User Guide

Version: 7.1

BlackBerry Torch 9810 Smartphone
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</table>
Quick Help

Getting started: Your smartphone

Find out about apps and indicators, and what the keys do on your BlackBerry smartphone.

Your BlackBerry smartphone at a glance

Inserting the SIM card, media card, and battery

Remove the battery door
To remove the battery door, press and slide.

Insert the SIM card
Depending on your BlackBerry smartphone model or your wireless service provider, you might not need a SIM card for your smartphone.

Slide the SIM card into the slot.

Insert the media card and battery
The media card is optional. If a media card is included, it might already be inserted.
New in BlackBerry 7.1

BlackBerry 7.1 enhances the BlackBerry experience with new functionality and innovative apps.

Wi-Fi calling

If your wireless service provider supports Wi-Fi calling and you subscribe to this service, you can make and receive calls over the Wi-Fi network. For more information, see Wi-Fi calling.

Mobile Hotspot mode

When you turn on Mobile Hotspot mode, you can use your smartphone as a mobile hotspot so that other Wi-Fi enabled devices can use the mobile network connection on your smartphone. For more information, see Mobile Hotspot mode.

Before you use your smartphone in Mobile Hotspot mode, read the latest safety and product information at www.blackberry.com/docs/smartphones.

Parental Controls

Parental Controls are designed to help you have more control over how the features of the BlackBerry smartphone are used. With Parental Controls you can block content, turn features on or off, and decide what types of communication are available. For more information, see Turn on Parental Controls.
Public warning messages

If your wireless service provider or organization uses a public warning system, you can receive public warning messages, such as weather warnings or amber alert messages, on your smartphone. For more information, see Public warning systems.

New in BlackBerry 7

BlackBerry 7 includes a number of exciting new features and services, as well as some enhancements to existing features.

BlackBerry ID

A BlackBerry ID is an email and password that gives you convenient access to BlackBerry products and services. After you create your BlackBerry ID, you can log in to any BlackBerry product that supports BlackBerry ID. For example, with BlackBerry ID you can manage apps that you downloaded from the BlackBerry App World storefront and keep apps you downloaded when you switch smartphones. For more information, see BlackBerry ID.

Voice enabled search

Looking for something? You can now use your voice to search for help, contacts, documents, pictures, videos, and more on your smartphone and on the Internet. For more information, see Search for an item using voice enabled search.

Home screen customization

Customize the home screen even more by hiding panels you don’t use regularly, and hiding icons in specific panels or all panels. For more information, see Show or hide a home screen panel and Show, hide, or find an application icon.

Compass application

Easily determine your direction in relation to the Earth’s magnetic poles or to true north. You can also use the compass with location-based applications (such as the Maps application) to find directions based on coordinates. For more information, see Compass.

Touch-free call answering

You don’t need to use your hands to answer calls when you’re using a Bluetooth enabled headset or a regular headset! Now you can set your smartphone to answer calls automatically after 5 seconds. For more information, see Change how you answer calls with a headset.
Bluetooth enhancements
You can now send multiple pictures at once using Bluetooth technology. For details, see Send a file.
Conveniently send and receive a contact card (also called a vCard) using Bluetooth technology, and save the received contact card into your smartphone’s contact list. For more information, see Send contact cards using Bluetooth technology.

Video enhancements
Record and play back video in HD (720 x 1280) format. For more information, see Change the video size and format.
You can now record and play back videos in full screen size in either landscape or portrait view.

Picture enhancements
When you rotate JPEG and PNG pictures, the pictures are saved automatically in the rotated view.
Sort pictures from either newest to oldest, or oldest to newest. This lets you see a slide show in the order that pictures were taken.
You can now view pictures in a slide show using transitions such a sliding, zooming, and panning. For more information, see Change your slide show options.

About switching BlackBerry smartphones
When you switch to a new BlackBerry smartphone your data and settings, such as supported email messages, organizer data, and compatible third-party applications, can be transferred to your new smartphone.
The backup and restore process can be done using a media card or the BlackBerry Device Software. Both options are available from the Device Switch option in the Setup application.
A Switch Smartphones user guide is available at docs.blackberry.com.
Depending on your wireless service provider, this feature might not be available.

Related information
Visit the Setup application, 14

About BlackBerry ID
A BlackBerry ID gives you convenient access to multiple BlackBerry products and services. After you create a BlackBerry ID, you can use your BlackBerry ID email address and password to log in to any BlackBerry product that supports
BlackBerry ID. With BlackBerry ID, you can manage apps that you downloaded from the BlackBerry App World storefront and keep apps you downloaded when you switch smartphones.

You are prompted to log in using your BlackBerry ID when you set up a BlackBerry PlayBook tablet or a BlackBerry smartphone running BlackBerry 7. If you previously created a BlackBerry ID, you must use it when you set up your new tablet or smartphone (instead of creating a new BlackBerry ID). You can log in to both a tablet and a smartphone using the same BlackBerry ID.

If you’re using an older BlackBerry smartphone, you might be able to create a BlackBerry ID from within an app that supports BlackBerry ID, or you can create a BlackBerry ID by visiting www.blackberry.com/blackberryid.

Related information
About downloading apps with the BlackBerry App World, 29

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Options</th>
</tr>
</thead>
</table>
| ![Trackpad] | Trackpad | • Slide your finger to move around the screen.  
• Press (click) to select an item.  
• Press and hold to open a pop-up menu. |
| ![Menu] | Menu     | • Open a menu.  
• Select a highlighted menu item.  
• Press and hold to switch applications quickly. |
| ![Escape] | Escape   | • Return to the previous screen.  
• Close the menu. |
| ![Send] | Send     | • Make a call.  
• Answer a call. |
### Keys on the front of your BlackBerry smartphone

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>End/Power</td>
<td>- End a call.</td>
</tr>
<tr>
<td></td>
<td>- Return to the home screen.</td>
</tr>
<tr>
<td></td>
<td>- Press and hold to turn on or turn off your BlackBerry smartphone.</td>
</tr>
</tbody>
</table>

### Keys on the top of your smartphone

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock</td>
<td>Lock or unlock the screen.</td>
</tr>
<tr>
<td>Mute</td>
<td>- Mute a call.</td>
</tr>
<tr>
<td></td>
<td>- Mute the volume.</td>
</tr>
</tbody>
</table>

### Keys on the right side of your smartphone

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume</td>
<td>- Change the volume.</td>
</tr>
<tr>
<td></td>
<td>- Press and hold to play the next or previous media file.</td>
</tr>
<tr>
<td></td>
<td>- Before you take a picture or record a video, press to zoom in or out.</td>
</tr>
<tr>
<td>Right convenience key</td>
<td>- If supported, open the camera. To take a picture, press the convenience key again.</td>
</tr>
<tr>
<td></td>
<td>- You can also customize this key.</td>
</tr>
</tbody>
</table>

### Keyboard

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift</td>
<td>Capitalize letters.</td>
</tr>
<tr>
<td>Alt</td>
<td>On the touch screen keyboard, type a symbol or number.</td>
</tr>
<tr>
<td>Alt</td>
<td>On the physical keyboard, type the alternate character on a key.</td>
</tr>
<tr>
<td>Symbol</td>
<td>On the physical keyboard, open the symbol list.</td>
</tr>
<tr>
<td>Backspace/Delete</td>
<td>Delete the previous character or a selected item.</td>
</tr>
</tbody>
</table>
Keyboard

<table>
<thead>
<tr>
<th>Enter</th>
<th>Select an item.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speakerphone</td>
<td>Turn on or turn off the speakerphone during a call.</td>
</tr>
</tbody>
</table>

Flashing LED color descriptions

The LED on the top of your BlackBerry smartphone flashes different colors to indicate the statuses described.

<table>
<thead>
<tr>
<th>Flasing LED color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Indicates that you're in a wireless coverage area. You can turn on or turn off this notification.</td>
</tr>
<tr>
<td>Blue</td>
<td>Indicates that your smartphone is connected to a Bluetooth enabled device. You can turn on or turn off this notification.</td>
</tr>
<tr>
<td>Red</td>
<td>Indicates that you have received a new message. The LED also flashes when your smartphone accesses data on a smart card. You can turn on or turn off this notification. You can also change the LED color for ring tones, message notifications, event reminders, and other application notifications using the sound and alert profiles.</td>
</tr>
<tr>
<td>Amber</td>
<td>Indicates that the battery power level has dropped to low and needs to be charged. You can't turn on or turn off this notification. The amber LED flashes when your smartphone is turned off and charging, this indicator changes to solid green when the battery is fully charged.</td>
</tr>
</tbody>
</table>

Related information

- Turn on flashing LED notification for wireless coverage, 237
- Turn off or turn on the Bluetooth connection notification, 292

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

<table>
<thead>
<tr>
<th>Setup</th>
<th>Enterprise Activation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activate a work email account using the BlackBerry Enterprise Server.</td>
</tr>
</tbody>
</table>

### Power and lock

<table>
<thead>
<tr>
<th>Options</th>
<th>Power Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password Lock</td>
<td>Power Off</td>
</tr>
</tbody>
</table>

### Messages

<table>
<thead>
<tr>
<th>Messages</th>
<th>Saved Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Added work email address</td>
</tr>
<tr>
<td>Added email address</td>
<td></td>
</tr>
<tr>
<td>Text Messages</td>
<td></td>
</tr>
</tbody>
</table>

### Instant messaging

<table>
<thead>
<tr>
<th>Instant messaging</th>
<th>BBM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instant Messaging folder</td>
<td></td>
</tr>
<tr>
<td>Some applications might appear in this folder including applications that you download.</td>
<td></td>
</tr>
<tr>
<td>Windows Live Messenger for BlackBerry smartphones</td>
<td>AOL Instant Messenger Service for BlackBerry smartphones</td>
</tr>
<tr>
<td>Google Talk for BlackBerry smartphones</td>
<td>Yahoo! Messenger for BlackBerry smartphones</td>
</tr>
</tbody>
</table>
### Applications

<table>
<thead>
<tr>
<th>Icon</th>
<th>Application</th>
<th>Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌐</td>
<td>Browser</td>
<td>Manage Connections</td>
</tr>
<tr>
<td>🕰</td>
<td>Maps</td>
<td>Help</td>
</tr>
<tr>
<td>🗝</td>
<td>Password Keeper</td>
<td>Voice Dialing</td>
</tr>
<tr>
<td>🌐</td>
<td>Applications folder</td>
<td></td>
</tr>
</tbody>
</table>

Some applications might appear in this folder, including applications that you download.

### Media

<table>
<thead>
<tr>
<th>Icon</th>
<th>Media folder</th>
<th>Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎥</td>
<td>Media folder</td>
<td>Videos</td>
</tr>
<tr>
<td>📸</td>
<td>Pictures</td>
<td>Music</td>
</tr>
<tr>
<td>🔔</td>
<td>Ring Tones</td>
<td>Voice Notes</td>
</tr>
<tr>
<td>📸</td>
<td>Camera</td>
<td>Video Camera</td>
</tr>
<tr>
<td>📺</td>
<td>Voice Notes Recorder</td>
<td>Podcasts</td>
</tr>
</tbody>
</table>

### Personal organizer

<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>📞</td>
<td>Contacts</td>
</tr>
<tr>
<td>📅</td>
<td>Calendar</td>
</tr>
<tr>
<td>🖋️</td>
<td>Tasks</td>
</tr>
<tr>
<td>🕒</td>
<td>MemoPad</td>
</tr>
<tr>
<td>🕒</td>
<td>Clock</td>
</tr>
<tr>
<td>🕒</td>
<td>Calculator</td>
</tr>
</tbody>
</table>
### Files

<table>
<thead>
<tr>
<th>Documents To Go</th>
<th>Files</th>
</tr>
</thead>
</table>

### Social networking and mobile purchasing

<table>
<thead>
<tr>
<th>BlackBerry App World</th>
<th>Social Feeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook for BlackBerry smartphones</td>
<td>Twitter for BlackBerry smartphones</td>
</tr>
</tbody>
</table>

### BlackBerry Device Software update

<table>
<thead>
<tr>
<th>A software update for the BlackBerry Device Software is available.</th>
<th>A software update for the BlackBerry Device Software is being downloaded.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A software update for the BlackBerry Device Software is ready to be installed.</td>
<td>A software update for the BlackBerry Device Software is stopped.</td>
</tr>
</tbody>
</table>

### Sounds and alerts

<table>
<thead>
<tr>
<th>Normal profile</th>
<th>Phone Calls Only profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loud profile</td>
<td>Custom profile</td>
</tr>
<tr>
<td>Medium profile</td>
<td>Silent profile</td>
</tr>
<tr>
<td>Vibrate Only profile</td>
<td>All Alerts Off profile</td>
</tr>
</tbody>
</table>

### Games

<table>
<thead>
<tr>
<th>Games folder</th>
<th>BrickBreaker</th>
</tr>
</thead>
</table>
Some applications might appear in this folder, including applications that you download.

Word Mole

**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.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔴</td>
<td>New item</td>
</tr>
<tr>
<td>🔄</td>
<td>Sending data</td>
</tr>
<tr>
<td>🔄</td>
<td>Receiving data</td>
</tr>
<tr>
<td>📬</td>
<td>New BBM item</td>
</tr>
<tr>
<td>⚠</td>
<td>Roaming</td>
</tr>
<tr>
<td>⏰</td>
<td>Alarm is set</td>
</tr>
<tr>
<td>📅</td>
<td>Calendar reminder count</td>
</tr>
<tr>
<td>📡</td>
<td>Wi-Fi technology is turned on</td>
</tr>
</tbody>
</table>

To clear this icon, open each item that has this indicator.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔴</td>
<td>Update is available in the BlackBerry App World storefront</td>
</tr>
<tr>
<td>🔄</td>
<td>New item in the Social Feeds application</td>
</tr>
<tr>
<td>🔴</td>
<td>System is busy</td>
</tr>
<tr>
<td>📬</td>
<td>New BBM Groups item</td>
</tr>
<tr>
<td>📡</td>
<td>Unread message count</td>
</tr>
<tr>
<td>📡</td>
<td>Missed call count</td>
</tr>
<tr>
<td>📡</td>
<td>Bluetooth technology is turned on</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📪</td>
<td>Unread message</td>
</tr>
<tr>
<td>📬</td>
<td>New BBM item</td>
</tr>
</tbody>
</table>

To clear this indicator, open each chat that has this indicator.
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📩</td>
<td>Read message</td>
</tr>
<tr>
<td>📥</td>
<td>Draft message</td>
</tr>
<tr>
<td>📄</td>
<td>Filed message</td>
</tr>
<tr>
<td>📩️</td>
<td>Message with an attachment</td>
</tr>
<tr>
<td>📩❌</td>
<td>Message is high priority</td>
</tr>
<tr>
<td>📩✅</td>
<td>Text message with an attachment</td>
</tr>
<tr>
<td>📩牍</td>
<td>Text message</td>
</tr>
<tr>
<td>✔️</td>
<td>Message has been read</td>
</tr>
<tr>
<td>✅</td>
<td>Message has been sent</td>
</tr>
<tr>
<td>🔴</td>
<td>Message has been delivered</td>
</tr>
<tr>
<td>🌟</td>
<td>BBM chat is open</td>
</tr>
<tr>
<td>🌟</td>
<td>New BBM Groups item</td>
</tr>
<tr>
<td>🌟</td>
<td>New RSS item</td>
</tr>
<tr>
<td>🌟</td>
<td>Message is being sent</td>
</tr>
<tr>
<td>🌟❌</td>
<td>Message has not been sent</td>
</tr>
<tr>
<td>🌟✅</td>
<td>Message has been sent</td>
</tr>
<tr>
<td>🌟牍</td>
<td>Message has been delivered</td>
</tr>
<tr>
<td>🌟</td>
<td>Text message with an attachment</td>
</tr>
<tr>
<td>🌟</td>
<td>Text message</td>
</tr>
<tr>
<td>🌟</td>
<td>Message has been read</td>
</tr>
<tr>
<td>🌟</td>
<td>Message is being sent</td>
</tr>
<tr>
<td>🌟</td>
<td>Message has not been sent</td>
</tr>
</tbody>
</table>

**Battery power level icons**

These icons appear at the top of the home screen and at the top of the screen in some applications.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌟</td>
<td>Full battery</td>
</tr>
<tr>
<td>🌟</td>
<td>Battery is charging</td>
</tr>
<tr>
<td>🌟</td>
<td>Low battery</td>
</tr>
</tbody>
</table>

**Typing icons**

These icons appear in the upper-right corner of the screen when you type.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📘</td>
<td>CAP lock (capital letter lock)</td>
</tr>
<tr>
<td>😄</td>
<td>Multi-tap mode</td>
</tr>
<tr>
<td>☕️</td>
<td>NUM lock (number lock)</td>
</tr>
<tr>
<td>🇫🇷</td>
<td>Current input language</td>
</tr>
<tr>
<td>🌟</td>
<td>Alt mode</td>
</tr>
</tbody>
</table>

**Phone icons**

These icons appear at the top of the home screen and in the Phone application.
### Missed call

### Received call

### Placed call

### Voice mail message

### Calendar icons

These icons appear when you highlight a calendar entry.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📄</td>
<td>Event reminder</td>
</tr>
<tr>
<td>🔄</td>
<td>Recurring appointment</td>
</tr>
<tr>
<td>🗣️</td>
<td>Meeting reminder</td>
</tr>
<tr>
<td>📄</td>
<td>Exception for recurring appointment</td>
</tr>
<tr>
<td>📄</td>
<td>Notes</td>
</tr>
</tbody>
</table>

### Camera icons

These icons appear at the bottom of the screen in the camera. You can click these icons.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📷</td>
<td>View pictures</td>
</tr>
<tr>
<td>📍</td>
<td>Geotagging is turned on</td>
</tr>
<tr>
<td>📍</td>
<td>Geotagging is turned off</td>
</tr>
<tr>
<td>🎈</td>
<td>Take another picture</td>
</tr>
<tr>
<td>🔆</td>
<td>Flash is turned on</td>
</tr>
<tr>
<td>🔆</td>
<td>Flash is turned off</td>
</tr>
<tr>
<td>💡</td>
<td>Automatic flash mode</td>
</tr>
<tr>
<td>🖤</td>
<td>Scene mode</td>
</tr>
</tbody>
</table>

### Video camera

These icons appear at the bottom of the screen in the video camera. You can click these icons.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎥</td>
<td>Start recording</td>
</tr>
<tr>
<td>🕳</td>
<td>Pause recording</td>
</tr>
<tr>
<td>📬</td>
<td>Send video</td>
</tr>
<tr>
<td>📬</td>
<td>Rename video</td>
</tr>
<tr>
<td>✖️</td>
<td>Delete video</td>
</tr>
</tbody>
</table>
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.
3. Press the **key** > **Set As Wallpaper**.

**Related information**

[My display changed](#), 239

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

1. On the home screen, press the 📲 key > **Manage Panels**.
2. Select or clear the checkbox for each panel.
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. You can also hide optional BlackBerry Device Software updates.

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 > **Unhide Icon**.
- To hide the 📲 icon, click the **Options** icon. Click **Device** > **Software Updates**. Highlight a software version. Press the 📲 key > **Hide**.
- To show all hidden BlackBerry Device Software updates, click the **Options** icon. Click **Device** > **Software Updates**. Press the 📲 key > **Show All**.

**Related information**

*My display changed*, 239

### 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 where apps that you download appear

To find your downloaded apps more easily, you can set them to appear in a certain folder, including folders you create.

1. On the home screen, press the 📲 key > Options.
2. Change the Downloads Folder field.
3. Press the 📲 key > Save.

Change themes

1. On the home screen or in a folder, click the Options icon.
2. Click Display > Screen Display.
3. In the Theme section, click a theme.
4. Click Activate.

To delete a theme, click the theme. Click Delete.

Related information
My display changed, 239

Set the number of icons that appear on the home screen

1. On the home screen or in a folder, click the Options icon.
2. Click Accessibility.
3. Change the Home Screen Grid Layout field.
4. Press the 📲 key > Save.

Change what happens when you type on the Home screen

Before you begin: Depending on your typing input language, you might not be able to use shortcut keys to open applications.

1. On the Home screen, press the 📲 key > Options.
   - To search your BlackBerry smartphone or the Internet when you type on the Home screen, change the Launch by Typing field to Universal Search.
   - To open applications when you press shortcut keys, change the Launch by Typing field to Application Shortcuts.
2. 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.
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.

Related information
Lock or unlock your smartphone, 31

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.

Wireless service plan and wireless service provider

You must purchase or change your wireless service plan through your wireless service provider. Features such as text messaging, location-based services, and some phone features are dependent on your wireless service provider’s offerings.

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 smartphone and if you can add or update an app. You can view the IT policies that have been set by your administrator in the security options on your smartphone.

Wireless network

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.

Region

Depending on your 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 or an application. The availability of certain apps varies by region.

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.blackberry.com/support**: Find the BlackBerry Answers tool, the BlackBerry Support Community Forums, and more.
- **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.

Popular topics

BlackBerry smartphone users have spoken! Here are the top things they want to know how to do on their smartphones.
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
- Reconcile email over the wireless network manually, 95
- Change options for your personal email account, 95

Add or change your email signature

**Before you begin:** Depending on your wireless service plan, this feature might not be supported.

1. On the home screen, click the Messages icon.
2. Press the key > Options.
   - 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.
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. 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 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.

Related information
About BlackBerry ID, 13

Transfer files to and from your smartphone

1. Connect your BlackBerry smartphone to the computer using a USB cable.
2. In the dialog box that appears on your smartphone, select one of the following file transfer options:
   • If you want to transfer most types of files, click USB Drive.
   • If you want to synchronize media files that are protected with DRM, click Sync Media.
3. If necessary, type your smartphone password. Your smartphone appears as a drive on your computer.
4. On your computer, do one of the following:
   • Drag a file from a location on your computer to a folder on your smartphone.
   • Drag a file from a folder on your smartphone to a location on your computer.

To view the transferred file on your smartphone, disconnect your smartphone from your computer and find the file.

Related information
About transferring and synchronizing files, 144

About using your smartphone as a tethered modem

Depending on your wireless service plan or administrator, you might be able to share the Internet connection on your BlackBerry smartphone. For example, if you are travelling, you can use your smartphone’s Internet connection to access the Internet on a laptop or tablet.
To use your smartphone as a tethered modem with a laptop, you must connect your smartphone with your laptop using a USB cable and open the BlackBerry Desktop Software. To use your smartphone as a tethered modem with a BlackBerry PlayBook tablet, you must pair your smartphone with your tablet using Bluetooth technology.

While using your smartphone as a modem, you might not be able to use your smartphone’s Phone application, Messaging applications, or applications that use the Internet. To receive a phone call, your smartphone might turn off the tethered Internet connection.

For more information about tethering, see the Help on your BlackBerry PlayBook tablet or in the BlackBerry Desktop Software.

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.

1. In the contact list, press the \[ sim \] key > SIM Phone Book.
2. Press the \[ sim \] 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.

Change your ring tone, notifiers, reminders, or alerts

In any sound profile, you can change your ring tone or notifier tone to an audio file that’s stored in your BlackBerry smartphone’s built-in media storage or media card. You can also change the options for volume, notifications during calls, LED, and vibration in all of the profiles. The All Alerts Off profile can’t be changed.

