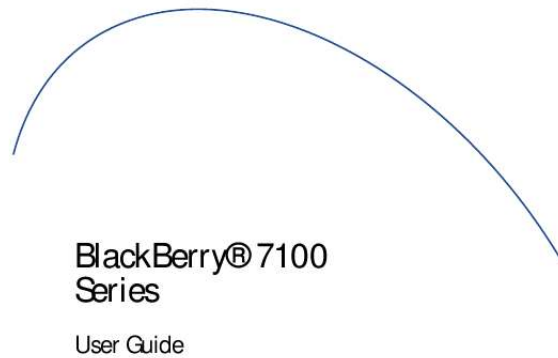




Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for BLACKBERRY 7100T. You'll find the answers to all your questions on the BLACKBERRY 7100T in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual BLACKBERRY 7100T
User guide BLACKBERRY 7100T
Operating instructions BLACKBERRY 7100T
Instructions for use BLACKBERRY 7100T
Instruction manual BLACKBERRY 7100T



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.....119 4 Phone Find your phone number Make a call Make an emergency call Use speed dial Check your voice mail Answer a call Mute a call or place a call on hold Adjust the phone volume Turn the speaker on and off Phone features Dial using letters Make a conference call Assign a speed dial number Change speed dial assignments Log calls Use call logs Block calls Forward calls Set call waiting Set default country and area codes Set corporate extension dialing Set voice mail options Set the TTY option Set the default call volume Use fixed dialing Reset call timers Phone -- frequently asked questions Find your phone number In the phone, the My Number field displays your phone number. Make a call 1. 2.

3. On the Home screen, type a phone number. Press the Send key. To end the call, press the End key. Notes: Press the Send key on any screen to open the phone. Select a contact, call log, or phone number link on any screen and press the Send key to make a call. Related topics · · Add a pause or wait Can I use the phone when the handheld or keyboard is locked? Make an emergency call You can make an emergency call even if the SIM card is not inserted or the radio is off. Perform one of the following actions: Unlocked keyboard or handheld: In the phone, type the emergency number. Press the Send key. Locked keyboard or handheld: Click the trackwheel.

Click Emergency Call. Click Yes. · · Use speed dial In the phone, press and hold the number key that is assigned to the contact or phone number. 5 Note: You can also use speed dial to make a phone call on the Home screen or in the messages list. To place a call on hold, click the trackwheel.

Click Hold. To resume the call, click the trackwheel. Click Resume. Check your voice mail In the phone, click the trackwheel. Click Call Voicemail. Adjust the phone volume During a call, roll the trackwheel up to increase the volume or roll the trackwheel down to decrease the volume. Answer a call To answer a call, click Answer. If you do not want to answer the call, click Ignore. If you are already connected to a call and receive another call, perform one of the following actions: Turn the speaker on and off To turn the speaker on, during a call, click the trackwheel.



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Click the trackwheel. 10. Click Send. Notes: If you have added contacts to the address book, you can select a contact from the list after you click Compose Email.

If your handheld is integrated with multiple email services, you can select the service from which your message should be sent. At the top of the message, in the Using field, press the Space key until the preferred service appears. All subsequent messages are also sent from this service. Save draft messages To save a draft of a message, click the trackwheel. Click Save Draft.

Add contacts to a message To send a message to multiple contacts, click the trackwheel. Click Add To, Add Cc, or Add Bcc. To attach a contact to a message, click the trackwheel. Click Attach Address. Open a message An unopened email message appears in the messages list with a closed envelope icon.

After you open the message, the closed envelope changes to an open envelope. Set the importance level When composing a message, click the trackwheel. Click Options. Set the Importance field to High or Low. Save your changes. Send an email message 1. 2. 3. 4. 5.

6. 7. 8. In the messages list, click the trackwheel. Click Compose Email. Click [Use Once]. Click Email. Type an email address. Click the trackwheel. Click Continue.

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

Click the trackwheel. Click Send. 13 To change the recipient of a sent message and resend it, open the message. Click the trackwheel. Click Edit.

Select a contact. Click the trackwheel. Click Change Address. Click a new contact. Send your message. To resend your message to the same contact, open the message. Click the trackwheel. Click Resend. To view messages within a specific folder, in the messages list, click the trackwheel. Click View Folder.

Click a folder. Click Select Folder. Delete multiple messages at one time To delete multiple messages, hold the Shift key and select a series of messages. Press the Delete key. To delete sent and received messages prior to and including a date, click a date. Click Delete Prior. Note: When you reconcile your handheld with your mailbox, any messages that you deleted from your handheld using the Delete Prior option are not deleted from your mailbox. Related topic Manage messages Open a message. Click the trackwheel. Perform one of the following actions: Save Reply Forward Reply To All Delete To delete the original message from a reply, click the trackwheel.

Click Delete Original Text. · Reconcile deleted messages File messages To file a message, click the message. Click File. Click a folder. Click File.

