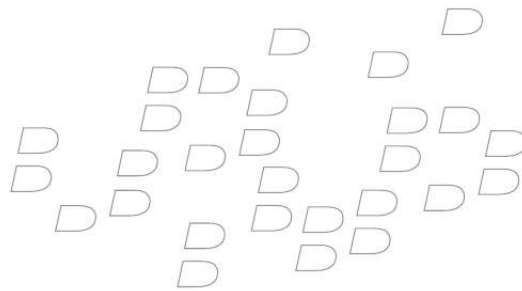




Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for BLACKBERRY 7290. You'll find the answers to all your questions on the BLACKBERRY 7290 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual BLACKBERRY 7290
User guide BLACKBERRY 7290
Operating instructions BLACKBERRY 7290
Instructions for use BLACKBERRY 7290
Instruction manual BLACKBERRY 7290



BlackBerry Wireless Handheld
Version 4.1

User Guide



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.. 121 Synchronization -- frequently asked questions...

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.. 139 Blue! 7. Click Send.

Notes: If a list of names appears as you type a contact name, click a name to add that contact to your message. If your BlackBerry® device is integrated with more than one email account, you can select an account to send the message from. At the top of the message, in the Send Using field, press the Space key until the preferred email account appears. You might also be able to send messages from the message list for a specific email account. Related topic Search for contacts in your company address book (See page 59.) Open messages An unopened message appears in a messages list with a closed envelope icon. After you open the message, the closed envelope changes to an open envelope. User Guide Save draft messages To save a draft of a message, click the trackwheel.



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Click Save Draft. Resend pending messages Messages that appear in a messages list with a clock icon are pending and should be resent automatically.

To manually resend the message, in the open message, click the trackwheel. Click Resend. If your message cannot be sent after a period of time, you receive a message indicating that the message was not sent successfully. Add multiple contacts to a message To add multiple contacts to a message, in a blank To or CC field, type an email address, PIN number, or a contact name. To add a blind carbon copy (BCC) recipient, click the trackwheel. Click Add Bcc. To attach a contact to a message, click the trackwheel. Click Attach Address. Manage messages Open a message. Click the trackwheel.

Click one of the following menu items: · Save Reply Forward Forward As Reply To All Delete · · · · Set the importance level 1. When composing a message, click the trackwheel. 2. Click Options. 3.

Set the Importance field to High or Low. 4. Click the trackwheel. 5. Click Save.

Resend sent messages To change the text in a sent message and resend it, in the open message, click the trackwheel. Click Edit. Change the text. Send the message. To change the recipient of a sent message and resend it, in the open message, click the trackwheel. Click Edit. Click a contact. Click Change Address. Click a new contact. Send the message.

To resend your message to the same contact, in the open message, click the trackwheel. Click Resend. Notes: To remove the original message from a reply, click the trackwheel. Click Delete Original Text. If your BlackBerry® device is integrated with more than one email account, you might be able to manage messages from the message list for a specific email account. 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. 12 2: Email messages Related topics Can I file messages? (See page 113.) View filed messages (See page 13.

) Save a copy of messages sent from the device In the messages options, click Email Settings. Set the Save Copy In Sent Folder field to Yes. Click the trackwheel. Click Save. Note: Copies of sent messages are stored in the Sent Items folder in your desktop email program.

View filed messages To display all filed messages in a messages list, in the messages options, click General Options. Set the Hide Filed Messages field to No. Click the trackwheel. Click Save. To view messages that are stored in a specific folder, in a messages list, click the trackwheel. Click View Folder. Click a folder. Click Select Folder. About auto signatures Your auto signature is added to your email messages after you send them. The auto signature does not appear on your BlackBerry® device when you compose the message.

To add an auto signature from your device, your device must be integrated with an account that uses BlackBerry Enterprise Server™ version 4.0 or later. Delete multiple messages at one time To delete multiple messages, hold the Shift key and select messages. Press the Backspace/Delete key. To delete messages that you sent or received prior to or on a specific date, click a date field. Click Delete Prior. Note: When your email messages are reconciled between your BlackBerry® device and your desktop email program, any messages that you have deleted from your device using the Delete Prior option are not deleted from your desktop email program. Related topic Reconcile deleted messages (See page 33.) Add an auto signature 1. In the messages options, click Email Settings.

2. Set the Use Auto Signature field to Yes. 3. Type an auto signature. 4.

Click the trackwheel. 5. Click Save. Note: You can also add an auto signature in the BlackBerry Desktop Software. If you use the BlackBerry Internet Service™, log in to your account using a desktop browser to add an auto signature.

Related topic About auto signatures (See page 13.) Mark messages 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. 13 User Guide About out-of-office replies The out-of-office reply should be sent automatically to a contact the first time that contact sends you an email message. To set an out-of-office reply on your BlackBerry® device, your device must be integrated with an account that uses BlackBerry Enterprise Server™ version 4.0 or later. If the message does not meet any filter criteria and should not be forwarded, set the If no filters apply, send email to handheld field to No. Filters are applied to messages based on the order in which they appear.

If you create multiple filters that could apply to the same message, you must decide which one should be applied first by placing that filter higher in the list. To create filters on your device, your device must be integrated with an account that uses BlackBerry Enterprise Server™ version 4.0 or later. Set an out-of-office reply 1. In the messages options, click Email Settings. 2. Set the Use Out Of Office Reply field to Yes. 3. Type a reply. 4.

If you use an IBM® Lotus Notes® desktop email program, in the Until field, set the date on which the out-of-office reply should be turned off. 5. Click the trackwheel. 6. Click Save.

Note: You can also set an out-of-office reply in your desktop email program. If you use the BlackBerry Internet Service™, log in to your account using a desktop browser to set an out-of-office reply. Related topic About out-of-office replies (See page 14.) Create filters 1. In the messages options, click Email Filters.