1. On the home screen, click your Sound and Alert Profiles icon.
2. Click Change Sounds and Alerts > Sounds for Selected Profile.
   • To change your ring tone or ring volume, 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 smartphone or on a media card, click All Music. Find and click a song.
   • 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 \[ sim \] key > Save.

Related information
I can’t change the number of times that my smartphone rings, 85
Add or delete a contact alert, 163
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. 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.

Do one of the following:

- To lock the screen, press the key on the top left of your smartphone.
- To unlock the screen, open the slider or press the key and slide your finger up.
- To lock your smartphone with a password, on the home screen or in a folder, click the icon.
- To unlock your smartphone, enter your password.

Related information
Set or change your smartphone password, 321

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.

Related information
Turn on or turn off data service or set roaming options, 267
Turn on, turn off, or check the status of a network connection, 266

Popular tips

Save time and maximize your efficiency with these quick tips.

Tips: Finding apps

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Look in a folder on your home screen.</td>
<td>Some apps are located in folders on your home screen. Click a folder to see what apps are inside.</td>
</tr>
<tr>
<td>Make all hidden apps visible on the home screen.</td>
<td>On the home screen, press the key &gt; Show All Icons. To unhide an app, highlight it and then press the key &gt; Unhide Icon. 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.</td>
</tr>
<tr>
<td>Search for an app.</td>
<td>On the home screen, start typing the app name.</td>
</tr>
<tr>
<td>Verify that an app is installed.</td>
<td>On the home screen or in a folder, click the Options icon. Click Device &gt; Application Management. If the app is listed, it is installed on your BlackBerry smartphone.</td>
</tr>
</tbody>
</table>

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.
For a complete list of indicators, visit www.blackberry.com/docs/smartphones. Click your smartphone model, and then click the Icon Guide.

Remove the new item indicator 🔄.

Remove the unopened message 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. Highlight a date field. Press the 📦 key > Mark Prior Read.

Identify an indicator.

- 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.

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.

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.

Update your BlackBerry Device Software from your computer.

On your computer, visit www.blackberry.com/update. Click Check for Updates. Connect your smartphone to your computer.

Set your BlackBerry Desktop Software to check for updates automatically.

For instructions, see the Help in BlackBerry Desktop Software.
**Tips: Doing things quickly**

For full instructions, click the links under Related information at the bottom.

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access popular options such as setting the alarm, viewing notifications, and turning on or turning off network connections.</td>
<td>Highlight and click the areas at the top of the home screen.</td>
</tr>
<tr>
<td>See all the apps and folders on the Home screen, or minimize the panel and view the wallpaper.</td>
<td>On the navigation bar, click All.</td>
</tr>
<tr>
<td>Switch to another app.</td>
<td>Press and hold the key. Click an app.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The other app might still be running in the background.</td>
</tr>
<tr>
<td>Open an app with a convenience key.</td>
<td>Press a convenience key on the side of your BlackBerry smartphone.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You can customize which app a convenience key opens.</td>
</tr>
<tr>
<td>Use toolbars.</td>
<td>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.</td>
</tr>
<tr>
<td>Use pop-up menus.</td>
<td>Pop-up menus provide common available actions, and appear in the center of the screen. For example, you can use the pop-up 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.</td>
</tr>
<tr>
<td>Switch to the <strong>Favorites</strong>, <strong>Media</strong>, <strong>Downloads</strong>, and <strong>Frequent</strong> panels.</td>
<td>On the home screen, highlight All on the navigation bar and slide your finger on the trackpad right or left.</td>
</tr>
<tr>
<td>Add an app to the <strong>Favorites</strong> panel.</td>
<td>Highlight an app on the home screen or in a folder. Press the key &gt; <strong>Mark as Favorite.</strong></td>
</tr>
</tbody>
</table>
Change options for the home screen such as the wallpaper.  
On the home screen, press the key > Options.

Answer a call, turn on backlighting, or unlock the screen.  
Open the slider.

**Related information**

- Change what happens when you type on the Home screen, 25
- Assign an application to a convenience key, 228
- Keep an application running in the background and switch to another application, 253

**Tips: Extending battery life**

<table>
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<tr>
<th>Close apps when you’re finished with them.</th>
<th>In an app, press the key and click Close or Exit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn on battery saving mode.</td>
<td>On the home screen or in a folder, click the Options icon. Click Device &gt; Battery Saving Mode. Select the Turn on Battery Saving Mode when battery power level is low checkbox.</td>
</tr>
<tr>
<td>Turn off network connections you aren't using.</td>
<td>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.</td>
</tr>
<tr>
<td>If your BlackBerry smartphone supports Wi-Fi, use Wi-Fi when you're in an area with reduced wireless coverage.</td>
<td>On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon. Select the Wi-Fi checkbox.</td>
</tr>
<tr>
<td>Set your smartphone to turn on and turn off automatically.</td>
<td>On the home screen or in a folder, click the Options icon. Click Device &gt; Auto On/Off.</td>
</tr>
<tr>
<td>Close browser tabs you aren't using.</td>
<td>In the browser, press the key &gt; Tabs. Highlight a tab and click the icon.</td>
</tr>
<tr>
<td>Turn off location-based services when you’re not using them.</td>
<td>On the home screen or in a folder, click the Options icon. Click Device &gt; Location Settings. Turn off any options you’re not using.</td>
</tr>
<tr>
<td>Set backlighting to remain on for a shorter period of time, and lower its brightness.</td>
<td>On the home screen or in a folder, click the Options icon. Click Display &gt; Screen Display.</td>
</tr>
<tr>
<td>Switch your vibrating notifications to sound notifications or LED notifications, lower the volume of your sound notifications, or select a shorter ring tone.</td>
<td>On the home screen, click your Sound and Alert Profiles icon. Click Change Sounds and Alerts.</td>
</tr>
</tbody>
</table>
Delete the previous text from a reply message. When you are replying to a message, press the key > Delete Original Text.

Change how often podcast or social feed applications refresh content. Your podcast and social feed applications periodically refresh content. In some of these applications, you can reduce how often the content refreshes. For more information, see the Help in the application.

If your smartphone has a camera flash, turn off the flash. On the home screen, click the Camera icon. Click the flash icon at the bottom of the screen until the flash off indicator appears.

Keep your battery connections clean. Every few months, use a cotton swab or dry cloth to clean the metal contacts on the battery and the smartphone.

Check for Device Software updates. Click the Options icon > Device > Software Updates.

### Tips: Freeing space for your music, pictures, videos, and files

You can store files in the built-in media storage on your BlackBerry smartphone or on a media card.

- **Check how much storage is used by media files and documents.** On the home screen, click the Media icon. Press the key > Memory Use.

- **Delete unneeded files.** On the home screen or in a folder, click the Files icon. Find and highlight a file. Press the key > Delete.

- **Reduce the size of pictures you take and videos you record.** On the home screen, click the Camera icon or the Media icon > Video Camera icon. Press the key > Options. Change the Image Size or Video Format field.

- **Store files on a media card instead of your smartphone.** On the home screen, click the Camera icon or the Media icon > Video Camera icon. Press the key > Options. In the Storage section, change the Store Pictures or Store Videos field.

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, 136
### 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.

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set a smartphone password.</td>
<td>On the home screen or in a folder, click the <strong>Options</strong> icon. Click <strong>Security &gt; Password</strong>.</td>
</tr>
<tr>
<td>Encrypt contacts and files.</td>
<td>On the home screen or in a folder, click the <strong>Options</strong> icon. Click <strong>Security &gt; Encryption</strong>.</td>
</tr>
<tr>
<td>Back up your smartphone data to your computer.</td>
<td>Use the BlackBerry Desktop Software to back up your smartphone data to your computer. To download the BlackBerry Desktop Software, from your computer, visit <a href="http://www.blackberry.com/desktop">www.blackberry.com/desktop</a> and select the appropriate option for your computer.</td>
</tr>
<tr>
<td>Back up your smartphone data to a media card.</td>
<td>On the home screen, click the <strong>Setup</strong> icon. In the <strong>Setup</strong> section, click <strong>Device Switch &gt; Save Data</strong>.</td>
</tr>
</tbody>
</table>

### Related information
- Turn on encryption, 311
- Set or change your smartphone password, 321

### Shortcuts: Phone

Depending on the typing input language that you’re using, some shortcuts might not be available.

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change your ring tone</td>
<td>From the home screen, press the [key. Press the [key &gt; <strong>Phone Ring Tones</strong>.</td>
</tr>
<tr>
<td>Check your voice mail</td>
<td>Press and hold 1.</td>
</tr>
<tr>
<td>Action</td>
<td>Key Combinations and Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Send an incoming call to voice mail when your BlackBerry smartphone</td>
<td>Press and hold the <strong>Volume Down</strong> key on the right side of your smartphone.</td>
</tr>
<tr>
<td>is inserted in a holster</td>
<td></td>
</tr>
<tr>
<td>Set up a speed dial for a contact</td>
<td>From the home screen or in the Phone application, press and hold the key that you would like to</td>
</tr>
<tr>
<td></td>
<td>assign speed dial to.</td>
</tr>
<tr>
<td>Add an extension to a phone number</td>
<td>Press the <strong>alt</strong> key and <strong>X</strong>. Type the extension number.</td>
</tr>
<tr>
<td>Type a letter in a phone number field</td>
<td>Press the <strong>alt</strong> key and the letter key.</td>
</tr>
<tr>
<td>Insert a plus sign (+) when typing a phone number</td>
<td>Press <strong>O</strong>.</td>
</tr>
<tr>
<td>Turn on or turn off the speakerphone during a call</td>
<td>Press the <strong>key on the keyboard.</strong></td>
</tr>
<tr>
<td>Stop listening to a call with a wireless headset</td>
<td>Press the <strong>key on the keyboard.</strong></td>
</tr>
<tr>
<td>Change the active phone number</td>
<td>From the home screen, press the **key. Click your phone number at the top of the screen. Click a phone number.</td>
</tr>
</tbody>
</table>

**Shortcuts: Typing with the physical keyboard**

Depending on the typing input language that you’re using, some shortcuts might not be available.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Key Combinations and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert a period (.)</td>
<td>Press the <strong>space</strong> key twice. The next letter is capitalized.</td>
</tr>
<tr>
<td>Insert an at sign (@) or a period (.) in an email address field</td>
<td>Press the <strong>space</strong> key.</td>
</tr>
<tr>
<td>Capitalize a letter</td>
<td>Press and hold the letter key until the capitalized letter appears.</td>
</tr>
<tr>
<td>Turn on CAPS lock</td>
<td>Press the <strong>alt</strong> key and the <strong>Right</strong> key. To turn off CAPS lock, press the <strong>Left</strong> or <strong>Right</strong> key.</td>
</tr>
<tr>
<td>Type a symbol</td>
<td>Press the <strong>sym</strong> key. Type the letter that appears below the symbol.</td>
</tr>
<tr>
<td>Type the alternate character on a key</td>
<td>Press the <strong>alt</strong> key and the character key.</td>
</tr>
<tr>
<td>Type an accented or special character</td>
<td>Press and hold the letter key and, on the trackpad, slide your finger left or right. For example, to type ü, press and hold <strong>U</strong> and slide your finger left until ü appears. Release the letter key when the accented or special character appears.</td>
</tr>
</tbody>
</table>
Type a number in a text field
Press and hold the alt key and press the number key.

Type a number in a number field
Press a number key. You don’t need to press the alt key.

Turn on NUM lock
Press the alt key and the Left or Right key. To turn off NUM lock, press the Left or Right key.

Highlight a line of text
Press the Left or Right key and, on the trackpad, slide your finger up or down.

Highlight text character by character
Press the Left or Right key and, on the trackpad, slide your finger left or right.

Cut highlighted text
Press the Left or Right key and the key.

Copy highlighted text
Press the alt key and click the trackpad.

Paste text
Press the Left or Right key and click the trackpad.

Shortcuts: Typing with the touch screen keyboard

Depending on the typing input language that you’re using, some shortcuts might not be available. Depending on the type of touch screen keyboard you’re using, some shortcuts might not be available.

Show the keyboard
Tap a text field or tap the Show Keyboard icon at the bottom of the screen.

Hide the keyboard
Touch the top of the keyboard and slide your finger quickly down the screen.

Insert a period (.)
Tap the space key twice. The next letter is capitalized.

Insert an at sign (@) or a period (.) in an email address field
Tap the space key.

Capitalize a letter
Tap the aA key. Tap the letter key.

Turn on CAPS lock
Touch and hold the aA key until the lock indicator appears on the key. To turn off CAPS lock, tap the key again.

Type a symbol
Tap the 123 key. Tap the % key. Tap the symbol.
Type an accented character

Touch and hold the letter key. Tap the accented character that appears on the screen.

Type a number in a text field

Tap the key. Tap the number key.

Type a number in a number field

Tap a number key. You don’t need to tap the or key.

Turn on NUM lock

Touch and hold the key until the lock indicator appears on the key. To turn off NUM lock, tap the key.

Move the cursor to edit text

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.

Change the typing input language

If you have more than one typing input language installed, and you’re using the full keyboard, tap the language key. Tap an input language.

Shortcuts: Media

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

Press the key on the top of your BlackBerry smartphone.

Resume playing an audio or video file

Press the key again.

Play the next audio file

Press and hold the Volume Up key on the right side of your smartphone.

Play the previous audio file

Press and hold the Volume Down key on the right side of your smartphone.

Turn on the audio boost feature if you’re using a headset

Press the Volume Up key until the audio boost feature turns on.
Pictures

<table>
<thead>
<tr>
<th>Action</th>
<th>Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom in</td>
<td>Press I</td>
</tr>
<tr>
<td>Zoom out</td>
<td>Press 0</td>
</tr>
<tr>
<td>Pan up</td>
<td>Press 2</td>
</tr>
<tr>
<td>Pan down</td>
<td>Press 8</td>
</tr>
<tr>
<td>Pan right</td>
<td>Press 6</td>
</tr>
<tr>
<td>Pan left</td>
<td>Press 4</td>
</tr>
<tr>
<td>Rotate</td>
<td>Press L</td>
</tr>
</tbody>
</table>

Camera and video camera

<table>
<thead>
<tr>
<th>Action</th>
<th>Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom in before you take a picture or record a video</td>
<td>Press the <strong>Volume Up</strong> key.</td>
</tr>
<tr>
<td>Zoom out before you take a picture or record a video</td>
<td>Press the <strong>Volume Down</strong> key.</td>
</tr>
<tr>
<td>Take a picture</td>
<td>Press the <strong>Convenience</strong> key on the right side of your smartphone.</td>
</tr>
</tbody>
</table>

Common troubleshooting

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.
• 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, 72
Call waiting, call forwarding, and call blocking, 70
Switch the active phone number, 78

**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, 103
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.
• 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, 328
Change or delete a contact, 195
Turn on or turn off data service or set roaming options, 267
Options for email filters, 102
Resend a message, 98
Wireless coverage indicators, 270
Turn on, turn off, or check the status of a network connection, 266
Resend a message, 98

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.
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 your **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 your **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**.

**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.

To turn on the screen, click the trackpad or press a key.

**Related information**

*Set options for backlighting*, 234

**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 the Encryption checkbox. Press the key > Save.

Related information
Make your smartphone discoverable, 289

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, 143
# Tips and shortcuts

Depending on the typing input language that you are using, some shortcuts might not be available.

## Tips: Doing things quickly

For full instructions, click the links under **Related information** at the bottom.

<table>
<thead>
<tr>
<th>Tip</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access popular options such as setting the alarm, viewing notifications, and turning on or turning off network connections.</td>
<td>Highlight and click the areas at the top of the home screen.</td>
</tr>
<tr>
<td>See all the apps and folders on the Home screen, or minimize the panel and view the wallpaper.</td>
<td>On the navigation bar, click <strong>All</strong>.</td>
</tr>
<tr>
<td>Switch to another app.</td>
<td>Press and hold the <strong>key. Click an app.</strong>&lt;br&gt;&lt;br&gt;&lt;b&gt;Note:&lt;/b&gt; The other app might still be running in the background.</td>
</tr>
<tr>
<td>Open an app with a convenience key.</td>
<td>Press a convenience key on the side of your BlackBerry smartphone.&lt;br&gt;&lt;br&gt;&lt;b&gt;Note:&lt;/b&gt; You can customize which app a convenience key opens.</td>
</tr>
<tr>
<td>Use toolbars.</td>
<td>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.</td>
</tr>
<tr>
<td>Use pop-up menus.</td>
<td>Pop-up menus provide common available actions, and appear in the center of the screen. For example, you can use the pop-up 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.</td>
</tr>
</tbody>
</table>
Switch to the **Favorites, Media, Downloads, and Frequent** panels.

On the home screen, highlight **All** on the navigation bar and slide your finger on the trackpad right or left.

Add an app to the **Favorites** panel.

Highlight an app on the home screen or in a folder. Press the **key > Mark as Favorite.**

Change options for the home screen such as the wallpaper.

On the home screen, press the **key > Options.**

Answer a call, turn on backlighting, or unlock the screen.

Open the slider.

**Related information**

- Change what happens when you type on the Home screen, 25
- Assign an application to a convenience key, 228
- Keep an application running in the background and switch to another application, 253

**Tips: Extending battery life**

- Close apps when you’re finished with them.
  - In an app, press the **key and click Close or Exit.**
- Turn on battery saving mode.
  - On the home screen or in a folder, click the **Options icon. Click Device > Battery Saving Mode. Select the Turn on Battery Saving Mode when battery power level is low** checkbox.
- Turn off network connections you aren't using.
  - 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.**
- If your BlackBerry smartphone supports Wi-Fi, use Wi-Fi when you’re in an area with reduced wireless coverage.
  - On the home screen, click the connections area at the top of the screen, or click the **Manage Connections icon. Select the Wi-Fi checkbox.**
- Set your smartphone to turn on and turn off automatically.
  - On the home screen or in a folder, click the **Options icon. Click Device > Auto On/Off.**
- Close browser tabs you aren't using.
  - In the browser, press the **key > Tabs. Highlight a tab and click the icon.**
- Turn off location-based services when you’re not using them.
  - On the home screen or in a folder, click the **Options icon. Click Device > Location Settings. Turn off any options you’re not using.**
Set backlighting to remain on for a shorter period of time, and lower its brightness.

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 previous text from a reply message.

Change how often podcast or social feed applications refresh content.

If your smartphone has a camera flash, turn off the flash.

Keep your battery connections clean.

Check for Device Software updates.

Tips: Finding apps

Look in a folder on your home screen.

Make all hidden apps visible on the home screen.

Search for an app.

Verify that an app is installed.
## Tips: Freeing space for your music, pictures, videos, and files

You can store files in the built-in media storage on your BlackBerry smartphone or on a media card.

<table>
<thead>
<tr>
<th>Tip</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check how much storage is used by media files and documents.</td>
<td>On the home screen, click the <strong>Media</strong> icon. Press the <strong>key &gt; Memory Use.</strong></td>
</tr>
<tr>
<td>Delete unneeded files.</td>
<td>On the home screen or in a folder, click the <strong>Files</strong> icon. Find and highlight a file. Press the <strong>key &gt; Delete.</strong></td>
</tr>
<tr>
<td>Reduce the size of pictures you take and videos you record.</td>
<td>On the home screen, click the <strong>Camera</strong> icon or the <strong>Media</strong> icon &gt; <strong>Video Camera</strong> icon. Press the <strong>key &gt; Options.</strong> Change the <strong>Image Size</strong> or <strong>Video Format</strong> field.</td>
</tr>
<tr>
<td>Store files on a media card instead of your smartphone.</td>
<td>On the home screen, click the <strong>Camera</strong> icon or the <strong>Media</strong> icon &gt; <strong>Video Camera</strong> icon. Press the <strong>key &gt; Options.</strong> In the <strong>Storage</strong> section, change the <strong>Store Pictures</strong> or <strong>Store Videos</strong> field.</td>
</tr>
</tbody>
</table>

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, 136
- Change the size of pictures that you take, 153
- View the amount of available storage space on your smartphone, 312
- Change how long your smartphone stores calendar entries, 189
- Keep an application running in the background and switch to another application, 253
Tips: Freeing space to optimize your smartphone's performance

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 any of the following:

<table>
<thead>
<tr>
<th>Close any apps you’re not using.</th>
<th>Press and hold the key until the application switcher appears. Click an application icon. Press the key &gt; Close or Exit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check how much free application storage you have.</td>
<td>On the home screen or in a folder, click the Options icon. Click Device &gt; Storage.</td>
</tr>
<tr>
<td>Identify and delete applications and themes you don’t need.</td>
<td>On the home screen or in a folder, click the Options icon. Click Device &gt; Application Management. To view the details about your smartphone’s memory and CPU usage, slide your finger on the trackpad right or left. To delete an application or theme, click an item. Click Delete.</td>
</tr>
<tr>
<td>Delete languages you don’t use.</td>
<td>On the home screen or in a folder, click the Setup icon. Click Languages and Input Methods.</td>
</tr>
<tr>
<td>Delete browsing history and clear the cache.</td>
<td>On the home screen, click the Browser icon. Press the key &gt; Options. Go to the Clear Browsing Data section.</td>
</tr>
<tr>
<td>Delete messages.</td>
<td>Highlight a message. Press and hold the key. On the trackpad, slide your finger up or down. Release the key. Press the key &gt; Delete Messages. Or, highlight a date. Press the key &gt; Delete Prior.</td>
</tr>
<tr>
<td>Reduce the amount of time that your smartphone stores email messages and calendar entries.</td>
<td>On the home screen, click the Messages icon or Calendar icon. Press the key &gt; Options.</td>
</tr>
<tr>
<td>Stop storing sent messages on your smartphone.</td>
<td>On the home screen, click the Messages icon. Press the key &gt; Options &gt; Email Preferences.</td>
</tr>
</tbody>
</table>
Receive only the first section of long email messages, and choose whether to download more. On the home screen, click the Messages icon. Press the key > Options > Message Display and Actions.

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
Change how long your smartphone stores calendar entries, 189
Delete a language from your smartphone, 231

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. 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.

Update your BlackBerry Device Software from your computer. On your computer, visit www.blackberry.com/update. Click Check for Updates. Connect your smartphone to your computer.

Set your BlackBerry Desktop Software to check for updates automatically. For instructions, see the Help in BlackBerry Desktop Software.


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. | On the home screen or in a folder, click the Options icon. Click Security > Password. |
| Encrypt contacts and files. | On the home screen or in a folder, click the Options icon. Click Security > Encryption. |
| Back up your smartphone data to your computer. | 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 and select the appropriate option for your computer. |
| Back up your smartphone data to a media card. | On the home screen, click the Setup icon. In the Setup section, click Device Switch > Save Data. |

Related information
Turn on encryption, 311
Set or change your smartphone password, 321

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.

For a complete list of indicators, visit www.blackberry.com/docs/smartphones. Click your smartphone model, and then click the Icon Guide.

Remove the new item indicator 🌟 .

Open each item that has this indicator. For example, to remove it from the Messages icon, click the icon.

Remove the unopened message indicator 📬 .

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. Highlight a date field. Press the key > Mark Prior Read.

Identify an indicator.

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.

