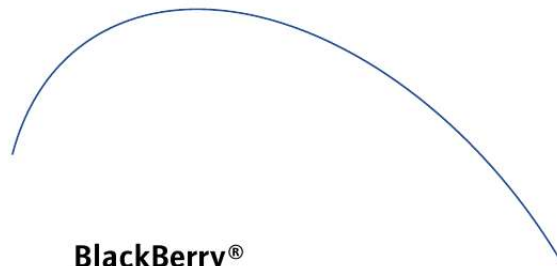




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You can read the recommendations in the user guide, the technical guide or the installation guide for BLACKBERRY 7520. You'll find the answers to all your questions on the BLACKBERRY 7520 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual BLACKBERRY 7520**  
**User guide BLACKBERRY 7520**  
**Operating instructions BLACKBERRY 7520**  
**Instructions for use BLACKBERRY 7520**  
**Instruction manual BLACKBERRY 7520**



**BlackBerry®**  
**Wireless Handheld**

**User Guide**



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**Manual abstract:**

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Related topic About enterprise activation Use the enterprise activation feature to integrate your handheld with your corporate Microsoft® Outlook® or IBM® Lotus® Domino® email account if you have access to BlackBerry Enterprise Server™ version 4.0. You can also use this feature to load or restore handheld data saved as part of an automatic wireless backup, a personal information management synchronization, or a wireless email reconciliation. If you have access to BlackBerry Enterprise Server version 4.0, and Enterprise Activation does not appear in the handheld options, verify with your service provider that you have been provisioned for enterprise activation.

If you have been provisioned for the service and the option does not appear, contact your system administrator. If you do not have access to BlackBerry Enterprise Server version 4.0, refer to the printed documentation that accompanied your handheld for more information on integrating your handheld with an email account. Notes: If the handheld has not yet been activated, or you are upgrading your software, Enterprise Activation might appear on the Home screen. Click Enterprise Activation to verify the status of the activation.

If the Enterprise Activation does not appear on the Home screen, in the handheld options, click Enterprise Activation to verify the activation status. · Why are some messages already on my handheld? 7 8 Email messages ······ Open a message Send an email message Save draft messages Add contacts to a message Set the importance level Change sent messages Manage messages File messages View filed messages Delete multiple messages at one time Mark a message as opened or unopened Search the messages list Search the handheld Save a copy of messages sent from the handheld Add an email signature Set an out of office reply Create an email filter Set folder redirection Email and PIN messages -- frequently asked questions 3.



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4. 5. 6. 7. 8. 9. Click [Use Once]. Click Email.

Type an email address. Click the trackwheel. Click Continue. Type a message. 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. In the messages list, click the trackwheel. Click Compose Email. 9 Change sent messages To change the text in a sent message and resend it, open the message. Click the trackwheel. Click Edit.

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

Send your message. To resend your message to the same contact, open the message. Click the trackwheel. Click Resend. View filed messages To display all filed messages in the messages list, in the messages options, click General Options.

Set the Hide Filed Messages field to No. To view messages within a specific folder, in the messages list, click the trackwheel. Click View Folder. Click a folder. Click Select Folder.

Note: To view sent messages, in the messages list, click the trackwheel. Click View Folder. Click Sent Items. Click Select Folder. Manage messages Open a message. Click the trackwheel. Perform one of the following actions: 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 . . . . Save Reply Forward Reply To All Delete To delete the original message from a reply, click the trackwheel. Perform one of the following actions: Create an email filter 1. 2. 3. 4. 5. 6. In the messages options, click Email Filters. Click the trackwheel.

Click New. Set the filter information. Click the trackwheel. Click Save. . . Create a filter based on the sender: Click Filter Sender.

Create a filter based on the subject: Click Filter Subject. Add a title and save the filter. About folder redirection If rules within your mailbox direct new messages into different folders, you must specify which desktop email folders should forward messages to your handheld. To set folder redirection, your handheld must be integrated with an email account using the BlackBerry Enterprise Server™ version 4.0.

