



BlackBerry Handheld Tips and Tricks

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Handheld Reference



BlackBerry® 7200 Series of Handhelds



BlackBerry® 7500 Series of Handhelds



BlackBerry® 7700 Series of Handhelds

Home screen

- To use the handheld in the dark, press the **Power** button
- Password-protect your BlackBerry handheld. To set a password, go to **Options>Security**. Set the desired timeout and enable/set a password. In conjunction with this, you should also go to the Options menu to the Owner item, and enter your name and contact information. When the password protection kicks in, this is what is displayed on the screen.
- To lock the handheld, set a password. Click the **Lock** icon.
- To lock the keyboard, click the **Keyboard Lock** icon.
- To unlock the keyboard, double click the trackwheel.
- To move an icon on the Home screen, press the **Alt** key. Click the trackwheel. Click **Move Icon**. Position the icon. Click the trackwheel.
- To hide an icon on the Home screen, select an icon. Hold the **Alt** key and click the trackwheel. Click **Hide Icon**.
- To show a hidden icon on the Home screen, hold the **Alt** key and click the trackwheel. Click **Show All**. Select a crossed out icon. Click **Hide Icon**.
- To switch to another application, hold the **Alt** key and press the **Escape** button. To select the application, continue to hold the **Alt** key and roll the trackwheel. To switch to that application, release the **Alt** key
- To use shortcut keys to open an application from the Home screen, open the phone options. Click **General Options**. Change the **Dial From Home** Screen field to **No**. The shortcut keys are underlined on the Home screen. You can use these keys, but you cannot make calls from this screen.
- To vertically scroll between icons on the home screen, hold down the **Alt** key while rolling the trackwheel.

Searching

- To search for text, click the trackwheel. Click **Find**. Type the text.
- To find a contact in the Address Book, type the contact name or initials separated by a space

Clearing fields

- To select a check box, press the **Space** key. To clear the check box, press the **Space** key again.
- To change an option field, hold the **Alt** key. Click a value.
- To move to an item in a list or menu, type the first letter of the item.
- To clear a field, click the trackwheel. Click **Clear Field**.

Navigating screens

- To move the cursor, roll the trackwheel.
- To move the cursor in a different direction, hold the **Alt** key and roll the trackwheel.
- To exit a screen or dialog box, press the **Escape** button.
- To select an icon or menu item, roll the trackwheel. Click the trackwheel.
- To jump to an item in a list or menu, press the first letter of the item.
- To select multiple items or characters, hold the **Shift** key and roll the trackwheel.
- To page up or down in a list, hold the **Alt** key and roll the trackwheel.
- To move to the top of a screen, press **T**.
- To move to the bottom of a screen, press **B**.
- To move down a screen (page down), press the **Space** key.
- To move up a screen (page up), press the **Shift** key and the **Space** key.
- To move to the next item, press **N**.
- To move to the previous item, press **P**.

Typing

- To capitalize a letter, hold the letter key until the capitalized letter appears.
- To insert a period, press the **Space** key twice. The next letter will be capitalized.
- To type the alternate character on a key, hold the **Alt** key and press the character key.
- To type a symbol, press the **Symbol** key. Click on a symbol.
- To type an accented or special character, hold the letter key and roll the trackwheel.
- To turn on CAP lock, hold the **Alt** key first and press the **Right Shift (Cap)** key.
- To turn on NUM lock, press the **Right Shift** key first and press the **Alt** key.
- To turn off NUM lock or CAP lock mode, press the **Right Shift** key.
- To type numbers in a number field, press the number keys. You do not need to press the **Alt** key.
- To insert the "@" and "." characters in an Email field, press the **Space** key.

Editing text

- To select text by character, hold the **Shift** key and roll the trackwheel.
- To select whole lines, press the **Shift** key once and roll the trackwheel.
- To cancel text selection, press the **Escape** button.
- To copy the selected text, select the text. Press the **Alt** key and click the trackwheel.
- To paste the selected text, press the **Shift** key and click the trackwheel.
- To cut the selected text, press the **Shift** key and the **Backspace** key.

Messages

- To open the selected message, press the **Enter** key.
- To jump to the bottom of the Messages screen, press **B**.
- To jump to the top of the Messages screen, press **T**.
- To compose a message from the Messages list, press **C**.
- To reply to a message, press **R**.
- To forward a message, press **F**.
- To reply to all, press **L**.
- To file a message, press **I**.
- To search for text within a message, press **S**. To search for the next occurrence of the text, press **S** again.
- To switch between showing and hiding filed messages, press **H**.
- To move down a page in a message, press the **Enter** key.
- To move up a page in a message, press the **Alt** key and the **Enter** key.
- To view sent messages, press the **Alt** key and **O**.
- To view received messages, press the **Alt** key and **I**.
- To view SMS messages, press the **Alt** key and **S**.
- To view phone call logs, press the **Alt** key and **P**.
- To view direct connect¹ call logs, press the **Alt** key + **D**.
- To view Voice Mail messages, press the **Alt** key and **V**.
- To jump to the next unopened item, press **U**.
- To mark a message opened or unopened, press the **Alt** key and the **U** key.
- To jump to the next day, press **N**.
- To jump to the previous day, press **P**.
- To move to the next related message, press **J**.
- To move to the previous related message, press **K**.
- To move to the last cursor position in a received message, press **G**.
- To view the email address or PIN of a sender or a recipient, in the **To** or **From** field of a received message, select a name. Press **Q**. To show the display name again, press **Q**.
- To delete selected messages, press the **Delete** key.
- To delete all messages prior to and including a specific date, in the messages list, select a date field (i.e. Fri, Oct 10, 2003). Click the trackwheel. Click **Delete Prior**.