2. Click the trackwheel. 3. Click New. 4. Set the filter information. 5. Click the trackwheel. 6. Click Save.

Notes: To add a contact to the From or Sent to fields, click the trackwheel. Click Select Name. Click a name. Click Continue. To make the filter detect messages from multiple contacts, use semicolons to separate contacts in the From or Sent to fields. You can also use the BlackBerry Desktop Software to create filters. If you use the BlackBerry Internet Service™, log in to your account using a desktop browser to create filters. Related topics About filters (See page 14.) Manage filters (See page 15.) Create filters quickly (See page 15.

) About filters You can create filters to specify which email messages are forwarded to your BlackBerry® device and which messages remain in your desktop email program. To forward messages to your device, when creating a filter, select Forward with Level 1 Notification (sends messages with higher priority) or Forward header only (sends messages with only the To, Sent, and From fields). 14 2: Email messages Manage filters Click a filter. Perform one of the following actions: · · · To turn on the filter, select a filter.



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Press the Space key.

To view and edit a filter, click a filter. Click Edit. To move the filter higher or lower in the list, click the filter. Click Move. Roll the trackwheel to move the filter.

Click the trackwheel. To delete the filter, click a filter. Click Delete. 6. Click Save. Notes: Make sure that you select the Inbox check box. If you do not select the Inbox check box, messages are not forwarded from this folder. To select all your folders for redirection, including your Sent Items folder, select the Select All check box. Messages that are sent from your desktop email program also appear on your BlackBerry® device. You can also use the BlackBerry Desktop Software to specify folder redirection settings.

If you use the BlackBerry Internet Service™, log in to your account using a desktop browser to specify folder redirection settings. Related topics About folder redirection (See page 15.) How do I stop messages that are sent from my desktop email program from appearing on my device? (See page 115.) How do I make changes to the folders on my device? (See page 115.) · Create filters quickly In a messages list, click a message on which to base your filter.

Perform one of the following actions: · To create a filter based on the sender, click Filter Sender. Type a title. Click the trackwheel. Click Save. To create a filter based on the subject, click Filter Subject.

Type a title. Click the trackwheel. Click Save. · About folder redirection If rules within your desktop email program direct new messages into different folders, you must specify which folders should forward messages to your BlackBerry® device. To set folder redirection on your device, your device must be integrated with an account that uses BlackBerry Enterprise Server™ version 4.

0 or later. Show or hide the number of new or unread messages Unread messages are messages that you have not opened. New messages are messages that your BlackBerry® device has received since you last opened the messages list. 1. In a message list, click the trackwheel.

2. Click Options. 3. Click General Options. 4. In the Display Message Count field, perform one of the following actions: · To display counts for new messages, select New. Set folder redirection 1. In the messages options, click Email Settings. 2. Click the trackwheel.

3. Click Folder Redirection. 4. Select the check boxes beside the folders from which messages should be forwarded. 5. Click the trackwheel. 15 User Guide · To display counts for unread messages, select Unread. To never display counts, select None. To view received messages or call logs for incoming phone calls, in a messages list, press the Alt key + I. To view voice mail messages, in a messages list, press the Alt key + V.

To move to the next unopened item, press U. To move to the next related message, press J. To move to the previous related message, press K. To mark a message as opened or unopened, press the Alt key + U. To move to the last cursor position in a received message, press G.

To view the address of a sender or a recipient, in the To or From field of a received message, select a name. Press Q. To show the display name again, press Q. 5. Click the trackwheel.

6. Click Save. Note: Your theme might override the option that you set in the Display Message Count field. Hide the unread message indicator 1. In a message list, click the trackwheel. 2. Click Options. 3. Click General Options. 4.

Set the Display New Message Indicator field to No. 5. Click the trackwheel. 6. Click Save. Note: The Display New Message Indicator field appears only if the Display Message Count field is set to Unread. Messages shortcuts To open a selected message, press the Enter key. To compose a message from the messages list, press C. To reply to a message, press R. To forward a message, press F.

To reply to all, press L. To file a message, press I. To search for text within a message, press S. To search for the next occurrence of the text, press S again. To move down a page, press the Space key.

To move up a page, press the Shift key + the Space key. To view sent messages or call logs for outgoing phone calls, in a messages list, press the Alt key + O.

16 3 PIN messages About PIN messages Find your PIN Open messages Send PIN messages Save draft messages Add multiple contacts to a message Resend sent messages Manage PIN messages Delete multiple messages at one time Mark messages as opened or unopened Search the messages list Show or hide the number of new or unread messages Hide the unread message indicator Messages shortcuts Email and PIN messages -- frequently asked questions Find your PIN In the device options, click Status. Note: If your BlackBerry® device is integrated with an account that uses BlackBerry Enterprise Server™ version 4.0 or later, your PIN appears on the Enterprise Activation screen.

Send PIN messages 1. In a messages list, click the trackwheel. 2. Click Compose PIN. 3. In the To field, type a PIN or a contact name. 4. Type a message. 5. Click the trackwheel.

6. Click Send. Note: If a list of names appears as you type a contact name, click a name to add that contact to your message. About PIN messages A personal identification number (PIN) uniquely identifies each BlackBerry® device on the network. If you know the PIN of another BlackBerry device 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, in a messages list, a D appears with a check mark beside the PIN message. Manage PIN messages Open a message. Click the trackwheel. Click one of the following menu items: · · · · · Save Reply Forward Forward As Reply To All Delete User Guide Note: To remove the original message from a reply, click the trackwheel.