Alternatively, you can use the BlackBerry Desktop Software to specify folder redirection settings. Note: Set folder redirection for each message service on your handheld. 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 semi colons to separate your contacts in the From or Sent to fields. Related topics . . About email filters Use email filters 12 Set folder redirection 1. 2. 3.

4. 5. 6. In the messages options, click Email Settings. Click the trackwheel. Click Folder Redirection. Select the check boxes. Click the trackwheel. Click Save. Notes: Verify that you selected the Inbox.

If you do not select the Inbox, email messages are not forwarded from this folder. To specify all of your folders for redirection, including your Sent Items folder, select the Select All check box. All email messages sent from your mailbox also appear on your handheld. Related topics . . . About folder redirection View filed messages How do I make changes to the folders on my handheld? 13 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 Note: If your handheld is integrated with an email account using the BlackBerry Enterprise Server™ version 4.0, your PIN is displayed on the Enterprise Activation screen.

Send a PIN message 1. 2. 3. 4. 5.

6. 7. 8. 9. In the messages list, click the trackwheel. Click Compose PIN. Click [Use Once]. Click PIN. Type a PIN number. Click the trackwheel.

Click Continue. Type a message. Click the trackwheel. About PIN messages A personal identification number (PIN) uniquely identifies each BlackBerry Wireless Handheld on the network. If you know the PIN of another BlackBerry Wireless 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. 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.

Find your PIN In the handheld options, click Status. 15 16 SMS messages . . . . About SMS messages Find your SMS number Open an SMS message Manage messages SMS messages -- frequently asked questions About SMS messages With an SMS-compatible phone number, you can receive short message service (SMS) messages. An SMS-compatible number is a phone number (work, home, mobile, or pager) that your service provider has enabled for SMS. 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. 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. Manage messages Open a message. Click the trackwheel.



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Perform one of the following actions: · · Save Delete 17 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 coordinates 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. 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. You can also configure wireless email reconciliation options using the handheld. If your handheld integration option does not support wireless email reconciliation, changes are reconciled using the BlackBerry Desktop Software.



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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 the BlackBerry Enterprise Server™ version 4.0 and wireless PIM synchronization is enabled, PIM items are synchronized over the wireless network automatically. You can turn wireless PIM synchronization on and off using the handheld. 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. 23 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 Desktop Software Online Help.

Related topic · Can I synchronize PIM items over the wireless network? Set wireless PIM synchronization If you have been using your handheld with wireless PIM synchronization disabled or are enabling wireless PIM synchronization for the first time, synchronize your handheld using the desktop software before you enable wireless PIM synchronization. In the tasks, memo, address book, or calendar options, set the Wireless Synchronization field to Yes. You can set wireless calendar synchronization using the BlackBerry Desktop Software. For more information, refer to the BlackBerry Desktop Software Online Help.

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

Related topic · Can I synchronize PIM items over the wireless network? 24 Backing up and restoring handheld data · About backing up handheld data About restoring handheld data About backing up handheld data If your handheld is integrated with an email account using the BlackBerry Enterprise Server™ version 4.0, settings on your handheld that would not be saved in your desktop email program are backed up over the wireless network automatically. These settings include fonts, bookmarks, and other handheld settings. Any information saved as part of personal information management synchronization or wireless email reconciliation is not backed up. If you are using the BlackBerry Desktop Software with your handheld, you can back up your handheld data using the Backup and Restore tool.

For more information on manual handheld data backup, refer to the BlackBerry Desktop Software Online Help. About restoring handheld data If your handheld is integrated with an email account using the BlackBerry Enterprise Server™ version 4.0 and your handheld data is lost or erased, it can be restored to your handheld using enterprise activation. In the handheld options, click Enterprise Activation. Type your corporate email address and the password supplied by your system administrator. Click the trackwheel. Click Activate. 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 ······· Use AutoText Create an AutoText entry Change AutoText entries Cut or copy text Paste text Typing tips Enable tones when pressing keys Set the cursor speed Typing -- frequently asked questions 7.