Notes: To expand a folder, click a folder with a plus sign (+) beside it. Click Expand. To collapse a folder, click a folder with a minus sign (-) beside it. Click Collapse. Related topics Mark a message as opened or unopened To change the status of a message, click a message.

Click Mark Opened or Mark Unopened. To change the status of multiple unread messages to read, click a date field. Click Mark Prior Opened. · · Can I file messages? View filed messages View filed messages To display all filed messages in the messages list, in the messages options, click General Options. Set the

Hide Filed Messages field to No. 14 PIN messages About PIN messages Find your PIN Open a message Send a PIN message Save draft messages Add contacts to a message Change sent messages Manage messages Delete multiple messages at one time Mark a message as opened or unopened Search the messages list Search the handheld Email and PIN messages -- frequently asked questions 3. 4. 5. 6. 7.

8. 9. Click [Use Once]. Click PIN. Type a PIN number. Click the trackwheel. Click Continue. Type a message. Click the trackwheel. 10.

Click Send. Note: If you have added contacts to the address book, you can select a contact from the list after you click Compose PIN. About PIN messages A personal identification number (PIN) uniquely identifies each BlackBerry handheld on the network. If you know the PIN of another BlackBerry handheld user, you can send a PIN message to that person. PIN messages are not routed through an existing email account.

When your PIN message is delivered to the recipient, a D appears with a check mark in the messages list. Find your PIN In the handheld options, click Status. Send a PIN message 1. 2. In the messages list, click the trackwheel.

Click Compose PIN. 15 16 SMS messages About SMS messages Find your SMS number Type an SMS number Open an SMS message Send an SMS message Save draft messages Manage messages Resend an SMS message Enable cell broadcast messages Manage cell broadcast channels Delete multiple messages at one time Mark a message as opened or unopened Search the messages list Search the handheld Leave SMS messages on the SIM card SMS messages -- frequently asked questions Type an SMS number When you type an SMS-compatible number, include the country code and the area code.

Note: In the phone, set your smart-dialing options to avoid typing the country code and area code. Related topic · About smart dialing Open an SMS message An unopened SMS message appears in the messages list with a closed italic envelope icon. After you open the message, the closed italic envelope changes to an open italic envelope. Send an SMS message 1. 2. 3. 4. 5.

6. 7. 8. 9. In the messages list, click the trackwheel. Click Compose SMS. Click [Use Once]. Click SMS. Type the SMS-compatible phone number. Click the trackwheel.

Click Continue. Type a message. Click the trackwheel. About SMS messages With 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 enables for SMS.

You can send SMS messages to contacts who have SMS-compatible phone numbers. 10. Click Send. Note: If you have added contacts to the address book, you can select a contact from the list after you click Compose SMS. Find your SMS number In the phone, the My Number field displays your phone number.

If your handheld is enabled for SMS, this number is also your SMS number. 17 Manage messages Open a message. Click the trackwheel. Perform one of the following actions: Manage cell broadcast channels The cell broadcast channels that you subscribe to determine the kind of information messages that you receive. In the handheld options, click SMS. Select a channel from the list. Click the trackwheel. Perform one of the following actions: Save Reply

Forward Delete To receive messages from a new channel, click Add Channel.



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To specify a preferred name for the selected channel, click Set Nickname. To stop receiving messages from the selected channel, click Disable.

To remove the selected channel, click Delete Channel. To remove the history from an SMS message, when replying, click the trackwheel. Click Remove History. Resend an SMS message To resend your SMS message to the same contact, open the message. Click the trackwheel. Click Resend. Note: To specify the languages in which you would like to receive cell broadcast messages, scroll down the list and select a cell broadcast language. Click the trackwheel. Click Enable or Disable. Related topic About cell broadcast messages If your service provider supports cell broadcasting, and provides you with access to a cell broadcasting channel, you can receive information messages from the wireless network.

These SMS messages can communicate information about weather, sports, traffic, or other news directly to your handheld. For more information on cell broadcasting, contact your service provider. · About cell broadcast messages Enable cell broadcast messages To enable cell broadcasting, in the handheld options, click SMS. Set the Cell Broadcasting Service field to On. Related topic · About cell broadcast messages 18 Search · · · About search Search the messages list Search the handheld · · Search for a specific contact Search for a subject Use saved searches To view your saved searches, in the messages list, click the trackwheel.

Click Search. Click the trackwheel. Click Recall. Click a search. Perform one of the following actions: About search You can search the messages list using criteria that you set and save those searches for future use.

You can also search for contacts or search for all messages containing the same subject. You can also search the handheld to find content across all programs. With the global search, files which appear in the search results can be used just as they would in the original program. For example, you can manage email messages in your search results the same way that you would in the messages list. · · View Edit Delete To view the terms of your last search quickly, in the list of searches, click the trackwheel. Click Last. Search the messages list 1. 2. 3. 4.

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

Click the trackwheel. Click Save. Search for a specific contact To search for all messages from a specific sender, click the message. Click Search Sender. To search for all messages to a specific recipient, click the message.