Click Delete Original Text. 18 4 SMS messages About SMS messages Find your SMS number Type an SMS number Open SMS messages Send SMS messages Add contacts to an SMS message Save draft messages Manage SMS messages Resend sent SMS messages Enable cell broadcast messages Manage cell broadcast channels Delete multiple messages at one time Mark messages as opened or unopened Search the messages list Search for PIM items Leave SMS messages on a SIM card Show or hide the number of new or unread messages Hide the unread message indicator Messages shortcuts SMS messages -- frequently asked questions You can send SMS messages to contacts who have SMS-compatible phone numbers. You can also forward SMS messages as PIN or email messages. Find your SMS number In the phone, the My Number field displays your phone number. If your BlackBerry® device is enabled for SMS, this number is also your SMS number.

Type an SMS number When you type an SMS-compatible number, include the country code and the area code. Note: In the phone options, set your smart-dialing options to avoid typing the country code and area code. Related topic About smart dialing (See page 45).



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

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 that your service provider enables for SMS. Send SMS messages 1. In a messages list, click the trackwheel. 2. Click Compose SMS. 3. Click [Use Once]. 4. Click SMS.

User Guide 5. Type the SMS-compatible phone number. 6. Click the trackwheel. 7. Click Continue. 8. Type a message. 9. 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 SMS. To send an SMS message quickly from the phone, type an SMS-compatible phone number. Click the trackwheel.

Click SMS<XXXXXXX>. Related topic *Why can't I send SMS messages?* (See page 117.) Note: To remove previous SMS messages from a reply message, click the trackwheel. Click Remove History. Resend sent SMS messages To resend an SMS message to the same contact, in the message, click the trackwheel.

Click Resend. Note: If you send an SMS message to multiple contacts and the message does not reach one or more contacts, click Resend to resend the message to the contacts who did not receive it initially. About cell broadcast messages If your service provider supports cell broadcasting and provides you with access to a cell broadcasting channel, you can receive broadcast messages from the wireless network. These SMS messages can communicate information about weather, sports, traffic, or other news directly to your device. Contact your service provider for more information about cell broadcasting. The cell broadcast channels that you subscribe to determine the kind of cell broadcast messages that you receive. Contact your service provider for more information. Add contacts to an SMS message When composing an SMS message, click the trackwheel. Click Add Recipient. Note: You can send an SMS message to up to ten recipients.

Related topic *Type an SMS number* (See page 19.) Enable cell broadcast messages Manage SMS messages Open a message. Click the trackwheel. Click one of the following menu items: Save Reply Forward Forward As Delete Related topic *About cell broadcast messages* (See page 20.) 1. In the device options, click Advanced Options. 2. Click Cell Broadcast. 3. Set the Cell Broadcasting Service field to On.

4. Click the trackwheel. 5. Click Save. 20 4: SMS messages Manage cell broadcast channels In the device options, click Advanced Options. Click Cell Broadcast. Click a channel in the list. Perform one of the following actions: To receive messages from a channel, click Add Channel. To set a name for the selected channel, click Set Nickname. To stop receiving messages from the selected channel, click Disable.

To delete the selected channel, click Delete Channel. Note: To specify the languages for cell broadcast messages, click a cell broadcast language. Click Enable. Related topic *About cell broadcast messages* (See page 20.) 21 User Guide 22 5 MMS messages About MMS messages Find your MMS number Open MMS messages Send MMS messages Send MMS messages from the browser, pictures list, or calendar Save draft messages Add multiple contacts to a message Set the importance level Set delivery and read notification Manage MMS message attachments Show or hide the number of new or unread messages Hide the unread message indicator Messages shortcuts Manage MMS messages You can only send non-recurring appointments in MMS messages. If you attach a meeting, the attendees are removed. Find your MMS number In the phone, the My Number field displays your phone number. If your BlackBerry® device is enabled for MMS, this number is also your MMS number. Open MMS messages An unopened MMS message appears in a messages list with a closed italic envelope icon. After you open the message, the closed italic envelope changes to an open italic envelope.

If MMS content does not appear when you open the message, click the trackwheel. Click Retrieve. Send MMS messages 1. In a messages list, click the trackwheel. 2. Click Compose MMS. 3. Click [Use Once]. 4. Click MMS.

5. Select a send method. 6. Type an MMS-compatible phone number or an email address. 7. Click the trackwheel. 8. Click Continue. 9. Type a message.

10. Click the trackwheel. About MMS messages With an MMS-compatible number, you can send and receive multimedia message service (MMS) messages. An MMS-compatible number is a phone number that your service provider enables for MMS. If your service provider supports MMS, you can send MMS messages that contain .jpg, .gif, .wbmp, .png, .smil, .

.midi, .vcf (vCard®), or .vcs (vCalendar®) content and receive MMS messages that contain .jpg, .gif, .wbmp, .png, .midi, .txt, .vcf, .vcs, or .smil content. You can add one or more images that are not copyright protected to an MMS message, but the message cannot exceed 300 KB. User Guide 11. Click Attach Address, Attach Appointment, Attach Picture, or Attach Audio.

12. Click a contact, appointment, image, or audio file. 13. Click Continue. 14.

Click the trackwheel. 15. Click Send. Notes: If you have added contacts to the address book, you can select a contact from the list after you click Compose MMS. To send an MMS message quickly from the phone, type an MMS-compatible phone number. Click the trackwheel. Click MMS<XXXXXXX>. If you attach image files, you can set the duration that each picture displays when the recipient opens the MMS message. In a Slide Duration field, press the Space key. Related topic *Can I send and receive MMS messages?* (See page 119.)

) 3. Set the Confirm Delivery and Confirm Read fields. 4. Click the trackwheel. 5. Click Save. Related topic *Can I configure notification for all MMS messages?* (See page 119.) Manage MMS message attachments In an open message, click an image or a vCalendar or vCard attachment. Click View Image, View Appointment, or View Address. Click the trackwheel.