8. 9. or whether the entry is capitalized according to its context (SmartCase). Set the language. Click the trackwheel. Click Save. Related topic · What is the Insert Macro menu item? Change AutoText entries To view your AutoText entries, in the handheld options, click AutoText. Click an AutoText entry. Perform one of the following actions: 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 ttly with talk to you later. To use AutoText, type an AutoText entry.

Press the Space key. · Edit Delete Cut or copy text Click the trackwheel. Click Select. Select content. Click the trackwheel.

Click Cut or Copy. Paste text Place the cursor where you want to insert the cut or copied text. Click the trackwheel. Click Paste. Create an AutoText entry 1. 2. 3. 4. 5. 6.

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. In the Using field, set whether the entry is capitalized exactly as typed (Specified Case) Typing tips To type the alternate character on a key, press the Alt key + the key. To insert a symbol, press the Symbol key. To insert an accent, hold a letter and roll the trackwheel. To turn on CAP lock, press the Alt key + the Right Shift key. 27 To turn on NUM lock, hold the Right Shift key + press the Alt key.

To turn off CAP lock or NUM lock, press the Right Shift key. Enable tones when pressing keys In the handheld options, click Screen/Keyboard. Set the Key Tone field to On. Save your changes. Set the cursor speed In the handheld options, click Screen/Keyboard.

Set the Key Rate field to Slow or Fast. Save your changes. Typing -- frequently asked questions · What is the Insert Macro menu item? Why can't I use shortcuts on the Home screen? What is the Insert Macro menu item? Use the Insert Macro menu item to insert common variables, such as the current date or current time, into your AutoText entries. Why can't I use shortcuts on the Home screen? The Dial From Home Screen option overrides using shortcuts on the Home screen, in favor of making calls. In the general phone options, set the Dial From Home Screen field to No.

28 Phone ······· Find your phone number Make a phone call Make an emergency call About A-GPS support Acquire the GPS position of your handheld Change the privacy setting for locationbased services Use speed dial Check your voice mail Answer a call Mute a call or place a call on hold Adjust the phone volume Use the speaker during a call Phone features Dial using letters Make a three-way call Assign a speed dial letter Change speed dial assignments Log calls Use call logs 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 Reset call timers · Phone -- frequently asked questions Find your phone number In the phone, the My Number field displays your phone number.



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Make a phone call 1. 2. 3. 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 By Name to select a contact from your address book. You can also make a call on the Home screen.

Type the number and press the Enter key. Related topics · · Add a pause or wait Can I use the phone when the handheld or keyboard is locked? 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 Enter key. Locked keyboard or handheld: Click the trackwheel. Click Emergency Call. Click Yes. · · Related topics · About A-GPS support 29 About A-GPS support Depending on your service provider, your handheld might be enabled with Assisted Global Positioning System (A-GPS) support. If your handheld is enabled with A-GPS support, when you make an emergency call from your handheld, an emergency operator can estimate your approximate location (subject to A-GPS limitations). Warning: In an emergency, always provide detailed information about your location to the emergency operator.

Because of certain limitations in A-GPS technology and emergency infrastructure, the emergency operator might not be able to estimate your location using only A-GPS information. Related topics Change the privacy setting for location-based services The privacy setting for location based services controls whether applications on your handheld can use the GPS position of your handheld. For example, some applications might use the GPS position of your handheld to give you driving directions using your approximate location. To set the privacy level for location-based services on your handheld, in the handheld options, click Location Based Services. Perform one of the following actions: · To be prompted for permission to use the GPS position of your handheld by locationbased service applications on your handheld, set the Privacy Setting field to By Permission.

Click the trackwheel. Click Save. To block location-based service applications from using the GPS position of your handheld, set the Privacy Setting field to Restricted. Click the trackwheel. Click Save.

