



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for BLACKBERRY TORCH 9860. You'll find the answers to all your questions on the BLACKBERRY TORCH 9860 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual BLACKBERRY TORCH 9860**

**User guide BLACKBERRY TORCH 9860**

**Operating instructions BLACKBERRY TORCH 9860**

**Instructions for use BLACKBERRY TORCH 9860**

**Instruction manual BLACKBERRY TORCH 9860**

## **BlackBerry Torch Series**

**BlackBerry Torch 9850/9860**

**Smartphones**

[User Guide](#)

Version: 7.0



To find the latest user guides, visit [www.blackberry.com/docs/smartphones](http://www.blackberry.com/docs/smartphones).

**BlackBerry**



[You're reading an excerpt. Click here to read official BLACKBERRY TORCH 9860 user guide](#)

<http://yourpdfguides.com/dref/4210491>

*Manual abstract:*

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*..... Troubleshooting: Top 10...*

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*..... Tips and shortcuts...*

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*.. Tips: Doing things quickly...*

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*. Tips: Extending battery life....*

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..... *Tips: Updating your software.....*

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... *Tips: Keeping your information safe..*

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*Tips: Managing indicators.....*



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..... *Troubleshooting: Shortcuts*....

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*How to: Voice commands.....*

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*BlackBerry Device Software*.....

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*Power and battery.....*





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*.. Tips: Storage space and media cards.....*

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*When you set up your BlackBerry smartphone, you might be required to create a BlackBerry ID. You can also create a BlackBerry ID from within an app that uses BlackBerry ID, or by visiting [www.blackberry.com/blackberryid](http://www.blackberry.com/blackberryid). Some services and apps that support BlackBerry® ID require you to re-enter your login information after a certain amount of time has passed if you are not actively using the app.*

*You might also be required to re-enter your BlackBerry ID login information if you change any of your BlackBerry ID information, if you delete all the data on your smartphone, or if you update your BlackBerry® Device Software on your smartphone.*



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Related information Create a BlackBerry ID, 223 7 User Guide Quick Help Change your BlackBerry ID information, 223 Visit the Setup application The Setup application helps you learn about navigation and typing, change options to personalize your BlackBerry® smartphone, and set up network connections, such as Bluetooth® connections. You can also set up email addresses and social networking accounts. The Setup application should appear automatically the first time that you turn on your smartphone. 1. If the Setup application does not appear automatically, on the Home screen or in a folder, click the Setup icon.

2. Click a section to change options or to complete a short series of prompts that help you set the options. Important keys Keys on the front of your BlackBerry® smartphone Trackpad . . . . . Slide your finger to move around the screen. Press (click) to select an item.

Press and hold to open a pop-up menu. Open a menu. Select a highlighted menu item. Press and hold to switch applications quickly. Return to the previous screen. Close the menu. Make a call. Answer a call. End a call. Return to the home screen.

Press and hold to turn on or turn off your BlackBerry smartphone. Menu Escape Send End/Power Keys on the top of your smartphone Lock Lock or unlock the screen. Keys on the right side of your smartphone Volume/Mute . . Press the top and bottom keys to change the volume. Press and hold the top or bottom key to play the next or previous media file. 8 User Guide Quick Help Keys on the right side of your smartphone . . Convenience key . . Before you take a picture or record a video, press the top or bottom key to zoom in or out.

Press the middle key to mute a call or mute the volume. If supported, open the camera. If supported, take a picture. You can also customize this key. Keyboard Shift Alt Backspace/Delete Enter Speakerphone Capitalize letters.

Type a symbol or number. Delete the previous character or a selected item. Select an item. Turn on or turn off the speakerphone during a call. Flashing LED The LED on the top of your BlackBerry® smartphone flashes different colors to indicate different statuses. Flashing LED color Green Blue Red Description You're in a wireless coverage area. You can turn on or turn off this notification. Your smartphone is connected to a Bluetooth® enabled device. You can turn on or turn off this notification. A new message has arrived and your selected profile is set to notify you using the flashing LED.

If you're using your smartphone with a smart card, your smartphone is accessing data on the smart card. The battery power level for your smartphone is low, or your smartphone is turned off and is charging. You can't turn off the notification for the low battery power level. The notification for charging turns off when you turn on your smartphone. Amber 9 User Guide Quick Help Related information Turn off Bluetooth connection notification, 255 Turn on flashing LED notification for wireless coverage, 210 Icons Application icons You can access your applications by clicking the icons on the home screen and in folders on the home screen. The initial view of the home screen displays icons for only some of the available applications. To view more application icons on the home screen, click All. Depending on your BlackBerry® smartphone model, administrator, and wireless service provider, some applications might not be available. You might be able to download some applications from the BlackBerry App World™ storefront. To see a full icon guide, go to [www.blackberry.com/docs/smartphones](http://www.blackberry.com/docs/smartphones).

Click your smartphone model, then click the Icon Guide. Setup Setup Enterprise Activation Activate a work email account using the BlackBerry® Enterprise Server. Options Power and lock Password Lock Messages Added email address Text Messages Instant messaging Instant Messaging folder BBMTM Saved Messages Added work email address Power Off 10 User Guide Quick Help Some applications might appear in this folder including applications that you download.