Click Search Recipient. Search for a subject To search for all messages with the same subject, click a message. Click Search Subject. Search the handheld 1. 2.

In the search program, type text in the Text field to search the records on your handheld. In the Name field, type text to search using the names of contacts in your address book, calendar, or messages list. Select the check boxes for the programs to search. Click Search. 19 Note: You can search without saving the details for the search. After you set the criteria, click the trackwheel. Click Search. Related topics 3. 4. · Use saved searches Notes: If you type more than one word in the Text or Name field, all the words must appear in the same field for the search to be successful.

File attachments are not searched when you search across the handheld programs. To expand a folder, click a folder with a plus sign (+) beside it. Click Expand. To collapse a folder, click a folder with a minus sign (-) beside it. Click Collapse. Related topic · How do I search for text within a file attachment?

20 Attachments · · · · · About attachments Use address book attachments Open a file attachment Open an image attachment Navigate attachments Attachments -- frequently asked questions To update contact information, when viewing an address book attachment, click the trackwheel. Click Update Address. Open a file attachment 1. 2. 3.

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

Click the trackwheel. Click Retrieve. About attachments Address book attachments enable recipients of your messages to view and add contacts to their handheld address books. When you open a message that contains an address book attachment, a book icon appears at the bottom of the message with the name of the attached contact. You can view certain types of file attachments on your handheld, including .zip, .htm, .html, .doc, .dot, .ppt, .pdf, .wpd, .txt, and .xls files.

You can also view .bmp, .gif, .jpg, .png, .tif image attachments. A message with a file attachment appears in the messages list with a paperclip icon. Related topic 5. 6. Open an image attachment 1.

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

Navigate attachments To open content that is embedded within a document or spreadsheet, click a content link. Click Retrieve. Examples of embedded content include tables, images, footnotes, text boxes, or comments. Press the Escape button to return to the main attachment content. To scroll horizontally in a spreadsheet, hold the Alt key and roll the trackwheel.

To move to a specific cell within a spreadsheet, click the trackwheel. Click Go to Cell. Type the cell co-ordinates and click the trackwheel. · Can I view file attachments on my handheld? Use address book attachments To view an address book attachment, in an open message, click the trackwheel. Click View Attachment. To add the contact information to your address book, when viewing an address book attachment, click the trackwheel. Click Add to Address Book. 21 To display the contents of a specific cell in a spreadsheet, click the trackwheel. Click View Cell. To switch to a different worksheet in a spreadsheet, click the trackwheel.

Click Select Worksheet. Click a worksheet. To view the previous worksheet in a spreadsheet, click the trackwheel. Click Prev Sheet. To view the next worksheet in a spreadsheet, click the trackwheel. Click Next Sheet. To pan horizontally across an image, hold the Alt key and roll the trackwheel. To zoom into or out of an image, click the trackwheel. Click Zoom In or Zoom Out. To zoom to the original image size, click the trackwheel.

Click Zoom 1:1. To turn an image 90 degrees in a clockwise direction, click the trackwheel. Click Rotate. To view an image in more detail after zooming in, click the trackwheel. Click Enlarge Area.

22 Synchronizing data · · · · · About email reconciliation Set wireless email reconciliation Reconcile deleted messages About PIM synchronization Set wireless PIM synchronization Synchronization -- frequently asked questions Note: Set the Wireless Reconcile option for each message service on your handheld.



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Related topic · Can I reconcile email messages over the wireless network? Reconcile deleted messages To set how deleted messages are reconciled between your handheld and mailbox, in the messages options, click Email Reconciliation. Set the Delete On field. Note: Set the Email Reconciliation option for each message service on your handheld. Related topic About email reconciliation Email reconciliation means that any message you file or delete on your handheld will also be filed or deleted in your mailbox.

Likewise, any changes that you make to messages in your mailbox are reflected on your handheld. If your handheld integration option supports wireless email reconciliation, changes are automatically reconciled over the wireless network. If your handheld integration option does not support wireless email reconciliation, changes are reconciled using the BlackBerry Desktop Software. For more information on manual email reconciliation, refer to the BlackBerry Desktop · Delete multiple messages at one time About PIM synchronization You can synchronize personal information management (PIM) items such as tasks, memos, contacts, and calendar entries so that the entries on your handheld and in your desktop email program are identical. If your handheld is integrated with an email account using a BlackBerry Enterprise Server™ version 2.1 or later and wireless calendar synchronization is enabled, you can synchronize your calendar entries over the wireless network. You can synchronize all other PIM items using the BlackBerry Desktop Software. For more information on synchronizing PIM items manually or configuring wireless calendar synchronization using the desktop software, refer to the BlackBerry Software Online Help. Related topic · Can I reconcile email messages over the wireless network? Set wireless email reconciliation In the messages options, click Email Reconciliation. Set the Wireless Reconcile field to On.

