Set whether you receive notification for incoming calls during a call.	Yes

6. Click the trackwheel. A menu appears.
7. Click **Save**. The option is saved.

Setting general phone options

Set general phone options

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.
4. Click **General Options**. The General Options screen appears.
5. In the following fields, press the **Space** key until the preferred option appears:

Field	Option	Default
Auto Answer	Set whether calls are answered automatically when you remove your handheld from the holster.	Never
Auto Hangup	Set whether phone calls end when you insert your handheld in the holster.	Into Holster
Confirm Delete	Set whether you are prompted before phone numbers and contacts are deleted from the Phone screen.	Yes
Restrict My Identity	Set whether your handheld phone number is hidden from the recipient's call display when you make phone calls.	No
Sort By	Set how your contacts appear on the Phone screen.	Most Recent
Dial from Home Screen	Set whether you can dial phone numbers from the Home screen. If you set this field to **Yes**, you cannot use shortcut keys on the Home screen.	No

6. Click the trackwheel. A menu appears.
7. Click **Save**. The options are saved.

Setting smart dialing options

You can specify default country and area codes so that you do not have to specify these numbers each time that you type a phone number.

You can also set options for dialing corporate extensions. If you call a corporation frequently, you can set your smart dialing options so that you do not have to type the main number for the corporation. To call a contact in the corporation, you only need to type **x** and the extension number.

Set general smart dialing options

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.
4. Click **Smart Dialing**. The Smart Dialing screen appears.
5. In the following fields, type general smart dialing information:

Field	Description
Country Code	Type your country code.
Area Code	Type your area code.
National Number Length	Type the default length for phone numbers in your country. This value includes your area code and local number, but does not include your country code or National Direct Dialing prefix.

Set corporate smart dialing options

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.

4. Click **Smart Dialing**. The Smart Dialing screen appears.
5. In the following field, type corporate smart dialing information:

Field	Description
Call	Type the main phone number of a corporation that you call frequently. If you have set general smart dialing options, you do not need to specify an area or country code.

6. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Wait For	Set how long your handheld waits before dialing extensions. This option applies to extensions of the phone number that you specified in the **Call** field.	2 seconds
Extension Length	Set a default length for extensions of the phone number that you specified in the **Call** field.	Unknown

7. In the following field, press the **Space** key until the preferred option appears:

Field	Description	Default
Wait For	Set how long your handheld waits before dialing extensions. This option applies to extensions of phone numbers other than the one you specified in the **Call** field.	2 seconds

8. Click the trackwheel. A menu appears.
9. Click **Save**. The options are saved.

Setting voice mail options

If your SIM card is provisioned for voice mail, a voice mail access number appears on the Voice Mail screen. If your SIM card is not provisioned for voice mail or you want to choose a different voice mail system, you can specify a voice mail access number.

Set voice mail options

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.
4. Click **Voice Mail**. The Voice Mail screen appears.
5. In the following fields, type voice mail information:

Field	Description
Access Number	Type a voice mail access number.
Additional Numbers	Type any additional numbers for your voice mail (for example, a password or an extension number).

6. Click the trackwheel. A menu appears.
7. Click **Save**. The options are saved.

Setting TTY options

You can use text telephone (TTY) to make calls to and receive calls from other TTY devices. If you connect your handheld to a TTY device, phone calls that you receive on your handheld are converted to text.

Prerequisite: To use text telephone, the following requirements must be met:

- Your service provider must support TTY devices.
- Your TTY device must operate at 45.45 bps. The handheld does not support devices that operate at 50 bps.
- The TTY device connector must be inserted into the headset jack that is located at the top of your handheld. If you use an RJ-11 connector, you must use an adapter to connect the TTY device to your handheld.

Set the TTY option

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Phone Options screen appears.
4. Click **TTY Option**. The TTY Option screen appears.
5. In the following field, press the **Space** key until the preferred option appears:

Field	Description	Default
TTY Mode	Set whether the TTY feature is enabled or disabled.	No

6. Click the trackwheel. A menu appears.
7. Click **Save**. The option is saved.

Viewing phone information

The Phone Info screen displays the duration of your calls and your handheld phone number.

View phone information

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Status**. The Phone Info screen displays your handheld phone number, the length of your last call, and the total length of all your calls.

Reset call timers

1. On the Home screen, click the **Phone** icon. The Phone screen appears.

2. Click the trackwheel. A menu appears.
3. Click **Status**. The Phone Info screen appears.
4. Click either **Last Call** or **Total Calls**. A menu appears.
5. Select one of the following options:
   - To clear the timer, click **Clear Timer**.
   - To clear both timers, click **Clear All Timers**.
6. Click the trackwheel. A menu appears.
7. Click **Save**. The timer is reset.

4

Browser

Depending on your service provider's plan, a browser or some browser features might not be available on your handheld. Contact your service provider for more information on available services.

This section provides information on the following topics:

- About the handheld browsers
- Configuring a browser
- Browsing web pages
- Using bookmarks
- Managing the browser
- Setting browser options

About the handheld browsers

Your handheld supports the following browser types:

- **Wireless Application Protocol (WAP) Browser:** Use this browser to open web pages using your service provider's gateway. The options and available services vary depending on your service provider.
- **BlackBerry Browser:** Use this browser to open web pages using your corporate Mobile Data Service.

Prerequisite: To use the BlackBerry Browser, the following requirement must be met:

- Your handheld must be enabled for Mobile Data Service on a BlackBerry Enterprise Server version 3.5 or later for Microsoft Exchange or a BlackBerry Enterprise Server version 2.2 or later for Lotus Domino.

Configuring a browser

Configure a browser

You can change the home page for a browser.

1. On the Home screen, click a browser icon. A startup screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Browser Options screen appears.
4. Click **Browser Configuration**. The Browser Configuration screen appears.
5. In the **Home Page Address** field, type a URL.

6. In the following fields, press the **Space** key until the preferred option appears.

Field	Description	Default
Show Images	Set whether images load when you open a web page.	On WML & HTML Pages
Show Image Placeholders	Set whether image placeholders appear if images do not load.	No
Content Mode	Set the type of content that your browser accepts.	WML & HTML

Warning: Do not change the information in any other fields on this screen.

7. Click the trackwheel. A menu appears.
8. Click **Save Options**. The configuration is saved.

Browsing web pages

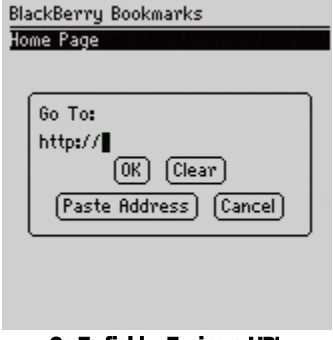
The browser is optimized to view WML and HTML web pages.

Prerequisite: To browse web pages, the following requirements must be met:

- The wireless coverage indicator must show a level of wireless coverage.
- **GPRS** must appear with the wireless coverage indicator on the Home screen.

Open a web page by typing a URL

1. On the Home screen, click a browser icon. The startup screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Go To**. A dialog box appears.
4. In the **Go To** field, type a URL.



Go To field — Typing a URL

Tip: Press the **Space** key to insert a period. Press a **Shift** key + the **Space** key to insert a slash mark (/).

5. Click **OK**. The browser requests the web page.

Open a web page from a link

Links to web pages appear as underlined text and usually contain the name or URL of a web page.

1. Click a link. A menu appears.
2. Click **Get Link**. The browser requests the web page.

Tip: To open a web page from a link quickly, select the link and hold the trackwheel.

Cancel a web page request

1. While a web page is loading, click the trackwheel. A menu appears.
2. Click **Stop**. The browser stops requesting the web page.