Windows Live™ Messenger for BlackBerry® smartphones Google Talk™ for BlackBerry® smartphones Applications Browser Maps Password Keeper Applications folder Some applications might appear in this folder, including applications that you download. Media Media folder Pictures Ring Tones Camera Voice Notes Recorder Personal organizer Contacts Tasks Calendar MemoPad Videos Music Voice Notes Video Camera Podcasts Manage Connections Help Voice Dialing AOL® Instant Messenger™ Service for BlackBerry® smartphones Yahoo!® Messenger for BlackBerry® smartphones 11 User Guide Quick Help Clock Calculator Files Documents To Go® Files Social networking and mobile purchasing BlackBerry App World™ Facebook® for BlackBerry® smartphones BlackBerry Device Software update A software update for the BlackBerry® Device Software is available. A software update for the BlackBerry Device Software is ready to be installed. Sounds and alerts Normal profile Loud profile Medium profile Vibrate Only profile Games Games folder Some applications might appear in this folder, including applications that you download. Word Mole BrickBreaker Phone Calls Only profile Custom profile Silent profile All Alerts Off profile A software update for the BlackBerry Device Software is being downloaded.

A software update for the BlackBerry Device Software is stopped. Social Feeds Twitter® for BlackBerry® smartphones 12 User Guide Quick Help Home screen icons These icons are status indicators that appear at the top of the home screen. Depending on your BlackBerry® smartphone model and wireless service provider, some of these icons might not appear. New item To clear this icon, open each item that has this indicator. Sending data Receiving data New BBMTM item To clear this icon, open each chat that has this icon. Roaming Alarm is set Calendar reminder count Wi-Fi® technology is turned on Unread message count Missed call count Bluetooth® technology is turned on Update is available in the BlackBerry App World™ storefront New item in the Social Feeds application System is busy New BBM Groups item Message inbox icons These icons indicate the type or status of each message in your inbox.

Depending on your BlackBerry® smartphone model and wireless service provider, some of these icons might not appear. Unread message New BBMTM item To clear this indicator, open each chat that has this indicator. Read message Draft message Filed message BBM chat is open New BBM Groups item New RSS item 13 User Guide Quick Help Message with an attachment Message is high priority Text message with an attachment Text message Message has been read Message is being sent Message has not been sent Message has been sent Message has been delivered Battery power level icons These icons appear at the top of the Home screen and at the top of the screen in some applications.



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Full battery Low battery Battery is charging Typing icons These icons appear in the upper-right corner of the screen when you type.

CAP lock (capital letter lock) NUM lock (number lock) Alt mode Multi-tap mode Current input language Phone icons These icons appear at the top of the Home screen and in the Phone application. Missed call Placed call Received call Voice mail message Calendar icons These icons appear at the bottom of the screen when you highlight a calendar entry. 14 User Guide Quick Help Event reminder Meeting reminder Notes Recurring appointment Exception for recurring appointment Camera icons These icons appear at the bottom of the screen in the camera. You can click these icons. View pictures Geotagging is turned off Flash is turned on Automatic flash mode Geotagging is turned on Take another picture Flash is turned off Scene mode Video camera These icons appear at the bottom of the screen in the video camera. You can click these icons. Start recording Send video Delete video Pause recording Rename video 15 User Guide Quick Help Your Home screen Home screen at a glance Use a picture as your smartphone wallpaper 1. On the Home screen, click the Media icon > Pictures icon. 2. Browse to a picture.

key > Set As Wallpaper. 3. Press the Related information My display changed, 211 Add a shortcut to your home screen or Favorites panel You can add a shortcut to give yourself quick access to items such as frequently used websites, contacts, applications, files, podcast channels, or media categories. 1. Browse to a website, or highlight the item that you want to create a shortcut for.

2. Press the key > Add to Home Screen. · To change the name of the shortcut, type a new name. · To change the location where the shortcut appears, change the Location field. · To add the shortcut to your Favorites panel, select the Mark as Favorite checkbox.

3. Click Add. Show or hide a home screen panel key > Manage Panels. 1. On the home screen, press the 2. Select or clear the checkbox for each panel. 16 User Guide Quick Help 3. Press the key > Save. Show, hide, or find an application icon Depending on your theme, you might not be able to hide some application icons. On the Home screen or in a folder, do any of the following: · To see all your application icons, on the navigation bar, click All.

· To hide an application icon, highlight the icon. Press the key > Hide Icon. If the icon appears in other panels, you can hide the icon in all panels or in the current panel only. · To show all hidden application icons, press the key > Show All Icons. · To stop hiding an application icon, highlight the icon. Press the key > Hide Icon. A check mark should not appear beside the Hide Icon field. Related information My display changed, 211 Move an application icon 1. On the Home screen or in an application folder, highlight an application icon. 2.

Press the key. · To move the application icon to a different location on the Home screen, click Move. Click the new location. · To move the application icon into an application folder, click Move To Folder. Click an application folder.

· To move the application icon out of an application folder, click Move To Folder. Click Home or an application folder. Change themes 1. 2. 3.

4. On the Home screen or in a folder, click the Options icon. Click Display > Screen Display. In the Theme section, click a theme. Click Activate. To delete a theme, click the theme. Click Delete. Related information My display changed, 211 Set the number of icons that appear on the Home screen 1. 2. 3.

4. On the Home screen or in a folder, click the Options icon. Click Accessibility. Change the Home Screen Grid Layout field. Press the key > Save. Add a message that appears when your smartphone is locked 1. On the Home screen or in a folder, click the Options icon. 17 User Guide Quick Help 2. Click Display > Message on Lock Screen. 3.

Type the text that you want to appear on the screen when your smartphone is locked. 4. Press the key > Save. Feature availability The following items affect the availability of features on your BlackBerry® smartphone. The features discussed are meant as examples, and are not inclusive of every feature that might or might not be available on your smartphone.

Smartphone model Features such as GPS, the camera and video camera, and network connection options are dependent on your smartphone model. To find feature specifications for your smartphone model, visit [www.blackberry.com/go/devices](http://www.blackberry.com/go/devices). You must purchase or change your wireless service plan through your wireless service provider.