To always allow location-based service applications to use the GPS position of your handheld, set the Privacy Setting field to Unrestricted. Click the trackwheel. Click Save. · · Acquire the GPS position of your handheld Acquire the GPS position of your handheld Your BlackBerry Global Positioning System (GPS) location is determined using information from GPS satellites, and is expressed as longitude and latitude. To acquire your BlackBerry satellite position, in the handheld options, click Location Based Services. Click the trackwheel and click Refresh GPS. Note: If you are unable to acquire your BlackBerry satellite position by clicking Refresh GPS, try again when you are out of doors and your handheld is exposed to a wide area of open sky. · Note: If you set the privacy level for location-based services on your handheld to By Permission or Restricted, and you make an emergency call from your handheld, an emergency operator can still estimate your approximate location (subject to AGPS limitations). Use speed dial In the phone, press and hold the key that is assigned to the contact or phone number. 30 Note: You can also use speed dial to make a phone call on the Home screen or in the messages list.

Use the speaker during a call Press the Symbol key to switch between the speaker and earpiece during a call. Check your voice mail In the phone, click the trackwheel. Click Call Voicemail. Phone features During a call, your handheld has all the functions that are available to a regular phone, such as hold and mute. To alternate between two connected calls, click the trackwheel. Click Swap. To use other applications during a call, click the trackwheel. Click Home Screen. 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: · · Click Answer - Drop Current to end your current call and answer the incoming call. Click Answer - Hold Current to place the current call on hold and answer the incoming call. Dial using letters To type a letter during a call, press the Alt key. Type the letter. To type multiple letters during a call, press the Right Shift key + the Alt key.

Type letters. To type letters again, press the Right Shift key. Note: When you type a letter in a phone number, your handheld dials the number that is associated with the letter on a conventional phone keypad. To end the call, hold the Escape button. Related topic · · Can I use the phone when the handheld or keyboard is locked? Use Bluetooth® wireless technology during a call Make a three-way call 1.

2. 3. 4. 5. 6. 7. During a call, click the trackwheel. Click New Call. Type a phone number or click a contact. Click the trackwheel.

Click Call. During the second call, click the trackwheel. Click Join. Mute a call or place a call on hold To mute a call, click the trackwheel. Click Mute. To turn mute off, click the trackwheel. Click Turn Mute Off. To place a call on hold, click the trackwheel. Click Hold. To resume the call, click the trackwheel. Click Resume. Adjust the phone volume During a call, roll the trackwheel up to increase the volume or roll the trackwheel down to decrease the volume. Note: To use this feature your SIM card must be provisioned for three-way calling. Contact your service provider for more information. 31 Assign a speed dial letter In the phone, select a contact or phone number.

Press and hold any unassigned letter key. Click OK. Related topic To set whether call logs appear in the messages list, in the phone options, click Call Logging. Select the call log type that you want to appear in the messages list. Press the Space key.

If you do not want any call logs to appear in the messages list, select None. Press the Space key. Related topic · Assign a speed dial number to a contact in your address book Assign a speed dial number to a contact in your address book 1. 2. 3. 4. 5. 6. 7. 8.

In the phone, click the trackwheel. Click View Speed Dial List. Select an unassigned letter. Click the trackwheel. Click New Speed Dial. Select a contact. Click the trackwheel. Click Add Speed Dial To <contact name>. · Can I set the phone to display frequently called numbers? Use call logs In the phone, or in the messages list, open a call log. Click the trackwheel.

Perform one of the following actions: · · Add Notes Edit Notes Forward Change speed dial assignments In the phone, click the trackwheel.



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Click View Speed Dial List. Select a contact or phone number. Click the trackwheel. Perform one of the following actions: To delete notes, in the open phone call log, click the trackwheel.

Click Edit Notes. Click the trackwheel. Click Clear Field. Note: You cannot make notes in Direct Connect call logs. · Change the contact assigned to a speed dial letter: Click the contact.

Click Edit. Click a new contact. Click Speed Dial <contact name>. Assign the contact to a different speed dial letter: Click the contact. Click Move. Click a different speed dial letter. Remove a contact from the speed dial list: Click the contact. Click Delete. Forward calls 1. 2.