Navigate on a web page

Navigation on a web page varies according to the layout on each page and the items that you have selected. A web page can contain customized menu items or links.

1. On a web page, select one of the following options:
   - To select a menu item, click the trackwheel. A menu appears. Click a menu item.
   - To select a link on a web page, click the link.

Tip: To see a list of browser shortcut keys, click the trackwheel. A menu appears. Click **Help**.

Navigate between web pages

1. On a web page, click the trackwheel. A menu appears.
2. Select one of the following options:
   - To move back a page, click **Previous** or press the **Escape** button.
   - To move forward a page, click **Next**.

View images on a web page

1. On a web page, click an image or image placeholder. A menu appears.
2. Select one of the following options:
   - To view the image on its own page, click **Full Image**.
   - To load more images on the web page, click **More Images**.
   - To load all the images on the web page, click **All Images**.

Refresh a web page

You can refresh a web page to view the most current information, or if a web page stops responding.

1. On a web page, click the trackwheel. A menu appears.
2. Click **Refresh**. The web page is refreshed.

Save a web page to the Messages screen

You can save a web page to your Messages screen instead of creating a bookmark that appears on the Bookmarks screen.

1. On a web page, click the trackwheel. A menu appears.
2. Select one of the following options:
   - If the web page is not loaded yet, click **Save Request**.
   - If the web page is loaded, click **Save Page**.

   The requested web page is saved as a message on the Messages screen.

Tip: To open a web page from the Messages screen, click a saved web page. A menu appears. Click **Open Page**.

View the URL of a web page

You can view the URL of a web page while you browse it.

1. On a web page, click the trackwheel. A menu appears.
2. Click **Page Address**. The Address dialog box displays the address of the web page.

View the security settings for a web page

1. On a web page, click one of the following icons:

Icon	Description
	browser connection to the web page is secure
	browser connection to the web page is not secure

A dialog box displays security setting information.

Download applications

You can download applications to use on your handheld.

Note: Research In Motion does not in any way endorse or guarantee the security of third-party applications, and your usage of third-party applications is your sole responsibility.

1. On a web page, click an application link. A menu appears.
2. Click **Get Link**. The application information appears.

Application information

3. Click **Download**. A dialog box appears.
4. Click **OK**. The application is downloaded.

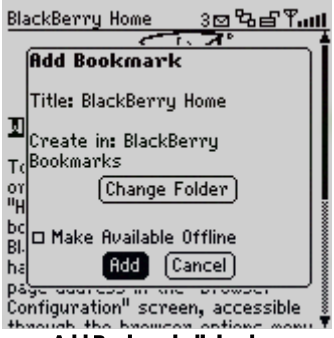
The new application is added to your handheld.

Using bookmarks

You can save the addresses of your favorite web pages as bookmarks. Bookmarks appear in the browser, on the Bookmarks screen.

Create a bookmark

1. On a web page, click the trackwheel. A menu appears.
2. Click **Add Bookmark**. The Add Bookmark dialog box appears.



Add Bookmark dialog box

3. In the following fields, review or edit the information:

Field	Description	Default
Title	This field displays the name of the bookmark.	—
Create in	Set the folder in which the bookmark is saved. ▷ To set a different folder, click **Change Folder**. The Bookmarks screen appears. Click a folder. A menu appears. Click **Select Folder**. Refer to "Create a folder for bookmarks" on page 81 for more information.	Browser Bookmarks

Field	Description	Default
Make Available Offline	Set whether you can view the web page when you are not connected to the wireless network. When you view a web page offline, it displays the information that was current when you saved the bookmark. ▷ To select or clear the check box, press the **Space** key.	cleared

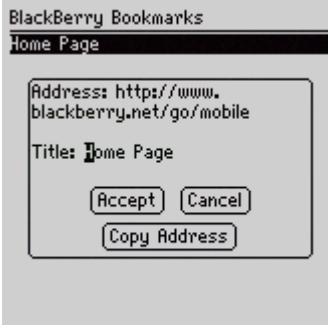
4. Click **Add**. The bookmark is saved.

Open a bookmark

1. In a browser, click the trackwheel. A menu appears.
2. Click **Bookmarks**. The Bookmarks screen appears.
3. Click a bookmark. A menu appears.
4. Click **Get Link**. The browser requests the web page.

Edit a bookmark

1. In a browser, click the trackwheel. A menu appears.
2. Click **Bookmarks**. The Bookmarks screen appears.
3. Click a bookmark. A menu appears.
4. Click **Edit Bookmark**. A dialog box appears.
5. Edit the bookmark.



Bookmarks screen — Editing a bookmark

Note: To change the **Make Available Offline** option, you must create the bookmark again. Refer to "Create a bookmark" on page 78 for more information.

6. Click **Accept**. The edited bookmark is saved.

Move a bookmark

1. In a browser, click the trackwheel. A menu appears.
2. Click **Bookmarks**. The Bookmarks screen appears.
3. Click a bookmark. A menu appears.
4. Select one of the following options:
   - To move the bookmark one item higher in the list, click **Move Bookmark Up**.
   - To move the bookmark one item lower in the list, click **Move Bookmark Down**.
   - To move the bookmark to another folder, click **Move Bookmark**. The Select Destination Folder screen appears. Click a folder. A menu appears. Click **Select Folder**.

Delete a bookmark

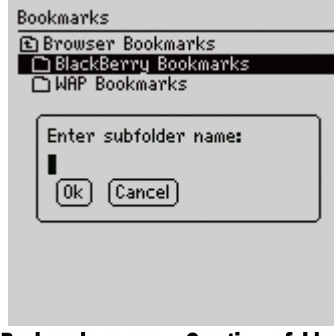
1. In a browser, click the trackwheel. A menu appears.
2. Click **Bookmarks**. The Bookmarks screen appears.
3. Click a bookmark. A menu appears.
4. Click **Delete Bookmark**. A dialog box appears.
5. Click **Delete**. The bookmark is deleted.

Note: You cannot delete the **Home Page** bookmark.

Create a folder for bookmarks

You can create folders within the Bookmarks folder.

1. In a browser, click the trackwheel. A menu appears.
2. Click **Bookmarks**. The Bookmarks screen appears.
3. Click the trackwheel. A menu appears.
4. Click **View Bookmark Subfolders**. The Bookmarks screen appears.
5. Click the trackwheel. A menu appears.
6. Click **Add Subfolder**. A dialog box appears.



Bookmarks screen — Creating a folder

7. In the **Enter subfolder name** field, type a name for the folder.
8. Click **OK**. The folder is saved.

Rename a folder for bookmarks

1. In a browser, click the trackwheel. A menu appears.
2. Click **Bookmarks**. The Bookmarks screen appears.
3. Click the trackwheel. A menu appears.
4. Click **View Bookmark Subfolders**. The Bookmarks screen appears.
5. Click a folder. A menu appears.
6. Click **Rename Folder**. A dialog box appears.
7. In the **Enter subfolder name** field, type a new name for the folder.
8. Click **OK**. The renamed folder is saved.

Move between folders for bookmarks

Folders that contain other folders are marked with a plus sign (+).

1. On the Bookmarks screen, select one of the following options:
   - To select a folder, click the trackwheel. A menu appears. Click **Select Folder**.
   - To open a folder, click the trackwheel. A menu appears. Click **Open Folder**.
   - To move up a folder level, click the trackwheel. A menu appears. Click **Move Up**.
   - To move to the Bookmarks folder, click the trackwheel. A menu appears. Click **Go to Root**.

Managing the browser

Close a web page

1. In a browser, press the **Escape** button. The previous screen appears.

Hide the browser

You can hide the browser while you use other applications on your handheld.