A wireless service plan with phone or voice is required for you to use the Phone application and to send and receive text messages. A wireless service plan with data is required for you to use the browser service and instant messaging applications, and to send and receive email messages and PIN messages. A wireless service plan might affect which apps you can download and how you can download them. For more information about your plan, contact your wireless service provider. BlackBerry Internet Service and BlackBerry Enterprise Server Once you have a data plan, you must set up your email address or third-party instant messaging account in order to send and receive email messages, use third-party instant messaging applications, and use some browser options. If you are an individual user, when you set up your email address or instant messaging account, you are associating it with the BlackBerry® Internet Service. If you are a corporate user, your administrator sets up your email account by associating it with a BlackBerry® Enterprise Server. Your administrator might set options that determine the features and settings that are available on your Wireless service plan 18 User Guide Quick Help smartphone and if you can add or update an app. To view the IT policies that have been set by your administrator, on the Home screen or in a folder, click the Options icon. Click Security > Security Status Information > View IT Policy.

Wireless service provider Features such as text messaging, location-based services, and some phone features are dependent on your wireless service provider's offerings. You might have the option to download apps from a webpage or an application. For more information, contact your wireless service provider. The wireless network that your smartphone is connected to might affect the availability of some features. Depending on your wireless service provider and available roaming options, different wireless networks are available. Some wireless networks don't support features such as call blocking, call forwarding, or cell broadcasting. For more information, contact your wireless service provider. Depending on your region, you might have the option to add or update apps using the BlackBerry App World™ storefront.



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*You might also be able to download apps from a web page or an application. The availability of certain apps varies by region.*

*Wireless network Region Related information BlackBerry Device Software, 230 Check what wireless networks your smartphone connects to, 234 Find more information, 19 Find more information . . . . Help on your smartphone: Find step-by-step instructions in the user guide for your BlackBerry® smartphone. Click Help on the Home screen or in an application menu. [www.discoverblackberry.com](http://www.discoverblackberry.com): Find software, applications, and accessories for your smartphone.*

*Your wireless service provider website: Find information about your wireless network or wireless service plan.*

*[www.blackberry.com/go/declarationofconformity](http://www.blackberry.com/go/declarationofconformity): View the Declaration of Conformity made under Directive 1999/5/EC (HG nr.88/2003).*

*How to: Top 10 BlackBerry® smartphone users have spoken! Here are the top 10 things they want to know how to do on their smartphones. 19 User Guide Quick Help Set up an email address 1. On the Home screen, click the Setup icon. 2. In the Setup section, click the Email Accounts icon. 3. Follow the screens to set up your email address. When your email address is set up correctly, you receive a confirmation message. To view and manage your email messages, on the Home screen, click the Messages icon. Note: In some cases, you might see the following options.*

*If so, select one of the options. · Internet Mail Account: Use this option to associate your BlackBerry® smartphone with one or more existing email accounts (for example, Windows Live™ Hotmail®) or to create a new email address for your smartphone. · Enterprise Account: If your administrator gave you an enterprise activation password, use this option to associate your smartphone with your work email account using the BlackBerry® Enterprise Server. If you are trying to set up a Internet email account (for example, Windows Live™ Hotmail® or Google Mail™) or a new email address for your smartphone, and do not see this option, contact your administrator or wireless service provider. Related information Change options for your personal email account, 85*

*About downloading apps with the BlackBerry App World With the BlackBerry App World™ storefront, you can search for and download games, themes, social networking apps, personal productivity apps, and much more. Using an existing PayPal® account, you can buy and download apps to your smartphone over the wireless network. If you don't already have the BlackBerry App World on your smartphone, you can download it at [www.blackberryappworld.com](http://www.blackberryappworld.com).*

*For more information about managing apps using BlackBerry App World, click the BlackBerry App World icon.*

*Press the key > Help. Depending on your wireless service provider and region, you might have the option to add or update apps using the BlackBerry App World™ storefront. You might also be able to download apps from a webpage (try visiting [mobile.blackberry.com](http://mobile.blackberry.com) from your BlackBerry smartphone), or through your wireless service provider.*

*Data charges might apply when you add or use an app over the wireless network. For more information, contact your wireless service provider. Transfer a file from your computer to your smartphone using your smartphone as a USB memory drive You must use the BlackBerry® Desktop Software to manage and preserve the information or the encryption that is associated with your media files when you transfer files between your BlackBerry smartphone and your computer. 1. Connect your smartphone to your computer using a USB cable.*

*2. Do one of the following: · If you want to transfer most types of files, in the dialog box that appears on your smartphone, select the USB option. · If you want to transfer media files that are protected with DRM, in the dialog box that appears on your smartphone, select the media transfer option. 3. If necessary, type a password. Your smartphone appears as a drive on your computer. 20 User Guide Quick Help 4. Drag a file from a location on your computer to a folder on your smartphone. To view the transferred file on your smartphone, disconnect your smartphone from your computer and find the file. Related information Transfer your media files from your computer to your smartphone using the BlackBerry Desktop Software, 130 Synchronize email over the wireless network You can set the Wireless Reconcile option for each email address that is associated with your BlackBerry® smartphone, which will synchronize your email over the wireless network.*

*1. On the Home screen, click the Messages icon. 2. Press the key > Options > Email Reconciliation. 3. If the Message Services field appears, set this field to the appropriate email account. 4. Select the Wireless Reconcile checkbox. 5. Press the key > Save.*

*Copy contacts from your SIM card to your contact list Depending on your wireless service provider and wireless network, this feature might not be supported. key > SIM Phone Book. 1. In the contact list, press the 2. Press the key > Copy All To Contacts.*

*Note: If you try to copy a SIM card contact with a phone number that matches the phone number of a contact that already appears in your contact list, your BlackBerry® smartphone does not copy the SIM card contact. Related information Add a contact, 178 Send a text message The number of recipients that you can send a text message to depends on your wireless service provider. 1. On the Home screen, click the Text Messages icon. key > Compose Text Message.*