## Shortcuts: Phone

Depending on the typing input language that you’re using, some shortcuts might not be available.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change your ring tone</td>
<td>From the home screen, press the key. Press the key &gt; Phone Ring Tones.</td>
</tr>
<tr>
<td>Check your voice mail</td>
<td>Press and hold 1.</td>
</tr>
<tr>
<td>Send an incoming call to voice mail when your BlackBerry smartphone is inserted in a holster</td>
<td>Press and hold the Volume Down key on the right side of your smartphone.</td>
</tr>
<tr>
<td>Set up a speed dial for a contact</td>
<td>From the home screen or in the Phone application, press and hold the key that you would like to assign speed dial to.</td>
</tr>
<tr>
<td>Add an extension to a phone number</td>
<td>Press the key and X. Type the extension number.</td>
</tr>
<tr>
<td>Type a letter in a phone number field</td>
<td>Press the key and the letter key.</td>
</tr>
<tr>
<td>Insert a plus sign (+) when typing a phone number</td>
<td>Press O.</td>
</tr>
<tr>
<td>Turn on or turn off the speakerphone during a call</td>
<td>Press the key on the keyboard.</td>
</tr>
<tr>
<td>Stop listening to a call with a wireless headset</td>
<td>Press the key on the keyboard.</td>
</tr>
</tbody>
</table>
### Change the active phone number

From the home screen, press the 📞 key. Click your phone number at the top of the screen. Click a phone number.

### Shortcuts: Messages

Depending on the typing input language that you are using, some shortcuts might not be available.

#### In a message

<table>
<thead>
<tr>
<th>Action</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reply to a message</td>
<td>Press R</td>
</tr>
<tr>
<td>Reply to all in an email or a PIN message</td>
<td>Press L</td>
</tr>
<tr>
<td>Forward a message</td>
<td>Press F</td>
</tr>
<tr>
<td>File an email message</td>
<td>Press I</td>
</tr>
<tr>
<td>View or hide the email address of a contact</td>
<td>Highlight the contact in the <strong>To</strong> or <strong>From</strong> field. Press Q.</td>
</tr>
<tr>
<td>Move to the next message</td>
<td>Press N</td>
</tr>
<tr>
<td>Move to the previous message</td>
<td>Press P</td>
</tr>
</tbody>
</table>

#### In your message inbox

<table>
<thead>
<tr>
<th>Action</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open a message</td>
<td>Press the 📨 key.</td>
</tr>
<tr>
<td>Compose a message from a message inbox</td>
<td>Press C</td>
</tr>
<tr>
<td>Mark a message as read or unread</td>
<td>Press the alt key and U.</td>
</tr>
<tr>
<td>Add a flag to a message</td>
<td>Press W</td>
</tr>
<tr>
<td>View all flagged messages</td>
<td>Press the alt key and F.</td>
</tr>
<tr>
<td>View received messages and received call logs</td>
<td>Press the alt key and I.</td>
</tr>
<tr>
<td>View draft and sent messages</td>
<td>Press the alt key and O.</td>
</tr>
</tbody>
</table>
**View voice mail messages**  
Press the `alt` key and **V**.

**View text messages**  
Press the `alt` key and **S**.

**View call logs**  
Press the `alt` key and **P**.

**View all your messages**  
Press the **⇒** key.

---

**Move around your message inbox**

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move up a screen</td>
<td>Press the <code>alt</code> key and the <code>space</code> key.</td>
</tr>
<tr>
<td>Move down a screen</td>
<td>Press the <code>space</code> key.</td>
</tr>
<tr>
<td>Move to the top of a message inbox</td>
<td>Press <strong>T</strong></td>
</tr>
<tr>
<td>Move to the bottom of a message inbox</td>
<td>Press <strong>B</strong></td>
</tr>
<tr>
<td>Move to the next unread item</td>
<td>Press <strong>U</strong></td>
</tr>
<tr>
<td>Move to the next related message</td>
<td>Press <strong>J</strong></td>
</tr>
<tr>
<td>Move to the previous related message</td>
<td>Press <strong>K</strong></td>
</tr>
</tbody>
</table>

---

**Shortcuts: Files and attachments**

Depending on the typing input language that you are using, some shortcuts might not be available.

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for text in a file or an attachment</td>
<td>Press <strong>F</strong></td>
</tr>
<tr>
<td>Move to the last cursor position after closing and reopening a file or an attachment</td>
<td>Press <strong>G</strong></td>
</tr>
</tbody>
</table>

---

**In a spreadsheet**

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move to a specific cell</td>
<td>Press <strong>G</strong></td>
</tr>
<tr>
<td>View the content of a cell</td>
<td>Press the <strong>Space</strong> key</td>
</tr>
<tr>
<td>Feature</td>
<td>Shortcut</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Switch worksheets</td>
<td>Press <strong>V</strong>. Click a worksheet.</td>
</tr>
<tr>
<td>View or hide columns or rows</td>
<td>Press <strong>H</strong>.</td>
</tr>
</tbody>
</table>

### In a presentation

<table>
<thead>
<tr>
<th>Feature</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switch presentation views</td>
<td>Press <strong>M</strong>.</td>
</tr>
<tr>
<td>Move to the next slide when viewing a presentation in slide view</td>
<td>Press <strong>N</strong>.</td>
</tr>
<tr>
<td>Move to the previous slide when viewing a presentation in slide view</td>
<td>Press <strong>P</strong>.</td>
</tr>
<tr>
<td>Move to the last cursor position after closing and reopening a presentation that you were viewing in text view or in text and slide view</td>
<td>Press <strong>G</strong>.</td>
</tr>
</tbody>
</table>

### Shortcuts: Typing with the physical keyboard

Depending on the typing input language that you’re using, some shortcuts might not be available.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert a period (.)</td>
<td>Press the <strong>space</strong> key twice. The next letter is capitalized.</td>
</tr>
<tr>
<td>Insert an at sign (@) or a period (.) in an email address field</td>
<td>Press the <strong>space</strong> key.</td>
</tr>
<tr>
<td>Capitalize a letter</td>
<td>Press and hold the letter key until the capitalized letter appears.</td>
</tr>
<tr>
<td>Turn on CAPS lock</td>
<td>Press the <strong>alt</strong> key and the <strong>Right</strong> key. To turn off CAPS lock, press the <strong>Left</strong> key.</td>
</tr>
<tr>
<td>Type a symbol</td>
<td>Press the <strong>sym</strong> key. Type the letter that appears below the symbol.</td>
</tr>
<tr>
<td>Type the alternate character on a key</td>
<td>Press the <strong>alt</strong> key and the character key.</td>
</tr>
</tbody>
</table>
Type an accented or special character
Press and hold the letter key and, on the trackpad, slide your finger left or right. For example, to type ü, press and hold U and slide your finger left until ü appears. Release the letter key when the accented or special character appears.

Type a number in a text field
Press and hold the key and press the number key.

Type a number in a number field
Press a number key. You don’t need to press the key.

Turn on NUM lock
Press the key and the key. To turn off NUM lock, press the key.

Highlight a line of text
Press the key and, on the trackpad, slide your finger up or down.

Highlight text character by character
Press the key and, on the trackpad, slide your finger left or right.

Cut highlighted text
Press the key and the key.

Copy highlighted text
Press the key and click the trackpad.

Paste text
Press the key and click the trackpad.

**Shortcuts: Typing with the touch screen keyboard**

Depending on the typing input language that you’re using, some shortcuts might not be available. Depending on the type of touch screen keyboard you’re using, some shortcuts might not be available.

Show the keyboard
Tap a text field or tap the Show Keyboard icon at the bottom of the screen.

Hide the keyboard
Touch the top of the keyboard and slide your finger quickly down the screen.

Insert a period (.)
Tap the key twice. The next letter is capitalized.
Insert an at sign (@) or a period (.) in an email address field

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap the <code>space</code> key.</td>
<td>Tap the <code>space</code> key.</td>
</tr>
</tbody>
</table>

Capitalize a letter

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap the <code>aA</code> key. Tap the letter key.</td>
<td>Tap the <code>aA</code> key. Tap the letter key.</td>
</tr>
</tbody>
</table>

Turn on CAPS lock

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Touch and hold the <code>aA</code> key until the lock indicator appears on the key. To turn off CAPS lock, tap the <code>aA</code> key again.</td>
<td>Touch and hold the <code>aA</code> key until the lock indicator appears on the key. To turn off CAPS lock, tap the <code>aA</code> key again.</td>
</tr>
</tbody>
</table>

Type a symbol

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap the <code>&amp;%</code> key. Tap the <code>&amp;%</code> key. Tap the symbol.</td>
<td>Tap the <code>&amp;%</code> key. Tap the <code>&amp;%</code> key. Tap the symbol.</td>
</tr>
</tbody>
</table>

Type an accented character

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Touch and hold the letter key. Tap the accented character that appears on the screen.</td>
<td>Touch and hold the letter key. Tap the accented character that appears on the screen.</td>
</tr>
</tbody>
</table>

Type a number in a text field

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap the <code>0123</code> key. Tap the number key.</td>
<td>Tap the <code>0123</code> key. Tap the number key.</td>
</tr>
</tbody>
</table>

Type a number in a number field

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap a number key. You don't need to tap the <code>&amp;%</code> or <code>0123</code> key.</td>
<td>Tap a number key. You don't need to tap the <code>&amp;%</code> or <code>0123</code> key.</td>
</tr>
</tbody>
</table>

Turn on NUM lock

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Touch and hold the <code>0123</code> key until the lock indicator appears on the key. To turn off NUM lock, tap the <code>ABC</code> key.</td>
<td>Touch and hold the <code>0123</code> key until the lock indicator appears on the key. To turn off NUM lock, tap the <code>ABC</code> key.</td>
</tr>
</tbody>
</table>

Move the cursor to edit text

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

Change the typing input language

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have more than one typing input language installed, and you’re using the full keyboard, tap the language key. Tap an input language.</td>
<td>If you have more than one typing input language installed, and you’re using the full keyboard, tap the language key. Tap an input language.</td>
</tr>
</tbody>
</table>

Shortcuts: Media

Depending on the typing input language that you’re using, some shortcuts might not be available.

Audio and video files

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pause an audio or video file</td>
<td>Press the `key on the top of your BlackBerry smartphone.</td>
</tr>
</tbody>
</table>
### Resume playing an audio or video file
Press the key again.

### Play the next audio file
Press and hold the Volume Up key on the right side of your smartphone.

### Play the previous audio file
Press and hold the Volume Down key on the right side of your smartphone.

### Turn on the audio boost feature if you’re using a headset
Press the Volume Up key until the audio boost feature turns on.

---

### Pictures

<table>
<thead>
<tr>
<th>Action</th>
<th>Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom in</td>
<td>Press 1</td>
</tr>
<tr>
<td>Zoom out</td>
<td>Press 0</td>
</tr>
<tr>
<td>Pan up</td>
<td>Press 2</td>
</tr>
<tr>
<td>Pan down</td>
<td>Press 8</td>
</tr>
<tr>
<td>Pan right</td>
<td>Press 6</td>
</tr>
<tr>
<td>Pan left</td>
<td>Press 4</td>
</tr>
<tr>
<td>Rotate</td>
<td>Press L</td>
</tr>
</tbody>
</table>

---

### Camera and video camera

<table>
<thead>
<tr>
<th>Action</th>
<th>Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom in before you take a picture or record a video</td>
<td>Press the Volume Up key.</td>
</tr>
<tr>
<td>Zoom out before you take a picture or record a video</td>
<td>Press the Volume Down key.</td>
</tr>
<tr>
<td>Take a picture</td>
<td>Press the Convenience key on the right side of your smartphone.</td>
</tr>
</tbody>
</table>
**Shortcuts: Browser**

To use browser shortcuts, you might need to turn on shortcuts in the browser options. Depending on the typing input language that you are using, some shortcuts might not be available.

<table>
<thead>
<tr>
<th>Action</th>
<th>Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert a period (.) in the address bar</td>
<td>Press the space key.</td>
</tr>
<tr>
<td>Insert a slash mark (/) in the address bar</td>
<td>Press the ΔaA key and the space key.</td>
</tr>
<tr>
<td>Stop loading a webpage</td>
<td>Press the → key.</td>
</tr>
<tr>
<td>Close the browser</td>
<td>Press and hold the → key.</td>
</tr>
</tbody>
</table>

**On a webpage**

<table>
<thead>
<tr>
<th>Action</th>
<th>Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quickly switch between tabs</td>
<td>Press W</td>
</tr>
<tr>
<td>Zoom in to a webpage</td>
<td>Press I</td>
</tr>
<tr>
<td>Zoom out from a webpage</td>
<td>Press O</td>
</tr>
<tr>
<td>Go to the start page</td>
<td>Press G</td>
</tr>
<tr>
<td>Return to the browser home page</td>
<td>Press H</td>
</tr>
<tr>
<td>Open the bookmark folder</td>
<td>Press K</td>
</tr>
<tr>
<td>Bookmark a webpage</td>
<td>Press A</td>
</tr>
<tr>
<td>View a list of webpages that you have visited recently</td>
<td>Press Y</td>
</tr>
<tr>
<td>Refresh a webpage</td>
<td>Press R</td>
</tr>
<tr>
<td>Find text on a webpage</td>
<td>Press F. To find the next instance of the text, press V.</td>
</tr>
<tr>
<td>Open the browser options</td>
<td>Press S</td>
</tr>
</tbody>
</table>
Move around a webpage

<table>
<thead>
<tr>
<th>Move up a screen</th>
<th>Press the $aA$ key and the $\text{space}$ key.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move down a screen</td>
<td>Press the $\text{space}$ key.</td>
</tr>
<tr>
<td>Move to the top of a webpage</td>
<td>Press $T$</td>
</tr>
<tr>
<td>Move to the bottom of a webpage</td>
<td>Press $B$</td>
</tr>
</tbody>
</table>

**Related information**

* Turn on browser shortcuts, 167

---

**Shortcuts: Search**

Depending on the typing input language that you’re using, some shortcuts might not be available.

<table>
<thead>
<tr>
<th>Search for an item on your BlackBerry smartphone</th>
<th>Start typing on the home screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for text in a message</td>
<td>Press $S$</td>
</tr>
<tr>
<td>Search for text in a file or an attachment</td>
<td>Press $F$</td>
</tr>
<tr>
<td>Search for text on a webpage</td>
<td>Press $F$</td>
</tr>
<tr>
<td>Search for text in a presentation</td>
<td>Press $F$</td>
</tr>
</tbody>
</table>

**Note:** You can change what happens when you type on the home screen.

To search for text in a presentation, you must view the presentation in text view or in text and slide view.

**Related information**

* Change what happens when you type on the Home screen, 25
* Turn on browser shortcuts, 167
# Shortcuts: Maps

Depending on the typing input language that you are using, some shortcuts might not be available.

<table>
<thead>
<tr>
<th>Action</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom in to a map</td>
<td>Press I</td>
</tr>
<tr>
<td>Zoom out from a map</td>
<td>Press O</td>
</tr>
<tr>
<td>Move to the next direction on a route</td>
<td>Press N</td>
</tr>
<tr>
<td>Move to the previous direction on a route</td>
<td>Press P</td>
</tr>
</tbody>
</table>

# Shortcuts: Calendar

Depending on the typing input language that you’re using, some shortcuts might not be available. For shortcuts to work in Day view, press the ⌘ key > Options. Click Calendar Display and Actions. Clear the Enable Quick Entry checkbox.

<table>
<thead>
<tr>
<th>Action</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule an appointment</td>
<td>Press C</td>
</tr>
<tr>
<td>Change to Agenda view</td>
<td>Press A</td>
</tr>
<tr>
<td>Change to Day view</td>
<td>Press D</td>
</tr>
<tr>
<td>Change to Week view</td>
<td>Press W</td>
</tr>
<tr>
<td>Change to Month view</td>
<td>Press M</td>
</tr>
<tr>
<td>Move forward in week, month, or day view</td>
<td>Press the space key.</td>
</tr>
<tr>
<td>Move back in week, month, or day view</td>
<td>Press the ⤵aA key and the space key.</td>
</tr>
<tr>
<td>Move to the current date</td>
<td>Press T</td>
</tr>
<tr>
<td>Move to a specific date</td>
<td>Press G</td>
</tr>
</tbody>
</table>
Troubleshooting: Shortcuts

I can't use a shortcut

Try the following actions:

• Depending on the typing input language that you’re using, some shortcuts might not be available. Try changing the typing input language.
• If media shortcuts aren't working, verify that you have turned on audio and video shortcuts in the Media options.

Related information
Change an input or display language, 232
Turn on or turn off audio and video shortcuts, 143
Phone

How to: Phone

Phone at a glance

Phone icons

These icons appear at the top of the home screen and in the Phone application.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>⌘</td>
<td>Missed call</td>
</tr>
<tr>
<td>📞</td>
<td>Received call</td>
</tr>
<tr>
<td>📞</td>
<td>Placed call</td>
</tr>
<tr>
<td>📩</td>
<td>Voice mail message</td>
</tr>
</tbody>
</table>
Phone basics

Find your phone number

Do one of the following:

- To view your active phone number, from the home screen, press the key. Your phone number appears at the top of the screen.
- To view a list of your multiple phone numbers, from the home screen, press the key. Click the area at the top of the screen. If your wireless service plan supports text messaging, the first phone number in the list is the phone number that you use to send and receive text messages.

Related information
About multiple phone numbers, 77
My phone number appears as Unknown in the Phone application, 85

Make a call

1. Do one of the following:
   - If your BlackBerry smartphone is unlocked, press the key.
   - If your smartphone is locked and you don’t want to unlock it, press the key > Place Call.
2. Type a phone number or contact name.
3. Press the key.

To end the call, press the key.

Related information
Add a pause or a wait to a phone number, 195
Available voice commands, 88
Make a Direct Connect call,
Turn on or turn off dialing from the lock screen, 78
Sort phone numbers or contacts on the phone screen, 79
I can’t make or receive calls, 41

Answer or end a call

Press the key.
To end a call, press the key.

**Related information**
Change your ring tone, notifiers, reminders, or alerts, 30
I can't make or receive calls, 41

**Answer a second call**

Depending on your wireless service provider and wireless network, this feature might not be supported.

During a call, press the key.

- To answer the incoming call and place the current call on hold, click **Answer - Hold Current**.
- To answer the incoming call and end the current call, click **Answer - Drop Current**.

To return to the first call, press the key > **Swap** or **Flash**.

**Change your ring tone, notifiers, reminders, or alerts**

In any sound profile, you can change your ring tone or notifier tone to an audio file that’s stored in your BlackBerry smartphone’s built-in media storage or media card. You can also change the options for volume, notifications during calls, LED, and vibration in all of the profiles. The All Alerts Off profile can’t be changed.

1. On the home screen, click your **Sound and Alert Profiles** icon.
2. Click **Change Sounds and Alerts > Sounds for Selected Profile**.
   - To change your ring tone or ring volume, 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 smartphone or on a media card, click **All Music**. Find and click a song.
   - 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**
I can’t change the number of times that my smartphone rings, 85
Add or delete a contact alert, 163
Add or delete a custom sound profile, 162
Icons for sound and alert profiles, 161
Mute a call

During a call, press the key on the top of your smartphone.

To turn off mute, press the key again.

Place a call on hold

If your BlackBerry smartphone is connected to a CDMA network, you can't place a call on hold.

During a call, press the key > Hold.

To resume a call, press the key > Resume.

Turn on the speakerphone

During a call, press the key > Activate Speakerphone.

Don't hold your BlackBerry smartphone near your ear while you use the speakerphone. Hearing damage can occur. For more information, see the Safety and Product Information booklet for your smartphone.

To turn off the speakerphone, press the key > Activate Handset.

Dial an extension

1. Press the X key.
2. Type the extension number.

Dial using numbers or letters

When you type a letter in a phone number, your BlackBerry smartphone dials the number that's associated with the letter on a conventional phone keypad.

• To type a number, press a number key.
• To type a letter, press and hold the key. Press the letter key.

Switch applications during a call

During a call, press the key > Switch Application.
**Note**: If you switch to a different application and you want to end the call, press the key.

### About using a headset

You can purchase an optional headset to use with your BlackBerry smartphone.

If you use a headset, you can use a headset button to answer or end a call, or to turn on or turn off mute during a call. Depending on your smartphone model, you might be able to use a headset button to make a call using a voice command.

Depending on your headset, you might also be able to use a headset button to pause, resume, skip, or adjust the volume of audio or video files.

For more information about using the headset, see the documentation that came with your headset.

### Emergency calls

#### About emergency calls and Emergency Callback Mode

If you’re outside of a wireless coverage area and the indicator appears at the top of the screen, you can call only emergency numbers. Your BlackBerry smartphone is designed to allow emergency calls even when your smartphone is locked. Depending on your smartphone model and the wireless network that your smartphone is connected to, your smartphone is also designed to allow emergency calls when the SIM card isn’t inserted. If the connection to the wireless network is turned off when you initiate an emergency call, your smartphone is designed to connect to the wireless network automatically. You can make emergency calls by typing only official emergency access numbers (for example, 911 or 112).

**Note**: You should not rely on any wireless smartphone for essential communications, including medical emergencies. Emergency numbers may vary by location and emergency calls may be blocked or impeded by network, environmental, or interference issues.

If your smartphone is connected to a CDMA network, when you end an emergency call, your smartphone enters Emergency Callback Mode. This mode allows the operator to call you back or find your approximate location. Depending on your wireless service provider, Emergency Callback Mode is active for 5 minutes or until you make a non-emergency call. In Emergency Callback Mode, you can’t send and receive messages or browse webpages.

If your smartphone supports GPS and you make an emergency call, an emergency operator might be able to use GPS technology to find your approximate location.

**Related information**

About GPS technology,

#### Make an emergency call

Do one of the following:

- If your keyboard or BlackBerry smartphone is unlocked, from the home screen, press the key. Type the emergency number. Press the key.
• If your smartphone is locked with a password, press the key > Emergency. Press the key.

• If your keyboard is locked, press the key on the top of your smartphone. Press the key. Type the emergency number. Press the key.

Volume

Adjust the volume

• To increase the volume, press the Volume Up key on the right side of your BlackBerry smartphone.

• To decrease the volume, press the Volume Down key on the right side of your smartphone.

• To mute the volume, press the key on the top of your smartphone. To turn off mute, press the key again. If you press the key during a call, your smartphone mutes the call so that you can hear others on the call, but they can’t hear you.

Related information
Mute a call, 67
Improve sound quality for media files, 142
Amplify the volume using the audio boost feature, 142

Change the default volume for calls

You can increase or decrease the default volume for calls. The higher you set the volume percentage, the louder the volume is.

1. From the home screen, press the key.

2. Press the key > Options > In-call Settings.

3. Change the Default Call Volume field.

4. Press the key > Save.

Improve sound quality during a call

You can’t change sound quality when you are using a Bluetooth enabled headset.

1. During a call, press the key > Enhance Call Audio.

2. Select a Boost Bass or Boost Treble option.

Improve sound quality for all calls

You can’t change sound quality when you are using a Bluetooth enabled headset.
1. From the home screen, press the key.
2. Press the key > Options > In-call Settings.
3. Change the Phone Call Audio field or Headset Call Audio field.
4. Press the key > Save.