1. In a browser, click the trackwheel. A menu appears.
2. Click **Hide**. The previous screen appears.
3. To return to the browser, on the Home screen, click the browser icon. The last web page that you viewed appears.

Close the browser

Closing the browser disconnects it from the wireless network.

1. In a browser, click the trackwheel. A menu appears.

2. Click **Close**.

Tip: To close the browser quickly, press and hold the **Escape** button.

View the browser history

The browser saves a list of the last 20 web pages that you visited during your browser session.

1. On a web page, click the trackwheel. A menu appears.
2. Click **History**. The History screen appears.

Clear a browser cache

You can clear the browser caches to free memory on your handheld. Each cache can store up to ten items.

1. In the browser, click the trackwheel. A menu appears.
2. Click **Options**. The Browser Options screen appears.
3. Click **General Properties**. The General Properties screen appears.
4. Click the trackwheel. A menu appears.
5. Select one of the following options:
   - To clear rendered pages, click **Clear Page Cache.**
   - To clear server data, click **Clear Raw Data Cache.**
   - To clear rendered pages and server data, click **Clear Content Caches**.
   - To clear browser cookies, click **Clear Cookie Cache**.
   - To clear content that was sent to your handheld, click **Clear Persistent Cache**.

View the browser connection information

You can view the host name of a web page, the duration of your browser session, and the amount of data sent and received by your browser.

1. On a web page, click one of the following icons:

Icon	Description
	browser is connected to the wireless network
	browser is not connected to the wireless network

A dialog box displays the browser connection information.

Setting browser options

Set browser options

1. In a browser, click the trackwheel. A menu appears.
2. Click **Options**. The Browser Options screen appears.
3. Click **General Properties**. The General Properties screen appears.
4. In the following check boxes, press the **Space** key to select or clear the option:

Field	Description	Default
Confirm close on Escape	Set whether you are prompted before the browser closes when you press the **Escape** button.	cleared
Confirm execute scripts	Set whether you are prompted before scripts are run.	cleared

5. Click the trackwheel. A menu appears.
6. Click **Save Options**. The options are saved.

5

Calendar

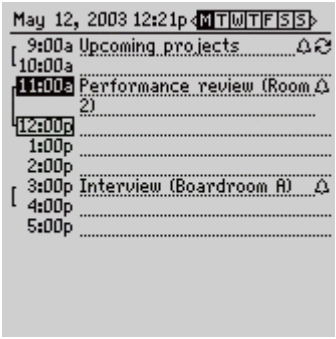
This section provides information on the following topics:

- Navigating in the calendar
- Managing appointments and meetings
- Setting calendar options

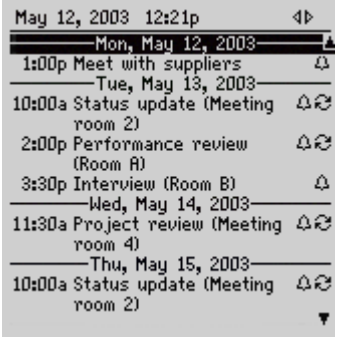
Navigating in the calendar

Change the calendar format

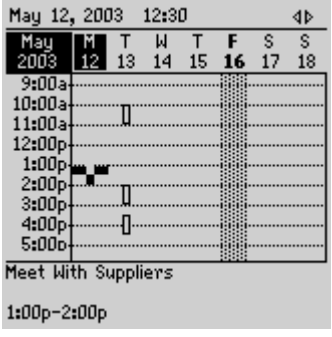
1. On the Home screen, click the **Calendar** icon. The calendar appears.
2. Click the trackwheel. A menu appears.
3. Select one of the following options:
   - To view your schedule for one day, click **View Day**.
   - To view a list of your appointments and meetings, grouped by day, click **View Agenda**.
   - To view your schedule for one week, click **View Week**.
   - To view your schedule for one month, click **View Month**.



Day format



Agenda format



Week format

Month format

Tip: To change days quickly in Day format, scroll to the navigation bar. Click a day.

View the current date

1. On the Home screen, click the **Calendar** icon. The calendar appears.
2. Click the trackwheel. A menu appears.
3. Click **Today**. The current date appears.

View a specific date

1. On the Home screen, click the **Calendar** icon. The calendar appears.
2. Click the trackwheel. A menu appears.
3. Click **Go to Date**. A dialog box appears.
4. In the **Go to Date** field, press the **Space** key until the preferred options appear.
5. Click the trackwheel. The date appears.

View the next or previous date

1. On the Home screen, click the **Calendar** icon. The calendar appears.
2. Click the trackwheel. A menu appears.
3. Select one of the following options:

Format	Option
Day	To view that day in the next week, click **Next Week**. To view that day in the previous week, click **Prev Week**.
Agenda	To view the next day on which you have an appointment or meeting, click **Next Day**. To view the previous day on which you have an appointment or meeting, click **Prev Day**.
Week	To view the next week, click **Next Week**. To view the previous week, click **Prev Week**.
Month	To view the next month, click **Next Month**. To view the previous month, click **Prev Month**. To view that month in the next year, click **Next Year**. To view that month in the previous year, click **Prev Year**.

Managing appointments and meetings

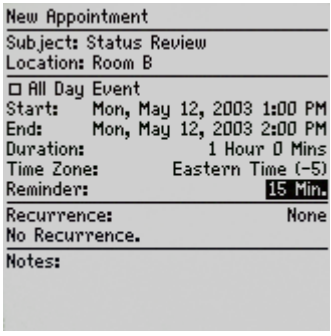
An appointment is a scheduled amount of time in the calendar. A meeting is an appointment to which contacts are invited.

Prerequisite: To manage meetings on your handheld, the following requirements must be met:

- Your handheld must be integrated with an enterprise email account.
- Your handheld must be enabled on a BlackBerry Enterprise Server version 2.1 or later.
- Wireless calendar synchronization is enabled. Refer to the *Desktop Software: Intellisync Help* for more information.

Create an appointment or meeting

1. On the Home screen, click the **Calendar** icon. The calendar appears.
2. Click the trackwheel. A menu appears.
3. Click **New**. The New Appointment screen appears.



New Appointment screen

4. In the following fields, type the appointment information:

Field	Description
Subject	Type the subject of the appointment.
Location	Type the location of the appointment.

5. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
All Day Event	Set whether the appointment occupies a full day.	cleared
Start	Set the date and time when the appointment starts.	selected date and time

Field	Description	Default
End	Set the date and time when the appointment ends. If you modify this field, the **Duration** field reflects the change. **Lotus Notes:** Lotus Notes users cannot create appointments that span days. The appointment must start and end on the same date.	30 minutes after start time
Duration	Set the length of the appointment. If you modify this field, the **End** field reflects the change.	0 Hours 30 Mins
Time Zone	Set the time zone in which the appointment occurs.	Eastern Time
Reminder	Set the amount of time in advance your handheld notifies you of the appointment. If you do not want to be notified, set this field to **None**.	15 Min.
Recurrence	Set whether you want the appointment to recur regularly, such as on a daily, weekly, or monthly basis. **Every:** Set the frequency of the appointment. **End:** Set the date on which the series of appointments ends. **Days:** If your appointment recurs weekly, set the days on which the appointment recurs. **Relative Date:** If your appointment recurs monthly or yearly, you can set whether the appointment recurs on the exact date or on the relative date. For example, you can set the appointment to recur on the 28th of each month (exact date) or on the last Monday of each month (relative date).	None 1 Never

6. In the **Notes** field, type any additional information for the appointment.
7. Click the trackwheel. A menu appears.
8. Select one of the following options:
   - To save the appointment, click **Save**.