Desktop Software Online Help. 23 Set wireless PIM synchronization You can set wireless calendar synchronization using the BlackBerry Desktop Software. For more information, refer to the BlackBerry Desktop Software Online Help. 24 Backing up and restoring handheld data · About backing up handheld data About restoring handheld data About backing up handheld data If you are using the BlackBerry Desktop Software with your handheld, you can back up your handheld data using the Backup and Restore tool. For more information on manual handheld data backup, refer to the BlackBerry Desktop Software Online Help. About restoring handheld data If you are using the BlackBerry Desktop Software with your handheld and you have a backup of your handheld data on your computer, you can restore the data using the Backup and Restore tool. For more information on restoring handheld data manually, refer to the BlackBerry Desktop Software Online Help. 25 26 Typing · · · · · Type text Cut or copy text Paste text Use AutoText Create an AutoText entry Change AutoText entries Add an entry to the custom word list Change custom word list entries Clear the custom word list Set the cursor speed Typing -- frequently asked questions · Press the Backspace key to delete letters that you have typed. Related topic · Typing Cut or copy text Click the trackwheel. Click Select. Select content. Click the trackwheel. Click Cut or Copy. Paste text Place the cursor where you want to insert the cut or copied text. Click the trackwheel. Click Paste. Use AutoText AutoText automatically replaces text that you type. Use AutoText to correct spelling and to replace abbreviations with complete words. Your handheld has built-in AutoText entries that correct common mistakes. For example, AutoText changes hte to the. You create AutoText entries for your common typing mistakes or for abbreviations. For example, you might create an AutoText entry that replaces ttyp with talk to you later. To use AutoText, type an AutoText entry. Press the Space key. Type text To type in most fields, use the assisted typing input method. Press each letter key once until you have typed an entire word. When you use assisted typing technology, the letters on the screen will change automatically until the word is complete. For example, to type the word run, press RE + UI + BN, and press the Space key. If you type all of the letters in a word and the word does not appear correctly, or if more than one word is available for the keys that you pressed, use the list to build any desired word. · Press the Next key to move through selections in the list.

You can also roll the trackwheel to move forward and back in the list. Press the Enter key or click the trackwheel to choose a selection from the list and continue typing the same word. Press the Space key to choose a selection from the list and begin typing a new word. Create an AutoText entry 1. 2. 3. 4. 5. In the handheld options, click AutoText. Click the trackwheel.

Click New. In the Replace field, type the text to replace. In the With field, type the text to appear. · · 27 6. In the Using field, set whether the entry is capitalized exactly as typed (Specified Case) or whether the entry is capitalized according to its context (SmartCase).

Set the language. Click the trackwheel. Click Save. 3. 4.

5. 6. 7. 8. 9. Click the trackwheel. Click Custom word list. Click the trackwheel. Click New. Type a word or letter combination.

Click the trackwheel. Click Save. 7. 8. 9. Related topic · What is the Insert Macro menu item? Related topic Change AutoText entries To view your AutoText entries, in the handheld options, click AutoText. Click an AutoText entry. Perform one of the following actions: · About the custom word list Change custom word list entries 1. 2. 3.

4. 5. 6. In the handheld options, click Language. Click Input options.

Click the trackwheel. Click Custom word list. Click the trackwheel. Click Edit or Delete. · · Edit Delete About the custom word list Your handheld enables you to type most words and letter combinations by presenting the combinations in a list below the text.

If you type a word or letter combination that your handheld does not recognize, it is automatically added to the custom word list so that it will appear correctly in the list when you type. You can also manually add entries to the custom word list. Note: To set the custom word list so that new words are not added automatically, in the handheld options, click Language. Click Input options. Set the Auto word learning field to Off. Clear the custom word list To delete all entries in the custom dictionary, in the handheld options, click Language. Click Input options. Click Clear learning cache. Click Yes. Set the cursor speed In the handheld options, click Screen/Keyboard.



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Set the Key Rate field to Slow or Fast. Save your changes. Typing -- frequently asked questions . . . Can I turn off address book name recognition when I type? Can I change the order of items that appear in the list when I type? How do I type a word that my handheld does not recognize? Add an entry to the custom word list 1. 2. In the handheld options, click Language. Click Input options. 28 . . . Can I change the input method for my handheld? What is the Insert Macro menu item? How do I undo an AutoText change? Can I change the input method for my handheld? Yes. Your handheld uses the assisted typing input method in most text fields and the multi-tap input method in phone number and password fields. To switch between input methods when you are typing, hold *.

To set your handheld to use the multi-tap input method in all fields, in the handheld options, click Language.

Set the Input Method field to <Language> Multitap. To set your handheld to use the assisted typing input method in most fields except the password and number fields, in the handheld options, click Language. Set the Input Method to <Language>. Can I turn off address book name recognition when I type? Your handheld recognizes the names in your address book when you type them. If you want to stop your handheld from recognizing the names in your address book, in the handheld options, click Language.