Speed dial

Set up speed dial for a contact

1. From the home screen, press the key.
2. Press the key > View > Speed Dial List.
3. In the Speed Dial Numbers list, click an unassigned key.
4. Click a contact.
5. If necessary, click a phone number for the contact.

To make a call using speed dial, from the Phone application, the home screen, a message, or a message inbox, press and hold the key that you assigned to the contact.

Change the contact that is assigned to a speed dial key

1. From the home screen, press the key.
2. Press the key > View > Speed Dial List.
3. Highlight a contact or phone number.
4. Press the key.
   - To change the contact that is assigned to a speed dial key, click Edit. Click a new contact.
   - To assign the contact to a different speed dial key, click Move. In the Speed Dial Numbers list, click a new speed dial key.
   - To delete the contact from the Speed Dial Numbers list, click Delete.

Call waiting, call forwarding, and call blocking

Turn on or turn off call waiting

**Before you begin:** To perform this task, your wireless service provider must set up your SIM card or BlackBerry smartphone for this service.
1. From the home screen, press the key.
2. Press the key > Options > Call Waiting.
3. Select or clear the Enabled checkbox.
4. Press the key > Save.

About call forwarding
Depending on your wireless service provider, one or more call forwarding phone numbers might already be available on your SIM card or BlackBerry smartphone. You might not be able to change or delete these phone numbers or add new ones.

For more information, contact your wireless service provider.

Start or stop forwarding calls
Before you begin: To perform this task, your wireless service provider must set up your SIM card or BlackBerry smartphone for this service.

1. From the home screen, press the key.
2. Press the key > Options > Call Forwarding.
   - To forward all calls to a call forwarding number, change the Forward Calls field to Always.
   - To forward unanswered calls only, change the Forward Calls field to Customize. Change the If Busy, If No Reply, and If Not Reachable fields to a call forwarding number.
3. Press the key > Save.

Your call forwarding settings apply to all subsequent incoming calls, until you change your settings again.

To stop forwarding calls, change the Forward Calls field to Never.

Add, change, or delete a call forwarding number
Before you begin: To perform this task, your wireless service provider must set up your SIM card or BlackBerry smartphone for this service.

1. From the home screen, press the key.
2. Press the key > Options > Call Forwarding.
3. Press the key.
   - To add a call forwarding number, click New Number. Type a phone number. Press the key on the keyboard.
   - To change a call forwarding number, click Edit Numbers. Highlight a phone number. Press the key > Edit. Change the phone number. Press the key on the keyboard.
To delete a call forwarding number, click Edit Numbers. Click a phone number. Click Delete.

4. Press the key > Close.

About call blocking

The blocked calling feature allows you to block all incoming calls or block incoming calls only when roaming. You can also block all outgoing calls and all outgoing international calls, or you can block outgoing international calls only when roaming.

To use the blocked calling feature, your BlackBerry smartphone must use a SIM card, and your wireless service provider must set up your SIM card for this service and provide you with a call blocking password. Depending on your wireless service provider and wireless network, this feature might not be supported.

Block or stop blocking calls

Before you begin: To perform this task, your BlackBerry smartphone must use a SIM card, and your wireless service provider must set up your SIM card for this service and provide you with a call blocking password.

1. From the home screen, press the key.
2. Press the key > Options > Call Blocking.
3. Highlight a call blocking option.
4. Press the key > Enable.
5. Type your call blocking password.

To stop blocking calls, highlight a call blocking option. Press the key > Disable.

Change the call blocking password

1. From the home screen, press the key.
2. Press the key > Options > Call Blocking.
3. Press the key > Change Password.

Fixed dialing and smart dialing

Depending on your wireless service provider and wireless network, this feature might not be supported.

About fixed dialing

If you turn on fixed dialing, you can only make calls to contacts that appear in your fixed dialing list and to official emergency access numbers (for example, 911 or 112).
If your wireless service plan includes text messaging, you can also send text messages to contacts that appear in your fixed dialing list.

To use fixed dialing, your wireless service provider must set up your SIM card for this service and provide you with a SIM card PIN2 code. Depending on your wireless service provider and wireless network, this feature might not be supported.

**Turn on fixed dialing**

**Before you begin:** To perform this task, your BlackBerry smartphone must use a SIM card, and your wireless service provider must set up your SIM card for this service and provide you with a SIM card PIN2 code.

1. From the home screen, press the \(\text{key}\).
2. Press the \(\text{key} >\) Options > FDN Phone List.
3. Press the \(\text{key} >\) Enable FDN Mode.
4. Type your PIN2 code.
5. Press the \(\text{key}\) on the keyboard.

To turn off fixed dialing, press the \(\text{key} >\) Disable FDN Mode.

**Related information**

*I can’t make or receive calls*, 41

**Add, change, or delete a contact in your fixed dialing list**

**Before you begin:** To perform this task, your wireless service provider must set up your SIM card for this service and provide you with a SIM card PIN2 code.

1. From the home screen, press the \(\text{key}\).
2. Press the \(\text{key} >\) Options > FDN Phone List.
   - To add a contact, press the \(\text{key} >\) New. Type your PIN2 code. Press the \(\text{key}\). Type a name and phone number.
   - To change a contact, press the \(\text{key} >\) Edit. Change the contact information.
   - To delete a contact, highlight a contact. Press the \(\text{key} >\) Delete.
3. Press the \(\text{key} >\) Save.

**About smart dialing**

With the smart dialing feature, you can set a default country code and area code for phone numbers in the Contacts application so that you don’t have to dial a country code and area code each time that you make a call, unless the country code or area code are different from the default codes that you set. Some country codes aren’t supported by the smart dialing feature.

In the smart dialing options, you can also specify the main phone number for an organization that you call frequently so that you can quickly call a contact in that organization by dialing only the extension for the contact. If you add contacts from
that organization to your contact list, when you add their phone numbers, you can type just the extensions instead of typing out the main phone number for the organization.

**Related information**

I can’t make or receive calls, 41

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### Set options for dialing extensions

1. From the home screen, press the key.
2. Press the key > Options > Smart Dialing.
3. In the Number field, type the main phone number for an organization.
4. In the Wait For field, set how long your BlackBerry smartphone waits before dialing an extension.
5. In the Extension Length field, set the default length for extensions.
6. Press the key > Save.

---

### Set the default country code and area code

1. From the home screen, press the key.
2. Press the key > Options > Smart Dialing.
4. If necessary, set the Local Country Code field and International Dialing Digits field.
5. In the National Number Length field, set the default length for phone numbers in your country.
6. Press the key > Save.

**Note:** When you determine the default length for phone numbers, include your area code and local number, but don’t include your country code or the National Direct Dialing prefix.

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### Conference calls

#### About conference calls

You can create two types of conference calls with your BlackBerry smartphone. If your organization or a conferencing service has provided you with a conference call bridge number, you can create conference call meetings in the calendar on your smartphone or computer. Conference call meetings allow participants who have a BlackBerry smartphone to enter the conference call meeting with a one-touch Join Now option, if this feature is supported on their smartphone, so that they don’t have to dial the conference call bridge number and access codes. If you don’t have a conference call bridge number, you can create a conference call by calling other contacts and joining the calls together.

**Related information**

Conference call meetings, 189
Make a conference call

Before you begin: Depending on your wireless service provider or your wireless service plan, this feature might not be supported.

If your BlackBerry smartphone is connected to a CDMA network, you can’t join more than two contacts to a conference call.

1. During a call, press the ✆ key > Add Participant.
2. Type a phone number or highlight a contact.
3. Press the ✆ key.
4. During the new call, press the ✆ key to join your first contact to the conference call.
5. To join another contact to the call, repeat steps 1 to 4.

Related information
Place a call on hold, 67

Create a phone number link for a conference call

1. Type a phone number for the conference call bridge.
2. Type X and the access code.

Speak privately with a contact during a conference call

Before you begin: You can perform this task only if you make a conference call by calling other contacts and joining the calls together, and not if you create a conference call meeting in the calendar of your smartphone.

1. During a conference call, press the ✆ key > Split Call.
2. Click a contact.

To return to the conference call, press the ✆ key > Join Conference.

Disconnect a contact from a conference call

Before you begin: You can perform this task only if you make a conference call by joining calls together, and not if you create a conference call meeting in the calendar.

1. During a conference call, press the ✆ key > Drop Call.
2. Click a contact.

After you disconnect a contact from a conference call, the call resumes with the other contacts.
Leave a conference call

**Before you begin:** You can perform this task only if you make a conference call by joining calls together, and not if you create a conference call meeting in the calendar.

If you make a conference call, you can leave the conference call and the call continues without you. Depending on your wireless service provider, this feature might not be supported.

During a conference call, press the **key > Transfer or Flash.**

Call logs

About call logs

Call logs appear in the Phone application and show the status of recent calls by showing either a missed call indicator, placed call indicator, or received call indicator. A call log also includes the date of the call, the phone number, and the estimated duration of the call. For more information about the exact duration of a call, contact your wireless service provider.

The phone list view option allows you to sort how call logs appear in the Phone application. Depending on how you set your call logging options, you can also view call logs in the Messages application. Depending on your theme, when you miss a call, a missed call indicator might also appear at the top of the home screen.

You can also add notes to call logs or send call logs as email messages. Unless you delete a call log, it’s stored on your BlackBerry smartphone for 30 days.

Send a call log

1. From the home screen, press the **key.
2. At the top of the screen, swipe left or right to view the Call Log screen.
3. Highlight a call log.
4. Press the **key > View > History.
5. Highlight a call log.
6. Press the **key > Forward.

Delete call logs

1. From the home screen, press the **key.
2. At the top of the screen, swipe left or right to view the Call Log screen.
3. Do one of the following:
• To delete a single call log, highlight a call log.
• To delete a range of call logs, highlight a call log. Press and hold the Shift key. On the trackpad, slide your finger up or down. Release the Shift key.

4. Press the key > Delete.

Add, change, or delete call log notes

1. From the home screen, press the key.
2. At the top of the screen, swipe left or right to view the Call Log screen.
3. Highlight a call log.
4. Press the key > View > History.
5. Highlight a call log.
6. Press the key.
   • To add notes, click Add Notes.
   • To change notes, click Edit Notes.
   • To delete notes, click Edit Notes. Press the key > Clear Field.
7. Press the key > Save.

View or hide call logs in the Messages application

You can set your BlackBerry smartphone to show call logs, including missed calls, in the Messages application.

1. From the home screen, press the key.
2. Press the key > Options > Call Logs and Lists.
   • To show recent and missed calls in the Messages application, select the All Calls option.
   • To hide call logs in the Messages application, select the None option.
3. Press the key > Save.

Multiple phone numbers

About multiple phone numbers

When you have multiple phone numbers associated with your BlackBerry smartphone, you can switch the phone number that you use as your active phone number. You have multiple phone numbers associated with your smartphone if one of the following situations applies:
• Your smartphone uses a SIM card and your SIM card supports more than one phone number.
• Your wireless service provider has set up your smartphone to support more than one phone number.
• Your wireless service provider has provided you with a phone number, and your organization has provided you with a BlackBerry MVS Client phone number.

If your SIM card supports more than one phone number, you can make calls using your active phone number only, but you receive calls to all phone numbers. If you’re already on a call, you receive calls to your active phone number only, and any calls that you receive to your other phone numbers receive a busy signal or are sent to voice mail.

If your wireless service provider has set up your smartphone to support more than one phone number, you can make calls and receive calls using your active phone number only. Any calls that you receive to your other phone numbers receive a busy signal or are sent to voice mail.

If your wireless service provider has provided you with a phone number, and your organization has provided you with a BlackBerry MVS Client phone number, you can make calls using your active phone number only, but you receive calls to all phone numbers. If you’re already on a call, you can receive calls to all phone numbers.

If your wireless service plan supports text messaging, the first phone number that appears in the drop-down list at the top of the screen in the phone application is the phone number that you use to send and receive text messages.

You can change call waiting, call forwarding, and voice mail options for each phone number associated with your smartphone.

Switch the active phone number

1. From the home screen, press the key.
2. Click the area at the top of the screen.
3. Click the phone number that you want to set as the active phone number.

Related information
My phone number appears as Unknown in the Phone application, 85
I can't make or receive calls, 41

Phone options

Turn on or turn off dialing from the lock screen

1. On the home screen, press the key > Options.
2. Click Security > Password.
3. Select or clear the Allow Outgoing Calls While Locked checkbox.
4. Press the key > Save.

Related information
Change when your smartphone locks automatically with a password, 322
Sort phone numbers or contacts on the phone screen

1. From the home screen, press the 📞 key.
2. Press the 📞 key > Options > Call Logs and Lists.
   • To sort phone numbers or contacts by frequency of use, change the Phone List View field to Most Used.
   • To sort contacts alphabetically by contact name, change the Phone List View field to Name.
   • To sort phone numbers or contacts by most recent use, change the Phone List View field to Most Recent.
3. Press the 📞 key > Save.

Related information
Turn on or turn off dialing from the lock screen, 78

Hide or display your phone number when you make calls
Your wireless network can override the option that you choose.

1. From the home screen, press the 📞 key.
2. Press the 📞 key > Options > In-call Settings.
   • To hide your phone number when you make calls, change the Restrict My Identity field to Always.
   • To display your phone number when you make calls, change the Restrict My Identity field to Never.
   • To allow your wireless network to decide whether to hide or display your phone number, change the Restrict My Identity field to Network Determined.
3. Press the 📞 key > Save.

Turn off the prompt that appears before you delete items
You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

1. On the home screen, click the application icon for an application that prompts you before you delete items.
2. Press the 📞 key > Options.
3. If necessary, click General Options.
4. Clear the Confirm Delete checkbox.
5. Press the 📞 key > Save.

Change how you answer or end calls with the holster

1. From the home screen, press the 📞 key.
2. Press the \[ \text{key} \] > Options > In-call Settings.
   - To answer calls automatically when you remove your BlackBerry smartphone from the holster, change the Auto Answer Calls field to Out of Holster.
   - To stop answering calls automatically when you remove your smartphone from the holster, change the Auto Answer Calls field to Never.
   - To end calls automatically when you insert your smartphone in the holster, change the Auto End Calls field to Into Holster.
   - To stop ending calls automatically when you insert your smartphone in the holster, change the Auto End Calls field to Never.

3. Press the \[ \text{key} \] > Save.

Change how you answer or end calls with the holster or the slider

1. From the home screen, press the \[ \text{key} \].
2. Press the \[ \text{key} \] > Options > In-call Settings.
   - To answer calls automatically when you remove your BlackBerry smartphone from the holster or when you open the slider, change the Auto Answer Calls field to Out of Holster, Slide Open, or Both.
   - To stop answering calls automatically when you remove your smartphone from the holster or when you open the slider, change the Auto Answer Calls field to Never.
   - To end calls automatically when you insert your smartphone in the holster or when you close the slider, change the Auto End Calls field to Into Holster, Slide Close, or Both.
   - To stop ending calls automatically when you insert your smartphone in the holster or when you close the slider, change the Auto End Calls field to Never.
3. Press the \[ \text{key} \] > Save.

Change how you answer calls with a headset

If your BlackBerry smartphone is paired with a Bluetooth enabled headset or you have a headset plugged into your smartphone, you can set your smartphone to answer calls automatically after 5 seconds.

1. From the home screen, press the \[ \text{key} \].
2. Press the \[ \text{key} \] > Options > In-call Settings.
   - To answer calls automatically after 5 seconds, change the Auto Answer Calls field to After 5s (Bluetooth/Headset Only).
   - To stop answering calls automatically after 5 seconds, change the Auto Answer Calls field to Never.
3. Press the \[ \text{key} \] > Save.
Reset a call timer

A call timer provides the estimated duration of calls. For more information about the exact duration of a call, contact your wireless service provider.

1. From the home screen, press the \[ \text{ \textbf{ \textit{\#}}} \]  key.
2. Press the \[ \text{ \textbf{ \textit{\#}}} \]  key > Status > Last Call or Total Calls > Clear Timer.
3. Press the \[ \text{ \textbf{ \textit{\#}}} \]  key > Save.

About hearing aid mode

In hearing aid mode, or telecoil mode, the magnetic signal of your BlackBerry smartphone is modified to an appropriate level and frequency response to be picked up by hearing aids that are equipped with telecoils.

Turn on hearing aid mode

1. From the home screen, press the \[ \text{ \textbf{ \textit{\#}}} \]  key.
2. Press the \[ \text{ \textbf{ \textit{\#}}} \]  key > Options > Hearing Aid Mode.
3. Change the Mode Enabled field to Telecoil.
4. Press the \[ \text{ \textbf{ \textit{\#}}} \]  key > Save.

The H-T telecoil indicator appears at the top of the home screen.

Related information
About hearing aid mode, 81

About TTY support

When you turn on TTY support and you connect your BlackBerry smartphone to a TTY device that operates at 45.45 bits per second, you can make calls to and receive calls from TTY devices. Your smartphone is designed to convert received calls to text that you can read on your TTY device.

If your TTY device is designed for use with a 2.5-mm headset jack, you must use an adapter accessory to connect your TTY device to your smartphone. To get an adapter accessory that Research In Motion has approved for use with your smartphone, visit www.shopblackberry.com.

Turn on or turn off TTY support

1. From the home screen, press the \[ \text{ \textbf{ \textit{\#}}} \]  key.
2. Press the \[ \text{ \textbf{ \textit{\#}}} \]  key > Options > TTY.
3. Change the TTY field.
4.
Press the key > Save.

A TTY indicator appears in the connections area at the top of the home screen.

Related information
About TTY support, 81
Phone options, 78

Voice mail

Set up your voice mail

Your voice mail account, password, and greeting are created within your wireless service provider’s voice mail system. Depending on your wireless service provider, the method for changing your voice mail password or greeting might differ. After purchasing your smartphone, consult your wireless service provider’s instructions for setting up your voice mail password, greeting, and other voice mail options. If you need additional information about voice mail management, contact your wireless service provider.

Set up automatic dialing for voice mail access

You can set up your smartphone to access your voice mail automatically, by storing the voice mail password. With the voice mail password stored you don’t have to enter it manually each time you retrieve your voice mail messages. To access your voice mail messages you need the voice mail access number and a password. The voice mail access number is the phone number you call to access your voice mail account, and is usually loaded onto the smartphone by your wireless service provider.

Tip: With some voice mail systems you need to add a longer pause before entering the password. To determine if this is required, call your voice mail account and take note of the amount of time that passes before being prompted to enter the password.

1. From the home screen, press the key.
2. Press the key > Options > Voice Mail.
3. Enter your voice mail access number and the password, if desired. To add additional time before the password, press the key.
   - To add one or more additional pauses position the cursor at the beginning of the Password field and then select Add Pause. This option is for adding a short period between the voice mail access number and the password.
   - To be prompted before sending the password, position the cursor at the beginning of the Password field and then select Add Wait. This option is for adding a longer period between the voice mail access number and the password.
4. Press the key > Save.

Related information
I can't check my voice mail, 85
Check your voice mail, 83

Check your voice mail

Depending on your theme, you might be able to check your voice mail from the home screen.

**Tip:** You can set the voice mail access number and password to dial automatically to access your voice mail messages.

1. From the home screen, press the \(\text{ nhắn tin} \) key.
2. Press the \(\text{ gọi} \) key > **Call Voice Mail**.
3. Enter your voice mail access number and password as prompted.

**Related information**
I can't check my voice mail, 85
Set up automatic dialing for voice mail access, 82

Change how many times your smartphone rings before the call goes to voice mail

To change how many times your BlackBerry smartphone rings before the call is forwarded to voice mail, you must call your wireless service provider’s voice mail system. Each wireless service provider has a different voice mail system. For more information, contact your wireless service provider.

**Related information**
I can't change the number of times that my smartphone rings, 85

Troubleshooting: Phone

Some features aren't available on my smartphone

The availability of certain features on your BlackBerry smartphone might be affected by items such as your smartphone model and wireless service plan.

Depending on your messaging service plan, some features or options might not be available in the message options on the Email Preferences screen.

If your email account is associated with a BlackBerry Enterprise Server, your administrator might add IT policy rules to your smartphone that determine the features and settings that are available and whether you can add or update an app. If your
administrator has turned off a feature or set an option for you, the option might not appear, the option might appear grayed out, or a lock indicator appears beside the option field.

If your smartphone was previously associated with a BlackBerry Enterprise Server and your administrator hasn't removed IT policy rules from your smartphone, you can use the BlackBerry Desktop Software to remove the IT policy rules. For more information, visit www.blackberry.com/btsc and read KB18998.

For more information about the features that are available on your smartphone, contact your wireless service provider or administrator, or visit www.blackberry.com/go/devices.

Related information
Feature availability, 26

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.
- 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, 72
Call waiting, call forwarding, and call blocking, 70
Switch the active phone number, 78
I can't check my voice mail

Try the following actions:

• If you have more than one phone number associated with your BlackBerry smartphone and you're trying to check your voice mail using a shortcut key, your smartphone calls the voice mail access number for your active phone number. Check the voice mail for your alternate phone number.

• You need a voice mail access number to check your voice mail. To obtain a voice mail access number, contact your wireless service provider or administrator.

Related information
Switch the active phone number, 78

I can't block calls

• Your wireless service provider might not support the blocked calling feature. For more information, contact your wireless service provider.

• If the BlackBerry MVS Client is installed on your BlackBerry smartphone, you can block calls from unwanted callers. For more information, see the BlackBerry MVS Client User Guide.

I can't change the number of times that my smartphone rings

Depending on your wireless service provider, you might not be able to choose the length of time that your BlackBerry smartphone rings before the call is picked up by voice mail. For more information, contact your wireless service provider.

My phone number appears as Unknown in the Phone application

If your BlackBerry smartphone uses a SIM card, try changing the phone number on your SIM card to change how your phone number appears in the Phone application.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Advanced System Settings > SIM Card.
3. Highlight the phone number.
4. Press the key > Edit SIM Phone Number.
5. Type your phone number.
6. Click OK.

I can't make calls using a voice command

Try the following actions:

- Verify that your BlackBerry smartphone is connected to the wireless network.
- If you're using a Bluetooth enabled device, such as a hands-free car kit or wireless headset, verify that the Bluetooth enabled device supports this feature and that you have paired the Bluetooth enabled device with your BlackBerry smartphone.
- Verify that your screen is unlocked.
- Verify that the language that you use to say voice commands is the same as the voice dialing language that you have set in the language options. Certain languages might not be supported.

Related information
Bluetooth technology, 286
Change the language for voice commands, 88

My headset makes calls instead of my smartphone

If your BlackBerry smartphone is connected to a Bluetooth enabled headset, your smartphone might automatically make calls on the Bluetooth-enabled headset.

Try the following actions:

- Disconnect the Bluetooth-enabled headset from your smartphone.
- During a call, press the ✉️ key, click Activate Handset.
Voice commands

How to: Voice commands

Perform an action using a voice command

1. On the home screen or in a folder, click the **Voice Dialing** icon.
2. After the beep, say a voice command.

**Related information**

I can’t make calls using a voice command, 86

Change the options for voice prompts

After you say a voice command, voice prompts might prompt you for further information or clarification, or voice prompts might read out instructions that appear on the screen.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Call Management > Voice Dialing**.
   - To turn off voice prompts, change the **Audio Prompts** field to **No Prompts**.
   - To turn on voice prompts, change the **Audio Prompts** field to **Basic Prompts**.
   - To turn on voice prompts and to have the voice prompts read out instructions that appear on the screen, change the **Audio Prompts** field to **Detailed Prompts**.
3. Press the key > **Save**.