- To create a meeting, proceed to step 9.

9. Click **Invite Attendee**. The Select Address screen appears.
10. Click a contact. A menu appears.
11. Click **Invite**.
12. To invite more contacts, repeat steps 9 through 11.

Tip: Do not invite yourself to the meeting. You are already registered as the person who created the meeting.

13. Click the trackwheel. A menu appears.
14. Click **Save**. A meeting invitation is sent.

Note: Any responses to your meeting invitation are received in the Messages application.

Warning: If you turn off the handheld by clicking the **Turn Power Off** icon, the handheld does not turn on to notify you of calendar reminders. To have the handheld turn on to notify you of a calendar reminder, select one of the following options:

- Turn off the handheld by pressing the **Power** button.
- Set the Auto On / Off feature. Refer to "Set Auto On / Off options" on page 110 for more information.

Create an appointment quickly

Prerequisite: To add appointments quickly, the **Enable Quick Entry** field must be set to **Yes**. Refer to "Set calendar options" on page 97 for more information.

1. On the Home screen, click the **Calendar** icon. The calendar appears.
2. Verify that the calendar is in Day format.

Tip: If the calendar is not in Day format, click the trackwheel. A menu appears. Click **View Day**. Day format appears.

3. Beside the start time, type the subject of the appointment.
4. Beside the subject, type a location in parentheses.

5. Roll the trackwheel to change the end time of the appointment.
6. Click the trackwheel. The appointment is saved.

Open an appointment or meeting

1. On the Home screen, click the **Calendar** icon. The calendar appears.
2. Verify that the calendar is in Day, Week, or Agenda format.

Tip: If the calendar is in Month format, click a day. A menu appears. Click **View Appts**. Day format appears.

3. Click an appointment or meeting. A menu appears.
4. Click **Open**. If the appointment or meeting recurs, a dialog box appears.
   - To open all occurrences of the appointment, click **Open the series**.
   - To open only the selected appointment, click **Open this occurrence**.

   The details of the meeting appear.

Open a meeting from the Messages screen

1. On the Messages screen, click a meeting invitation (or response). A menu appears.
2. Click **Open**. The meeting invitation (or response) appears.
3. At the bottom of the screen, click **Meeting Request** (or **Meeting Response**). A menu appears.
4. Click **Open Attachment**. The details of the meeting appear.

Accept or decline a meeting invitation

Meeting invitations appear as messages on the Messages screen.

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click the meeting invitation. A menu appears.
3. Click **Open**. The details of the meeting appear.

Tip: To check your calendar while you view the meeting invitation, click the trackwheel. A menu appears. Click **View Calendar**.

4. Click the trackwheel. A menu appears.
5. Select one of the following options:
   - To accept the meeting without sending comments, click **Accept**.
   - To decline the meeting without sending comments, click **Decline**.
   - To accept the meeting and send comments, click **Accept with comments**. The Comments screen appears. Type comments. Click the trackwheel. A menu appears. Click **Send**.
   - To decline the meeting and send comments, click **Decline with comments**. The Comments screen appears. Type comments. Click the trackwheel. A menu appears. Click **Send**.

     The response is sent to the person who created the meeting.

Edit an appointment or meeting

Note: You can only edit a meeting that you created.

1. On the Home screen, click the **Calendar** icon. The calendar appears.
2. Verify that the calendar is in Day, Week, or Agenda format.

Tip: If the calendar is in Month format, click a day. A menu appears. Click **View Appts**. Day format appears.

3. Click an appointment or meeting. A menu appears.
4. Click **Open**. If the appointment or meeting recurs, a dialog box appears.
   - To edit all occurrences of the appointment or meeting, click **Open the series**.
   - To edit only the selected appointment or meeting, click **Open this occurrence**.

   The Appointment Details screen appears.
5. Edit the appointment or meeting.

Lotus Domino Lotus Notes users cannot edit the **Start**, **End**, **Duration**, or **Time Zone** of a recurring appointment or meeting.

6. Click the trackwheel. A menu appears.
7. Select one of the following options:
   - To save the edited appointment or meeting, click **Save**.
   - To edit the contacts that are invited to a meeting, proceed to step 8.
8. In either the **Accepted** field or the **Declined** field, click a contact. A menu appears.
9. Select one of the following options:
   - To invite a new contact, click **Invite Attendee**. The Select Address screen appears. Click a contact. A menu appears. Click **Invite <contact>**.
   - To replace one contact with another contact, click **Change Attendee**. The Select Address screen appears. Click a contact. A menu appears. Click **Invite <contact>**.
   - To revoke the invitation to a contact, click **Remove Attendee**. A dialog box appears. Click **Delete**.
10. Click the trackwheel. A menu appears.

11. Click **Save**. An updated meeting invitation is sent.

Delete an appointment or meeting

Warning: If you delete a meeting invitation from the Messages screen before you accept or decline it, the appointment is deleted from your desktop calendar.

1. On the Home screen, click the **Calendar** icon. The calendar appears.
2. Verify that the calendar is in Day, Week, or Agenda format.

Tip: If the calendar is in Month format, click a day. A menu appears. Click **View Appts**. Day format appears.

3. Click an appointment or meeting. A menu appears.
4. Click **Delete**. A dialog box appears.
5. Select one of the following options:
   - If the appointment or meeting occurs once, click **Delete**.
   - If the appointment or meeting recurs, to delete all occurrences of the appointment, click **Delete the series**. To delete only the selected appointment, click **Delete this occurrence**.

   The appointment or meeting is deleted.

Tip: If you delete a meeting that you created, the Send cancellation to attendees dialog box appears. To send a cancellation notice to the contacts that you invited, click **Yes**.

Setting calendar options

Set calendar options

1. On the Home screen, click the **Calendar** icon. The calendar appears.

2. Click the trackwheel. A menu appears.
3. Click **Options**. The Calendar Options screen appears.
4. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Enable Quick Entry	Set whether you can add appointments quickly when the calendar is in Day format.	Yes
Initial View	Set the format that appears when the calendar opens.	Day
Default Reminder	Set the amount of time before an appointment or meeting that the handheld notifies you.	15 Min.
Confirm Delete	Set whether you are prompted before appointments are deleted.	Yes
Start of Day	Set the time at which your daily schedule begins.	9:00 AM
End of Day	Set the time at which your daily schedule ends.	5:00 PM
First Day of the Week	Set the day on which your weekly schedule begins.	Sun

5. Click the trackwheel. A menu appears.
6. Click **Save**. The options are saved.

6

Other applications

This section provides information on the following topics:

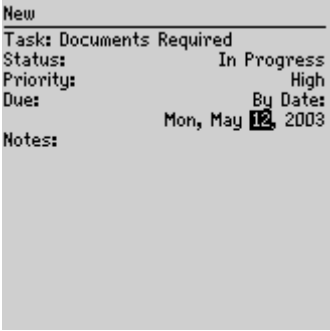
- Tasks
- MemoPad
- Calculator
- Alarm

Tasks

Create a task

You can create a task to track the progress of an assigned duty.

1. On the Home screen, click the **Tasks** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **New**. The New screen appears.



New screen

4. In the **Task** field, type the subject of the task.
5. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Status	Set the progress status of the task.	Not Started
Priority	Set the priority of the task.	Normal
Due	Set the date by which the task is to be completed.	None

6. In the **Notes** field, type any additional information for the task.
7. Click the trackwheel. A menu appears.

8. Click **Save**. The task is saved.

Open a task

1. On the Home screen, click the **Tasks** icon. The Find screen appears.
2. Click a task. A menu appears.
3. Click **Open**. The task appears.