*2. Press the 3. In the To field, do one of the following: · Type a contact name. · Press the key > Choose Contact. Click a contact. · Type a phone number that can receive text messages (including the country code and area code). For languages with key on the keyboard. non-Latin characters, press the Alt key to type numbers. Press the · If your BlackBerry® smartphone is connected to a CDMA network, you can type an email address. 4.*

*Type a message. 5. Press the key on the keyboard. Related information Personal distribution lists, 183 21 User Guide Quick Help I can't send messages, 34 Attach a media file, contact card, appointment, or location to a text message, 93 View a location on a map 1. On the Home screen, click the Maps icon. 2.*

*Press the key > Find a Location. · To search for a point of interest such as a business or landmark, in the Find a store, café, etc. field, type the information for the point of interest. Highlight the point of interest.*

*· To view a new location, in the Find an address field, type an address. Highlight the location. · To view a location for a contact, in the Find a store, café, etc. field, type the contact name. Highlight the contact information.*

*· To view a favorite location, in the Favorites section, highlight the location. 3. Press the key > View on Map. If you are viewing a location other than your current location, to get directions to this location from your current location, press the key > Navigate to Here.*



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Your BlackBerry® smartphone must have an internal GPS receiver or be paired with a Bluetooth® enabled GPS receiver to perform this task.

Lock or unlock your smartphone You can lock the screen to avoid pressing it or making calls accidentally and, if you have set a BlackBerry® smartphone password, you can also lock your smartphone with a password. Depending on how you or your administrator set your password options, if you don't use your smartphone for a certain period of time, your smartphone might lock with a password automatically. Do one of the following: · To lock the screen, press the ·

To unlock the screen, press the key on the top of your smartphone. key again. icon. · To lock your smartphone with a password, on the home screen or in a folder, click the · To unlock your smartphone, enter your password. Press the Related information Set a smartphone password, 275 key on the keyboard. Turn on or turn off airplane mode You should keep network connections turned off in certain places, such as on an airplane or in a hospital. For more information, see the Safety and Product Information booklet for your BlackBerry® smartphone. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.

· To turn on airplane mode, click All Off. · To turn off airplane mode, click Restore Connections. 22 User Guide Quick Help Related information Turn on or turn off a network connection, 235 Turn on or turn off data service or set roaming options, 236 Turn off word substitution 1. 2. 3. 4. 5. On the Home screen or in a folder, click the Options icon. Click Typing and Input > Typing. For a keyboard, click Advanced Style Options.

Clear the Spelling checkbox. Press the key > Save. Tips: Top 10 Save time and maximize your efficiency with these quick tips. Tips: Finding apps Look in a folder on your home screen. Make all hidden apps visible on the home screen.

Some apps are located in folders on your home screen. Click a folder to see what apps are inside. On the home screen, press the key > Show All Icons. To unhide the app, highlight it and then click Hide Icon to clear the check mark. If the icon is hidden in other panels, you can unhide the icon in all panels, or in the current panel only.

If Show All Icons does not appear in the menu, there are no apps hidden from view. Search for an app. Verify that the app is installed. On the home screen, start typing the app name. On the home screen or in a folder, click the Options icon. Click Device > Application Management. If the app is listed, it is installed on your BlackBerry® smartphone. Tips: Managing indicators Indicators tell you that there is something new or updated, such as a new message, voice mail message, or feed, or they inform you of the status of something, such as the battery or network connection. Indicators often appear on app icons, new content within apps, and at the top of the Home screen. 23 User Guide Quick Help Remove the new item indicator .

· Open each item that has this indicator. For example, to remove it from the Messages icon, click the icon. In the Messages app, do one or more of the following: · Open all of your messages by clicking on them. If you can't find all of your unread messages in your inbox, look in your messages folders. · Mark a message as read. Highlight a message. Press the key > Mark Read. · Mark all messages that are prior to a date as read. key > Mark Prior Highlight a date field.

Press the Read. You might be able to identify an indicator by seeing the icon of the application that the indicator refers to. To see a complete list of applications on your BlackBerry® smartphone and their icons, on the Home screen or in a folder, click the Options icon. Click Device > Application Management. For a complete list of indicators, visit [www.blackberry.com/docs/smartphones](http://www.blackberry.com/docs/smartphones).

Click your smartphone model, and then click the Icons guide. Remove the unopened message indicator Identify an indicator. · Tips: Updating your software Updated BlackBerry® Device Software and BlackBerry® Desktop Software are released periodically, and you might be able to update the software from either your computer or your smartphone.

Research In Motion recommends that you regularly create and save a backup file on your computer, especially before you update any software. Maintaining a current backup file on your computer might allow you to recover smartphone data if your smartphone is lost, stolen, or corrupted by an unforeseen issue.

Check to see if there is updated BlackBerry Device Software that you can download over the network. Update your BlackBerry Device Software from your computer. Depending on your smartphone model, this feature might not be supported. On the Home screen or in a folder, click the Options icon. Click Device > Software Updates. On your computer, visit [www.blackberry.com/update](http://www.blackberry.com/update).

Click Check for Updates. Connect your smartphone to your computer. 24 User Guide Quick Help Set your BlackBerry Desktop Software to check for updates automatically. Update your BlackBerry Desktop Software . Related information BlackBerry Device Software, 230 For instructions, see the Help in BlackBerry Desktop Software. Visit [www.blackberry.com/desktopsoftware](http://www.blackberry.com/desktopsoftware). Tips: Doing things quickly For full instructions, click the links under Related information at the bottom. Access popular options such as changing your ring tone, setting the alarm, viewing notifications, and turning on or turning off network connections.