Click Input options. Set the Use address book as data source field to Off. Can I change the order of items that appear in the list when I type? Yes. When you type a series of keys, the most frequently chosen words or letter combinations appear first in the list. To set your handheld so that frequently chosen items do not appear first, in the handheld options, click Language.

Click Options. Set the Frequency learning field to No. What is the Insert Macro menu item? Use the Insert Macro menu item to insert common variables, such as the current date or current time, into your AutoText entries. How do I undo an AutoText change? If you type an AutoText entry but do not want it to change to the associated text, press the Backspace key twice to undo the AutoText change. How do I type a word that my handheld does not recognize? Use the list to help you type a series of letters such as an unrecognized word, acronym, or web address. Press the first letter key once. Press the Next key to select a letter from the list. Press the subsequent letter key in the word. Press the Next key to select the correct letter combination from the list. Continue to type and select the correct letters until the text that you want to type displays in the list.

Press the Enter key to select from the list. 29 30 Browser About the browser Go to a web page Use the browser View images Copy a link, image, or web page address Send a link or image in an email message Save an image Manage saved images Save web page requests Create a bookmark Change bookmarks Clear the browser caches About TLS About WTLS Browser -- frequently asked questions The Internet Browser, available from some service providers, is also optimized for viewing HTML web pages. For more information on Internet Browser support, contact your service provider. Go to a web page In the browser, click the trackwheel. Click Go To. Type a web address. Click OK. Notes: To insert a period, press the Space key. To insert a slash mark (/), press the Shift key + the Space key. The Go To dialog box tracks the web addresses that you type.

To go to a web page on the list, select the web address and click the trackwheel. Use the browser Navigate web pages using your handheld browser the same way that you navigate using a desktop browser. To open the browser and display a list of useful bookmarks made available by your service provider, press the Convenience key. To follow a link, click the link. Click Get Link.

To stop loading a web page, click the trackwheel. Click Stop. To view the previous web page in the history, click the trackwheel. Click Back. To view the next web page in the history, click the trackwheel.

Click Forward. To go to your home page, click the trackwheel. Click Home. 31 About the browser Your handheld supports multiple browser types. Depending on your service provider and your integration option, more than one browser might appear. Your service provider might also change the browser name to reflect available services. The WAP Browser on your handheld is optimized for viewing WML web pages. The BlackBerry Browser is optimized for viewing HTML web pages. If your handheld is integrated with an email account using the BlackBerry Enterprise Server, the BlackBerry Browser also enables you to view your corporate intranet. For more information, contact your system administrator.

To view a list of the last 20 web pages, click the trackwheel. Click History. To refresh the current web page, click the trackwheel. Click Refresh. To view the address for the current web page, click the trackwheel. Click Page Address. To view the address for a link, click the link. Click Link Address. To view the address for an image, click the image. Click Image Address.

To move the browser to the background to use another program, click the trackwheel. Click Hide. To close the browser, click the trackwheel. Click Close. Copy a link, image, or web page address On a web page, click a link or image.

Click Link Address, Image Address, or Page Address. Click Copy Address. To paste the link address, image address, or page address, place the cursor where you want to insert the copied text. Click the trackwheel. Click Paste.

Send a link or image in an email message 1. 2. 3. 4. 5. 6. On a web page, click a link or image. Click Link Address or Image Address. Click Send Address. Click a contact.

Click Email <contact>. Send your message. View images To set how images load in your browser, in the browser options, click Browser Configuration. To load images while the page is loading, set the Show Images field. To show image placeholders if images do not load, set the Show Image Placeholders field to Yes. To view an image on its own page, click the trackwheel. Click Full Image. To return to the web page, click the trackwheel. Click Back. If you set the Show Images field to No, images are not loaded when you load the web page.

To load some of the images after the web page is loaded, click the trackwheel. Click More Images. To load all the images, click the trackwheel. Click All Images. Note: To send a web page address in an email message, on the web page, click the trackwheel.

Click Send Address. Click a contact. Click Email <contact>. Send your message. Save an image You can save . jpeg, .png, .gif, and .bmp web page images in the pictures list. Saving an image in the pictures list enables you to set the image as a screen saver, or open the image at any time.



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On a web page, click an image. Click Save Image. Save your changes. Notes: The Save Image field is only available for BlackBerry Wireless Handhelds with color screens. Depending on your service provider, you might not be able to save images.

32 Related topics · Delete Bookmark · Set a screen saver Set the Home screen background image Related topic · Organize bookmarks into folders Manage saved images In the pictures list, click an image. Perform one of the following actions: Organize bookmarks into folders In the bookmarks list, click a folder. Perform one of the following actions: · Open Delete · Add a folder: Click Add Subfolder. Open a bookmark folder with subfolders: Click Expand. Close a bookmark folder with subfolders: Click Collapse. Rename a folder: Click the trackwheel. Click Rename Folder. Save web page requests While a web page is loading, you can save the web page request in the messages list. Saving the request to the messages list enables you to use other programs while you are waiting for the web page to load. Click the trackwheel.