Click one of the following menu items: Save Add To Calendar Add Contact Notes: Images are saved in the pictures list. To play an audio file, click Play. Roll the trackwheel to increase or decrease the volume. To stop playing the file, click the trackwheel. To adjust the volume in an MMS message that contains .smil content, click the volume field in the top right corner of the slide. Click Change Option. Click a volume level. Send MMS messages from the browser, pictures list, or calendar 1. In the browser or pictures list, click an image.

In the calendar, click an appointment. 2. Click Send As MMS. 3. Add a contact. 4. Type a message. 5. Click the trackwheel. 6.

Click Send. Manage MMS messages In an open MMS message, click the trackwheel. Click one of the following menu items: Save Reply Forward Reply To All Delete Set delivery and read notification 1.



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When composing an MMS message, click the trackwheel. 2. Click Options. 24 5: MMS messages Notes: When you reply to an MMS message, the previous message is not included. You cannot edit the content of an MMS message that you forward. You can only forward an MMS message if the content is not copyright protected. Additional options might also be available if the message contains .

smil content. 25 User Guide 26 6 Search About search Search the messages list Recall searches Manage saved searches Search for messages from a specific contact Search for messages with a specific subject Search for PIM items Search shortcuts Related topics Recall searches (See page 27.) Manage saved searches (See page 27.) Search for messages from a specific contact (See page 28.) Search for messages with a specific subject (See page 28.)

) Search for PIM items (See page 28.) Notes: To save a search after setting the search criteria, click the trackwheel. Click Save. Add a title and a shortcut key for your search. Click the trackwheel.

Click Save. If your BlackBerry® device is integrated with more than one email account, and you want to search for messages in a specific email account, set the Service field. About search In a messages list, you can search using criteria that you set and you can save the search criteria for future use. You can also search for contacts or search for all messages that contain the same subject. You can use the search program to search messages and personal information management (PIM) items, such as tasks, memos, contacts, and calendar entries, on your BlackBerry® device. You can also manage PIM items from the search results list. Recall searches To view your saved searches, in a messages list, click the trackwheel. Click Search. Click the trackwheel. Click Recall.

Search the messages list 1. In a messages list, click the trackwheel. 2. Click Search. 3. Set the search criteria. 4. Click the trackwheel. 5. Click Search. Manage saved searches In the list of saved searches, click a search. Click one of the following menu items: · · · Select Search Edit Search Delete Search User Guide Note: To view the criteria of your last search quickly, in the list of searches, click the trackwheel. Click Last. Related topic Recall searches Search for PIM items 1. In the search program, in the Text field, type text to search for.

2. In the Name field, type a contact name to search for. 3. Select one or more programs. 4.

Click the trackwheel. 5. Click Search. Notes: If you type more than one word in the Text or Name field, all the words must appear for the search to be successful. File attachments are not searched when you search PIM items. Related topic How do I search for text in a file attachment? (See page 122.) Search for messages from a specific contact To search for all messages received from a specific sender, in a messages list, click a message. Click Search Sender. To search for all messages sent to a specific recipient, in a messages list, click a message. Click Search Recipient.

Note: If your BlackBerry® device is integrated with more than one email account, you might be able to start a search from the message list for a specific email account. The device searches only for messages in that list. To search all email accounts for messages from a specific contact, search from the main messages list. Search shortcuts To search for text in a specific program, in the program, click the trackwheel. Click Find. Type the text. To search for a contact, in a list of contacts, type the contact name or initials separated by a space. To stop a search that is in progress, press the Escape button. Search for messages with a specific subject To search for all messages with the same subject, click a message. Click Search Subject.

Note: If your BlackBerry® device is integrated with more than one email account, you might be able to start a search from the message list for a specific email account. The device searches only for messages in that list. To search all email accounts for messages with a specific subject, search from the main messages list. 28 7 Attachments About attachments Open a file attachment Open embedded content View tables in attachments View attachment information Navigate spreadsheet attachments Navigate image attachments View presentations Navigate presentation attachments Manage vCard address book attachments Attachments shortcuts Attachments -- frequently asked questions Open a file attachment 1. In a message, click the trackwheel.

2. Click Open Attachment. 3. Click the attachment. 4.

Click Expand. 5. Perform one of the following actions: · · To open a table of contents for the file attachment, click Table of Contents. To open the file attachment, click Full Content. 6. Click Retrieve. Note: To reopen an image attachment quickly, in the message, click the attachment image. Click Open Attachment. About attachments You can view several types of file attachments on your BlackBerry® device, including .zip, .

htm, .html, .doc, .dot, .ppt, .pdf, .wpd, .txt, .vcf, and .xls files.

You can also view .bmp, .gif, .jpg, .png, and .

tif image attachments. If your device is integrated with an account that uses BlackBerry Enterprise Server™ version 4.1 or later, you can view .wmf files on your device. In a messages list, a paper clip icon appears beside messages with attachments.

Related topic Can I view file attachments on my device? (See page 121.) Open embedded content In an attachment, click a content link. Click Retrieve. To return to the attachment, press the Escape button. Examples of embedded content include tables, images, footnotes, text boxes, or comments. View tables in attachments To preview a table that is embedded in a document, click the table link. Click Retrieve. To view the full table in the table preview, click the Table Link link. Click Retrieve. User Guide View attachment information To view the size, author, publication date, and other information about the attachment, open the attachment.

Click the file name. Perform one of the following actions: · · If you have opened the complete file attachment, click View Info. If you have not opened the complete file attachment, click Retrieve Info. 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 Enhance. To view an image at a higher resolution, click the trackwheel. Click Full Image. To view the previous page in a multiple-page image, click the trackwheel. Click Prev Page.