Edit a task

1. On the Home screen, click the **Tasks** icon. The Find screen appears.
2. Click a task. A menu appears.
3. Click **Open**. The Edit Task screen appears.
4. Edit the task.
5. Click the trackwheel. A menu appears.
6. Click **Save**. The edited task is saved.

Change the status of a task

1. On the Home screen, click the **Tasks** icon. The Find screen appears.
2. Click a task. A menu appears.
3. Select one of the following options:
   - To show that the task is in progress, click **Mark In Progress**.
   - To show that the task is complete, click **Mark Completed**.

Note: To mark a task as **Waiting** or **Deferred**, you must edit the **Status** field of the task. Refer to "Edit a task" on page 101 for more information.

Delete a task

1. On the Home screen, click the **Tasks** icon. The Find screen appears.
2. Click a task. A menu appears.
3. Click **Delete**. A dialog box appears.
4. Click **Delete**. The task is deleted.

Tip: To delete all completed tasks, on the Find screen, click the trackwheel. A menu appears. Click **Delete Completed**.

Set task options

1. On the Home screen, click the **Tasks** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The Tasks Options screen appears.
4. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Sort By	Set how tasks are sorted on the Find screen.	Subject
Confirm Delete	Set whether you are prompted before tasks are deleted.	Yes

5. Click the trackwheel. A menu appears.
6. Click **Save**. The options are saved.

MemoPad

Create a memo

You can create a memo to record notes or lists.

1. On the Home screen, click the **MemoPad** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **New**. A blank memo appears.
4. In the **Title** field, type a name for the memo.
5. Press the **Enter** key.
6. Type a memo.
7. Click the trackwheel. A menu appears.
8. Click **Save**. The memo is saved.

Open a memo

1. On the Home screen, click the **MemoPad** icon. The Find screen appears.
2. Click a memo. A menu appears.
3. Click **View**. The memo appears.

Edit a memo

1. On the Home screen, click the **MemoPad** icon. The Find screen appears.
2. Click a memo. A menu appears.
3. Click **Edit**. The memo appears.
4. Edit the memo.
5. Click the trackwheel. A menu appears.
6. Click **Save**. The edited memo is saved.

Delete a memo

1. On the Home screen, click the **MemoPad** icon. The Find screen appears.
2. Click a memo. A menu appears.
3. Click **Delete**. A dialog box appears.
4. Click **Delete**. The memo is deleted.

Set MemoPad options

1. On the Home screen, click the **MemoPad** icon. The Find screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Options**. The MemoPad Options screen appears.
4. In the following field, press the **Space** key until the preferred option appears:

Field	Description	Default
Confirm Delete	Set whether you are prompted before memos are deleted.	Yes

5. Click the trackwheel. A menu appears.
6. Click **Save**. The option is saved.

Calculator

Perform a calculation

1. On the Home screen, click the **Calculator** icon. The calculator appears.
2. Type a number.
3. Click an operator.

4. Type another number.
5. Click the equal sign. The result appears.

Tip: To use the calculator memory, select one of the following options:
- To populate the memory, type a number. Click **M+**.
- To recall the memory, click **MR**.
- To clear the memory, click **MC**.
- To replace the memory, type a number. Click **MS**.

Convert measurements

You can convert numbers to and from metric and imperial measurements.

1. On the Home screen, click the **Calculator** icon. The calculator appears.
2. Type a number.
3. Click **Menu**. A menu appears.
4. Select one of the following options:
   - To convert from imperial to metric, click **To Metric**.
   - To convert from metric to imperial, click **From Metric**.

   A menu appears.
5. Click a conversion. The number is converted.

Alarm

Set the alarm

1. On the Home screen, click the **Alarm** icon. The Alarm screen appears.
2. In the following fields, press the **Space** key until the preferred

option appears:

Field	Option	Default
Daily Alarm	Set whether the alarm is on or off.	Off
Time	Set the time at which you want the alarm to notify you.	12:00 AM
Snooze	Set whether the alarm sounds again after the initial notification. Set the amount of time after each notification that the alarm notifies you again.	Off
Active on Weekends	Set whether the alarm notifies you every day, including Saturday and Sunday.	Yes

3. Click the trackwheel. A menu appears.
4. Click **Save**. The options are saved.

Warning: If you turn off the handheld by clicking the **Turn Power Off** icon, the handheld does not turn on to notify you of the alarm. To have the handheld turn on to notify you of an alarm, select one of the following options:

- Turn off the handheld by pressing the **Power** button.
- Set the Auto On / Off feature. Refer to "Set Auto On / Off options" on page 110 for more information.

Turn off the alarm

- To silence the alarm when it is sounding, press any key.
- To disable the alarm, set the **Daily Alarm** field to **Off**.

7

Options

This section provides information on the following topics:

- Handheld options
  - About
  - Applications
  - Auto On/Off
  - AutoText
  - Browser
  - Date/Time
  - Firewall
  - Localization
  - Message services
  - Network
  - Owner
  - Profiles
  - Screen/Keyboard
  - Security
  - Service book
  - SIM card
  - SMS
  - Status
  - WAP Push
  - WTLS

Handheld options

View handheld options

1. On the Home screen, click the **Options** icon. The Options screen appears.

Option	Description
About	View your handheld copyright information.
Applications	View the applications that are installed on your handheld.
Auto On / Off	Set your handheld to turn on and off at specified times.
AutoText	View, add, edit, and delete AutoText entries.
Browser	Set browser options.
Date / Time	Set the date and time.
Firewall	View the status of your firewall.
Host Routing Table	View information about your host network.
Localization	Select a display language.
Message Services	View the message services that are on your handheld.
Network	View network settings.
Owner	Type the information that appears when you lock your handheld.
Profiles	Create, enable, or delete profiles that notify you of alarms, appointments, messages, phone calls, and browser items.
Screen / Keyboard	Set options for how the screen appears and how the keyboard responds on your handheld.
Security	Set a password.
Service Book	View the service books that are on your handheld.
SIM Card	View your SIM card identity and phone number and enable SIM card security.
SMS	Set SMS message options.

Option	Description
Status	View information about your handheld and the wireless network.
WAP Push	Set how your handheld processes WAP Push messages and applications.
WTLS	Set Wireless Transport Layer Security (WTLS) options.

About

View handheld information

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **About**. Handheld and copyright information appears.
3. To return to the Options screen, press the **Escape** button twice.

Applications

Default applications are shipped with your handheld. Any additional applications that you load onto your handheld are called third-party applications.

Note: Research In Motion does not in any way endorse or guarantee the security of third-party applications, and your usage of third-party applications is your sole responsibility.

View application information

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Applications**. The Applications screen appears.
3. Click an application. A menu appears.
4. Select one of the following options:

- To view all application details, click **Modules**. A list of modules appears. Click a module. A menu appears. Click **Module Information**. The application details appear.
- To view third-party application details, click **Properties**. The application details appear.
- To delete a third-party application, click **Delete**.

Auto On / Off

You can set whether you want your handheld to turn on and off at specific times.

Warning: If you are in an area where wireless signals might interfere with normal operations (for example, on an airplane), do not use the Auto On / Off feature to turn off your handheld radio. On the Home screen, click the **Turn Wireless Off** icon.

Set Auto On / Off options

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Auto On/Off**. The Auto On/Off screen appears.
3. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Weekday On	Set when the handheld turns on on weekdays.	7:00 AM
Weekday Off	Set when the handheld turns off on weekdays.	1:00 AM
Weekend On	Set when the handheld turns on on weekends.	9:00 AM
Weekend Off	Set when the handheld turns off on weekends.	3:00 AM

4. Click the trackwheel. A menu appears.
5. Click **Save**. The options are saved.

Enable or disable Auto On / Off

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Auto On/Off**. The Auto On/Off screen appears.
3. In the weekday and weekend sections, select one of the following options:
   - To enable Auto On/Off, in the **Disabled** field, press the **Space** key until **Enabled** appears.
   - To disable Auto On/Off, in the **Enabled** field, press the **Space** key until **Disabled** appears.