See all the apps and folders on the Home screen, or minimize the panel and view the wallpaper. Switch to another app. Open an app with a convenience key. Use toolbars. Highlight and click the areas at the top of the Home screen.

On the navigation bar, click All. Press and hold the key. Click an app. Note: The other app might still be running in the background. Press a convenience key on the side of your smartphone.

Note: You can customize which app a convenience key opens. Toolbars are available in most applications, and appear at the bottom of the screen. For example, you can click icons on the toolbar in the message list to quickly search the message list, compose an email, and delete the selected message. To see a description for a toolbar icon, touch and hold the icon. Pop-up menus provide common available actions, and appear in the center of the screen. For example, you can use the popup menu in a message to file, forward, or reply to the message. To open a pop-up menu, touch and hold the screen or press and hold the trackpad. To select a command, tap the icon or click the trackpad. On the Home screen, highlight All on the navigation bar and swipe right or left. Highlight an app on the Home screen or in a folder.

Press the key > Mark as Favorite. On the Home screen, press the key > Options. Use pop-up menus. Switch to the Favorites, Media, Downloads, and Frequent panels.



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Add an app to the Favorites panel. Change options for the Home screen such as the wallpaper. 25 User Guide Quick Help Related information Change what happens when you type on the Home screen, 0 Assign an application to a convenience key, 32 Keep an application running in the background and switch to another application, 224 Tips: Extending battery life For full instructions, click the links under Related information at the bottom. Set your BlackBerry® smartphone to turn on and turn off automatically. You can set your smartphone to turn off while you aren't using it for an extended period, like when you sleep. Data you receive when the smartphone is turned off automatically updates when the smartphone turns on.

Set backlighting to remain on for a shorter period of time, and lower its brightness. Turn off network connections you aren't using. On the Home screen or in a folder, click the Options icon. Click Display > Screen Display. On the Home screen, click the connections area at the top of the screen, or click the Manage Connections icon.

Click a network connection to clear the checkbox. In an app, press the key > Close. On the Home screen or in a folder, click the Options icon. Click Device > Auto On/Off. Close apps when you're finished with them.

When you switch from one app to another, some apps, such as the Browser app or the Music app, run in the background, which uses battery power. Switch your vibrating notifications to sound notifications or LED notifications, lower the volume of your sound notifications, or select a shorter ring tone. Delete the original text from a reply message. If your smartphone has a camera flash, turn off the flash. On the Home screen, click the Sound and Alert Profiles icon. Click Change Sounds and Alerts. When you are replying to a message, press the Delete Original Text. On the Home screen, click the Camera icon. Click the flash icon at the bottom of the screen until the flash off indicator appears. Every few months, use a cotton swab or dry cloth to clean the metal contacts on the battery and the smartphone.

key > Keep your battery connections clean. Keeping the battery clean extends the life of your battery. Related information Delete the original text from a reply message, 75 26 User Guide Quick Help Change your ring tone, notifiers, or reminders, 30 Turn on or turn off a network connection, 235 Set options for backlighting, 208 Set your smartphone to turn on and turn off automatically, 261 Tips: Freeing and conserving storage space Try to maintain at least 10 MB of available application storage on your BlackBerry® smartphone. If you find that your smartphone processes are unusually slow, try freeing storage space by deleting files that you don't need. Changing options for email, calendar entries, and media files might help you conserve storage space. Check how much free storage space you have. Close any apps you're not using. Delete unneeded files. Delete browsing history and clear the cache. Reduce the amount of time that your smartphone stores email messages and calendar entries.

Stop storing sent messages on your smartphone. Receive only the first section of long email messages, and choose whether to download more. Store files on a media card instead of the smartphone. Reduce the size of pictures you take. On the home screen or in a folder, click the Options icon.

Click Device > Storage. In an app, press the key > Close or press the key until the home screen appears. On the home screen or in a folder, click the Files icon. Find and highlight a file. Press the key > Delete.

On the home screen, click the Browser icon. Press the key > Options. Go to the Clear Browsing Data section. On the home screen, click the Messages icon or Calendar icon. key > Options. Press the On the home screen, click the Messages icon. Press the key > Options > Email Preferences. On the home screen, click the Messages icon. Press the key > Options > Message Display and Actions. Your BlackBerry smartphone supports media card sizes up to 32 GB.

Only microSD media cards are supported. On the home screen, click the Camera icon. Press the key > Options. Research In Motion recommends that you regularly create and save a backup file on your computer, especially before you update any software. Maintaining a current backup file on your computer might allow you to recover smartphone data if your smartphone is lost, stolen, or corrupted by an unforeseen issue. Related information Copy, move, rename, or delete a file, 123 Receive only the first section of long email messages, 84 Change the size of pictures that you take, 141 View the amount of available storage space on your smartphone, 264 27 User Guide Quick Help Set how long your smartphone stores messages, 73 Stop storing messages sent from your computer on your smartphone, 83 Stop storing messages sent from your smartphone on your computer, 84 Change how long your smartphone stores calendar entries, 174 Keep an application running in the background and switch to another application, 224 The application storage on my smartphone is low, 267

Tips: Keeping your information safe You can take some simple steps to help prevent the information on your BlackBerry® smartphone from being compromised, such as avoiding leaving your smartphone unattended. Research In Motion recommends that you regularly create and save a backup file on your computer, especially before you update any software. Maintaining a current backup file on your computer might allow you to recover smartphone data if your smartphone is lost, stolen, or corrupted by an unforeseen issue. Set a smartphone password. Encrypt contacts and files.

Back up your smartphone data to your computer. On the Home screen or in a folder, click the Options icon. Click Security > Password. On the Home screen or in a folder, click the Options icon. Click Security > Encryption.