3. 4. 5. 6. 7. 8. In the phone options, click Call Forwarding. Select the type of calls that you want to forward. Press the Space key. Select Do Not Forward or the current forwarding phone number.

Click the trackwheel. Click Change Number. Select a forwarding phone number from the list. Click the trackwheel. · Log calls Call logs appear when you open the phone.

Missed call logs also appear in the messages list. 32 9. Click Save. 2. 3.

4. Click Edit Numbers. Click the phone number that you want to delete from the list. Click Delete. Note: Before enabling call forwarding, verify that you have call forwarding phone numbers added. Depending on your SIM card, the phone numbers for the call forwarding profiles might already be specified. You might not be able to change them or add new ones. For more information, contact your service provider. Related topics Related topic · How do I edit the phone number to which my calls are forwarded? Set call waiting 1. 2.

3. 4. In the phone options, click Call Waiting. Set the Call Waiting Enabled field to Yes. Click the trackwheel. Click Save. · · · · Can I use call forwarding? Add a call forwarding phone number Delete call forwarding phone numbers How do I edit the phone number to which my calls are forwarded? About smart dialing You can specify default country and area codes so that any numbers specified as links, or any numbers in your address book that do not contain these codes, are dialed correctly. 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 a call forwarding phone number 1.

2. 3. 4. 5. 6.

7. In a call forwarding profile, click Do Not Forward. Click Edit Numbers. Click the trackwheel. Click New Number.

Type the phone number and click the trackwheel. Click the trackwheel. Click Close. Set default country and area codes 1. 2. 3. In the phone options, click Smart Dialing. Set the Country Code and Area Code fields. In the National Number Length field, set the default length for phone numbers in your country. Click the trackwheel.

Click Save. Related topic · How do I edit the phone number to which my calls are forwarded? Delete call forwarding phone numbers 1. In a call forwarding profile, click the phone number to which your calls are currently being forwarded. 4. 5. 33 Note: When calculating the default length for phone numbers, include your area code and local number, but do not include your country code or the National Direct Dialing prefix. Related topic About TTY You can use text telephone (TTY) to make calls to, and receive calls from, other TTY devices. If you connect your handheld to a TTY device, calls that you receive on your handheld are converted to text. Note: The TTY option is only available with certain BlackBerry Wireless Handhelds. · About smart dialing Set corporate extension dialing 1.

2. 3. 4. 5. 6.

In the phone options, click Smart Dialing. In the Number field, type the main phone number for the corporation. Set how long the handheld waits before dialing extensions. Set the default length for extensions. Click the trackwheel.

Click Save. Set the TTY option 1. 2. 3. 4. In the phone options, click TTY. Set the TTY Mode field. Click the trackwheel. Click Save. Related topics · · About TTY Can I use a TTY device with my handheld? Related topic · About smart dialing About default call volume You can specify a default volume level for any call, regardless of whether you adjusted the volume during a previous call.

Set voice mail options 1. 2. 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. Set the default call volume 1. 2. 3. 4.

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

4. Notes: If your SIM card is provisioned for voice mail, the voice mail access number might already be completed. Contact your service provider for more information on 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. 34 Related topic · About default call volume Reset call timers 1.

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

Click Save. 35 36 Direct Connect · · · · · Find your Direct Connect number Send a call alert Join a Talkgroup Make a Direct Connect call Call a Talkgroup Respond to a Direct Connect call Respond to a group call Respond to a call alert Queue a call alert Reset Direct Connect call timers Direct Connect -- frequently asked questions 3. 4. 2. Hold the Push to Talk button to speak to your contact. Release the Push to Talk button to listen to your contact. To end the call, hold the Escape button. If you wait for a short period of time, the call ends automatically. Note: If the contact that you want to call is not listed, click the trackwheel. Click Call By Name to select a contact from your address book.