Note: If you turn off your handheld using the **Power** button and Auto On / Off is enabled, the handheld turns on again at the specified Auto On time. Calendar and alarm notifications also turn on your handheld.

If you turn off your handheld using the **Turn Power Off** icon, you are prompted to select either **Auto Off** (the handheld turns on again at the specified Auto On time) or **Power Off** (the handheld turns on only if you press the **Power** button).

AutoText

You can use AutoText in messages, tasks, memos, and appointments. The AutoText feature replaces certain text that you type with programmed text. For example, in a message, if you type **hte** and press the **Space** key, **hte** changes to **the**.

You can use AutoText to complete the following actions:

- correct commonly misspelled words
- replace abbreviations and acronyms with complete words
- insert phrases into messages by typing a keyword

View AutoText entries

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **AutoText**. The AutoText entries appear.

Tip: To search for an AutoText entry, on the AutoText screen, type the first letters of the entry. Entries that begin with these letters appear.

Create an AutoText entry

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **AutoText**. The AutoText screen appears.
3. Click the trackwheel. A menu appears.
4. Click **New**. The AutoText: New screen appears.
5. In the following fields, type AutoText information:

Field	Description
Replace	Type a keyword or a combination of letters.
With	Type the text that replaces the keyword. ▷ To insert a macro (for example, the current date), click the trackwheel. A menu appears. Click **Insert Macro**. The Insert macro dialog box appears. Click a macro.

6. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Using	Select one of the following options: **Specified Case:** The capitalization of the AutoText entry appears exactly as you typed it. **SmartCase:** The capitalization of the AutoText entry changes depending on the context in which it is used.	SmartCase
Locale	Set whether the AutoText entry is available in all languages that are on your handheld or in a specific language only.	current display language

7. Click the trackwheel. A menu appears.
8. Click **Save**. The AutoText entry is saved.

Edit an AutoText entry

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **AutoText**. The AutoText screen appears.
3. Click an entry. A menu appears.
4. Click **Edit**. The AutoText: Edit screen appears.
5. Edit the AutoText entry.
6. Click the trackwheel. A menu appears.
7. Click **Save**. The edited AutoText entry is saved.

Delete an AutoText entry

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **AutoText**. The AutoText screen appears.
3. Click an entry. A menu appears.

4. Click **Delete**. A dialog box appears.
5. Click **Delete**. The AutoText entry is deleted.

Browser

You can set the default browser configuration settings. Refer to "Setting browser options" on page 85 for more information on setting other browser options.

Set browser options

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Browser**. The Browser screen appears.
3. In the following fields, press the **Space** key until the preferred option appears:

Field	Description
Default browser configuration	Set which browser opens when you click links in messages and attachments.
"W" hotkey configuration	Set which WAP browser opens when you press the **W** key on the Home screen.
"B" hotkey configuration	Set which BlackBerry Browser opens when you press the **B** key on the Home screen.

Note: The browser options might vary depending on the browser applications that are available on your handheld.

4. Click the trackwheel. A menu appears.
5. Click **Save**. The browser options are saved.

Date / Time

Set the date and time

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Date/Time**. The Date/Time screen appears.
3. In the following fields, press the **Space** key until the preferred option appears:

Field	Description
Time Zone	Set your time zone.
Time	Set the current time.
Time Format	Select a 12-hour or 24-hour clock.
Date	Set the current date.
Auto Time Set	Set whether your handheld time is updated automatically based on your selected time zone.
Network Date	This field displays the current date on the wireless network.
Network Time	This field displays the current time on the wireless network.

4. Click the trackwheel. A menu appears.
5. Click **Save**. The options are saved.

Tip: To copy the current date and time from the wireless network to your handheld, on the Date / Time screen, click the trackwheel. A menu appears. Click **Copy Network Time**.

Firewall

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

Note: Research In Motion does not in any way endorse or guarantee the security of third-party applications, and your usage of third-party applications is your sole responsibility.

Accept or deny a connection request

1. In the dialog box that prompts you to accept or deny a connection request, select one of the following options:
   - To accept the request, select the **Accept** check box.
   - To deny the request, select the **Deny** check box.

Tip: If you do not want a dialog box to appear each time that a request is made, in the dialog box, select the **Don't ask this again** check box. All subsequent requests are accepted or denied, depending on the option that you selected in the dialog box.

Reset firewall settings

You can return to the default firewall settings.

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Firewall**. The Firewall screen appears.
3. Click the trackwheel. A menu appears.
4. Click **Reset Settings**. The firewall settings are reset.

Localization

If more than one language is available on your handheld, you can change the display language.

Select a display language

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Localization**. The Localization screen appears.

3. In the following field, press the **Space** key until the preferred option appears:

Field	Description	Default
Locale	Select the language that you want to use on your handheld.	current display language

4. Click the trackwheel. A menu appears.
5. Click **Save**. The language is selected.

Note: If you change your display language, your AutoText entries are updated to reflect the change.

Message services

All email messages that you send from your handheld are sent from the default message service.

Note: If your handheld is integrated with a new or existing ISP email account, the default message service is **Web Client**.

If your handheld is integrated with an enterprise email account, the default message service is **Desktop**.

Change your default message service

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Message Services**. The Message Services screen appears.
3. In the **Messaging (CMIME)** field, press the **Space** key until the preferred service appears.
4. Click the trackwheel. A menu appears.
5. Click **Save**. The option is saved.

Network

Set network options

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Network**. The Network screen appears.
3. In the following fields, press the **Space** key until the preferred option appears:

Item	Description	Default
Radio	Turn on and turn off your handheld radio.	On
Scan Mode	Set whether your handheld scans for and selects a wireless network automatically.	Automatic
Active Network	This field displays the name of the network that your handheld uses.	—

4. Click the trackwheel. A menu appears.
5. Click **Save**. The options are saved.

Select a network manually

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Network**. The Network screen appears.
3. Click the trackwheel. A menu appears.
4. Click **Scan for Networks**. A list of available networks appears.
5. Click a network. A menu appears.
6. Click **Select Network**. The network is selected.

Register your handheld manually

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Network**. The Network screen appears.
3. Click the trackwheel. A menu appears.
4. Click **Register Now**. Your handheld is registered.

Owner

The text that you type on this screen appears when you lock your handheld.

Set owner information

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Owner**. The Owner screen appears.
3. In the following fields, type contact information:

Field	Description
Name	Type your name.
Information	Type information that appears when the handheld is locked.

4. Click the trackwheel. A menu appears.
5. Click **Save**. The owner information is saved.

Profiles

You can enable profiles that notify you of alarms, saved web pages and incoming WAP content, messages, and phone calls.

The handheld has the following profiles. When you first receive your handheld, the **Default** profile is enabled.

Profile	Item	Notification		Volume
		Out of Holster	In Holster	
Quiet	Alarm, Browser, Calendar, Level 1, Messages, Phone, SMS	None	None	Mute
Loud	Alarm, Browser, Calendar, Level 1, Messages, Phone, SMS	Vibrate + Tone	Vibrate + Tone	High
Discreet	Alarm	Tone	Tone	Low
	Browser, Calendar, Level 1, Messages, Phone, SMS	Vibrate	Vibrate	Mute
Default	Alarm	Tone	Tone	High
	Phone	Tone	Vibrate + Tone	High
	Browser, Calendar, Level 1, Messages, SMS	LED Flashing	Vibrate LED Flashing	Mute

Enable a notification profile

1. On the Home screen, click the **Profiles** icon. The Profiles screen appears.
2. Click a profile. A menu appears.
3. Click **Enable**. The word **(On)** appears beside the enabled profile.