Use the BlackBerry® Desktop Software to back up your smartphone data to your computer. To download the BlackBerry Desktop Software, from your computer, visit [www.blackberry.com/desktop](http://www.blackberry.com/desktop) and select the appropriate option for your computer. On the Home screen, click the Setup icon.

In the Setup section, click Device Switch > Save Data. Back up your smartphone data to a media card. Related information Set a smartphone password, 275 Turn on encryption, 265 Phone shortcuts Depending on the typing input language that you're using, some shortcuts might not be available. Change your ring tone Send an incoming call to voice mail when your BlackBerry® smartphone is inserted in a holster From the Home screen, press the Ring Tones. Press and hold the Volume Down key on the right side of your smartphone. key. Press the key > Phone 28 User Guide Quick Help Set up speed dial for a contact Insert a plus sign (+) when typing a phone number Change the active phone number From the Home screen, press the you would like to assign speed dial to.



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Press and hold 0. From the Home screen, press the key. Press and hold the key that key.

Click your phone number at the top of the screen. Click a phone number. Shortcuts: Typing Depending on the typing input language that you're using, some shortcuts might not be available. Show the keyboard Hide the keyboard Insert a period Insert an at sign (@) or a period (.) in an email address field Capitalize a letter Turn on CAP lock Type a symbol Type an accented character Type a number in a text field Type a number in a number field Turn on NUM lock Move the cursor to edit text Tap a text field or tap the Show Keyboard icon at the bottom of the screen. Touch the top of the keyboard and slide your finger quickly down the screen. Tap the Space key twice. The next letter is capitalized. Tap the Space key. Tap the Shift key.

Tap the letter key. Touch and hold the Shift key until the lock indicator appears on the key. To turn off CAP lock, tap the Shift key again. Tap the &% 123 key. Tap the &% key.

Tap the symbol. Touch and hold the letter key. Tap the accented character that appears on the screen. Tap the 123 key. Tap the number key. Tap a number key. You don't need to tap the 123 key. Touch and hold the 123 key until the lock indicator appears on the key. To turn off NUM lock, tap the 123 key again. Touch the text. Your BlackBerry® smartphone displays a frame around the cursor. To move the cursor one character at a time, touch the cursor frame and slide your finger. When you're using your smartphone in landscape view or in portrait view with the full keyboard, tap the globe icon. Tap an input language. Change the typing input language 29 User Guide Quick Help Media shortcuts Depending on the typing input language that you're using, some shortcuts might not be available.

Audio and video files Pause an audio or video file Resume playing an audio or video file Play the next audio file Play the previous audio file Turn on the audio boost feature if you're using a headset Press the Mute key on the right side of your BlackBerry® smartphone. Press the Mute key again. Press and hold the Volume Up key on the right side of your smartphone. Press and hold the Volume Down key on the right side of your smartphone. Press the Volume Up key until the audio boost feature turns on. Camera Zoom in to a subject before taking a picture Zoom out from a subject before taking a picture Take a picture Press the Volume Up key. Press the Volume Down key. Press the Convenience key on the right side of your smartphone. Personalize: Top 10 Make your BlackBerry® smartphone your own by getting apps, transferring your files, and personalizing your settings. Change your ring tone, notifiers, or reminders In addition to changing the tone, you can also change options for notification during calls, volume, LED, and vibration.

1. On the Home screen, click the Sound and Alert Profiles icon. 2. Click Change Sounds and Alerts > Sounds for Selected Profile. · To change your ring tone, click Phone.

· To change notifiers or reminders, click to expand a section. Click an option. 3. In the Ring Tone, Notifier Tone, or Reminder Tone field, do one of the following: · Click a tone. · To use a song that is on your BlackBerry® smartphone or on a media card, click All Music.

Find and click a song. 30 User Guide Quick Help · To use a voice note that you recorded, click All Voice Notes. Find and click a voice note. · To use a preloaded alert, click All Alerts. Find and click an alert. 4. Press the key > Save. Related information Add or delete a custom profile, 152 Add or delete a contact alert, 32 I can't change the number of times that my smartphone rings, 64 Use a picture as your smartphone wallpaper 1. On the Home screen, click the Media icon > Pictures icon. 2.

Browse to a picture. 3. Press the key > Set As Wallpaper. Related information My display changed, 211 Add, rename, or delete a folder on the home screen On the home screen, do one of the following: · To add a folder, press the key > Add Folder. Type a name for the folder. Click Add. key > Edit Folder. Type a name for the folder. Click Save. · To rename a folder, highlight a folder.

Press the · To delete a folder, highlight a folder. Press the key > Delete. Add or change your signature Depending on your wireless service plan, this feature might not be supported. 1. On the Home screen, click the Messages icon.

key > Options. 2. Press the · For a work email account, click Email Preferences. If the Message Services field appears, change this field to the appropriate email account. If the Use Auto Signature check box is not selected, select it.

In the field that appears, place your cursor. · For a personal email account, click Email Account Management. Click an email account. Click Edit. 3. Type a signature. 4. Press the key > Save. Your signature is added to your email after you send it. Change the language 1.

On the Home screen or in a folder, click the Options icon. 2. Click Typing and Language > Language and Method. 31 User Guide Quick Help · To change the display language, change the Display Language field. · To change the typing language, change the Typing Language field. · To change the language for voice commands, change the Voice Dialing Language field. 3. Press the key > Save. Change the display font 1. 2.

3. 4. On the Home screen or in a folder, click the Options icon. Click Display > Screen Display. Change the font fields.

Press the key > Save. Related information Use grayscale or reverse contrast for the screen display, 210 Screen display, 208 Assign an application to a convenience key Your BlackBerry® smartphone has a convenience key on the side of the smartphone. Depending on your theme, you might not be able to change the application that is assigned to a convenience key. 1. On the Home screen or in a folder, click the Options icon.