Attachments

- To switch between viewing the generated table of contents and the full content for a document attachment, press **V**.
- To switch to a different worksheet within a spreadsheet attachment, press **V**. Select a worksheet and press the **Enter** key.
- To change the column size, press **W**.
- To turn on or turn off column and row labels, press **H**.
- To move to a specific cell, press **G**.
- To display the contents of a specific cell, press the **Space** key.

Phone

- To open the Phone screen, either (a) press the **Phone**ⁱⁱ button OR (b) press the **Space** key.
- To end a call, hold the **Escape** button.
- To call a speed dial number, hold an assigned letter key.
- To type an extension, press the **Alt** key and the **8** key. Type the extension number
- To dial the last number that you typed, press the **Space** key and press the **Enter** key.
- To assign speed dial to a letter, hold a letter key. Type a number.
- To call your voice mail access number, hold **1**.
- To type letters in phone numbers, hold the **Alt** key and type letters.
- To mute a call, either: (a) Press the **Phone**ⁱⁱ button. To turn mute off, press the **Phone** button again. OR (b) Click the trackwheel. Click **Mute**. To turn Mute off, click the trackwheel. Click **Turn Mute Off**.
- To change the volume during a call, roll the trackwheel.
- To move to the top of the Phone screen while viewing the list of contacts, press the **Space** key.
- To insert a wait when typing a phone number, press **B**.
- To insert a pause when typing a phone number, press **N**.

Direct Connectⁱ

- To talk to a selected contact or group using direct connect, hold the **Push To Talk** button and speak.
- To listen to a contact or group during a call, release the **Push To Talk** button.
- To alert a selected contact or group, click the trackwheel. Click **Alert**.
- If your handheld has a speaker, to switch between the speaker and earpiece during a call, press the **Symbol** key.

Browser

- To return to the last page you viewed (Back), press the **Escape** button.
- To insert a period in the Go To dialog box, press the **Space** key.
- To insert a slash mark (/) in the Go To dialog box, press the **Shift** key and the **Space** key.
- To return to the home page, press **H**.
- To edit a web address in the Go To dialog box, hold the **Alt** key and roll the trackwheel to select an address. Edit the text and click the trackwheel.
- To open the Browser Bookmarks screen, press **K**.
- To add a bookmark, press **A**.
- To refresh a web page, press **R**.
- To search for a word on a page, press **F**. To find the next instance of a word on a page, press the **Alt** key and **F**.
- To view the history, press **I**.
- To move to the next page in the history, press **N**.
- To move to the previous page in the history, press the **Delete** key.
- To view, copy, or send the address for a link, press **L**.
- To view, copy, or send the address for a page, press **P**.
- To view more images, press **M**.
- To view all images, press **Q**.
- To open the Browser options, press **O**.
- To move down a page, press the **Space** key.
- To move up a page, press the **Shift** key and the **Space** key.
- To save a web page to your Messages screen, press **S**.
- To stop a web page from loading, press the **Escape** button.
- To move to a specific web page, press **G**.
- To move between full screen mode and normal mode, press **U**.
- To move the browser to the background to use another application, press **D**.
- To close a web page, press the **Escape** button.
- To close the browser, hold the **Escape** button.

Calendar

- For these tips to work in Day view, in the calendar options, set the **Enable Quick Entry** field to **No**.
- To change to Agenda format, press **A**.
- To change to Day format, press **D**.
- To change to Week format, press **W**.
- To change to Month format, press **M**.
- To move to the current date, press **T**.
- To move to a specific date, press **G**.
- To create an appointment, press **C**.
- To move to the next day, week, or month, press the **Space** key.
- To move to the previous day, week, or month, press the **Shift** key and the **Space** key.
- To move cursor horizontally in Week view, hold the **Alt** key and roll the trackwheel.
- To move the cursor vertically in Month view, hold the **Alt** key and roll the trackwheel.

Calculator

- To add, press **I**.
- To subtract, press **U**.
- To multiply, press **A**.
- To divide, press **G**.
- To clear the screen, press **Y**.
- To clear the last entry, press **T**.
- To find the square root, press **V**.
- To use the percent function, press **B**.
- To add a number to the memory, type the number and press **L**.
- To recall the memory, press **J**.
- To replace the memory, type a number and press **K**.
- To clear the number, press **H**.
- To scroll vertically, press the **Alt** key and roll the trackwheel.
- To display the result of your calculation, press the **Enter** key.

General Tips

- To extend your handheld battery, turn off the handheld radio when you are in areas of insufficient wireless coverage.
- To reset your handheld, press the **Alt** key and the **Shift** key and the **Backspace** key.

ⁱ Direct Connect only available for the BlackBerry 6500 and BlackBerry 7500 Series of handhelds. ⁱⁱ May not be available on all handheld models. Certain features outlined in this document require a minimum version of BlackBerry Enterprise Server software, BlackBerry Desktop Software, and/or BlackBerry handheld software. Features subject to change without notice.

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