Press the Push to Talk button to call your contact. Call a Talkgroup 1. In the phone, type # and the number of a Talkgroup that you have joined or select a Talkgroup number listed. Hold the Push to Talk button to speak to your Talkgroup. Release the Push to Talk button to listen to your Talkgroup. To end the group call, hold the Escape button. If you wait for a short period of time, the call ends automatically. Find your Direct Connect number In the phone, click the trackwheel. Click Status. Your Direct Connect number (DC#) appears in the format: AreaID\*NetworkID\*MemberID.

2. 3. 4. Send a call alert 1. 2. 3. In the phone, type a Direct Connect number (AreaID\*NetworkID\*MemberID). Click Alert. Press the Push to Talk button. Note: Join a Talkgroup 1.

2. In the phone, type # and the Talkgroup number. Click Join. If the Talkgroup that you want to call is not listed, click the trackwheel.



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Click Call By Name to select a contact from your address book that is associated with a Talkgroup. Press the Push to Talk button to call your contact. Make a Direct Connect call 1. In the phone, type a Direct Connect number (AreaID\*NetworkID\*MemberID) or select a contact listed. Respond to a Direct Connect call 1. Hold the Push to Talk button to speak to your contact.

37 2. Release the Push to Talk button to listen to your contact. Respond to a group call 1. 2. Hold the Push to Talk button to speak to your Talkgroup.

Release the Push to Talk button to listen to your Talkgroup. Respond to a call alert 1. 2. 3. Press the Push to Talk button.

Hold the Push to Talk button to speak to your contact. Release the Push to Talk button to listen to your contact. Queue a call alert In the Alert From dialog box, click Queue. The call alert appears in the messages list as an unopened message. Reset Direct Connect call timers 1. 2. 3. 4. 5. 6.

In the phone, click the trackwheel. Click Status. Click Last Direct Connect Call or Total Direct Connect Calls. Click Clear Timer. Click the trackwheel. Click Save. 38 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 follow a link, click the link. Click Get Link. To stop loading a web page, click the trackwheel.

Click Stop. To view the previous web page in the history, click the trackwheel. Click Back. To view the next web page in the history, click the trackwheel. Click Forward. To go to your home page, click the trackwheel. Click Home. To view a list of the last 20 web pages, click the trackwheel. Click History. 39 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 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. 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. 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. 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.

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. 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. Related topics 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. 40 . . Use a screen saver Set the Home screen background image 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.



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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 Delete Bookmark · What options can I set for BlackBerry Browser security? Related topic About WTLS Wireless Transport Layer Security (WTLS) is the WAP Browser security layer that provides security for WAP services. 41 · Organize bookmarks into folders If you are using the BlackBerry Desktop Software, you can load WTLS using the Application Loader tool. For more information on loading optional programs, refer to the BlackBerry Desktop Software Online Help. If your handheld is integrated with an email account using a BlackBerry Enterprise Server™ and you are not using the BlackBerry Desktop Software, contact your system administrator for information on using WTLS on your handheld.

Related topic · What options can I set for WAP Browser security? 42 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 5. 6. Click Save. Click OK. 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. If you set the browser push notification to Prompt, a dialog box always appears. · · Why did a new program appear on my handheld? Legal notice Manage applications To view a list of applications, in the handheld options, click Applications. To view details for any third-party applications, click an application. Click Properties.

To delete a third-party application, click an application. Click Delete. Related topic · Legal notice Download a ring tone 1. 2. 3. 4. On a web page, click the .mid file link. Click Get Link. Click Save.

Type a name for the tone. 43 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. Why did a new program appear on my handheld? If your handheld is integrated with an email account using BlackBerry Enterprise Server version 4.0, your system administrator can provision selected programs over the wireless network. For more information, contact your system administrator. 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 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. Downloading -- frequently asked questions · · · · Why can't I load a new programs onto my handheld? Why did a new program appear on my handheld? What software version do I have on my handheld? Can I listen to a ring tone before I download it? Why can't I load a new programs 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. 44 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. 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.



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Category names are not case sensitive. Create a mailing list 1. 2. In the address book, click the trackwheel.

Click New Group. 45 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. 46 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. 47 48 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. 49 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. 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.



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