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

Note: A saved web page displays content that was current at the time the web page was saved. To update the content on a saved page, click the trackwheel. Click Refresh. To move a bookmark into a folder, click a bookmark. Click Move Bookmark.

Roll the trackwheel to the new location. Click the trackwheel. Clear the browser caches In the browser options, click Cache Operations. Click the trackwheel. Click the button for the type of cache that you want to clear. About TLS Transport Layer Security (TLS) provides additional authentication and security when you browse web pages using the BlackBerry Browser. If you are using the BlackBerry Desktop Software, you can load TLS using the Application Loader tool. For more information on TLS, or on loading optional programs, refer to the BlackBerry Desktop Software Online Help or contact your system administrator. Related topic Create a bookmark Navigate to the web page that you want to bookmark. Click the trackwheel.

Click Add Bookmark. Change bookmarks In the bookmarks list, click a bookmark. Perform one of the following actions: · Edit Bookmark · What options can I set for BlackBerry Browser security? 33 About WTLS Wireless Transport Layer Security (WTLS) is the WAP Browser security layer that provides security for WAP services. If you are using the BlackBerry Desktop Software, you can load WTLS using the Application Loader tool. For more information on loading optional programs, refer to the BlackBerry Desktop Software Online Help. Related topic · What options can I set for WAP Browser security? 34 Downloading · Download an application Manage applications Prevent third-party applications from transmitting data Download a ring tone Manage downloaded ring tones Enable browser push Downloading -- frequently asked questions 6. Click OK. Note: Depending on your service provider, you might not be able to save ring tones. Related topics · Can I listen to a ring tone before I download it? Manage downloaded ring tones Set profiles Legal notice Download an application On a web page, click the link for the application. Click Get Link.

Click Download. Click OK. Related topics About browser push Browser push enables you to receive content from web applications without requesting it. For example, you can receive updates or notifications for weather, stock quotes, or news. You can enable browser push for your WAP Browser, your BlackBerry Browser, or both browser types.

You can also set which hosts provide this information to you. Set notification for different types of browser push information, including service load information (web pages or applications), service indication information (web page addresses or email messages), or other types of information. When you receive a notification, an icon appears in the messages list. Depending on how you configure browser push, other notifications might also appear. Notes: If you set the browser push notification to Auto, a dialog box might also appear, if specified by the sender.

· Legal notice Manage applications To view a list of applications, in the handheld options, click Applications. To view details for any third-party applications, click an application. Click Properties. To delete a third-party application, click an application. Click Delete. Related topic · Legal notice Download a ring tone 1. 2. 3. 4. 5.

On a web page, click the .mid or .adp file link. Click Get Link. Click Menu. Click Save Tune. Type a name for the ring tone. 35 If you set the browser push notification to Prompt, a dialog box always appears. If you set the browser push notification to Reject, you receive no additional notification. Your handheld must also have sufficient available memory to load a program.

If the program still does not load and your handheld is integrated with an email account using a BlackBerry Enterprise Server, certain programs might not be available to you. For more information, contact your system administrator. Enable browser push 1. 2. 3.

4. 5. In the handheld options, click Browser Push. Select one or more of the check boxes. Set the options for the types of browser push notification. Click the trackwheel. Click Save. Can I listen to a ring tone before I download it? Yes. On a web page, click the .mid file link. Click Get Link. To preview the ring tone, click the Play button. To stop listening to the ring tone, click the Stop button. Note: If you enable browser push notification for your WAP Browser, you can also select the Allow WAP Push Applications check box. Related topic · About browser push Downloading -- frequently asked questions · Why can't I load a new program onto my handheld? What software version do I have on my handheld? Can I listen to a ring tone before I download it? Why can't I load a new program onto my handheld? Verify that your handheld radio is turned on and that you are within an area of sufficient wireless coverage.

For more information on wireless coverage levels, refer to the printed documentation that accompanied your handheld. 36 Contacts · Add a contact Manage contacts Create a mailing list Manage mailing lists Create a category Apply categories to contacts View contacts by category Delete categories Add a pause or wait Add contacts from your company address book Contacts -- frequently asked questions 3.



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4. 5. 6. 7. 8. 9. Type a name for the mailing list. Click the trackwheel.

Click Add Member. Click a contact. Click Continue. Click the trackwheel. Click Save Group.

Manage mailing lists To manage mailing lists, click a mailing list. Perform one of the following actions: · · · View Group Edit Group Delete Group Add a contact In the address book, click the trackwheel. Click New Address. Type the contact information. Note: To add a contact from a message, memo, call log, or web page, click the contact information.

Click Add to Address Book. Type any additional information. Click the trackwheel. Click Save. To manage contacts in a mailing list, click a contact. Perform one of the following actions: · · · View Member Change Member Delete Member Add Member Manage contacts Click a contact. Perform one of the following actions: Note: When you delete members from a group or delete a group, your contacts remain in the address book. · · · View Edit Delete About categories You create categories in which to group your contacts. You can also narrow the contacts displayed in the address book based on categories. More than one category can apply to a contact.