Improve voice recognition

You can improve voice recognition by completing a short series of prompts that ask you to say specific numbers and words.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Call Management > Voice Dialing**.
3. In the **Voice Adaptation** section, click **Start**.
4. Complete the instructions on the screen.
## Available voice commands

<table>
<thead>
<tr>
<th>Voice command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Call &lt;contact name or phone number&gt;&quot;</td>
<td>Say this voice command to make a call. To perform this task with a Bluetooth enabled device, such as a handsfree car kit or wireless headset, the paired Bluetooth enabled device must support this feature and you must turn on Bluetooth technology. You can’t make calls to emergency numbers using voice commands.</td>
</tr>
<tr>
<td>&quot;Call &lt;contact name&gt; &lt;phone number type&gt;&quot;</td>
<td>Say this voice command to call a specific phone number for a contact that is in your contact list. For example, if the contact has a work number and a mobile number, you can say &quot;call &lt;contact name&gt; work&quot; to call the work number.</td>
</tr>
<tr>
<td>&quot;Call extension &lt;extension number&gt;&quot;</td>
<td>Say this voice command to dial an extension. To perform this task, you must set options for dialing extensions. You can dial extensions only within your company.</td>
</tr>
<tr>
<td>&quot;Check my phone number&quot;</td>
<td>If you have multiple phone numbers associated with your BlackBerry smartphone, say this voice command to check your active phone number.</td>
</tr>
<tr>
<td>&quot;Check signal strength&quot;</td>
<td>Say this voice command to check your wireless coverage level.</td>
</tr>
<tr>
<td>&quot;Check network&quot;</td>
<td>Say this voice command to check the wireless network that your smartphone is connected to.</td>
</tr>
<tr>
<td>&quot;Check battery&quot;</td>
<td>Say this voice command to check the battery power level.</td>
</tr>
<tr>
<td>&quot;Repeat&quot;</td>
<td>Say this voice command to have the last voice prompt repeated to you.</td>
</tr>
<tr>
<td>&quot;Cancel&quot;</td>
<td>Say this voice command to close the voice dialing application.</td>
</tr>
</tbody>
</table>

### Related information

- [Set options for dialing extensions](#), 74

## Change the language for voice commands

When you change the language for voice commands, you change the language for voice prompts and the language that you use to make a voice command.
1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Language.
3. Change the Voice Dialing field.
4. Press the key > Save.

Related information
My smartphone doesn’t recognize names or numbers in voice commands, 90

Turn off choice lists for voice commands

If your BlackBerry smartphone identifies more than one possible match to a voice command, your smartphone presents you with a list of possible matches, or a choice list. You can turn off choice lists so that your smartphone always selects the best match and dials the phone number automatically.

1. On the home screen or in a folder, click the Options icon.
2. Click Call Management > Voice Dialing.
3. Set the Choice Lists field to Always Off.
4. Press the key > Save.

Troubleshooting: Voice commands

I can't make calls using a voice command

Try the following actions:

- Verify that your BlackBerry smartphone is connected to the wireless network.
- If you’re using a Bluetooth enabled device, such as a hands-free car kit or wireless headset, verify that the Bluetooth enabled device supports this feature and that you have paired the Bluetooth enabled device with your BlackBerry smartphone.
- Verify that your screen is unlocked.
- Verify that the language that you use to say voice commands is the same as the voice dialing language that you have set in the language options. Certain languages might not be supported.

Related information
Bluetooth technology, 286
Change the language for voice commands, 88
My smartphone doesn't recognize names or numbers in voice commands

Try the following actions:

- Say the first name and the last name of your contact.
- Improve voice recognition of numbers.
Messages

How to: Messages application

Messages at a glance

Search for messages

You can search for messages on your BlackBerry smartphone. You might also be able to search for messages in the email application on your computer or in another associated email account if your email account uses the BlackBerry Internet Service or a BlackBerry Enterprise Server that supports this feature.

On the home screen, click the Messages icon.

- To search for messages based on the subject, highlight a message. Press the key > Search by > Subject.
- To search for messages based on the sender, highlight a message. Press the key > Search by > Sender.
- To perform an advanced search, press the key > Search by > Advanced. Specify the search criteria. To save the search criteria, press the key > Save. Click Search.
• To search for messages using the criteria from your last advanced search, press the 📖 key > Search by > Advanced. Press the 📖 key > Last.

**Note:** If you search for messages, your smartphone doesn't search attachments.

To stop a search, press the 📆 key.

**Related information**
- Do more with your message search results, 317
- Message search criteria, 316

## Hide filed and sent messages from the Messages application

1. On the home screen, click the Messages icon.
2. Press the 📖 key > Options > Message Display and Actions.
   • To hide filed messages, select the Hide Filed Messages checkbox.
   • To hide sent messages, select the Hide Sent Messages checkbox.
3. Press the 📖 key > Save.

## Show or hide messages from the Messages application

You can prevent messages from specific email accounts from appearing in the Messages application. You can also set a separate icon to appear on the home screen for text messages. Depending on your theme, a separate icon might already appear by default.

1. On the home screen, click the Messages icon.
2. Press the 📖 key > Options > Inbox Management.
   • To hide messages from specific email accounts, in the Email Accounts section, clear the checkbox beside one or more email accounts.
   • To show text messages, in the Other Message Types section, select the Text Messages checkbox.
3. Press the 📖 key > Save.

## View or hide call logs in the Messages application

You can set your BlackBerry smartphone to show call logs, including missed calls, in the Messages application.

1. From the home screen, press the 📁 key.
2. Press the key > Options > Call Logs and Lists.
   - To show recent and missed calls in the Messages application, select the All Calls option.
   - To hide call logs in the Messages application, select the None option.
3. Press the key > Save.

Hide the new or unread message indicator

1. On the home screen, click the Messages icon.
2. Press the key > Options > Message Display and Actions.
   - To hide the new message indicator, clear the Display New Message Indicator checkbox.
   - To hide the unread message indicator, change the Display Message Count field to None.
3. Press the key > Save.

Change how you group email messages

1. On the home screen, click the Messages icon.
2. Press the key > Display Style > Group by Subject or Single Messages.

Use color to differentiate work messages from other messages

Before you begin: To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

1. On the home screen or in a folder, click the Options icon.
2. Click Display > Message Categorization.
3. In the Message Outline Colors section, do any of the following:
   - To set an outline color for email that is sent to your BlackBerry smartphone through a BlackBerry Enterprise Server, change the Enterprise Messages field.
   - To set an outline color for your other messages, change the Other Messages field.
4. Press the key > Save.

Note: PIN messages might use the outline color that you have set for your work email. For more information, contact your administrator.
Set how long your smartphone stores messages

1. On the home screen, click the Messages icon.
2. Press the key > Options > Message Display and Actions.
3. Change the Days To Keep Messages field.
4. Press the key > Save.

Related information
Some messages no longer appear on my smartphone, 128

Open a new message automatically when you remove your smartphone from your holster

1. On the home screen, click the Messages icon.
2. Press the key > Options > Message Display and Actions.
3. Change the Auto Open Newest Message After Removing Device From Holster field.
4. Press the key > Save.

Turn off the delete message or read message prompt

1. On the home screen, click the Messages icon.
2. Press the key > Options > Message Display and Actions.
   • To turn off the delete message prompt, in the Actions section, clear the Confirm Delete checkbox.
   • To turn off the read message prompt, in the Actions section, clear the Confirm Mark Prior Read checkbox.
3. Press the key > Save.

Change options for spell check

1. On the home screen, click the Messages icon.
2. Press the key > Options > Spell Check.
   • To check spelling before sending your email, select the Spell Check Email Before Sending checkbox.
   • To set the size of the word to check, click a number in the Minimum Sized Word To Check dialog box.
3.
Email

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 an 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**
Reconcile email over the wireless network manually, 95
Change options for your personal email account, 95

Reconcile email over the wireless network manually

If you file or delete email messages and the changes aren’t reflected on your BlackBerry smartphone or your computer, you can reconcile your email manually. To complete this task, wireless email reconciliation must be turned on.

1. On the home screen, click the **Messages** icon.
2. Press the key > **Reconcile Now**.

Change options for your personal email account

**Before you begin:** Depending on your wireless service provider, you might not be able to change some options for your personal email account.

You can change options for each personal email account that you added to your BlackBerry smartphone. You can create email filters, synchronize your contacts, change your signature or display name, and more.

1. On the home screen, click the **Messages** icon.
2.
Press the  key > Options > Email Account Management.

3. Click the email account that you want to change options for.

For more information about personal email accounts, visit www.blackberry.com/docs/smartphones and click the link under Email Setup.

Compose and send an email

1. On the home screen, click the Messages icon.
2. Press the  key > Compose Email.
3. In the To field, type an email address or a contact name.
4. Type a message.
5. Press the  key > Send.

Related information
Search for a contact, 196
Personal distribution lists, 200
I can't send messages, 43
Attach a file to an email, 97

Check spelling

You can check spelling in messages, calendar entries, tasks, or memos that you create.

1. Press the  key > Check Spelling.
2. Do any of the following:
   • To accept the suggested spelling, click a word in the list that appears.
   • To ignore the suggested spelling, press the  key.
   • To ignore all instances of the suggested spelling, press the  key > Ignore All.
   • To add the word to the custom dictionary, press the  key > Add To Dictionary.
   • To stop checking spelling, press the  key > Cancel Spell Check.

Related information
I can't check spelling, 225

Save a message

Saved messages aren't deleted even if your BlackBerry smartphone is set to delete messages automatically after a certain period of time.
On the home screen, click the **Messages** icon.

- To save an email or PIN message, highlight an email or PIN message. Press the ▶ key > **Save**.
- To save a draft email, press the ▶ key > **Compose Email** > **Save Draft**.

**Related information**

- [View saved messages](#), 98

**Blind carbon copy a contact**

You can blind carbon copy a contact in an email or a PIN message.

When you are composing an email or a PIN message, press the ▶ key > **Add Bcc**.

**Attach a contact card to a message**

You can attach a contact card to an email, a PIN message, or a text message.

1. When you are composing a message, press the ▶ key > **Attach** > **Contact**.
2. Find and highlight a contact.
3. Press the ▶ key > **Continue**.

**Related information**

- [I can’t attach a file to a text message](#), 132

**Attach a file to an email**

**Before you begin:** To attach a file that is saved on your organization’s network, your email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

When you are composing an email, press the ▶ key > **Attach** > **File**.

- To attach a file that is saved on your BlackBerry smartphone or media card, find and click the file.
- To attach a file that is saved on your organization’s network, press the ▶ key > **Go To**. Find and click the file. If necessary, type the credentials that you use to connect to your organization’s network.

**Set the importance level for an email or a PIN message that you send**

If you change the importance level of an email or a PIN message, a high priority indicator ! or low priority indicator ↓ appears beside that message on your BlackBerry smartphone. If the recipient’s messaging application supports importance levels for messages, the importance level will also be indicated to the recipient.

1. When you are composing an email or a PIN message, press the ▶ key > **Options**.
2. Change the Importance field.
3. Press the key > Save.

Viewing and replying to email

View saved messages

1. On the home screen, click the Messages icon.
2. Press the key > View Saved Messages.

View an address instead of a display name

In a message, press the key > Show Address.
To view the display name again, press the key > Show Name.

Reply to or forward an email or PIN message

In a message, press the key.
• To reply to a message, click Reply or Reply to All.
• To forward a message, click Forward or Forward As.

Related information
I can't send messages, 43

Delete the original text from a reply message

When you are replying to a message, press the key > Delete Original Text.

Stop a message from sending

You can stop a message from sending only if a clock icon appears beside the message.

1. On the home screen, click the Messages icon.
2. Highlight the message.
3. Press the key > Delete.

Resend a message

You cannot change a text message before you resend it.

In a sent message, press the key.
• To change the message, click Edit. Change the message. Press the key > Send.
• To change the recipients, click Edit. Highlight a contact. Press the key > Change Address. Click a new contact. Press the key > Send.
• To resend the message without changing it, click Resend.

Related information
I can't send messages, 43

Change options for HTML email

1. On the home screen, click the Messages icon.
2. Press the key > Options > Email Preferences.
3. In the HTML Email section, do any of the following:
   • To view email in plain text format, clear the Enable HTML Email checkbox.
   • To download images automatically in HTML email, select the Download Images Automatically checkbox.
   • To turn off the prompt that appears before downloading images in HTML email, clear the Confirm External Image Download checkbox.
4. Press the key > Save.

Organizing your email inbox

Delete a message

On the home screen, click the Messages icon.
• To delete a message, highlight the message. Press the key > Delete.
• To delete a saved message, press the key > View Saved Messages. Highlight the message. Press the key > Delete. If necessary, delete the message from your message inbox as well.
• To delete a range of messages, highlight a message. Press and hold the Shift key. On the trackpad, slide your finger up or down. Release the Shift key. Press the key > Delete Messages.
• To delete all messages prior to a certain date, highlight a date field. Press the key > Delete Prior > Delete.

Note: Email messages that you delete using the Delete Prior menu item are not deleted from the email application on your computer during email reconciliation.

Mark a message as read or unread

On the home screen, click the Messages icon.
• To mark a message as read or unread, highlight the message. Press the key > Mark Read or Mark Unread.
• To mark all messages that are prior to a specific date as read, highlight a date field. Press the ➤ key > Mark Prior Read.

Add, change, or remove a flag

If you make changes to a flag in an email that you sent, the changes are reflected only on your BlackBerry smartphone and are not sent to the recipient. Depending on the message service you’re using, you might not be able to do this task.

When you are composing or viewing an email, press the ➤ key.

• To add a flag, click Flag for Follow Up. Set the flag properties. Press the ➤ key > Save.
• To change a flag, click Flag Properties. Change the flag properties. Press the ➤ key > Save.
• To remove a flag, click Clear Flag.

Filter email by sender or subject

1. On the home screen, click the Messages icon.
2. Highlight an email.
3. Press the ➤ key > Filter by > Sender or Subject.
4. Type a name for the email filter.
5. Set the email filter options.
6. Press the ➤ key > Save.

Add, move, rename, or delete an email folder

Before you begin: To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

1. On the home screen, click the Messages icon.
2. Press the ➤ key > View Folder.
3. Highlight a folder.
4. Press the ➤ key.

  • To add a folder, click Add Folder.
  • To move a folder, click Move Folder. Click the new location.
  • To rename a folder, click Rename Folder.
  • To delete a folder, click Delete Folder.

File an email

Before you begin: To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.
1. On the home screen, click the **Messages** icon.
2. Highlight an email.
3. Press the **key > File.**
4. Highlight a folder.
5. Press the **key > File.**

### View filed messages

1. On the home screen, click the **Messages** icon.
2. Press the **key > View Folder.**
3. Click a folder.

### Email filters

#### About email filters

You can create email filters to specify which email is forwarded to your BlackBerry smartphone and which remains in the email application on your computer.

Email filters are applied to email based on the order in which they appear in your list of email filters. If you create multiple email filters that could apply to the same email, you must decide which one should be applied first by placing that filter higher in the list.

#### Create an email filter

**Before you begin:** To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

For information about completing this task for a personal email account that you have on your BlackBerry smartphone (such as Google Mail or Windows Live Hotmail), visit [www.blackberry.com/docs/smartphones](http://www.blackberry.com/docs/smartphones) and click the link under **Email Setup.**

1. On the home screen, click the **Messages** icon.
2. Press the **key > Options > Email Filters.**
3. Press the **key > New.**
4. Type a name for the email filter.
5. Set the email filter options.
6. Press the **key > Save.**
## Options for email filters

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Specify one or more contacts or email addresses that the email filter should search for in the From field of your email. Separate multiple contacts or email addresses with a semicolon (;). To specify that the email filter should search for all contacts or email addresses that contain specific text, type the text and use an asterisk (*) as a wildcard character to represent the rest of the contact or email address.</td>
</tr>
<tr>
<td>Sent to</td>
<td>Specify one or more contacts or email addresses that the email filter should search for in the Sent To field of your email. Separate multiple contacts or email addresses with a semicolon (;). To specify that the email filter should search for all contacts or email addresses that contain specific text, type the text and use an asterisk (*) as a wildcard character to represent the rest of the contact or email address.</td>
</tr>
<tr>
<td>Subject</td>
<td>Specify the text that the email filter should search for in the Subject field of your email.</td>
</tr>
<tr>
<td>Message</td>
<td>Specify the text that the email filter should search for in the body of your email.</td>
</tr>
<tr>
<td>Sent directly to me</td>
<td>Set whether the email filter applies to email that includes your email address in the To field.</td>
</tr>
<tr>
<td>Cc to me</td>
<td>Set whether the email filter applies to email that includes your email address in the Cc field.</td>
</tr>
<tr>
<td>Bcc to me</td>
<td>Set whether the email filter applies to email that includes your email address in the Bcc field.</td>
</tr>
<tr>
<td>Importance</td>
<td>Set the importance level of email that the email filter applies to.</td>
</tr>
<tr>
<td>Sensitivity</td>
<td>Set the sensitivity level of email that the email filter applies to.</td>
</tr>
<tr>
<td>Action</td>
<td>Set whether email that the email filter applies to is forwarded to your BlackBerry smartphone. If email is...</td>
</tr>
</tbody>
</table>
Filter email by sender or subject

1. On the home screen, click the Messages icon.
2. Highlight an email.
3. Press the key > Filter by > Sender or Subject.
4. Type a name for the email filter.
5. Set the email filter options.
6. Press the key > Save.

Turn on an email filter

1. On the home screen, click the Messages icon.
2. Press the key > Options > Email Filters.
3. Select the checkbox beside an email filter.
4. Press the key > Save.

Change, prioritize, or delete an email filter

1. On the home screen, click the Messages icon.
2. Press the key > Options > Email Filters.
3. Highlight an email filter.
4. Press the key.

- To change an email filter, click Edit. Change the options for the email filter. Press the key > Save.
- To prioritize an email filter, click Move. Click the new location.
- To delete an email filter, click Delete.

Synchronizing email

About synchronization and reconciliation

The wireless data synchronization and wireless email reconciliation features are designed to synchronize organizer data (contacts, calendar entries, tasks, and memos) and reconcile email between your BlackBerry smartphone and the email application on your computer over the wireless network.
In rare cases, if your smartphone doesn’t recognize fields in a contact, calendar entry, or email account, some data or email can’t be synchronized or reconciled.

If wireless data synchronization isn’t available on your smartphone or if you turned off this feature, you can use the BlackBerry Desktop Software to synchronize your organizer data. For more information, see the Help in the BlackBerry Desktop Software.

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.

Reconcile email over the wireless network manually

If you file or delete email messages and the changes aren’t reflected on your BlackBerry smartphone or your computer, you can reconcile your email manually. To complete this task, wireless email reconciliation must be turned on.

1. On the home screen, click the Messages icon.
2. Press the key > Reconcile Now.

Turn on or turn off wireless email reconciliation

You can turn on or turn off wireless email reconciliation for each email address associated with your BlackBerry smartphone.

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 or clear the Wireless Reconcile checkbox.

Empty the deleted items folder on your computer from your smartphone

Before you begin: To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

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. Press the key > Purge Deleted Items.

Delete email on your smartphone and in your email application on your computer

You can set the Delete On option for each email address that is associated with your BlackBerry smartphone.

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. Change the **Delete On** field to **Mailbox & Handheld**.
5. Press the **key > Save**.

It takes a short period of time for email to be deleted over the wireless network.

**Related information**

[Delete a message](#), 99

---

**Stop forwarding email to your smartphone**

**Before you begin:** To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

1. On the home screen, click the **Messages** icon.
2. Press the **key > Options > Email Preferences**.
3. If the **Message Services** field appears, set this field to the appropriate email account.
4. Clear the **Send Email to Handheld** checkbox.
5. Press the **key > Save**.

To forward email to your BlackBerry smartphone again, select the **Send Email to Handheld** checkbox.

---

**Stop storing email sent from your computer on your smartphone**

**Before you begin:** To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

1. On the home screen, click the **Messages** icon.
2. Press the **key > Options > Email Preferences**.
3. If the **Message Services** field appears, set this field to the appropriate email account.
4. Press the **key > Folder Redirection**.
5. Clear the checkbox beside the **Sent Items** folder.
6. Press the **key > Save**.

---

**Stop storing email sent from your smartphone on your computer**

**Before you begin:** To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

1. On the home screen, click the **Messages** icon.
2. Press the **key > Options > Email Preferences**.
3. If the **Message Services** field appears, set this field to the appropriate email account.
4. Clear the **Save Copy In Sent Folder** checkbox.
5. Press the **key > Save**.
Google Mail

About Google Mail on your smartphone

Depending on your wireless service plan or administrator, you can add a Google Mail account (also known as a Gmail account) to your BlackBerry smartphone. Similar to the Google Mail web application that you can use on your computer, related messages are grouped into a single conversation. To help organize your message inbox, you can create and apply your own custom labels, report spam, archive messages, and add stars to important email messages.

For more information about Google Mail, visit www.googlemail.com.

Add or remove a Google Mail star

You can mark an important Google Mail message or conversation with a star.

1. On the home screen, click the Messages icon.
2. Highlight a Google Mail message or conversation.
3. Press the key.
   - To add a star, click Add Star.
   - To remove a star, click Remove Star.

Apply or remove a Google Mail label

You can apply a label or multiple labels to a Google Mail message or conversation to help organize your message inbox. If you apply a label to an individual message in a conversation, the label is applied to all of the messages in the conversation.

1. On the home screen, click the Messages icon.
2. Highlight a Google Mail message or conversation.
3. Press the key > Labels.
   - To apply a label, select the checkbox beside the label.
   - To remove a label, clear the checkbox beside the label.
4. Press the key > Save.

View Google Mail messages with a specific label

1. On the home screen, click the Messages icon.
2. Press the key > View Folder.
3. Click a label.
Create or delete a Google Mail label

1. On the home screen, click the Messages icon.
2. Press the key > Labels.
   - To create a new label, click New Label. Type a label name. Click Save.
   - To delete a label, highlight a label. Press the key > Delete.

Preview more of grouped email messages

**Before you begin:** To display more lines of each email in a group, you must have set your BlackBerry smartphone to group email messages by subject.

1. On the home screen, click the Messages icon.
2. Click Options > Message Display and Actions.
3. Change the Preview Length field.
4. Press the key > Save.

Archive a Google Mail message or conversation

If you archive a Google Mail message that is part of a conversation, the Archive label is applied to all of the messages in the conversation.

1. On the home screen, click the Messages icon.
2. Highlight a Google Mail message or conversation.
3. Press the key > Archive > Yes.

**Note:** Depending on how you’ve set your BlackBerry smartphone to store messages, archived messages might be automatically deleted from your smartphone after a certain period of time.

Move archived Google Mail messages to your message inbox

1. On the home screen, click the Messages icon.
2. Press the key > View Folder > Archive.
3. Highlight a Google Mail message or conversation.
4. Press the key > Move to Inbox.

