



BLACKBERRY

Navigate to Freedom

**Model 8300 Series
Smart Phone**

What can the BlackBerry solution do?

- ▶ Email
- ▶ Phone
- ▶ Send/Receive Data Files
- ▶ Short Message Service (SMS)
- ▶ Internet Access
- ▶ Contacts / Tasks / Notes
- ▶ Calendar
- ▶ Track Weather
- ▶ Maps

Model 8300 Series

Keys and features



General Tips

- ▶ To move the cursor, use the track ball in the middle (using thumb works best)
- ▶ On a field with options highlight the field or select it and then press on the menu key just left of the track ball
- ▶ To select multiple items in a list, hold the NUM or CAP key while you roll the track ball
- ▶ Jump directly to that item by typing the first letter of an item in the menu or option list (i.e. D for Delete)
- ▶ Find a contact in the Address Book by typing the first letters of a name or the initials separated by a space

More General Tips

- ▶ Rearrange the Main Screen Icons - Select icon to move, hold the ALT key and click the track ball to bring up a menu or press the menu key to the left of the track ball. Select “Move Icon”, “Hide Icon”, or “Show All”. To see hidden icons, select “Show All” and it will appear with an X over it or as slightly grayed out, you can then bring up the menu on it and uncheck hide icon.
- ▶ Turning the radio off and back on when coverage is spotty and you've lost signal. Turn Radio off if on a plane to continue working as well.

Email Shortcuts & Tips

TYPE -

- ◆ b: scroll to end of page or oldest email
- ◆ t: scroll to top of page or newest email
- ◆ u: jump to closest unread message or oldest unread message
- ◆ n: jump to next message or next day of messages (if viewing list of emails)
- ◆ p: jump to previous message or previous day (if viewing list of emails)
- ◆ c: while in email application to compose a new email
- ◆ r: reply to or answer this message (Won't work if not sent from valid email)
- ◆ l: reply to all
- ◆ f: forward this message
- ◆ LD<space> Full date inserted
- ◆ ALT- spacebar: scroll back a page/screen at a time
- ◆ Select multiple emails by pressing NUM key and scroll the track ball to select. If you release the NUM key and scroll track ball it selects entire lines. Press NUM key again at any time to start selecting by character again.
- ◆ To “Cut” and “Paste” click the track ball after text has been selected and choose 'Cut Selection' or 'Copy Selection'... to paste, open a new message or whatever, click the track ball, and then select 'Paste Selection'.

Email Shortcuts & Tips

Reveal Senders E-mail Address:

- ◆ With any message open, Scroll your cursor over their name in the To, Cc or Bcc section of the message, Click track ball, then select Show Address

Deleting Email

- ◆ Deleting Email on Handheld, Hand Held and Server, Prompt– by setting OPTIONS within Email Reconciliation

Copying Text Two Ways:

- ◆ With any message open
- ◆ Scroll the track ball to the first letter of what you want to copy
- ◆ Hold down the shift key and scroll the track ball to highlight text
- ◆ Press in on the track ball or menu button and select Copy Selection

To copy paragraphs or full messages:

- ◆ Scroll the track ball to the first letter of what you want to copy
- ◆ Press the shift key and scroll the track ball to highlight what you want
- ◆ Press in on the track ball and select Copy Selection
- ◆ To paste your copied text from either method just place your cursor where you want to put it, press in on the track ball and select Paste Selection!

Email Shortcuts & Tips

- ◆ Press and hold a letter to capitalize it (with Key Rate enabled).
- ◆ Press the SPACE key twice to insert a period and capitalize the next letter.
- ◆ Press the SPACE key to insert the "@" and "." characters in an Email field. Backspace and type again to over-ride this like you would with AutoText.
- ◆ Press and hold a letter key and roll the track ball to scroll through international/accent characters, equation symbols and other marks (example – press “e” and scroll the track ball to get “é”).

Deleting All Messages Prior to a Date:

- ◆ In the inbox scroll to the date you want to delete prior messages from
- ◆ Click in on the track ball
- ◆ Choose Delete Prior from the menu and push in on the track ball. This can help you clean up your inbox quickly!

Options

Setting Options for Ease of Use

- ◆ From there select Screen/Keyboard
 - Here you can change Font, Font Size, Font Style
 - Scroll down and change the Backlight Brightness, Backlight Timeout, etc.
 - Scroll to bottom and set your Side Convenience Key (button on left of BB) to “Profile” This allows user to quickly change between profiles when going into meetings
- ◆ Owner – Set your personal info here. Use a number other than blackberry so that if you misplace it has alternative contact info
- ◆ AutoText – If typing something and it is misspelled, auto text will correct, if you have to type something long all the time, set it in here to have it automatically finish the typing for you very quickly
- ◆ Deleting Email on Handheld, Hand Held and Server, Prompt

Log Clear - Multitasking

Event Log:

- ◆ Hold down the half moon ALT while you type LGLG. This brings up the event log where you can clear events (frees some memory) or view them or copy the contents to mail to someone.

Switching to Menu While on the Phone:

- ◆ While on the phone, place call on speaker mode (speaker button) then click on the escape button, answer OK to question, then browse for address or other area. Remember to go back to phone to disconnect your call.

Web Browsing

Browser tips

- To follow a link, click the link.
- To move to a specific web page, press .
- To return to the home page, press .
- To open the bookmark list, press .
- To add a bookmark, press .
- To view a list of web pages that you have visited recently, press .
- To refresh a web page, press .
- To stop loading a web page, press the  key.
- To close the browser, hold the  key.

Changing your Blackberry Signature

On your computer, bring up your Desktop Manager for the blackberry

Click on FILE and then OPEN – the following window will pop up and what ever you place in the Auto Signature will go out with emails.



Google Maps

- ▶ Open Browser (click ball) and GO TO...
- ▶ Type in www.google.com
- ▶ When www.Google.com comes up scroll down to gmail, maps, etc. and click on link
- ▶ Click on Maps only
- ▶ Select Download
- ▶ Once downloaded you will need to select connect and agree to terms.
- ▶ You then have a shortcut icon on your BB for Google Maps
- ▶ Map Shortcuts – I=zoom in, O=zoom out, roll track ball to move around
- ▶ Click menu key or track ball to: Search, find My Location, get Directions, use Satellite View, and Clear Map