Tip: To enable a profile quickly, on the Profiles screen, select a profile. Press the **Space** key.

Create a notification profile

1. On the Home screen, click the **Profiles** icon. The Profiles screen appears.
2. Click the trackwheel. A menu appears.

3. Click **New**. A list of items for which you can receive notification appears.
4. In the **Name** field, type a profile name.
5. Click an item for which you can receive notification. A menu appears.
6. Click **Edit**.
7. In the following fields, press the **Space** key until the preferred option appears:

Field	Description
Out of Holster	Set how you are notified when your handheld is not in the holster.
In Holster	Set how you are notified when your handheld is in the holster.
Tune	Set the tune that plays when you are notified.
Volume	Set the volume for your notification. If you set this field to **Escalating**, the notification volume increases.
Number of Beeps	Set how many times the tune plays before notification stops. For phone calls, notification does not stop until you answer the call.
Repeat Notification	Set whether the LED flashes to remind you of unopened messages.
Do Not Disturb	Set whether your handheld notifies you of incoming calls.

8. Click the trackwheel. A menu appears.
9. Click **Save**. The options are saved.
10. Repeat steps 5 through 9 for the other items in the list.
11. Click the trackwheel. A menu appears.
12. Click **Save**. The profile is saved.

Edit a notification profile

1. On the Home screen, click the **Profiles** icon. The Profiles screen appears.
2. Click a profile. A menu appears.
3. Click **Edit**. A list of items for which you can receive notification appears.
4. Click an item. A menu appears.
5. Click **Edit**.
6. Edit the notification information.
7. Click the trackwheel. A menu appears.
8. Click **Save**. The options are saved.
9. Repeat steps 4 through 8 for the other items in the list.
10. Click the trackwheel. A menu appears.
11. Click **Close**. The edited items are saved.

Delete a notification profile

You can only delete notification profiles that you created.

1. On the Home screen, click the **Profiles** icon. The Profiles screen appears.
2. Click a profile. A menu appears.
3. Click **Delete**. A dialog box appears.
4. Click **Delete**. The profile is deleted.

Download notification tunes

You can download tunes, or ring tones, in standard MIDI format.

1. On a web page, click a .mid file link. A menu appears.

2. Click **Get Link**. The MIDI File screen appears.
3. Click **Save**. A dialog box appears.
4. In the **Enter Tune Name** field, type a name for the tune.
5. Click **Save**. A dialog box appears.
6. Click **OK**. The tune is downloaded.

Tip: To listen to the tune before you download it, on the Midi File screen, click the **Play** icon. To stop playing the tune, click the **Stop** icon.

Warning: Research In Motion does not in any way endorse or guarantee the security or compatibility of any MIDI file with the handheld, and takes no responsibility whatsoever for such MIDI files, including their functionality. Your selection and usage of MIDI files is your sole responsibility.

Manage a tune

1. On the Home screen click the **Profiles** icon. The Profiles screen appears.
2. Click the trackwheel. A menu appears.
3. Click **Show Tunes**. The Tunes screen appears.
4. Click a tune. A menu appears.
5. Select one of the following options:
   - To listen to the tune, click **Play**.
   - To delete a tune, click **Delete**. A dialog box appears. Click **Delete**.

Screen / Keyboard

Set screen and keyboard settings

1. On the Home screen, click the Options icon. The Options screen appears.

2. Click **Screen/Keyboard**. The Screen/Keyboard screen appears.
3. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Screen Contrast	Set the contrast of the screen.	15
Font Family	Set the font family of the display font.	System
Font Size	Set the size of the display font.	10
Key Tone	Set whether your handheld emits a tone each time that you press a key.	Off
Key Rate	Set the speed at which your cursor moves when you hold the **Backspace** key, the **Enter** key, or the **Space** key.	Slow

4. Click the trackwheel. A menu appears.
5. Click **Save.** The options are saved.

Security

Set security options

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Security**. The Security screen appears.

3. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Password	Set whether you want to enable a password on your handheld. Refer to "Set a password" on page 125 for more information.	Disabled
Security Timeout	Set the duration of time that your handheld is idle before it locks.	2 Min
Lock Handheld Upon Holstering	Set whether your handheld locks when you insert it into the holster.	No
IT Policy	This field displays the name of the IT policy that is assigned to your handheld.	—

Note: If your handheld is lost or stolen, contact your system administrator. If wireless IT policy is available for your handheld, your system administrator can disable or lock your handheld over the wireless network.

To receive IT policy settings over the wireless network, your handheld must be enabled on a BlackBerry Enterprise Server version 3.5 or later for Microsoft Exchange.

4. Click the trackwheel. A menu appears.
5. Click **Save**. The options are saved.

Set a password

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Security**. The Security screen appears.
3. In the **Password** field, press the **Space** key until **Enabled** appears.
4. Click the trackwheel. A menu appears.
5. Click **Save**. A dialog box appears.
6. In the **New Password** field, type a password.
7. Click the trackwheel. A dialog box appears.

8. In the **Verify New Password** field, type the password again.
9. Click the trackwheel. The password is enabled.

Change the password

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Security**. The Security screen appears.
3. Click the trackwheel. A menu appears.
4. Click **Change Password**. A dialog box appears.
5. In the **Enter Password** field, type the current password.
6. Click the trackwheel. A dialog box appears.
7. In the **New Password** field, type a new password.
8. Click the trackwheel. A dialog box appears.
9. In the **Verify New Password** field, type the password again.
10. Click the trackwheel. The password is changed.

Disable the password

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Security**. The Security screen appears.
3. In the **Password** field, press the **Space** key until **Disabled** appears.
4. Click the trackwheel. A menu appears.
5. Click **Save**. A dialog box appears.
6. In the **Enter Password** field, type the password.
7. Click the trackwheel. The password is disabled.

Lock your handheld

1. On the Home screen, click the **Lock** icon. Your handheld is locked.

Unlock your handheld

Warning: If you type your password five times incorrectly, you are prompted to type **blackberry** before you can continue. On subsequent password attempts, the characters that you type are displayed in the **Enter Password** field.

If you type your password eight times incorrectly, you are prompted to type **blackberry** again before you can continue.

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

1. On the Lock screen, roll the trackwheel. The Handheld is locked dialog box appears.
2. Click **Unlock**. A dialog box appears.
3. In the **Enter Password** field, type your password.
4. Click the trackwheel. Your handheld is unlocked.

Perform Security Self Tests

The Security Self Test application verifies that security software is implemented properly on your handheld. The tests run automatically when your handheld restarts. To perform the tests manually, complete the following steps:

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Security**. The Security screen appears.
3. Click the trackwheel. A menu appears.
4. Click **Verify Security Software**. A dialog box indicates whether the tests passed or failed.

Service book

You can view the service books that are present on your handheld. Some handheld features (for example, wireless calendar synchronization) require a service book to function.

Note: Your integration option determines which email service book appears on your handheld.

View service books

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Service Book**. The service books appear.

Tip: To view the service record for a service book, click the service book. A menu appears. Click **View**.

Accept a service book

Your handheld accepts most service books automatically. If a service book is not accepted automatically, a book icon appears in the handheld status section of the screen. To accept a service book manually, complete the following steps:

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Service Book**. The service books appear.
3. Click a pending service book. A menu appears.
4. Click **Accept**. The service book is accepted.