2. Click Device > Convenience Key. 3. Change the Convenience Key Opens field. 4. Press the key > Save. Set up speed dial for a contact 1. 2. 3. 4.

5. From the Home screen, press the key. key > View > Speed Dial List. Press the In the Speed Dial Numbers list, click an unassigned key. Click a contact. If necessary, click a phone number for the contact. To make a call using speed dial, in the Phone application, press and hold the key that you assigned to the contact. Add or delete a contact alert You can create contact alerts that allow you to customize ring tones and alerts for calls and messages from specific contacts or groups of contacts. When you receive a call or message from the contact, your BlackBerry® smartphone uses the assigned ring tone or alert, even if you select the Silent profile or Vibrate Only profile. If you do not want to be notified with the assigned ring tone or alert, you can select the All Alerts Off profile.

1. On the home screen, click the Sound and Alert Profiles icon.



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2. Click **Change Sounds and Alerts > Sounds for Contacts > Add Contact Alert**. 3.

In the **Name** field, type the name of the contact alert. 32 **User Guide Quick Help** 4. 5. 6. 7.

In the **Contacts** field, type the name of the contact. Click a contact. Change the ring tone and alert information for calls and messages. Press the key **> Save**. key **> Delete**. To delete a contact alert, highlight the contact alert that you want to delete. Press the **Add a contact picture for caller ID** 1. On the **Home** screen, click the **Contacts** icon. 2. Highlight a contact.

3. Press the key **> Edit**. key **> Add Picture**. 4. Press the 5. Find, highlight, and click a picture. 6. If necessary, move the crop box to the portion of the picture that you want to use. 7. Press the key **> Crop & Save**.

8. Press the key **> Save**. Related information **My contact pictures keep changing**, 185 **Troubleshooting: Top 10 Save time and maximize your efficiency with these quick tips**. I can't make or receive calls Try the following actions: . . . . . Verify that your BlackBerry® smartphone is connected to the wireless network. Verify that your wireless service plan includes phone or voice services.

If you can't make calls and fixed dialing is turned on, verify that the phone number for your contact appears in your fixed dialing list or turn off fixed dialing. If you have traveled to another country and you haven't changed your smart dialing options, dial the full phone number, including the country code and area code, for your contact. If you're not receiving calls, verify that call blocking and call forwarding are turned off. Your smartphone or your SIM card might support more than one phone number, even if you only have one phone number. Verify that your phone number is set as your active phone number.

If you have more than one phone number associated with your smartphone, verify that the phone number that you want to make calls from and receive calls to is set as your active phone number. If you're using your BlackBerry® MVS Client phone number, verify that support for the BlackBerry MVS Client is turned on. 33 **User Guide Quick Help** . . . If you're using your BlackBerry MVS Client phone number, verify that your smartphone is registered with the BlackBerry® Mobile Voice System. From the **Home** screen, press the key. Press the key. Click **Options**. Click **BlackBerry MVS Client**. Press the key. Click **Register Now**. If the **Register Now** menu item doesn't appear, or if the registration fails, contact your administrator.

If the registration doesn't complete, wait for a short period of time and then try again. If you have set call forwarding for the phone number provided by your wireless service provider, calls to your BlackBerry MVS Client phone number are also forwarded. To receive calls to your BlackBerry MVS Client phone number, verify that call forwarding is turned off. Related information **Fixed dialing and smart dialing**, 54 **Call waiting, call forwarding, and call blocking**, 52 **Switch the active phone number**, 59 **I'm not receiving messages** Try the following actions: . . . Verify that your BlackBerry® smartphone is connected to the wireless network. If you're not in a wireless coverage area, you should receive messages when you return to a wireless coverage area. Reset your smartphone. Connect to the network and try again. If you created an email address or added an existing email address to your smartphone using the email setup screen in the **Setup** application, verify that you have received an activation message on your smartphone from the BlackBerry® Internet Service. If you haven't received an activation message (the message might take a short period of time to arrive), in the **Setup** application, open the email setup screen to send a service book to your smartphone. If you haven't received a registration message from the wireless network, register your smartphone.

On the **Home** screen or in a folder, click the **Options** icon. Click **Device > Advanced System Settings > Host Routing Table**. Press the key **> Register Now**. Verify that data service is turned on. If you use email filters, verify that the options for email filters are set correctly.

Verify that email forwarding is turned on and that you have selected all the email folders, including your inbox folder, that you want to receive email from. Verify that your smartphone is not blocking messages. For more information, contact your administrator. . . . . Related information **Change, prioritize, or delete an email filter**, 77 **Forward messages from a specific email folder to your smartphone**, 83 **I can't send messages** Try the following actions: . . . Verify that your BlackBerry® smartphone is connected to the wireless network. If the menu item for sending a message doesn't appear, verify that you have added an email address, a PIN, or a phone number for your contact.

34 **User Guide Quick Help** . . . . . If you created an email address or added an existing email address to your smartphone using the email setup screen in the **Setup** application, verify that you have received an activation message on your smartphone from the BlackBerry® Internet Service. If you haven't received an activation message (the message might take a short period of time to arrive), in the **Setup** application, open the email setup screen to send a service book to your smartphone. If you haven't received a registration message from the wireless network, register your smartphone. On the **Home** screen or in a folder, click the **Options** icon. Click **Device > Advanced System Settings > Host Routing Table**. Press the key **> Register Now**. Generate an encryption key. Verify that data service is turned on. Resend the message. Related information **Generate an encryption key**, 280 **Wireless coverage indicators**, 239 **Change or delete a contact**, 179 **Turn on or turn off a network connection**, 235 **Turn on or turn off data service or set roaming options**, 236 **Options for email filters**, 76 **Resend a message**, 70 **Resend a message**, 70 **I forget my smartphone password** If you forget your BlackBerry® smartphone password, it can't be recovered.