Category names are not case sensitive. Create a mailing list 1. 2. In the address book, click the trackwheel. Click New Group. 37 Categories are shared between the address book, the task list, and the memos list. Therefore, category changes made in the address book are also made in the memos list and task list. Add a pause or wait Use a wait or a pause to separate additional numbers, for example a password or extension, from the main phone number. When the main phone number is dialed, your handheld either pauses before dialing the additional numbers (pause) or prompts you to type them (wait). When creating or editing a contact, in a phone number field, click the trackwheel.

Click Add Wait or Add Pause. Type the additional numbers. Create a category 1. 2. 3.

4. 5. 6. In the address book, click the trackwheel. Click Filter.

Click the trackwheel. Click New. Type a name for the category. Click the trackwheel. About remote address book search To find and add contacts from your company address book, your handheld must be integrated with an email account using the BlackBerry Enterprise Server version 3.5 or later for Microsoft® Exchange, or BlackBerry Enterprise Server version 2.2 or later for IBM® Lotus® Domino®. For more information, contact your system administrator.

Related topic · About categories Apply categories to contacts When creating or editing a contact, click the trackwheel. Click Categories.

To select the categories that apply to the contact, press the Space key. Save your changes. Add contacts from your company address book 1. 2. 3. 4. 5. 6. In the address book, click the trackwheel. Click Lookup.

Type the name of the contact. Click the trackwheel. After the search is complete, click the trackwheel. Click View Lookup. Click a contact.

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

To view all contacts again, click the trackwheel. Click Filter. To clear the check boxes beside any selected categories, press the Space key. Delete categories In the address book, click the trackwheel. Click Filter. Click a category. Click Delete. The category is deleted, but any contacts that applied to the category remain in the address book. 7. 8.

Notes: You can also type part of the contact name to widen the search results. To add all the contacts found during the search, click Add All. 38 Related topics · · About remote address book search Manage remote address book search results Manage remote address book search results To view information for a contact, in the search results, click a contact. Click View. To delete a contact from the search results, click the trackwheel. Click Delete. To delete the search results, click the trackwheel. Click Delete Lookup. 39 40 Calendar · · · · · · · · · · About the calendar Change the calendar view Use the calendar Schedule an appointment Schedule an appointment quickly Schedule a meeting Manage appointments and meetings Respond to meeting invitations Change meeting participants Calendar -- frequently asked questions To move forward or back by a time period, click the trackwheel. Click Prev or Next.

Schedule an appointment 1. 2. 3. 4. 5.

6. In the calendar, click the trackwheel. Click New. Type the appointment details. Set whether the appointment should recur.

Click the trackwheel. Click Save. Notes: If your appointment recurs: Set the Every field to change the frequency or the appointment. For example, to set an appointment to recur every three days, set the Every field to 3. Select the Relative Date check box for the appointment to recur on a relative date. For example, set an appointment to recur on the last Friday of each month, or on the 28th of each month. In the Days field, set the days on which the weekly appointment should recur. To select a day, press the Enter key. Related topics About the calendar With the handheld calendar, you can view your appointments and meetings in one of four views. Day, Week, and Month views show all of your appointments for the selected time period, while Agenda view shows all of your scheduled appointments in a list.

Change the calendar view To change to another calendar view (Day, Week, Month, or Agenda), click the trackwheel. Click a view. To change the default view when you open the calendar, click Options. Set the Initial View field. Use the calendar To go to a specific date, click the trackwheel. Click Go to Date. To go to the current date, click the trackwheel. Click Today. · · Change the default reminder time About power off and reminders Schedule an appointment quickly 1.

2.

In the calendar options, verify that the Enable Quick Entry field is set to Yes. In Day view, beside the start time, type the subject of the appointment. 41 3. 4. 5. Type a location in parentheses. To change the start and end times, hold the Right Shift key and roll the trackwheel. Click the trackwheel. Select the Relative Date check box for the appointment to recur on a relative date. For example, set an appointment to recur on the last Friday of each month, or on the 28th of each month.

In the Days field, set the days on which the weekly appointment should recur. To select a day, press the Enter key. Related topics Related topics · · Change the default reminder time About power off and reminders Change the default reminder time In the calendar options, set the Default Reminder field to the amount of time before the appointment that the handheld reminds you. The default is 15 minutes. Related topic · · Change the default reminder time About power off and reminders Manage appointments and meetings In Month view, to view your list of appointments, click a day.



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

Click Delete. If you delete a meeting, you are prompted to notify the contacts invited to the meeting. · About power off and reminders Schedule a meeting 1. 2. 3. 4. 5. 6. 7. 8.

9. In the calendar, click the trackwheel. Click New. Type the meeting details. Set whether the meeting should recur.

Click the trackwheel. Click Invite Attendee. Click a contact. Click Invite. Click the trackwheel.