To view the next page in a multiple-page image, click the trackwheel. Click Next Page. If the next page has not yet been retrieved, in the attachment, click the trackwheel. Click More. To switch to a different page in a multiple-page image, click the trackwheel.



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Click Table of Contents. In the table of contents, click a page. Perform one of the following actions: · · If the page has been retrieved (underlined with a solid line), click View. If the page has not been retrieved (underlined with a dashed line), click Retrieve. Navigate spreadsheet attachments To scroll horizontally in a spreadsheet, hold the Alt key and roll the trackwheel. To move to a specific cell in a spreadsheet, click the trackwheel. Click Go to Cell. Type the cell coordinates. Click the trackwheel. To display the contents of a cell in a spreadsheet, click the trackwheel.

Click View Cell. To view the previous worksheet in a workbook, click the trackwheel. Click Prev Sheet. To view the next worksheet in a workbook, click the trackwheel. Click Next Sheet. If the next worksheet has not yet been retrieved, in the attachment, click the trackwheel. Click More. To switch to a different worksheet in a workbook, click the trackwheel. Click Table of Contents. In the table of contents, click a worksheet.

Perform one of the following actions: · · If the worksheet has been retrieved (underlined with a solid line), click View. If the worksheet has not been retrieved (underlined with a dashed line), click Retrieve. To view all the pages in the table of contents, click the trackwheel. Click More. View presentations To view a Microsoft® PowerPoint® presentation in its original format, in the presentation, click the trackwheel.

Click View Slides. To view a PowerPoint presentation as a slide show, in the presentation, click the trackwheel. Click Slide Show. If a slide is not downloaded automatically, click the trackwheel. Click Retrieve.

To view only text in a PowerPoint presentation, in the presentation, click the trackwheel. Click View Text. To view both text and slides, in the presentation, click the trackwheel. Click View Both. To view all the worksheets in the table of contents, click the trackwheel. Click More. Navigate image attachments To pan horizontally across an image, hold the Alt key and roll the trackwheel. 30 7: Attachments Note: To view more than the text of a PowerPoint presentation, your BlackBerry® device must be integrated with an account that uses BlackBerry Enterprise Server™ version 4.1 or later. Related topic Navigate presentation attachments (See page 31).

) Manage vCard address book attachments To view a vCard® attachment, in an open message, click the attachment. Click View Attachment. To add the contact information to your address book, in an address book attachment, click the trackwheel. Click Add to Address Book. To update contact information, in an address book attachment, click the trackwheel. Click Update Address. Related topic About vCard address book attachments (See page 31.) Navigate presentation attachments To view the next slide in a presentation, click the trackwheel. Click Next Slide. To view the previous slide in a presentation, click the trackwheel.

Click Prev Slide. To stop a slide show, click the trackwheel. Click Close. To zoom, rotate, enhance, or save a slide, in slide view or text and slide view, click a slide. Click View.

Click the trackwheel. Click a menu item. Note: You can only navigate presentation attachments if your BlackBerry® device is integrated with an account that uses BlackBerry Enterprise Server™ version 4.1 or later. Attachments shortcuts 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 in a spreadsheet attachment, press V. Select a worksheet. 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 cell, press the Space key. To zoom into an image, press I. To continue zooming into an image, hold the Left Shift key and roll the trackwheel. To zoom out of an image, press O.

To continue zooming out of an image, hold the Left Shift key and roll the trackwheel. To zoom to the original image size, press W. To rotate an image, press R. To view the next slide in a presentation, press N. To view the previous slide in a presentation, press P. To view a presentation as a slide show, press S. To stop a slide show, hold the Escape button. About vCard address book attachments Address book attachments (vCard®.vcf files) contain contact information for a specific user. When you add a vCard attachment to your email message, recipients of your message can view and add your contact information to their BlackBerry® device address books.

When you open a message that contains a vCard attachment, a book icon appears at the bottom of the message with the name of the attached contact. 31 User Guide To move between presentation views, in a presentation, press M. 32 8 Synchronizing data About email reconciliation Turn on wireless email reconciliation Reconcile deleted messages About PIM synchronization Turn on wireless PIM synchronization Synchronization -- frequently asked questions Related topic Can I reconcile email messages over the wireless network? (See page 125.) Note: Set the wireless reconcile option for each email account that is integrated with your BlackBerry® device. About email reconciliation If you turn on email reconciliation, any messages that you file or delete on your BlackBerry® device should also be filed or deleted in your desktop email program.

Likewise, any changes that you make to messages in your desktop email program should be reflected on your device. If your device integration option supports wireless email reconciliation, changes are reconciled over the wireless network. If your device integration option does not support wireless email reconciliation, changes can be reconciled using the BlackBerry Desktop Software. See the BlackBerry Desktop Software Online Help for more information about manual email reconciliation. Related topic Can I reconcile email messages over the wireless network? (See page 125).

) Reconcile deleted messages To set how deleted messages are reconciled between your BlackBerry® device and desktop email program, in the messages options, click Email Reconciliation. Set the Delete On field. Click the trackwheel. Click Save. Note: Set the email reconciliation option for each email account that is integrated with your device. Related topic Delete multiple messages at one time (See page 13.) 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 BlackBerry® device and in your desktop email program are similar. Turn on wireless email reconciliation In the messages options, click Email Reconciliation. Set the Wireless Reconcile field to On. Click the trackwheel.

Click Save. User Guide If your device is integrated with an account that uses BlackBerry Enterprise Server™ version 4.0 or later and wireless PIM synchronization is turned on, PIM items should be synchronized over the wireless network.