If your smartphone uses a BlackBerry® Enterprise Server, your administrator might be able to reset your password without deleting your smartphone data. Otherwise, the only way you can reset your password without knowing your current password is to delete all your smartphone data. You can do this by exceeding the number of allowed password attempts. If your email account uses a BlackBerry Enterprise Server, depending on the options that your administrator sets, when you delete your smartphone data, you might also delete the data on your media card. For more information, contact your administrator.



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Research In Motion recommends that you regularly create and save a backup file on your computer, especially before you update any software. Maintaining a current backup file on your computer might allow you to recover smartphone data if your smartphone is lost, stolen, or corrupted by an unforeseen issue.

My smartphone isn't ringing or vibrating when I receive a call or message Try the following actions: · · On the Home screen, click the Sound and Alert Profiles icon. Verify that your profile isn't set to All Alerts Off or Silent. If you have created contact alerts, on the Home screen, click the Sound and Alert Profiles icon.

Click Change Sounds and Alerts > Sounds for Contacts. Click a contact alert. Click Phone or Messages. Verify that the Volume field isn't set to Silent and that the Vibration field isn't set to Off. 35 User Guide Quick Help The screen turns off When you don't use your BlackBerry® smartphone for a period of time, the screen turns off to conserve battery power.

You can change the length of time that the backlight stays on when you aren't touching your smartphone. Related information Set options for backlighting, 208 Email messages aren't reconciling over the wireless network Try the following actions: · Verify that your BlackBerry® smartphone is connected to the wireless network. · Verify that wireless email reconciliation is turned on. · Reconcile email messages manually. Organizer data isn't synchronizing over the wireless network Try the following actions: · Verify that your BlackBerry® smartphone is connected to the wireless network.

· Verify that wireless data synchronization is turned on in the Contacts application, Calendar application, Tasks application, and MemoPad. · If you use the BlackBerry® Internet Service, you must synchronize calendar data using the BlackBerry® Desktop Software. For more information, see the Help in the BlackBerry Desktop Software. I can't pair with a Bluetooth enabled device Try the following actions: · · · Verify that your BlackBerry® smartphone is compatible with the Bluetooth® enabled device. For more information, see the documentation that came with the Bluetooth enabled device. If you don't know the passkey for your Bluetooth enabled device, see the documentation that came with the Bluetooth enabled device. If your smartphone doesn't detect the Bluetooth enabled device that you want to pair with, try making your smartphone discoverable for a short period of time. Many car kits need to discover your smartphone rather than your smartphone discovering the car kit. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon. Click Networks and Connections > Bluetooth Connections.

Click Add New Device. Click Listen. Bluetooth enabled devices can detect your smartphone for 2 minutes. Turn off encryption for Bluetooth connections between your smartphone and the Bluetooth enabled device. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon. Click Networks and Connections > Bluetooth Connections. Highlight a Bluetooth enabled device. Press the > Devices Properties. Clear key > Save. the Encryption checkbox.

Press the · 36 User Guide Quick Help Related information Make your smartphone discoverable, 253 The media player screen closes If you pause or stop a media file for a certain period of time, the media player screen closes to optimize the performance of your BlackBerry® smartphone. In the media options, you can stop the media player screen from closing or change the amount of time before the media player screen closes. Related information Change the amount of time before the media player screen closes, 129 37 User Guide Tips and shortcuts Tips and shortcuts Tips: Doing things quickly For full instructions, click the links under Related information at the bottom. Access popular options such as changing your ring tone, setting the alarm, viewing notifications, and turning on or turning off network connections. See all the apps and folders on the Home screen, or minimize the panel and view the wallpaper.

Switch to another app. Open an app with a convenience key. Use toolbars. Highlight and click the areas at the top of the Home screen. On the navigation bar, click All.

Press and hold the key. Click an app. Note: The other app might still be running in the background. Press a convenience key on the side of your smartphone. Note: You can customize which app a convenience key opens. Toolbars are available in most applications, and appear at the bottom of the screen. For example, you can click icons on the toolbar in the message list to quickly search the message list, compose an email, and delete the selected message. To see a description for a toolbar icon, touch and hold the icon. Pop-up menus provide common available actions, and appear in the center of the screen. For example, you can use the popup menu in a message to file, forward, or reply to the message.

To open a pop-up menu, touch and hold the screen or press and hold the trackpad. To select a command, tap the icon or click the trackpad. On the Home screen, highlight All on the navigation bar and swipe right or left. Highlight an app on the Home screen or in a folder. Press the key > Mark as Favorite. On the Home screen, press the key > Options. Use pop-up menus. Switch to the Favorites, Media, Downloads, and Frequent panels. Add an app to the Favorites panel. Change options for the Home screen such as the wallpaper.

Related information Change what happens when you type on the Home screen, 0 Assign an application to a convenience key, 32 38 User Guide Tips and shortcuts Keep an application running in the background and switch to another application, 224 Tips: Extending battery life For full instructions, click the links under Related information at the bottom. Set your BlackBerry® smartphone to turn on and turn off automatically. You can set your smartphone to turn off while you aren't using it for an extended period, like when you sleep. Data you receive when the smartphone is turned off automatically updates when the smartphone turns on. Set backlighting to remain on for a shorter period of time, and lower its brightness.

Turn off network connections you aren't using. On the Home screen or in a folder, click the Options icon. Click Display > Screen Display. On the Home screen, click the connections area at the top of the screen, or click the Manage Connections icon. Click a network connection to clear the checkbox. In an app, press the key > Close. On the Home screen or in a folder, click the Options icon. Click Device > Auto On/Off. Close apps when you're finished with them. When you switch from one app to another, some apps, such as the Browser app or the Music app, run in the background, which uses battery power.



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