Respond to meeting invitations In an open meeting invitation, click the trackwheel. Perform one of the following actions: · · · Accept or Accept with comments Tentative or Tentative with comments Decline or Decline with comments 10. Click Save. Notes: If your meeting recurs: Set the Every field to change the frequency of the appointment. For example, to set an appointment to recur every three days, set the Every field to 3. To check your calendar when replying to a meeting invitation, click the trackwheel. Click View Calendar. 42 Note: If you delete a meeting invitation from the messages list before you accept or decline it, the appointment is deleted from your desktop calendar. Change meeting participants Open the meeting. In an Accepted or Declined field, click a contact.

Perform one of the following actions: · · · Invite Attendee Change Attendee Remove Attendee 43 44 Tasks · · · · · · · · · Create a task Use tasks Change task status Create a category Apply categories to tasks View tasks by category Delete categories Tasks -- frequently asked questions Use tasks Click a task. Perform one of the following actions: · · · · · Open Mark Completed Mark In Progress Delete Delete Completed Change task status To change the status for a task to Waiting or Deferred, edit the Status field for the task. Create a task 1. 2. 3. 4. 5. 6. 7. In the task list, click the trackwheel.

Click New. Type the task details. Set a due date for the task. Set whether the task should recur. Click the trackwheel.

Click Save. About categories You create categories in which to group your tasks. You can also narrow the tasks displayed in the task list based on categories. Category names are not case sensitive. More than one category can apply to a task.

If you use Lotus Notes® as your desktop email program, you can apply more than one category to a task on your handheld, but only one category will synchronize with the task in your desktop email program. Categories are shared between the address book, the task list, and the memos list. Therefore, category changes made in the task list are also made in the address book and the memos list. Notes: If your task recurs: Set the Every field to change the frequency of the task. For example, to set a task to recur every three days, set the Every field to 3. Select the Relative Date check box for the task to recur on a relative date. For example, set a task to recur on the last Friday of each month, or on the 28th of each month. In the Days field, set the days on which the weekly task should recur. To select a day, press the Enter key. Create a category 1.

2. 3. 4. 5. In the task list, click the trackwheel. Click Filter. Click the trackwheel. Click New. Type a name for the category. 45 6.

Click the trackwheel. Related topic · About categories Apply categories to tasks When creating or editing a task, click the trackwheel. Click Categories. To select the categories that apply to the task, press the Space key. Save your changes.

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

Click Filter. To clear the check boxes beside any selected categories, press the Space key. Delete categories In the task list, click the trackwheel. Click Filter. Click a category. Click Delete. The category is deleted, but any tasks applied to the category remain in the tasks list. Tasks -- frequently asked questions · Can I remove the prompt that appears before I delete contacts, calendar entries, tasks, or memos? Can I change how my contacts, tasks, or memos are displayed? Can I clear all the categories that apply to a contact, task, or memo? How do I know how many contacts, calendar entries, tasks, or memos I have saved? · · · 46 Memos · · · · · · · Write a memo Use memos Create a category Apply categories to memos View memos by category Delete categories Memos -- frequently asked questions 3. 4. 5.

6. Click the trackwheel. Click New. Type a name for the category. Click the trackwheel. Related topic · About categories Apply categories to memos When creating or editing a memo, click the trackwheel. Click Categories. To select the categories that apply to the memo, press the Space key. Save your changes.

Write a memo In the memos list, click the trackwheel.

Click New. Type a title. Type the body of the memo. Use memos Click a memo. Perform one of the following actions: View memos by category To view all memos within a category, in the memos list, click the trackwheel.

Click Filter. Select a category. Press the Space key. To view all memos again, click the trackwheel. Click Filter.

To clear the check boxes beside any selected categories, press the Space key. · · · View Edit Delete About categories You create categories in which to group your memos. You can also narrow the memos displayed in the memos list based on categories. Category names are not case sensitive. More than one category can apply to a memo. Categories are shared between the address book, the task list, and the memos list. Therefore, category changes made in the memos list are also made in the address book and the task list. Delete categories In the memos list, click the trackwheel. Click Filter. Click a category.

Click Delete. The category is deleted, but any memos applied to the category remain in the memos list. Memos -- frequently asked questions · Can I remove the prompt that appears before I delete contacts, calendar entries, tasks, or memos? Can I change how my contacts, tasks, or memos are displayed? Can I clear all the categories that apply to a contact, task, or memo? 47 Create a category 1. 2. In the memos list, click the trackwheel. Click Filter. · · · How do I know how many contacts, calendar entries, tasks, or memos I have saved? 48 Alarm · · · · · Set the alarm Set the alarm volume Silence the alarm Turn off the alarm Alarm -- frequently asked questions Alarm -- frequently asked questions · · · Why didn't my alarm notify me on a Saturday or Sunday? What is the escalating volume level? Can I set a snooze feature for my alarm? Set the alarm 1.



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