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You can turn wireless PIM synchronization on and off using the device. If your device is integrated with an account that uses BlackBerry Enterprise Server™ version 2.1 or later and wireless calendar synchronization is enabled, calendar entries should be synchronized over the wireless network. You can synchronize all other PIM items using the BlackBerry Desktop Software. See the BlackBerry Desktop Software Online Help for more information about synchronizing PIM items manually or configuring wireless calendar synchronization using the BlackBerry Desktop Software. Related topic Can I synchronize PIM items over the wireless network? (See page 125.) Related topic Can I synchronize PIM items over the wireless network? (See page 125.)

) Turn on wireless PIM synchronization In the tasks, memo, address book, or calendar options, set the Wireless Synchronization field to Yes. Click the trackwheel. Click Save. If the Wireless Synchronization option does not appear on the BlackBerry® device, you can set wireless calendar synchronization using the BlackBerry Desktop Software. See the BlackBerry Desktop Software Online Help for more information.

Notes: If you have been using your device with wireless PIM synchronization turned off or you are turning on wireless PIM synchronization for the first time, synchronize your device using the BlackBerry Desktop Software before you turn on wireless PIM synchronization. If you turn on wireless PIM synchronization on the device, you cannot synchronize PIM items using the BlackBerry Desktop Software. 34 9 Backing up and restoring device data About backing up and restoring device data 5. Click Activate. About backing up and restoring device data If your BlackBerry® device is integrated with an account that uses BlackBerry Enterprise Server™ version 4.

0 or later, settings on your device that are not saved in your desktop email program should be backed up over the wireless network. These settings include fonts, bookmarks, and other device settings. Information that is saved as part of personal information management (PIM) synchronization or wireless email reconciliation is not backed up. If you are using the BlackBerry Desktop Software with your device, you can back up and restore your device data using the Backup and Restore tool. See the BlackBerry Desktop Software Online Help for more information about backing up and restoring device data manually. If your device is integrated with an account that uses BlackBerry Enterprise Server™ version 4.0 or later and your device data is lost or erased, you should be able to restore your device data (but not message data) using enterprise activation. Restore device data 1. In the device options, click Advanced Options. 2.

Click Enterprise Activation. 3. Type your corporate email address and the password supplied by your system administrator. 4. Click the trackwheel. User Guide 36 10 Typing About AutoText Use AutoText Create AutoText entries Manage AutoText entries Cut or copy text Paste text Turn on tones when pressing keys Set the cursor speed Typing shortcuts Typing -- frequently asked questions Create AutoText entries (See page 37.) Turn off AutoText for SMS messages (See page 38.) Create AutoText entries 1. In the device options, click AutoText. 2.

Click the trackwheel. 3. Click New. 4. In the Replace field, type the text to replace.

5. In the With field, type the text that should appear. 6. In the Using field, set whether the entry is capitalized exactly as typed (Specified Case) or whether the entry is capitalized according to its context (SmartCase). 7.

Set the language. 8. Click the trackwheel. 9. Click Save. Related topic What is the Insert Macro menu item? (See page 38.) Turn off AutoText for SMS messages (See page 38.) About AutoText AutoText is designed to replace specific text that you type with the appropriate AutoText entry. Use AutoText to correct spelling and to replace abbreviations with complete words. Your BlackBerry® device has built-in AutoText entries that correct common mistakes.

For example, AutoText changes hte to the. You can create AutoText entries for your common typing mistakes or for abbreviations. For example, you might create an AutoText entry that replaces ityl with talk to you later. Manage AutoText entries In the device options, click AutoText. Click an AutoText entry.

Perform one of the following actions: · Edit Delete Use AutoText To use AutoText, type an AutoText entry. Press the Space key. Related topics About AutoText (See page 37.) Related topic Turn off AutoText for SMS messages (See page 38.) User Guide Turn off AutoText for SMS messages In the device options, click SMS.

Set the Disable AutoText field to Yes. Click the trackwheel. Click Save. To type an accented or special character, hold the letter key and roll the trackwheel. To turn on CAP lock, press the Alt key + the Right Shift key.

To turn on NUM lock, press the Right Shift key + the Alt key. To turn off NUM lock or CAP lock, press the Right Shift key. To type a number in a number field, press a number key. You do not need to press the Alt key. To type a letter in a number field, hold the number key until the letter appears.

To insert the at sign (@) and periods in an Email field, press the Space key. Cut or copy text 1. Click the trackwheel. 2. Click Select. 3. Select text. 4. Click the trackwheel. 5.

Click Cut or Copy. Paste text Place the cursor where you want to insert the cut or copied text. Click the trackwheel. Click Paste. Related Topic Copy and paste calculations (See page 71.) Typing -- frequently asked questions What is the Insert Macro menu item? How do I undo an AutoText change? Why can't I use shortcuts on the Home screen? Turn on tones when pressing keys In the device options, click Screen/Keyboard. Set the Key Tone field to On. Click the trackwheel. Click Save. What is the Insert Macro menu item? The Insert Macro menu item enables you to insert common variables, such as the current date or current time, into your AutoText entries.

Set the cursor speed In the device options, click Screen/Keyboard. Set the Key Rate field. Click the trackwheel. Click Save. How do I undo an AutoText change? If you type text and the AutoText feature automatically replaces it, you can undo the change by pressing the Backspace/Delete key twice.

Typing shortcuts To capitalize a letter, hold the letter key until the capitalized letter appears. To insert a period, press the Space key twice. The next letter is capitalized. To type the alternate character on a key, hold the Alt key and press the character key. To type a symbol, press the Symbol key.

Click a symbol. 38 Why can't I use shortcuts on the Home screen? The Dial From Home Screen option overrides using shortcuts on the Home screen, in favor of making calls. To use shortcuts, in the general phone options, set the Dial From Home Screen field to No. 10: Typing Note: Depending on your theme, a programs list might be available.