SIM card

Your Subscriber Information Module (SIM) card stores security data, information about your service plan, and personal phone settings. The **ID** field is set by your service provider.

Enable or disable SIM card security

Prerequisite: To use SIM card security, the following requirements must be met:

- Your service provider must provide you with a SIM card PIN code.
- Your SIM card must be provisioned appropriately.

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **SIM Card**. The SIM Card screen appears.
3. Click the trackwheel. A menu appears.
4. Select one of the following options:
   - To enable SIM card security, click **Enable Security**.
   - To disable SIM card security, click **Disable Security**.

   A dialog box appears.
5. In the **Enter PIN code** field, type your PIN code.
6. Click the trackwheel. The option is saved.

Warning: If you type a PIN code incorrectly three times, your SIM card does not function. To use your handheld with that SIM card again, you must ask your service provider for the personal unblock key (PUK) for your SIM card.

Change the SIM card PIN code

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **SIM Card**. The SIM Card screen appears.
3. Verify that **Security Enabled** appears at the top of the screen.
4. Click the trackwheel. A menu appears.
5. Click **Change PIN Code**. A dialog box appears.
6. In the **Enter PIN code** field, type your PIN code.

7. Click the trackwheel. A dialog box appears.
8. In the **Enter new PIN code** field, type your new PIN code.
9. Click the trackwheel. A dialog box appears.
10. Type your new PIN code again. The PIN code is changed.

SMS

Refer to "Setting SMS message options" on page 26 for more information on SMS options.

Status

View status items

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Status**. The following items appear:

Field	Description
Signal	displays the strength of the network signal, in decibel milliwatts (dBm)
Battery	displays the approximate level of battery power
File Free	displays the amount of available memory, in bytes, for storing data such as messages, phone call logs, and contacts
File Total	displays the amount of memory, in bytes, that the handheld is using
PIN	displays the personal identification number (PIN) for your handheld
IMEI	displays the International Mobile Equipment Identity (IMEI) number for your handheld

WAP Push

WAP 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.

Depending on your service provider's plan, this feature might not be available for your handheld.

Set WAP Push options

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. In the following check boxes, press the **Space** key to select or clear the option:

Field	Description	Default
Enable WAP Push	Set whether WAP push is enabled or disabled.	Selected
Allow WAP Push Applications	Set whether your handheld accepts third-party applications.	Selected

3. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Process Service Load	Set how your handheld notifies you of incoming service load content.	Auto
Process Service Indication	Set how your handheld notifies you of incoming service indication content.	Auto
Process Other Messages	Set how your handheld notifies you of incoming content that is neither service load or service indication content.	Auto

4. Click the trackwheel, a menu appears.
5. Click **Save**. The options are saved.

WTLS

Wireless Transport Layer Security (WTLS) is the security layer of the WAP browser that provides security for WAP services. It is an optional security feature that you can load onto your handheld using the Application Loader tool. Refer to the *Desktop Software: Application Loader Help* for more information on loading applications.

Set WTLS options

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **WTLS**. The WTLS screen appears.
3. In the following fields, press the **Space** key until the preferred option appears:

Field	Description	Default
Encryption Strength	Set the encryption level for connecting to your WAP gateway.	Allow Weak
Prompt for Server Trust	Set whether you are prompted to authenticate WTLS connections if the handheld cannot authenticate the connection automatically.	Yes

4. Click the trackwheel. A menu appears.
5. Click **Save**. The options are saved.

8

Reference

This section provides information on the following topics:

- Icons
- Troubleshooting
- Maintenance

Icons

Address book

Icon	Description
	phone number contains a pause
	phone number contains a wait

Messages

Icon	Description
	message is being sent
	message will be sent when possible attachment request sent
	message was sent to the network attachment request was successful
	PIN or SMS message was delivered to the recipient
	saved draft of email or PIN message
	unread message transmission error
	message transmission error attachment request was not successful
	unopened message
	opened email message
	email message is filed
	high importance

Icon	Description
	address book attachment

Phone

Icon	Description
0:05	phone call is in progress
0:06	
+ Volume −	volume level
	phone call is muted
	call forwarding is enabled for all phone calls
	voice mail message pending
TTY	text telephone (TTY) is enabled
	placed or received phone call
	unopened missed phone call log unopened voice mail message
	opened missed phone call log opened voice mail message

Browser

Icon	Description
	requested web page is available
	unopened saved web page

Icon	Description
	opened saved web page
	browser is connected to the wireless network
	browser is not connected to the wireless network
	browser connection to the web page is secure
	browser connection to the web page is not secure
	play MIDI tune
	stop playing MIDI tune

Calendar

Icon	Description
	appointment was initiated by a meeting invitation
	appointment or meeting has a reminder set
	appointment or meeting has text in the **Notes** field
	appointment or meeting recurs
	exception to a recurring appointment or meeting
	appointment or meeting is an all-day event

Other applications

Application	Icon	Description
Tasks		task is not started or is in progress
		task is deferred
		task is complete
		high priority
		low priority
Alarm		alarm is set
Miscellaneous		Alt mode
		Shift mode or CAP-lock mode
		NUM-lock mode
		new service book

Troubleshooting

Issue	Possible cause	Possible solution
The handheld does not turn on.	The battery is not inserted correctly.	Reinsert the battery. Refer to the *Getting Started and Quick Reference Card*.
	The battery is too low.	Charge the battery. Refer to the *Getting Started and Quick Reference Card*.

Issue	Possible cause	Possible solution
The handheld does not respond or is "frozen".	Various.	Reset the handheld: Press the **Alt** key + the **Right Shift** key + the **Backspace** key.
The display is difficult to read.	The handheld is in a poorly lit area.	Turn on the backlighting: Press the **Power** button.
	The display font is too small.	Increase the size of the display font. Refer to page 123.
The handheld does not notify you of events such as messages, phone calls, or the alarm.	The wireless radio is off.	On the Home screen, click the **Turn Wireless On** icon.
	The notification is not set to notify you audibly.	Change the notification to **Tone** or **Vibrate+Tone**. Refer to page 119.
	The notification volume is too low.	Increase the notification volume. Refer to page 119.
	The alarm is set at the wrong time.	Reset the alarm and, if you are using 12 hour format, verify the AM or PM setting. Refer to page 105.
	The calendar event does not have a reminder set.	Set a reminder. Refer to page 91.

Issue	Possible cause	Possible solution
Some handheld applications do not work. **For example, the handheld does not send or receive messages, or the phone or browser do not work.**	The wireless radio is off.	On the Home screen, click the **Turn Wireless On** icon.
	The handheld is not in an area of wireless coverage.	Return to an area of wireless coverage.
	The battery is too low.	Charge the handheld. Refer to the *Getting Started and Quick Reference Card*.
	The SIM card is not inserted correctly.	Reinsert the SIM card. Refer to the *Getting Started and Quick Reference Card*.
	The handheld is not registered with the wireless network.	Verify the registration status in the **Active Network** field. Refer to page 118.
		Register with the network. Refer to page 119.
		Contact your service provider.
	The wireless network is experiencing difficulties.	Contact your service provider.
	Your service provider does not support the phone or browser.	Contact your service provider.

Maintenance

To	Do this
Preserve battery life	Set the Auto On / Off feature. Refer to page 110.
	Turn off the radio when you are not in an area of wireless coverage: On the Home screen, click the **Turn Wireless Off** icon.
	Limit your use of the backlighting feature.
	Delete the original message when you send a reply. Refer to page 13.
	If you want to send a message to multiple people, use **Add To**, **Add Cc**, or **Add Bcc** instead of sending the message multiple times. Refer to page 11.
	Charge your handheld regularly.

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