Report spam sent to your Google Mail account

When you report a Google Mail message as spam, it’s deleted from your BlackBerry smartphone. If you report a message that is part of a conversation, all of the messages in the conversation are also reported as spam.

1. On the home screen, click the Messages icon.
2. Highlight a Google Mail message or conversation.
4. If necessary, click Yes.

Text messages

About text messages

To send and receive text messages, your wireless service provider must set up your wireless service plan for text messaging. Depending on your wireless service provider, this feature might not be supported.

Depending on the typing input language that you use to type your text messages, your messages might display to your recipients differently than you expect.

Depending on your wireless service provider, you might also be able to send and receive the following media files in text messages: .jpg, .gif, .wbmp, .midi, .vcf (vCard), .ics (iCalendar), .avi, .mpg, or .mov.

If you have more than one phone number associated with your BlackBerry smartphone, your smartphone sends text messages using the first phone number that appears in the My Number field in the Phone application.

Compose and 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 Messages icon.
2. Press the 📩 key > Compose Text Message.
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).
   • If your BlackBerry smartphone is connected to a CDMA network, you can type an email address.
4. Type a message.
5. Press the 📩 key.

Related information
Personal distribution lists, 200
I can’t send messages, 43
Attach a media file, contact card, appointment, or location to a text message, 109
Attach a media file, contact card, appointment, or location to a text message

Before you begin: To attach a video, the video must be recorded in MMS mode.

1. When you're composing a text message, press the ☑ key > Attach.
2. Click an attachment type.
3. Click a file.

Related information
I can't attach a file to a text message, 132

Attach a contact card to a message

You can attach a contact card to an email, a PIN message, or a text message.

1. When you are composing a message, press the ☑ key > Attach > Contact.
2. Find and highlight a contact.
3. Press the ☑ key > Continue.

Related information
I can't attach a file to a text message, 132

Reply to or forward a text message

Before you begin: You can't forward text messages that contain content that is copyright protected.

1. On the home screen, click the Text Messages icon.
2. Highlight a message.
   - To reply to a message, press the ☑ key > Reply.
   - To forward a message, press the ☑ key > Forward.

Add an appointment to your calendar from a text message

1. In a text message, highlight an iCalendar attachment.
2. Press the ☑ key > View Appointment.
3. Press the ☑ key > Add To Calendar.
Delete the history from a text message

Do one of the following:

- To delete an individual message from the history, highlight the message. Press the key > Delete Message.
- To delete all the messages from the history and keep the chat open, when you are replying to a message, press the key > Clear Conversation.
- To delete all the messages from the history and close the chat, in your list of text messages, highlight a message. Press the key > Delete.

Cell broadcasting

About cell broadcasting

Cell broadcasting is designed to enable wireless service providers to use SMS text messaging to send information to all BlackBerry smartphones in a specific geographical area simultaneously. You can receive cell broadcast messages that contain a specific type of information by subscribing to a cell broadcast channel that provides that type of information. Different cell broadcast channels send different cell broadcast messages. For example, one cell broadcast channel might send regular weather forecasts while another might send traffic reports.

Turn on cell broadcasting

Before you begin: To perform this task, your BlackBerry smartphone must use a SIM card, and your wireless service provider must set up your SIM card with a cell broadcast channel or provide you with the ID for a cell broadcast channel. Depending on your wireless service provider and the wireless network that your smartphone is connected to, this feature might not be supported.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Advanced System Settings > Cell Broadcasting.
3. Select the Enable Cell Broadcasting checkbox.
   - If one or more cell broadcast channels appear on the screen, select the checkbox beside the channel.
   - If no cell broadcast channels appear on the screen, highlight the Empty field. Press the key > Add Channel. Type the channel ID and a nickname. Click OK.
4. Select the checkbox beside a language.
5. Press the key > Save.

To turn off cell broadcasting, clear the Enable Cell Broadcasting checkbox. Before you turn off cell broadcasting, verify that your wireless service provider does not use cell broadcasting to manage services, such as preferred rates, based on your location.

Related information

I can’t turn on cell broadcasting, 132
Stop receiving messages from a cell broadcast channel

Before you begin: Verify that your wireless service provider does not use the cell broadcast channel to manage services, such as preferred rates, based on your location.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Advanced System Settings > Cell Broadcasting.
3. In the Channels section, highlight a cell broadcast channel.
4. Press the key.
   - To stop receiving messages from the cell broadcast channel, click Disable.
   - To delete the cell broadcast channel, click Delete Channel.

Rename a cell broadcast channel

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Advanced System Settings > Cell Broadcasting.
3. In the Channels section, highlight a cell broadcast channel.
4. Press the key > Set Nickname.
5. Type a name for the cell broadcast channel.
6. Click OK.
7. Press the key > Save.

Public warning systems

About public warning systems

Public warning systems are used to send alert messages to users with enabled mobile devices. Public warning messages are text messages that alert users of possible threats to public safety in their area. Messages may include severe weather warnings, missing child alerts, or other national emergencies.

Depending on your wireless service provider, public warning messages don’t contribute to data usage in your wireless service plan. Depending on your region, wireless service provider, and wireless network, this feature might not be supported. For more information, contact your wireless service provider or administrator.

Related information
Delete a message, 99
Mark a message as read or unread, 99
Unsubscribe from public warning messages

Depending on your region and wireless network, the name of the public warning system will vary.

1. On the home screen, click the Messages icon.
2. Press the key > Options.
3. Click the appropriate public warning system.
4. To choose which types of public warning messages you will receive, select or clear the checkbox beside one or more of the alert types listed.

Note: You might not be able to unsubscribe from some public warning messages.

PIN messages

About PIN messages

A PIN uniquely identifies BlackBerry smartphones on the wireless network. If you have a contact who uses a BlackBerry smartphone and you know that contact's PIN, you can send them PIN messages. PIN messages are not routed through your email account.

When your PIN message is delivered to the recipient, in a message inbox, a D appears with a check mark beside the PIN message.

Find your PIN

Do one of the following:

- On the home screen or in a folder, click the Options icon. Click Device > Device and Status Information.
- If supported by your input language, in a message or memo, type mypin followed by a space.

Compose and send a PIN message

1. On the home screen, click the Messages icon.
2. Press the key > Compose Other > Compose PIN.
3. In the To field, do one of the following:
   - Type a PIN. Press the key on the keyboard.
   - If you have a PIN saved for a contact that is in your contact list, type the contact name. Press the key on the keyboard.
4. Type a message.
5. Press the 

Send.

Related information
Personal distribution lists, 200
I can’t send messages, 43

Create a link for a PIN

You can create a link for a PIN in a message, calendar entry, task, or memo. If you click the link, you can send a PIN message.

When you are typing text, type pin: and the PIN.

Reply to or forward an email or PIN message

In a message, press the key.

• To reply to a message, click Reply or Reply to All.
• To forward a message, click Forward or Forward As.

Related information
I can’t send messages, 43

Set the importance level for an email or a PIN message that you send

If you change the importance level of an email or a PIN message, a high priority indicator or low priority indicator appears beside that message on your BlackBerry smartphone. If the recipient’s messaging application supports importance levels for messages, the importance level will also be indicated to the recipient.

1. When you are composing an email or a PIN message, press the key > Options.
2. Change the Importance field.
3. Press the key > Save.

Change the display color of PIN messages

1. On the home screen, click the Messages icon.
2. Press the key > Options > Message Display and Actions.
3. To change the display color of PIN messages in your inbox, clear the Display PIN Messages in Red checkbox.
4. Press the key > Save.
Attachments

How to: Attachments

About files and attachments
You can view and download attachments and store them on your BlackBerry smartphone or a media card. If your email account uses a BlackBerry Enterprise Server that supports accessing files on your organization’s network, you can preview files from your organization's network and save the files to your smartphone or attach them directly to email messages without downloading them. You can use the Files application to view a list of all the files that are saved on your smartphone. You can also rename, move, and delete files on your organization's network from your smartphone.

To change attachments or files that you download, you can use third-party editing applications, such as , that are designed for use on BlackBerry smartphones.

Related information
Search for a file that is saved on your smartphone, 134
Search for a file that is saved on your organization’s network, 134

Open a file or an attachment

Before you begin: To perform this task, your email account must use the BlackBerry Internet Service or a BlackBerry Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

1. In a message, meeting invitation, or calendar entry, press the key.
2. If necessary, click Retrieve Attachment Information.
3. Click Open Attachment.
4. If necessary, on the Attachments screen, click an attachment.
5. If necessary, in the dialog box, select an option.

Related information
I can't turn on cell broadcasting, 132

Save a file or an attachment

Before you begin: To perform this task, your email account must use the BlackBerry Internet Service or a BlackBerry Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

1. In a message, in a calendar entry, or on a webpage, do one of the following:
   - If there is only one attachment in a message or calendar entry, press the key.
• If there are multiple attachments in a message or calendar entry, highlight an attachment. Press the key.
• If you are downloading a file from a webpage, press the key.

2. Click Download Attachment or Download File.
3. Click the folder that you want to save the file or attachment in.
4. Click Save.

To stop downloading an attachment, in a message, highlight an attachment that you are downloading. Press the key > Cancel Download.

Send a file

Before you begin: To send a video, the video must be recorded in MMS mode.

1. On the home screen or in a folder, click the Media icon or Files icon.
2. Find and highlight a file.
3. Press the key > Send.
4. Click a message type.
5. If necessary, turn on Bluetooth technology and choose a device or pair with a device.

Related information
I can't attach a file to a text message, 132

Open a link in a file or an attachment

Some files might contain links to embedded content, such as tables, pictures, footnotes, text boxes, or comments.

1. In a file, highlight a link.
2. Press the key > Open Link or Retrieve.

To return to the file, press the key.

Set font options for a file or an attachment

1. In a file or an attachment, press the key > Options.
2. Change the font fields.
3. Press the key > Save.

View properties for a file

You can view the size, author, publication date, and other properties of a file.
1. On the home screen or in a folder, click the Media icon or Files icon.
2. Find and highlight a file.
3. Press the 
   key > Properties.

Related information
Hide a file or folder, 136
View a hidden file or folder, 137

Contact cards

About contact cards
A contact card (sometimes called a vCard or .vcf file) contains information for a specific contact. You can send contact cards as attachments to email messages, PIN messages, text messages, or BlackBerry Messenger messages. You can also send contact cards through the Contacts application using Bluetooth technology.

Attach a contact card to a message
You can attach a contact card to an email, a PIN message, or a text message.

1. When you are composing a message, press the 
   key > Attach > Contact.
2. Find and highlight a contact.
3. Press the 
   key > Continue.

Related information
I can't attach a file to a text message, 132

Save a contact card from a message
If you receive a contact card in a message, you can save it so that the contact information is added to your contact list.

1. In a message, highlight a contact card.
2. Press the 
   key > View Attachment.
3. Press the 
   key.
4. Click one of the following items:
   • Add to Contacts
   • Update Contact
Troubleshooting: Attachments

A skipped content bar appears in a document

More content is available for you to download to your BlackBerry smartphone.

1. To download the content, click the skipped content bar.
2. Click More.

A question mark appears on a slide

A question mark appears on a slide if your BlackBerry smartphone has not downloaded the slide.

1. To download the slide, highlight the slide.
2. Press the key > Retrieve.

Security options for messages

Block incoming messages

If your work email account is associated with a BlackBerry Enterprise Server, you might not be able to block or unblock PIN messages from contacts within your organization, from contacts outside of your organization, or both.

When you block messages, you can set your smartphone to allow messages from specific contacts.

1. Do one of the following:
   • To block all incoming email, PIN, or text messages, on the home screen or in a folder, click the Options icon. Click Security > Firewall. Select the checkbox beside one or more message types.
   • To block only text messages with attachments that are from an advertiser or unknown sender, on the home screen, click the Text Messages icon. Press the key > Options. In the MMS section, in the Message Filtering section, select the Reject Anonymous Messages checkbox or the Reject Advertisements checkbox.
2. Press the key > Save.

Note: Even though you don’t receive blocked messages on your BlackBerry smartphone, blocked messages might contribute to data usage in your wireless service plan. You can stop email messages from being forwarded to your smartphone without contributing to data usage by turning off email message forwarding or by using email message filters.

Related information

Create an email filter, 101
Allow messages from contacts in your contact list or allowed sender list

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Firewall.
3. In the General section, if the Enable checkbox isn’t selected, select it.
4. In the Block Incoming Messages section, select one or more message types.
5. Select the Contacts checkbox or Specific Addresses, Phone Numbers, or PINs checkbox.
6. Press the key > Save.

Add a contact to your allowed sender list

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Firewall.
3. In the General section, if the Enable checkbox isn’t selected, select it.
4. In the Block Incoming Messages section, select one or more message types.
5. In the Exceptions section, select the Specific Addresses, Phone Numbers, or PINs checkbox.
6. Click Add.
7. Press the key.
8. Click one of the following menu items:
   - Add Email Address
   - Add Phone Number
   - Add PIN
9. In the Enter new exception dialog box, type the contact information.
10. Press the key on the keyboard.
11. Press the key > Close.
12. Press the key > Save.

Reset a blocked message counter

If you block messages, the blocked message counter tracks how many messages your BlackBerry smartphone has blocked. You can set the blocked message counter back to zero.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Firewall.
3. Highlight a message type.
4. Press the key > Reset Count or Reset All Counts.
S/MIME and PGP protected messages

S/MIME and PGP protected message basics

About signing and encrypting messages

If your email account uses a BlackBerry Enterprise Server that supports this feature, you can digitally sign or encrypt messages to add another level of security to email and PIN messages that you send from your BlackBerry smartphone. Digital signatures are designed to help recipients verify the authenticity and integrity of messages that you send. When you digitally sign a message using your private key, recipients use your public key to verify that the message is from you and that the message hasn’t been changed.

Encryption is designed to keep messages confidential. When you encrypt a message, your smartphone uses the recipient’s public key to encrypt the message. Recipients use their private key to decrypt the message.

To send an encrypted PIN message, you must have a PIN and an email address for the contact in your contact list. Your smartphone uses the email address in your contact list to locate a PGP key or certificate for the contact.

Sign or encrypt a message

You can sign or encrypt email and PIN messages.

If you use a PGP Universal Server, your administrator might have set options so that the PGP Universal Server always signs or encrypts your messages.

1. When you are composing a message, change the Encoding field.
2. If necessary, change the Classification field.
3. To change the certificate that you use to send the message, press the key > Options.
   - To change the signing or encryption certificate, change a Certificate field.
   - To encrypt the message using only the recipient’s certificate, in the Encryption Options section, change the Certificate field to None.
   - To send the message without including your certificate, change the Include Certificate field to No.

If you change the Certificate field to None, you cannot read the message after you send it.

If you encrypt a message and keys are not available for all recipients, you might be able to click Send to Server to send the message to the PGP Universal Server. If the PGP Universal Server locates the keys, it encrypts the message. Otherwise, it might send the message as plain text.

Related information

Some signing and encryption options aren’t available on my smartphone, 126

Encrypt an S/MIME or a PGP protected message with a passphrase

By default, your BlackBerry smartphone uses your certificate or PGP key to encrypt messages.

1. When composing a message, change the Encoding field to an option that uses encryption.
2.
Press the key > Options.

3. In the Encryption section, select the Use Password-Based Encryption checkbox or Use Conventional Encryption checkbox.

4. Press the key > Save.

Using a secure method, let the recipient know what the passphrase is.

**Attach a certificate or PGP key to a message**

You can attach a certificate or PGP key to email and PIN messages.

1. When composing a message, press the key > Attach > Certificates or PGP Keys.
2. Highlight a certificate or PGP key.
3. Press the key > Continue.

**Download the certificate or PGP key used to sign or encrypt a message**

If a certificate or PGP key isn't included in a received message or isn't already stored in the key store on your BlackBerry smartphone, you can download the certificate or PGP key.

If you are enrolled with the PGP Universal Server, your smartphone might download the sender’s PGP key from the PGP Universal Server automatically. You can't download the sender’s PGP key manually.

1. In a message, highlight the encryption indicator or a digital signature indicator.
2. Press the key > Fetch Sender's Certificate or Fetch Sender's PGP Key.
3. Specify the search criteria.
4. Press the key > Search.
5. Click a certificate or PGP key.
6. Click Add To Key Store.

**Add a certificate or PGP key from a message**

If you are enrolled with the PGP Universal Server, you can’t add PGP keys from messages.

1. In a message, highlight a digital signature indicator.
2. Press the key.
   - To import the certificate or PGP key, click Import Certificate or Import PGP Key.
   - To import and trust the certificate or PGP key, click Trust Certificate or Trust PGP Key.

**Add a certificate or PGP key from an attachment**

If you are enrolled with the PGP Universal Server, you can’t add PGP keys from attachments.

1. In a message, click the certificate or PGP key attachment at the end of the message.
2. Click Retrieve Certificate or Retrieve PGP Key.
3. Click the certificate or PGP key.
   - To import the certificate or PGP key, click **Import Certificate** or **Import PGP Key**.
   - To import and trust the certificate or PGP key, click **Trust Certificate** or **Trust PGP Key**.

Related information
I can’t open an attachment in an encrypted message, 126

**Attachment indicators in S/MIME and PGP protected messages**

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Certificate Icon]</td>
<td>The message includes a certificate attachment.</td>
</tr>
<tr>
<td>![Certificate Icon]</td>
<td>The message includes multiple certificate attachments.</td>
</tr>
<tr>
<td>![PGP Key Icon]</td>
<td>The message includes a PGP key attachment.</td>
</tr>
<tr>
<td>![PGP Key Icon]</td>
<td>The message includes multiple PGP key attachments.</td>
</tr>
<tr>
<td>![Certificate Server Icon]</td>
<td>The message includes a certificate server attachment.</td>
</tr>
</tbody>
</table>

**Add connection information for a certificate server from a message**

If you are enrolled with the PGP Universal Server, you can’t add connection information for a certificate server from a message.

1. In a message, highlight the ![Certificate Server Icon] indicator at the end of the message.
2. Press the `key > Import Server`.

**View the certificate used to sign or encrypt a message**

1. In a message, highlight the encryption status indicator or a digital signature indicator.
2. Press the `key > View Sender’s Certificate` or `View Encryption Certificate`.

**View the PGP key used to sign or encrypt a message**

1. In a message, highlight the encryption status indicator or a digital signature indicator.
2. Press the `key > View Sender’s PGP Key` or `View Encryption PGP Key`.

**View encryption information for a weakly encrypted message**

1. In a weakly encrypted message, highlight the encryption status indicator.
2.
Press the Encryption Details.

S/MIME and PGP protected message status

Digital signature indicators for S/MIME or PGP protected messages

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄 ✔️</td>
<td>Your BlackBerry smartphone verified the digital signature.</td>
</tr>
<tr>
<td>🔄 🔄 ✔️</td>
<td>The BlackBerry Enterprise Server that is associated with your smartphone verified the digital signature.</td>
</tr>
<tr>
<td>🔄 🔄</td>
<td>Your smartphone requires more data to verify the digital signature.</td>
</tr>
<tr>
<td>🔄 ✕</td>
<td>Your smartphone can’t verify the digital signature.</td>
</tr>
<tr>
<td>🔄 🔄 🔄 ✔️</td>
<td>Your smartphone trusts the sender’s certificate or PGP key.</td>
</tr>
<tr>
<td>🔄 🔄 🔄 🔄 ✔️</td>
<td>Your smartphone trusts the sender’s certificate chain.</td>
</tr>
<tr>
<td>✕</td>
<td>The sender’s email address doesn’t match the email address of the certificate subject or the PGP key, or the sender’s certificate or key is revoked, isn’t trusted, can’t be verified, or isn’t on your smartphone.</td>
</tr>
<tr>
<td>🔄 ⚠️</td>
<td>The certificate or PGP key is weak, the certificate or key status isn’t current, or your smartphone requires more data to verify the trust status of the certificate or key.</td>
</tr>
<tr>
<td>🔄 ⏷️</td>
<td>The sender’s certificate, certificate chain, or PGP key is expired.</td>
</tr>
</tbody>
</table>

Encryption status indicators

Your administrator sets whether messages that you receive are considered to be strong or weak.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔒 ✔️</td>
<td>The message is strongly encrypted.</td>
</tr>
<tr>
<td>🔒 🔒</td>
<td>The message is weakly encrypted.</td>
</tr>
</tbody>
</table>
**Check the status of a certificate or certificate chain**

If a certificate is included in a received message, or is already stored in the key store on your BlackBerry device, you can check the status of the sender’s certificate, or you can check the status of the sender’s certificate and all other certificates in the certificate chain.

1. In a message, highlight a digital signature indicator.
2. Press the key.
3. Click **Check Sender’s Certificate** or **Check Sender’s Cert Chain**.

**S/MIME and PGP protected message options**

**Change your signing and encryption certificate or key**

Your BlackBerry smartphone uses your certificate or PGP key to encrypt messages in the Sent Items folder and includes your encryption certificate or PGP public key in messages that you send so that recipients can encrypt their reply messages.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > S/MIME** or **PGP**.
3. Change the **Certificate** fields or the **Default Key** field.
4. Press the key > **Save**.

**Related information**

Some signing and encryption options aren’t available on my smartphone, 126

**Change options for downloading attachments in encrypted messages**

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > S/MIME** or **PGP**.
3. Do one of the following:
   - To download attachments in encrypted messages automatically, change the **Encrypted Attachment Support** field to **Automatic**.
   - To download attachments in encrypted messages manually, change the **Encrypted Attachment Support** field to **Manual**.
   - To prevent your BlackBerry smartphone from downloading attachments in encrypted messages, change the **Encrypted Attachment Support** field to **None**.
4. Press the key > **Save**.

**Change the default signing and encryption option**

Your BlackBerry smartphone is designed to use the default signing and encryption option when you send a message to a contact that you haven’t previously sent a message to or received a message from. Otherwise, your smartphone uses the message history to suggest a signing and encryption option.
You can set your smartphone to try to use the default signing and encryption option for your outgoing messages instead. However, if message classifications are turned on, the default signing and encryption option might not be able to be used depending on the security requirements of a message’s classification. For example, if your default signing and encryption option is set to Sign and you compose a reply to a message that is classified as confidential, the signing and encryption option is set to Sign and Encrypt instead of the default signing and encryption option.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Advanced System Settings > Default Services.
3. Change the Default Encoding field.
   - To try to use the default signing and encryption option for outgoing messages, set the Outgoing Message Encoding Suggestion field to Use Default Encoding.
   - To use the signing and encryption option based on the message history, set the Outgoing Message Encoding Suggestion field to Use Message History.
4. Press the key > Save.

Related information
Some signing and encryption options aren’t available on my smartphone, 126

About message classifications
If your BlackBerry smartphone is associated with an email account that uses a BlackBerry Enterprise Server that supports this feature and your administrator turns on message classifications, the BlackBerry Enterprise Server applies a minimum set of security actions to each message that you compose, forward, or reply to, based on the classification that you assign to the message. Your administrator specifies the message classifications that you can use.

If you receive a message that uses message classifications, you can view the abbreviation for the classification in the subject line of the message and the full description for the classification in the body of the message. You can also view the abbreviation and full description for the classification for a sent message in the Sent Items folder.