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If your theme uses a programs list, shortcuts can be used in the programs list, even if the Dial From Home Screen field is set to Yes. 39 User Guide 40 11
Phone Find your phone number Make phone calls Make emergency calls Make calls using speed dial Check voice mail Answer calls Mute calls Place calls on hold Adjust the phone volume Alternate between two calls Use other programs during calls Dial using letters Make conference calls Assign speed dial numbers to keys Log calls 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 Turn on fixed dialing Reset call timers Phone shortcuts Phone -- frequently asked questions Find your phone number In the phone, the My Number field displays your phone number. Make phone calls In the phone, type a phone number or select a contact. Press the Enter key. To end the call, hold the Escape button. Notes: If the contact that you want to call is not listed, click the trackwheel.

Click Call From Address Book to select a contact from your address book. You can also make a call on the Home screen. Type the number and press the Enter key. Related topics Add pauses or waits (See page 59.) Can I use the phone when the device or keyboard is locked? (See page 129.) Make emergency calls You should be able to make emergency calls even if your BlackBerry® device is locked or the SIM card is not inserted. If your device is not connected to the wireless network, it should connect automatically when the emergency call is initiated. If you are outside of a wireless network coverage area and the SOS coverage indicator appears, you can only call emergency numbers. User Guide To make an emergency call, perform one of the following actions: · · Unlocked keyboard or device: In the phone, type the emergency number. Press the Enter key.
Locked keyboard or device: Click the trackwheel. Click Emergency Call. Click Yes. Answer calls To answer a call, click Answer. If you do not want to answer a call, click Ignore.

If you are already connected to a call and you receive another call, perform one of the following actions: · · · To end your current call and answer the incoming call, click Answer - Drop Current. To place the current call on hold and answer the incoming call, click Answer - Hold Current. To end all current calls and answer the incoming call during a conference call, click Answer - Drop All. Note: Emergency calls can only be made to official emergency access numbers, for example 911 in North America, or 112 in the European Union and other countries. Make calls using speed dial In the phone, hold the key that is assigned to the contact or phone number.

Note: You can also use speed dial to make a phone call on the Home screen or in a messages list. Related topics Assign speed dial numbers to keys (See page 43.) Change speed dial numbers (See page 43.) To end a call, hold the Escape button. Related topics Can I use the phone when the device or keyboard is locked? (See page 129.) Use Bluetooth wireless technology during a call (See page 74.) Mute calls To mute a call, press the Phone button. Press the Phone button again to turn mute off. Check voice mail On the Home Screen, click Voicemail. Notes: The Voicemail icon is unavailable if no voice mail number is specified in the phone options.

Depending on your theme, the number of new or unheard voice mail messages might appear in the device status section of the screen and beside the program name. Related topic Set voice mail options (See page 46.) Place calls on hold To place a call on hold, click the trackwheel. Click Hold. To resume the call, click the trackwheel. Click Resume. Adjust the phone volume To increase the volume, during a call, roll the trackwheel up. To decrease the volume, roll the trackwheel down. Alternate between two calls To alternate between two connected calls, click the trackwheel. Click Swap.

42 11: Phone Use other programs during calls To use other device programs during a call, click the trackwheel. Click Home Screen. Note: If you switch to a different program and you want to end the phone call, click the trackwheel. Click End Call. Place calls on hold (See page 42.

) Manage contacts during a conference call To speak privately with one contact, click the trackwheel. Click Split Call. To disconnect one contact from a conference call, click the trackwheel. Click Drop Call. Select a contact.

Click the trackwheel. To disconnect from a conference call without disconnecting your contacts, click the trackwheel. Click Transfer. Dial using letters To type letters when dialing a phone number, press the Alt key. Type the letter. To type multiple letters during a call, press the Right Shift key + the Alt key. Type letters. To type numbers again, press the Right Shift key. Note: When you type a letter in a phone number, your BlackBerry® device dials the number that is associated with the letter on a conventional phone keypad. Assign speed dial numbers to keys 1.

In the phone, click the trackwheel. 2. Click View Speed Dial List. 3. Click an unassigned key. 4. Click New Speed Dial. 5. Click a contact. 6. Click Add Speed Dial To <contact name>. Note: To assign a contact or phone number from the phone to a speed dial key, select a contact or phone number. Hold an unassigned key. Click OK. Related topic Change speed dial numbers (See page 43.

) Make conference calls 1. During a call, click the trackwheel. 2. Click New Call. 3. Type a phone number or click a contact. 4. Click the trackwheel. 5. Click Call. 6. During the second call, click the trackwheel. 7. Click Join. Note: When you add more than two numbers to a conference call, place the conference call on hold before you call the next phone number or contact.

Related topics Manage contacts during a conference call (See page 43.) Change speed dial numbers In the phone, click the trackwheel. Click View Speed Dial List. Click a contact or phone number. Perform one of the following actions: · To change the contact that is assigned to a speed dial key, click Edit. Click a new contact. Click Add Speed Dial To <contact name>. 43 User Guide · To assign the contact to a different speed dial key, click Move. Roll the trackwheel to move the contact. Click the trackwheel.

To delete a contact from the speed dial list, click Delete. · To delete call log notes, in the open call log, click the trackwheel. Click Edit Notes. Click the trackwheel. Click Clear Field.

· Block calls 1. In the phone options, click Call Barring. 2. Click the trackwheel. 3. Click Enable. 4. Click the trackwheel. 5. Click Save. Related topics Change the call blocking password (See page 44.) Can I block calls? (See page 130.) About call logs Call logs appear when you open the phone. Missed call logs also appear in a messages list. Depending on your theme, missed calls might also appear on the Home screen.