Change the default message classification
Before you begin: To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature and your administrator must turn on message classifications.

Your BlackBerry smartphone is designed to use the default message classification when you send a message to a contact that you haven’t sent a message to or received a message from previously. If you have sent a message to or received a message from the contact previously, your smartphone tries to use the message classification that was used for the last message.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Advanced System Settings > Default Services.
3. Change the Default Classification field.
4. Press the key > Save.
Change the size of S/MIME or PGP indicators in messages

1. On the home screen or in a folder, click the Options icon.
2. Click Security > S/MIME or PGP.
3. In the General section, change the Message Viewer Icons field.
4. Press the key > Save.

Change the encryption algorithms for S/MIME or PGP protected messages

If a message has multiple recipients, your BlackBerry smartphone uses the first encryption algorithm that’s selected in the list and that all recipients are known to support.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > S/MIME or PGP.
3. In the Allowed Content Ciphers section, select the checkbox beside one or more allowed content ciphers.
4. Press the key > Save.

Change when the prompt to enter your key store password in a signed or encrypted message appears

You might be prompted to enter your key store password each time a personal certificate or PGP key in your key store is used, such as when you send a signed message or your BlackBerry smartphone decrypts a received message. You can turn off this prompt or set the prompt to appear less often.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Highlight a personal certificate or PGP key.
4. Press the key > Change Security Level.
   - To turn off the prompt to enter your key store password, set the security level to Low.
   - To display the prompt only when the password isn’t cached or the refresh rate for key store items is expired, set the security level to Medium.
   - To always display the prompt, set the security level to High.
5. Click OK.

Turn off the prompt that appears before an S/MIME or a PGP protected message is cut short

1. On the home screen or in a folder, click the Options icon.
2. Click Security > S/MIME or PGP.
3. In the General section, change the Truncation Mode field to Send Anyway or More All And Send.

4. Press the key > Save.

To turn on the prompt again, change the Truncation Mode field to Prompt User.

Turn off the prompt that appears when you use a certificate or PGP key that is not recommended for use

1. On the home screen or in a folder, click the Options icon.
2. Click Security > S/MIME or PGP.
3. In the General section, clear the Warn About Problems With My Certificates checkbox or Warn About Problems With My PGP Keys checkbox.
4. Press the key > Save.

Request delivery notification for signed S/MIME-protected messages

1. On the home screen or in a folder, click the Options icon.
2. Click Security > S/MIME.
3. Select the Request S/MIME Receipts check box.
4. Press the key > Save.

Troubleshooting: S/MIME and PGP protected messages

Some signing and encryption options aren't available on my smartphone

Try the following actions:

- Verify that the email account that you’re using supports all signing and encryption options.
- If you use message classifications, verify that the message classification supports the signing or encryption options that you want. Try using a different message classification.

I can’t open an attachment in an encrypted message

You might not be able to open an attachment in an encrypted message for the following reasons:

- Your administrator might have set options to prevent you from opening attachments in encrypted messages.
- The message might have been encrypted with an algorithm that isn't supported. To view which algorithms your BlackBerry smartphone supports, click the Options icon. Click Security > S/MIME or PGP. In the Encryption section, view which content ciphers are selected.
- Attachments in the .pgp file format aren’t supported.
- If you are using the PGP Support Package for BlackBerry smartphones, you can’t open an attachment in a PGP protected message that was encrypted using the OpenPGP format by an IBM Lotus Notes client working with PGP Desktop Professional or that was encrypted by the PGP Universal Server.
IBM Lotus Notes native encrypted messages

About IBM Lotus Notes native encrypted messages

If your email account uses a BlackBerry Enterprise Server that supports this feature, you can send and receive messages on your BlackBerry smartphone using IBM Lotus Notes native encryption. When you send or receive IBM Lotus Notes native encrypted messages, you might be prompted to type your IBM Lotus Notes ID password.

Before you can send or receive IBM Lotus Notes native encrypted messages, you or your administrator might need to import your IBM Lotus Notes ID file using Lotus iNotes (previously known as IBM Lotus Domino Web Access). Your computer must be running IBM Lotus Notes 7.0 or later with an email account on an IBM Lotus Domino server 7.0 or later.

Encrypt a message using IBM Lotus Notes native encryption

1. When composing, forwarding or replying to a message, change the Encoding field to Lotus Notes Encryption.
2. If you are prompted, type your IBM Lotus Notes ID password.

Troubleshooting: Messages application

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.
- 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
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, 103

Some messages no longer appear on my smartphone

If the application storage on your BlackBerry smartphone is full or you have more than 65,000 email messages, PIN messages, and text messages, your smartphone deletes the oldest messages from the message list. Your smartphone doesn't delete saved messages.

If wireless email reconciliation is turned on and, in the message options, the Delete On field is set to Mailbox & Handheld, email that you delete in the email application on your computer is also deleted from your smartphone.
The number of new or unread messages is different than I expect

The number of new or unread messages includes saved messages and filed messages.

If you have set your BlackBerry smartphone to hide filed messages and you receive a new message in an email folder other than your inbox in the email application on your computer, your smartphone files the message.

Related information
View filed messages, 101

I can't use a shortcut to view one type of message in a message inbox

If you switch BlackBerry smartphones and you restore smartphone data from your previous smartphone to your current smartphone, the message inbox shortcuts for your previous smartphone replace the message inbox shortcuts for your current smartphone.

To view the shortcuts for viewing one type of message in a message inbox, view your list of saved searches.

Some features aren't available on my smartphone

The availability of certain features on your BlackBerry smartphone might be affected by items such as your smartphone model and wireless service plan.

Depending on your messaging service plan, some features or options might not be available in the message options on the Email Preferences screen.

If your email account is associated with a BlackBerry Enterprise Server, your administrator might add IT policy rules to your smartphone that determine the features and settings that are available and whether you can add or update an app. If your administrator has turned off a feature or set an option for you, the option might not appear, the option might appear grayed out, or a lock indicator appears beside the option field.

If your smartphone was previously associated with a BlackBerry Enterprise Server and your administrator hasn’t removed IT policy rules from your smartphone, you can use the BlackBerry Desktop Software to remove the IT policy rules. For more information, visit www.blackberry.com/btsc and read KB18998.

For more information about the features that are available on your smartphone, contact your wireless service provider or administrator, or visit www.blackberry.com/go/devices.

Related information
Feature availability, 26
A message, attachment, or Google Mail conversation is cut short or doesn't appear

Try the following actions:

• Wait for a short period of time. Your BlackBerry smartphone receives long messages and attachments in sections.
• If "More available" appears at the end of the message or attachment, press the key > More or More All.
• If part of a Google Mail conversation doesn’t appear, press the key > More of Conversation.
• If you’re downloading an attachment, cancel the download and wait for a short period of time. Try downloading the attachment again.

Related information
Receive only the first section of long email messages,

Troubleshooting: Email

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.

A message, attachment, or Google Mail conversation is cut short or doesn't appear

Try the following actions:

• Wait for a short period of time. Your BlackBerry smartphone receives long messages and attachments in sections.
• If "More available" appears at the end of the message or attachment, press the key > More or More All.
• If part of a Google Mail conversation doesn’t appear, press the key > More of Conversation.
• If you’re downloading an attachment, cancel the download and wait for a short period of time. Try downloading the attachment again.

Related information
Receive only the first section of long email messages,
HTML email messages don't appear correctly

Try the following actions:

• Wait for a short period of time. Your BlackBerry smartphone receives long messages and attachments in sections.
• Try downloading external pictures. Press the key > Get Images.
• Try viewing your message in plain text. Press the key > Get Plain Text.
• Verify that the email that you received isn't encrypted.

Some email folders appear dimmed

If you can't forward email from an email folder, the check box beside the folder appears dimmed.

Try the following actions:

• Wait for a few seconds. The email folders might become available after a short period of time.
• Turn off wireless email reconciliation, and then turn it on again.

Related information
Reconcile email over the wireless network manually, 95

Email filters aren't working correctly

Try the following actions:

• Verify that your email filters are turned on.
• Verify that your email filters appear in the order that you want your BlackBerry smartphone to apply them to email messages.

Related information
Email filters, 101

Troubleshooting: Text messages

I can't send text messages

Depending on your wireless service plan, this feature might not be supported.

Try the following actions:
• Verify that your BlackBerry smartphone is connected to the wireless network. If you’re not in a wireless coverage area, your smartphone should send the messages when you return to a wireless coverage area.
• Verify that fixed dialing is turned off.

**Related information**
*Turn on, turn off, or check the status of a network connection*, 266

### I'm not receiving text messages

Depending on your wireless service plan, this feature might not be supported.

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.

### I can't turn on cell broadcasting

If your BlackBerry smartphone uses a SIM card, your SIM card might not support the display languages that you have selected for cell broadcast messages.

Clear the checkbox beside all the languages that your SIM card doesn’t support.

**Related information**
*Delete a language from your smartphone*, 231

### I can't attach a file to a text message

Depending on your wireless service provider, if you attach a video, you might not be able to attach another file or create a slide show.

Try the following actions:

• Verify that the file is a .vcf (vCard) file, an .ics (iCalendar) file, or a media file (for example, a .jpg file, .gif file, or .midi file).
• Verify that the file isn’t copyright protected.
• If templates are available for your BlackBerry smartphone, use a blank template to compose your text message.
Files and attachments

How to: Files

File basics

About files and attachments

You can view and download attachments and store them on your BlackBerry smartphone or a media card. If your email account uses a BlackBerry Enterprise Server that supports accessing files on your organization's network, you can preview files from your organization's network and save the files to your smartphone or attach them directly to email messages without downloading them. You can use the Files application to view a list of all the files that are saved on your smartphone. You can also rename, move, and delete files on your organization's network from your smartphone.

To change attachments or files that you download, you can use third-party editing applications, such as , that are designed for use on BlackBerry smartphones.

Related information
Search for a file that is saved on your smartphone, 134
Search for a file that is saved on your organization’s network, 134

Open a file or an attachment

Before you begin: To perform this task, your email account must use the BlackBerry Internet Service or a BlackBerry Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

1. In a message, meeting invitation, or calendar entry, press the key.
2. If necessary, click Retrieve Attachment Information.
3. Click Open Attachment.
4. If necessary, on the Attachments screen, click an attachment.
5. If necessary, in the dialog box, select an option.

Related information
I can’t turn on cell broadcasting, 132
Save a file or an attachment

**Before you begin:** To perform this task, your email account must use the BlackBerry Internet Service or a BlackBerry Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

1. In a message, in a calendar entry, or on a webpage, do one of the following:
   - If there is only one attachment in a message or calendar entry, press the key.
   - If there are multiple attachments in a message or calendar entry, highlight an attachment. Press the key.
   - If you are downloading a file from a webpage, press the key.
2. Click **Download Attachment** or **Download File**.
3. Click the folder that you want to save the file or attachment in.
4. Click **Save**.

To stop downloading an attachment, in a message, highlight an attachment that you are downloading. Press the key > **Cancel Download**.

Search for a file that is saved on your smartphone

1. On the home screen, click the **Media** icon.
2. Press the key > **Explore**.
3. Find the file.

To view the file, click the file. Depending on the file type, the file might not appear in its original format.

**Related information**

- I cannot find files sent to me over a Bluetooth connection, 295
- Search for a file that is saved on your organization’s network, 134
- About files and attachments, 114

Search for a file that is saved on your organization's network

**Before you begin:** To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

1. On the home screen or in a folder, click the **Files** icon.
2. In the **Go To** field, type the path for the file.
3. If necessary, type the credentials that you use to connect to your organization’s network.

To view the file, click the file. Depending on the file type, the file might not appear in its original format.

**Related information**

- Search for a file that is saved on your smartphone, 134
Send a file

**Before you begin:** To send a video, the video must be recorded in MMS mode.

1. On the home screen or in a folder, click the Media icon or Files icon.
2. Find and highlight a file.
3. Press the key > Send.
4. Click a message type.
5. If necessary, turn on Bluetooth technology and choose a device or pair with a device.

**Related information**

I can't attach a file to a text message, 132

Open a link in a file or an attachment

Some files might contain links to embedded content, such as tables, pictures, footnotes, text boxes, or comments.

1. In a file, highlight a link.
2. Press the key > Open Link or Retrieve.

To return to the file, press the key.

Set font options for a file or an attachment

1. In a file or an attachment, press the key > Options.
2. Change the font fields.
3. Press the key > Save.

Save a file from your organization's network to your smartphone

**Before you begin:** To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

When you save a file from your organization's network to your BlackBerry smartphone, the file is saved in its original format.

1. On the home screen or in a folder, click the Files icon.
2. Find and highlight a file.
3. Press the key > Copy.
4. Select a location to store the file.
Managing files and attachments

View properties for a file

You can view the size, author, publication date, and other properties of a file.

1. On the home screen or in a folder, click the **Media** icon or **Files** icon.
2. Find and highlight a file.
3. Press the **key** > **Properties**.

Copy, move, rename, or delete a file

1. Do one of the following:
   - On the home screen or in a folder, click the **Files** icon.
   - On the home screen, click the **Media** icon. Press the **key** > **Explore**.
2. Find and highlight a file.
3. Press the **key**.
   - To copy a file, click **Copy**. Navigate to a location. Click **Paste**.
   - To move a file, click **Cut**. Navigate to a location. Click **Paste**.
   - To rename a file, click **Rename**. Type a name for the file. Click **Save**.
   - To delete a file, click **Delete**.

Hide a file or folder

To view a file or folder after you hide it, you must remember the location of the file or folder.

1. On the Home screen, click the folder that contains the file or folder you want to hide.
2. Press the **key** > **Explore**.
3. Find and highlight the file or folder you want to hide.
4. Press the Key > Properties.
5. Select the Hidden checkbox.
6. Click OK.

After you hide a file or folder, it is no longer visible on your BlackBerry smartphone.

**Related information**
View a hidden file or folder, 137

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**View a hidden file or folder**
You can view files or folders that you hid.

1. On the Home screen, click the folder that contains the file or folder that you hid.
2. Press the Key > Explore.
3. Browse to the folder that contains the file or folder that you hid.
4. Press the Key > Show Hidden.

**Related information**
Hide a file or folder, 136

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**Open a password-protected .pdf file**
To perform this task, your email account must use the BlackBerry Internet Service or a BlackBerry Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

1. In a .pdf file, when the "Password protected document" message appears, press the Key.
2. Press the Key > Enter Password.
3. Type the password.
4. Press the key on the keyboard.
5. Press the Key > Open Attachment or Download Attachment > Yes.

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**View tracked changes in a document**
In a document, press the Key > Show Changes.

To hide tracked changes, press the Key > Hide Changes.

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**View the table of contents in a document**
Depending on the document type, you might not be able to view the table of contents.
In a document, press the ▶️ key > Table of Contents.

To move to a specific heading, click a heading. Click Jump.

Move around a spreadsheet

In a spreadsheet, press the ▶️ key.

- To move to a specific cell, click Go to Cell. Type the cell co-ordinates. Press the ▶️ key on the keyboard.
- To switch worksheets, click Next Sheet or Prev Sheet.
- To view a list of worksheets, click Table of Contents.
- To move to a specific worksheet, click Table of Contents. Click a worksheet. Click View.

View the content of a cell

In a spreadsheet, click a spreadsheet cell.

Change the size of a column

In a spreadsheet, do one of the following:

- To change the size of a column, click the column label. Click a size.
- To view all the text in a column, click the column label. Click Fit.
- To change the size of all the columns in the spreadsheet, click the unmarked column label in the upper-left corner of the spreadsheet. Click a size.
- To change the column size for all spreadsheets, press the ▶️ key > Options. Change the Column Width field. Press the ▶️ key > Save.

Set display options for a spreadsheet

1. In a spreadsheet, press the ▶️ key > Options.
   - To view the gridlines in the spreadsheet, change the Show Gridlines field to Yes.
   - To label spreadsheet rows with numbers and columns with letters, change the Display Labels field to Yes.
2. Press the ▶️ key > Save.

Move around pages in a multipage .tif file

In a multipage .tif file, press the ▶️ key.

- To view a list of pages in a multipage .tif file, click Table of Contents.
• To move to a specific page in a multipage .tif file, click Table of Contents. Click a page. Click View.
• To switch pages in a multipage .tif file, click Next Page or Prev Page.

Switch presentation views

In a presentation, press the key.

• To view text only, click View Text.
• To view text and slides, click View Both.

To view the presentation in its original format, click View Slides.

Switch slides

In a presentation, press the key > Next Slide or Prev Slide.

Rotate or zoom in to or out from a slide

When viewing a presentation in slide view, press the key.

• To rotate a slide, click Rotate.
• To zoom in to or zoom out from a slide, click Zoom In or Zoom Out.
• To zoom back to the original slide size, press the key > Fit to Screen.

Save a slide

1. When viewing a presentation in slide view, press the key > Save Slide.
2. Type a name for the file.
3. Click Save.
Troubleshooting: Files

A message, attachment, or Google Mail conversation is cut short or doesn't appear

Try the following actions:

- Wait for a short period of time. Your BlackBerry smartphone receives long messages and attachments in sections.
- If "More available" appears at the end of the message or attachment, press the key > More or More All.
- If part of a Google Mail conversation doesn't appear, press the key > More of Conversation.
- If you’re downloading an attachment, cancel the download and wait for a short period of time. Try downloading the attachment again.

Related information
Receive only the first section of long email messages,

A skipped content bar appears in a document

More content is available for you to download to your BlackBerry smartphone.

1. To download the content, click the skipped content bar.
2. Click More.

A question mark appears on a slide

A question mark appears on a slide if your BlackBerry smartphone has not downloaded the slide.

1. To download the slide, highlight the slide.
2. Press the key > Retrieve.
Media

How to: Media

Media file basics

Play a media file

1. Do one of the following:
   - On the home screen, click the Media icon. Click a media type. If necessary, click a category.
   - On the home screen or in the Applications folder, click the Voice Notes icon.
2. Click a file.
3. If the media controls don’t appear at the bottom of the screen, click the trackpad.
   - To play a media file, click the ▶ icon.
   - To pause a media file, click the ■ icon.
   - To stop a media file, click the ■ icon.
   - To move to the next media file, click the ▶ icon.
   - To move to the previous media file or the beginning of the media file that’s currently playing, click the ▶ ▶ icon.
   - To fast-forward or rewind a file, click the progress bar. On the trackpad, slide your finger to the right or left. Click the progress bar again.

Related information
Supported audio and video file formats and extensions, 145
Supported picture file extensions, 146

Adjust the volume

- To increase the volume, press the Volume Up key on the right side of your BlackBerry smartphone.
- To decrease the volume, press the Volume Down key on the right side of your smartphone.
- To mute the volume, press the Mute key on the top of your smartphone. To turn off mute, press the Mute key again. If you press the Mute key during a call, your smartphone mutes the call so that you can hear others on the call, but they can’t hear you.
Amplify the volume using the audio boost feature

The audio boost feature allows you to amplify the volume more than the normal volume settings allow for songs, ring tones, and videos.

1. Do one of the following:
   - On the home screen, click the Media icon. Press the key > Media Options.
   - On the home screen or in the Applications folder, click the Voice Notes icon. Press the key > Options.
2. Select the Audio Boost checkbox.
3. Read the warning on the screen and if you want to proceed, click Yes.
4. Press the key > Save.

Improve sound quality for media files

Depending on your BlackBerry smartphone model, this feature might not be supported. To improve sound quality for media files, you must be using stereo headphones with your smartphone.

1. Do one of the following:
   - On the home screen, click the Media icon. Press the key > Media Options.
   - On the home screen or in the Applications folder, click the Voice Notes icon. Press the key > Options.
2. Change the Headset Music EQ field.
3. Press the key > Save.

Copy, move, rename, or delete a file

1. Do one of the following:
   - On the home screen or in a folder, click the Files icon.
   - On the home screen, click the Media icon. Press the key > Explore.
2. Find and highlight a file.
3. Press the key.
   - To copy a file, click Copy. Navigate to a location. Click Paste.
   - To move a file, click Cut. Navigate to a location. Click Paste.
   - To rename a file, click Rename. Type a name for the file. Click Save.
To delete a file, click **Delete**.

### View properties for a file

You can view the size, author, publication date, and other properties of a file.

1. On the home screen or in a folder, click the **Media** icon or **Files** icon.
2. Find and highlight a file.
3. Press the **key > Properties**.

**Related information**
- Hide a file or folder, 136
- View a hidden file or folder, 137

### Change the amount of time before 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.

1. On the home screen, click the **Media** icon.
2. Press the **key > Media Options**.
3. Change the **Close Media Player When Inactive** field.

### Turn on or turn off audio and video shortcuts

By default, your BlackBerry smartphone uses the Volume and Mute keys as shortcuts to play, pause, and skip audio and video files.

1. On the home screen, click the **Media** icon.
2. Press the **key > Media Options**.
3. Select or clear the **Allow Mute and Volume keys to control play, pause, and skip** checkbox.
4. Press the **key > Save**.

**Related information**
- I can’t use a shortcut, 63

### Turn on or turn off media card support

When you turn off media card support, your BlackBerry smartphone can’t access the files that are on your media card. This might be useful if you want to make sure that your files are saved to your smartphone’s built-in media storage rather than your media card.
1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Storage**.
3. Select or clear the **Media Card Support** checkbox.
4. Press the key > **Save**.

**Sort media files**

1. Do one of the following:
   - To sort videos, on the home screen, click the **Media** icon > **Videos** icon. Highlight a video.
   - To sort pictures, on the home screen, click the **Media** icon > **Pictures** icon > **Picture Library** folder.
   - To sort voice notes, on the home screen or in the **Applications** folder, click the **Voice Notes** icon. Highlight a voice note.
2. Press the key > **Sort by**.
3. Click a sorting option.

**About transferring and synchronizing files**

You can transfer and synchronize files between your BlackBerry smartphone and computer using a USB cable, or you can use Bluetooth technology to send files to or receive files from a Bluetooth enabled device.

If you want to manage and preserve the information or the encryption that is associated with your files when you synchronize files between your smartphone and your computer, use the BlackBerry Desktop Software. To download BlackBerry Desktop Manager, from your computer, visit [www.blackberry.com/desktop](http://www.blackberry.com/desktop) and select the appropriate option for your computer. For more information about synchronizing files, see the Help in the BlackBerry Desktop Software.

**Related information**

Transfer files to and from your smartphone, 29

**Transfer files to and from your smartphone**

1. Connect your BlackBerry smartphone to the computer using a USB cable.
2. In the dialog box that appears on your smartphone, select one of the following file transfer options:
   - If you want to transfer most types of files, click **USB Drive**.
   - If you want to synchronize media files that are protected with DRM, click **Sync Media**.
3. If necessary, type your smartphone password. Your smartphone appears as a drive on your computer.
4. On your computer, do one of the following:
   - Drag a file from a location on your computer to a folder on your smartphone.
   - Drag a file from a folder on your smartphone to a location on your computer.

To view the transferred file on your smartphone, disconnect your smartphone from your computer and find the file.

**Related information**
Send a file

Before you begin: To send a video, the video must be recorded in MMS mode.

1. On the home screen or in a folder, click the Media icon or Files icon.
2. Find and highlight a file.
3. Press the key > Send.
4. Click a message type.
5. If necessary, turn on Bluetooth technology and choose a device or pair with a device.