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Log calls To set whether call logs appear in a messages list, in the phone options, click Call Logging. Select the call log type that you want to appear in a messages list. Press the Space key. If you do not want any call logs to appear in a messages list, select None. Press the Space key. Related topics About call logs (See page 44.) Manage call logs (See page 44.) Can I set the phone to display frequently called numbers? (See page 131.) How do I change how long messages and phone call logs remain in a messages list? (See page 114.) Change the call blocking password 1.

In the phone options, click Call Barring. 2. Click the trackwheel. 3. Click Change Password.

4. Type your current password. 5. Click the trackwheel. 6.

Type your new password. 7. Click the trackwheel. 8. Type your new password again. 9. Click the trackwheel. Manage call logs In the phone, or in a messages list, open a call log. Click the trackwheel. Perform one of the following actions: . . . To add notes to the call log, click Add Notes.

To edit call log notes, click Edit Notes. To forward call log notes, click Forward. Related topic Can I block calls? (See page 130.) Forward calls 1. In the phone options, click Call Forwarding. 2. Click the type of calls to forward. 3. Click Do Not Forward or the current forwarding phone number. 44 11: Phone 4.

Click Change Number. 5. Click a forwarding phone number. 6. Click the trackwheel.

7. Click Save. Note: Before you enable call forwarding, verify that you have call forwarding phone numbers added. Depending on your SIM card, the phone numbers for your call forwarding profiles might already be specified. You might not be able to change them or add new ones.

Contact your service provider for more information. Related topics Add call forwarding phone numbers (See page 45.) Delete call forwarding phone numbers (See page 45.) Can I use call forwarding? (See page 130.) How do I edit the phone number to which my calls are forwarded? (See page 130.) Delete call forwarding phone numbers On the Call Forwarding screen, click the current call forwarding number. Click Edit Numbers. Click a phone number. Click Delete. Related topic How do I edit the phone number to which my calls are forwarded? (See page 130.)

) Set call waiting In the phone options, click Call Waiting. Set the Call Waiting Enabled field to Yes. Click the trackwheel. Click Save. Related topic Can I use call waiting? (See page 131.) About smart dialing You can specify default country and area codes so that any numbers that are specified as links, or any numbers in your address book that do not contain these codes, are dialed correctly. If you call a corporation frequently, you can also 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 press the Alt key + the 8 key and type the extension number. Add call forwarding phone numbers 1. On the Call Forwarding screen, click a type of calls to forward.

2. Click New Number. 3. Type a phone number. 4.

Press the Enter key. 5. Click the trackwheel. 6. Click Close.

Related topic How do I edit the phone number to which my calls are forwarded? (See page 130.) Set default country and area codes 1. In the phone options, click Smart Dialing. 2. Set the Country Code and Area Code fields. 3. In the National Number Length field, set the default length for phone numbers in your country. 4. Click the trackwheel. 5.

Click Save. 45 User Guide Note: When you calculate the default length for phone numbers, include your area code and local number, but do not include your country code or the National Direct Dialing prefix. Warning: If you roam to another country and you change your smart-dialing options, phone numbers for contacts in your address book might not be dialed correctly. Related topic About smart dialing (See page 45.) Notes: If your SIM card is provisioned for voice mail, the voice mail access number might already appear on the screen. If your BlackBerry device is configured to enable you to edit the voice mail number on your SIM card, the edits are saved on your SIM card. Contact your service provider for more information about voice mail for your SIM card. If your SIM card is not provisioned for voice mail, you can type the access number for a different voice mail system. About TTY You can use text telephone (TTY) to make calls to, and receive calls from, other TTY devices. If you connect your BlackBerry® device to a TTY device, calls that you receive on your device are converted to text.

When TTY is enabled, an indicator appears in the device status section of the screen. Note: The TTY option is only available on some BlackBerry® devices.

Contact your service provider for more information. Set corporate extension dialing 1. In the phone options, click Smart Dialing.

2. In the Number field, type the main phone number for a corporation. 3. Set how long the BlackBerry® device waits before dialing an extension. 4.

In the Extension Length field, set the default length for extensions. 5. Click the trackwheel. 6. Click Save. Related topic About smart dialing (See page 45.) Set the TTY option In the phone options, click TTY. Set the TTY Mode field. Click the trackwheel. Click Save.

Related topics About TTY (See page 46.) Can I use a TTY device with my device? (See page 131.) Set voice mail options In the phone options, click Voicemail. Type a voice mail access number and any additional numbers, such as a password or extension. Click the trackwheel. Click Save. About default call volume You can specify a default volume level that is used for all calls, even if you adjusted the volume during a previous call. 46 11: Phone Set the default call volume In the phone options, click General Options. Set the Default Call Volume field. Click the trackwheel.

Click Save. Related topic About default call volume (See page 46.) 4. Type the PIN2 code provided by your service provider. 5.

Click the trackwheel. 6. Type a name and a phone number. 7. Click the trackwheel.

8. Click Save. Related topic About fixed dialing If you enable fixed dialing number (FDN) mode, your device only makes calls to contacts on your FDN list. Your device can dial emergency numbers in FDN mode, even if the numbers are not in the FDN list. If your service provider plan includes SMS, you can also send SMS messages to contacts on your FDN list. Can I use FDN mode on my device? (See page 131.) Manage fixed dialing entries On the FDN list, click a contact. Click one of the following menu items: . . . Edit Delete Turn on fixed dialing 1. In the phone options, click FDN Phone List. Reset call timers 1.

In the phone, click the trackwheel. 2. Click Status. 3. Click Last Call or Total Calls. 4. Click Clear Timer. 5. Click the trackwheel. 6.

Click Save. 2. Click the trackwheel. 3. Click Enable FDN mode.

4. Type the PIN2 code provided by your service provider. 5. Click the trackwheel. Related topics About fixed dialing (See page 47.)

) Add contacts to the FDN list (See page 47.)



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