Related information
I can’t attach a file to a text message, 132

Receive a media file using Bluetooth technology

Before you begin: To perform this task, you must turn on Bluetooth technology.

When a media file is sent to your BlackBerry smartphone using Bluetooth technology, a dialog box appears on the screen.

1. In the Accept connection request dialog box, click Yes.
2. In the Do you want to receive the incoming data dialog box, click Yes.

Your smartphone stores each received file in the folder that matches each file’s type.

Supported audio and video file formats and extensions

Depending on your BlackBerry smartphone model and wireless network, some file extensions and file formats might not be supported.

<table>
<thead>
<tr>
<th>File extensions</th>
<th>Video file formats</th>
<th>Audio file formats</th>
</tr>
</thead>
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<tr>
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<td>• H.263</td>
<td>• AAC-LC</td>
</tr>
<tr>
<td>M4A</td>
<td>• H.264</td>
<td>• AAC+</td>
</tr>
<tr>
<td>M4V</td>
<td>• MPEG-4</td>
<td>• eAAC+</td>
</tr>
<tr>
<td>3GP</td>
<td></td>
<td>• AMR-NB</td>
</tr>
<tr>
<td>3G2</td>
<td></td>
<td>• QCELP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• EVRC</td>
</tr>
<tr>
<td>AVI</td>
<td>MPEG-4</td>
<td>MP3</td>
</tr>
</tbody>
</table>
### File extensions

<table>
<thead>
<tr>
<th>Video file formats</th>
<th>Audio file formats</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASF</td>
<td>• Windows Media Video 9</td>
</tr>
<tr>
<td>WMA</td>
<td>• Windows Media Audio 9 and Windows Media Audio 9 Professional</td>
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<td>WMV</td>
<td>• VC-1</td>
</tr>
<tr>
<td></td>
<td>• Windows Media Audio 10 and Windows Media Audio 10 Professional</td>
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<td>MP3</td>
<td>—</td>
</tr>
<tr>
<td>FLAC</td>
<td>—</td>
</tr>
<tr>
<td>OGG</td>
<td>• FLAC</td>
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<td></td>
<td>• Ogg Vorbis</td>
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<tr>
<td>AAC</td>
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</tr>
<tr>
<td></td>
<td>• AAC-LC</td>
</tr>
<tr>
<td></td>
<td>• AAC+</td>
</tr>
<tr>
<td></td>
<td>• eAAC+</td>
</tr>
<tr>
<td>AMR</td>
<td>—</td>
</tr>
<tr>
<td>QCP</td>
<td>—</td>
</tr>
<tr>
<td>WAV</td>
<td>• PCM</td>
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<tr>
<td></td>
<td>• G711 U/A</td>
</tr>
<tr>
<td></td>
<td>• GSM 610</td>
</tr>
<tr>
<td>MID</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Wave Synthesizer</td>
</tr>
</tbody>
</table>

For information about media file extensions and media file formats for your smartphone, visit [www.blackberry.com/docs/smartphones](http://www.blackberry.com/docs/smartphones) and click Smartphones > BlackBerry Smartphones > Supported Media.

**Related information**

Supported picture file extensions, 146

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### Supported picture file extensions

Depending on your BlackBerry smartphone model and wireless network, some file extensions might not be supported.

- BMP
- JPG
For information about media file extensions and media file formats for your smartphone, visit www.blackberry.com/docs/smartphones and click Smartphones > BlackBerry Smartphones > Supported Media.

Related information
Supported audio and video file formats and extensions, 145

Music

Related information
Transfer files to and from your smartphone, 29

Shuffle or repeat songs

1. On the home screen, click the Media icon > Music icon.
2. Do one of the following:
   - To shuffle and play all of your songs, click Shuffle Songs.
   - To shuffle all the songs by an artist, or in an album, genre, or playlist, find and highlight the artist, album, genre, or playlist. Press the key > Shuffle.
   - To repeat the song, playlist, album, or artist that is currently playing, press the key > Repeat > Current Song, Playlist, Album, or All Songs.

To stop shuffling songs, press the key > Shuffle. To stop repeating songs, press the key > Repeat > Off.

Create a standard or an automatic playlist

You create a standard playlist by manually adding songs that are on your BlackBerry smartphone storage space or media card. You create an automatic playlist by specifying criteria for artists, albums, or genres of music. The songs that meet all of the criteria are automatically added to the playlist.

1. On the home screen, click the Media icon > Music icon.
2. Click Playlists > New Playlist.
   - To create a standard playlist, click Standard Playlist. Type a name for the playlist. Click Add Songs. Click a song.
   - To create an automatic playlist, click Automatic Playlist. Type a name for the playlist. Click the plus sign (+) to add criteria for artists, albums, or genres.
3. Press the key > Save.
Add the song that is playing to a playlist

1. When playing a song, press the ▶️ key > Add To Playlist.
2. Click a playlist.

Move or delete a song in a playlist

1. On the home screen, click the Media icon > Music icon.
2. Click Playlists.
3. Click a standard playlist.
4. Highlight a song.
   • To change the location of the song in the playlist, press the ▶️ key > Move. Navigate to a new location. Press the ▶️ key > Complete Move.
   • To delete the song from the playlist, press the ▶️ key > Remove > OK.
5. Press the ▶️ key > Save.

Rename or delete a playlist

1. On the home screen, click the Media icon > Music icon.
2. Click Playlists.
3. Highlight a playlist.
4. Press the ▶️ key.
   • To rename the playlist, click Rename. Type a name for the playlist. Click OK.
   • To delete the playlist, click Delete.

Videos

Related information
Transfer files to and from your smartphone, 29

Change the thumbnail picture for a video

You can pause a video at any time and use the picture that appears on the paused screen as the video’s thumbnail picture.

1. On the home screen, click the Media icon > Videos icon.
2. Play a video.
3. If the media controls don’t appear at the bottom of the screen, click the trackpad.
4. When the video shows the picture that you want to use as the thumbnail picture, click the \[ \] icon.
5. Press the \[ \] key > **Set Video Thumbnail**.

**Display closed captions in videos**

You can turn on closed captions so that text displays on the screen when you play video files that support closed captions.

1. On the home screen, click the **Media** icon.
2. Press the \[ \] key > **Media Options**.
3. Select the **Display Closed Captions** checkbox.
4. If necessary, change the **Appearance** field, **Position** field, and **Font Scale** field.
5. Press the \[ \] key > **Save**.

**Keep backlighting on when you play a video**

By default, backlighting is designed to turn off after a period of time to conserve battery power. You can change your media options so that backlighting stays on when you play a video.

1. On the home screen, click the **Media** icon.
2. Press the \[ \] key > **Media Options**.
3. Clear the **Turn Off Auto Backlighting** checkbox.
4. Press the \[ \] key > **Save**.

To keep backlighting off while you play a video, select the **Turn Off Auto Backlighting** checkbox.

**Video camera**

Depending on your BlackBerry smartphone, the camera or video camera might not be supported or some camera or video camera features might not be available.

**Video camera**

These icons appear at the bottom of the screen in the video camera. You can click these icons.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![start-recording]</td>
<td>Start recording</td>
</tr>
<tr>
<td>![pause-recording]</td>
<td>Pause recording</td>
</tr>
<tr>
<td>![send-video]</td>
<td>Send video</td>
</tr>
<tr>
<td>![rename-video]</td>
<td>Rename video</td>
</tr>
<tr>
<td>![delete-video]</td>
<td>Delete video</td>
</tr>
</tbody>
</table>
Record a video

**Before you begin:** To perform this task, you might need to have a media card inserted in your BlackBerry smartphone.

1. On the home screen, click the **Media** icon > **Video Camera** icon.
2. To start recording, click the icon.
3. To pause recording, click the icon.

**Note:** The approximate amount of storage space available for saving videos appears on the lower part of the screen when video recording is paused.

Turn on or turn off video lighting

In low lighting conditions, the video light can improve the quality of videos that you record.

1. On the home screen, click the **Media** icon > **Video Camera** icon.
2. Press the key > **Options**.
3. Select or clear the **Video Light** checkbox.
4. Press the key > **Save**.

Turn on or turn off auto focus

1. On the home screen, click the **Media** icon > **Video Camera** icon.
2. Press the key.
3. Select or clear the **Auto focus** option.

Change the video camera scene mode

You can change the scene mode in the video camera to optimize the settings for different environments.

1. On the home screen, click the **Media** icon > **Video Camera** icon.
2. Press the key > **Options**.
3. Change the **Scene Mode** field.
4. Press the key > **Save**.

Change the video size and format

The larger the video, the more storage space the video requires.

1. On the home screen, click the **Media** icon > **Video Camera** icon.
2.
Press the \( \text{key} > \text{Options} \).

3. Change the **Video Format** field.

4. Press the \( \text{key} > \text{Save} \).

**Related information**

View properties for a file, 115

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### Reduce blurriness in the videos that you take

The image stabilization option helps reduce blurriness that is caused by slight movements of the video camera when you are recording a video.

1. On the home screen, click the **Media** icon > **Video Camera** icon.
2. Press the \( \text{key} > \text{Options} \).
3. Select the **Image Stabilization** checkbox.
4. Press the \( \text{key} > \text{Save} \).

---

### Change the location for storing videos that you take

1. On the home screen, click the **Media** icon > **Video Camera** icon.
2. Press the \( \text{key} > \text{Options} \).
3. If you have a media card inserted in your BlackBerry smartphone, you can change the **Store Videos** field.
4. Change the **Folder** field.
5. Press the \( \text{key} > \text{Save} \).

---

### Camera

Depending on your BlackBerry smartphone, the camera or video camera might not be supported or some camera or video camera features might not be available.

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### Camera at a glance
Camera icons

These icons appear at the bottom of the screen in the camera. You can click these icons.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>📸</td>
<td>View pictures</td>
<td></td>
</tr>
<tr>
<td>🗼</td>
<td>Geotagging is turned on</td>
<td>Geotagging is turned on</td>
</tr>
<tr>
<td>💡</td>
<td>Geotagging is turned off</td>
<td>Take another picture</td>
</tr>
<tr>
<td>💡</td>
<td>Flash is turned on</td>
<td>Flash is turned off</td>
</tr>
<tr>
<td>🌚</td>
<td>Automatic flash mode</td>
<td>Scene mode</td>
</tr>
</tbody>
</table>

Take a picture

1. On the home screen, click the **Camera** icon.
2. If you have turned on digital zoom, on the trackpad, slide your finger up or down to zoom in or out.
3. Press the **Right Convenience** key.

The picture is saved to the Camera Pictures folder in the Pictures application. To open the picture, click the picture preview at the bottom of the screen.

Change the flash setting for pictures that you take

1. On the home screen, click the **Camera** icon.
2. To switch between flash settings, click the flash icon at the bottom of the screen.

When you close the camera, the flash setting is saved.

Change the camera scene mode

You can change the scene mode in the camera to optimize the settings for different environments. Descriptions of the scene modes are available on the camera.

1. On the home screen, click the **Camera** icon.
2. To change the camera scene mode, click the scene mode icon at the bottom of the screen.
3. Select a scene mode.

When you close the camera, the scene mode is saved.

Change the size of pictures that you take

The larger the picture is, the more storage space the picture requires.

1. On the home screen, click the **Camera** icon.
2. Press the **key > Options**.
3. Change the **Image Size** field.
4. Press the **key > Save**.

**Related information**

[View properties for a file](115)

Geotag pictures that you take

The geotag option in the camera records the geographical information of the location in which you take a picture.

1. On the home screen, click the **Camera** icon.
2. Click the geotag icon at the bottom of the screen.

The geotag information can be viewed in the properties of the picture file.

Change the autofocus setting

1. On the home screen, click the **Camera** icon.
2. Press the **key > Autofocus**.
   - For moving subjects, click **Continuous**.
   - For still subjects, click **Single Shot**.
• To turn off autofocus, click Off.

Turn off digital zoom for the camera
1. On the home screen, click the Camera icon.
2. Press the key > Options.
3. Clear the Digital Zoom checkbox.
4. Press the key > Save.

Reduce blurriness in the pictures that you take
The image stabilization option helps reduce blurriness that is caused by slight movements of the camera when you are taking a picture.
1. On the home screen, click the Camera icon.
2. Press the key > Options.
3. Select the Image Stabilization check box.
4. Press the key > Save.

Change the review duration of the pictures that you take
You can set how long a picture remains on the screen after you take it, or turn off that option so that you can take another picture right away.
1. On the home screen, click the Camera icon.
2. Press the key > Options.
   • To change the review duration, change the Picture Review field to a time.
   • To keep the picture on the screen after you take it until you press the key, change the Picture Review field to Hold.
   • To prevent the picture from staying on the screen after you take it, change the Picture Review field to Off.
3. Press the key > Save.

Change when the camera warns you about the number of pictures remaining
A warning appears notifying you when the amount of storage for pictures drops below a certain number. You can see the number of remaining pictures in the Storage section of the Options screen.
1. On the home screen, click the Camera icon.
2.
Press the key > Options.

3. Change the Warn when pictures remaining drops to field.

4. Press the key > Save.

Change the location for storing pictures that you take

**Before you begin:** To perform this task you must have a media card inserted in your BlackBerry smartphone.

1. On the home screen, click the Camera icon.

2. Press the key > Options.

3. Change the Store Pictures field.

4. Press the key > Save.

**Pictures**

**Related information**
Transfer files to and from your smartphone, 29

**Pictures 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.
3. Press the **key** > **Set As Wallpaper**.

**Related information**

- **My display changed**, 239

Zoom, pan, or rotate a picture

In a picture, do one of the following:

- To zoom in to the picture, click the trackpad.
- To zoom out from the picture, press the **key**.
- To pan the picture, when you are zoomed into it, slide your finger on the trackpad in any direction.
- To rotate the picture, press the **key** > **Rotate**.

**Related information**

- **I receive an error message after I rotate a picture**, 160

Save a picture from a text message or a webpage

You can save picture files, such as .jpg, .png, .gif, or .bmp files, to the BlackBerry smartphone storage space or a media card.

1. Open a picture attachment in a text message or highlight a picture on a webpage.
2. Press the **key** > **Save Image** > **Save**.

View pictures as a slide show

A slide show displays all the pictures in a category or folder in sequence.

1. On the home screen, click the **Media** icon > **Pictures** icon.
2. Click a category.
3. Press the **key** > **View Slide Show**.

To close the slide show, press the **key**.
Change your slide show options

1. On the home screen, click the Media icon.
2. Press the \key> key > Media Options.
   - To change the number of seconds between slides in a slide show, change the Slide Show Interval field.
   - To change the type of slide transition used, change the Slide Show Transitions field.
3. Press the \key> key > Save.

View pictures in list view or thumbnail view

1. On the home screen, click the Media icon > Pictures icon.
2. Click a category.
3. Press the \key> key > View > Thumbnails or List.

Organize pictures by date or folder

1. On the home screen, click the Media icon > Pictures icon.
2. Press the \key> key > View by Date or View by Folder.

Create a picture folder

1. On the home screen, click the Media icon > Pictures icon.
2. Press the \key> key > Add Folder.
3. If necessary, change the location that the folder is created in.
4. Type a name for the folder.
5. Click OK.

Voice notes

Related information
Transfer files to and from your smartphone, 29

Record a voice note

1. On the home screen or in the Applications folder, click the Voice Notes Recorder icon.
2.
3. Do any of the following:
   - To pause recording, click the \( \bullet \) icon. To resume recording, click the \( \bullet \) icon.
   - To stop recording, click the \( \square \) icon. Click the \( \square \) icon.

**Note:** When you stop recording a voice note, the voice note is automatically saved.

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**Troubleshooting: Media**

### Some features aren't available on my smartphone

The availability of certain features on your BlackBerry smartphone might be affected by items such as your smartphone model and wireless service plan.

Depending on your messaging service plan, some features or options might not be available in the message options on the Email Preferences screen.

If your email account is associated with a BlackBerry Enterprise Server, your administrator might add IT policy rules to your smartphone that determine the features and settings that are available and whether you can add or update an app. If your administrator has turned off a feature or set an option for you, the option might not appear, the option might appear grayed out, or a lock indicator appears beside the option field.

If your smartphone was previously associated with a BlackBerry Enterprise Server and your administrator hasn’t removed IT policy rules from your smartphone, you can use the BlackBerry Desktop Software to remove the IT policy rules. For more information, visit [www.blackberry.com/btsc](http://www.blackberry.com/btsc) and read KB18998.

For more information about the features that are available on your smartphone, contact your wireless service provider or administrator, or visit [www.blackberry.com/go/devices](http://www.blackberry.com/go/devices).

**Related information**

- Feature availability, 26

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### I can't save media files

Your BlackBerry smartphone or media card might not have enough available storage space to store media files.

Try the following actions:

- If you’re trying to save a media file to your smartphone, delete old data or messages from your smartphone.
- If you’re trying to save a media file on your media card, delete old media files.
In the camera options, verify that the **Image Size** field isn’t set to **Large**. Large pictures use more storage space than smaller pictures.

In the video camera options, verify that the **Video Format** field is set to a smaller format. Large videos use more storage space than smaller videos.

**Related information**
- Delete a message, 99
- Copy, move, rename, or delete a file, 136
- Change the size of pictures that you take, 153
- Change the video size and format, 150

I can't open media files

Try the following actions:

- If you’re trying to open a media file on your BlackBerry smartphone and your smartphone is connected to your computer, disconnect your smartphone from your computer.
- If you encrypted the media files on your media card using an encryption key that your BlackBerry smartphone generated and you’re trying to open an encrypted media file on your computer or a device other than the BlackBerry smartphone that you used to encrypt the file, insert the media card into the BlackBerry smartphone that you used to encrypt the file. On the home screen or in a folder, click the **Options** icon. Click **Security > Encryption**. In the **Media Card** section, change the **Mode** field to **Device Password**.
- For more information about synchronizing media files, see the Help in the BlackBerry Desktop Software.

**Related information**
- About file encryption, 311

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, 143

The flash or video light dims or turns off

If the camera has a flash or the video light is turned on, and the battery power level drops below 20 percent, the flash or video light dims to conserve battery power. In cold temperatures, when the battery power level drops below 20 percent, the flash or video light might turn off.
Some pictures that I take are blurry

In low lighting conditions, the camera might compensate for the lack of exposure by using a slower shutter speed. If you move the camera before the shutter clicks, the picture might be blurry. If the camera is using a slower shutter speed, an exclamation point indicator appears at the bottom of the screen.

Depending on your BlackBerry smartphone model, you might be able to decrease the blurriness in pictures that is caused by slight movements of the camera by turning on image stabilization in the camera options.

I receive an error message after I rotate a picture

Every time you rotate a picture, your BlackBerry smartphone automatically tries to save the picture's new direction. You might receive an error message if the picture is copyright protected, over a certain file size, or isn't in a JPG or PNG format. If the picture isn't copyright protected and if you have a third-party image editing application, you might be able to reduce the size of your picture or change the format of your picture to JPG or PNG and then try to rotate the picture again.

My smartphone isn't using the correct ring tone or wallpaper

If you're using a ring tone or wallpaper picture that you encrypted on your BlackBerry smartphone or on the media card using your smartphone password and you reset your smartphone, unlock your smartphone.

Related information
Lock or unlock your smartphone, 31

I can't use a shortcut

Try the following actions:

- Depending on the typing input language that you’re using, some shortcuts might not be available. Try changing the typing input language.
- If media shortcuts aren’t working, verify that you have turned on audio and video shortcuts in the Media options.

Related information
Change an input or display language, 232
Turn on or turn off audio and video shortcuts, 143
Ring tones, sounds, and alerts

How to: Ring tones, sounds, and alerts

Icons for sound and alert profiles

The icon for the sound and alert profile that’s active appears at the top of the home screen, under the date. You can click the icon to switch to a different sound profile or to change notification options. For example, you can change the volume or ring tone for certain profiles or add a custom profile.

<table>
<thead>
<tr>
<th>Normal profile</th>
<th>Phone Calls Only profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loud profile</td>
<td>Custom profile</td>
</tr>
<tr>
<td>Medium profile</td>
<td>Silent profile</td>
</tr>
<tr>
<td>Vibrate Only profile</td>
<td>All Alerts Off profile</td>
</tr>
</tbody>
</table>

About ring tones, sounds, and alerts

The profile that you select in the Sound and Alert Profiles application defines how your BlackBerry smartphone alerts you of phone calls, messages, reminders, and browser content.

Your smartphone has a Normal profile and five other preloaded profiles: Loud, Medium, Vibrate Only, Silent, and Phone Calls Only. By default, some of the settings in the preloaded profiles are based on the settings in the Normal profile. For example, when you change the ring tone in the Normal profile, the ring tone in the Loud profile, Medium profile, and Phone Calls Only profile is automatically updated. If you don't want specific settings for a preloaded profile to update automatically when you change the corresponding setting in the Normal profile, you can manually change the settings in that preloaded profile.

Related information

Icons for sound and alert profiles, 161
Change your ring tone, notifiers, reminders, or alerts

In any sound profile, you can change your ring tone or notifier tone to an audio file that’s stored in your BlackBerry smartphone’s built-in media storage or media card. You can also change the options for volume, notifications during calls, LED, and vibration in all of the profiles. The All Alerts Off profile can't be changed.

1. On the home screen, click your Sound and Alert Profiles icon.
2. Click Change Sounds and Alerts > Sounds for Selected Profile.
   - To change your ring tone or ring volume, 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 smartphone or on a media card, click All Music. Find and click a song.
   - 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
I can't change the number of times that my smartphone rings, 85
Add or delete a contact alert, 163
Add or delete a custom sound profile, 162
Icons for sound and alert profiles, 161

Add or delete a custom sound profile

In addition to the preloaded sound profiles, you can create your own custom sound profiles.

1. On the home screen, click your Sound and Alert Profiles icon.
2. Click Change Sounds and Alerts > Profile Management > Add Custom Profile.
3. In the Name field, type a name for the profile.
4. Click the item that you want to change.
5. Change the ring tone, notifier, or reminder information.
6. Press the key > Save.

To delete a custom sound profile, highlight the profile. Press the key > Delete.

Related information
Icons for sound and alert profiles, 161
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 your **Sound and Alert Profiles** icon.
2. Click **Change Sounds and Alerts > Sounds for Contacts > Add Contact Alert**.
3. In the **Name** field, type the name of the contact alert.
4. In the **Contacts** field, type the name of the contact.
5. Click a contact.
6. Change the ring tone and alert information for calls and messages.
7. Press the **key > Save**.

To delete a contact alert, highlight the contact alert that you want to delete. Press the **key > Delete**.

**Related information**

[Icons for sound and alert profiles](#), 161

Silence your smartphone

1. On the home screen, click your **Sound and Alert Profiles** icon.
2. Do one of the following:

   - To receive flashing LED alerts only, click the **icon.
   - To receive vibrate alerts only, click the **icon.
   - To turn off all alerts, including contact alerts, click the **icon.

When a ring tone, reminder, or alert sounds, press the **key on the top of your BlackBerry smartphone. You can also open or close the slider to silence a reminder or alert.

**Related information**

[Silence the alarm](#), 207

[Icons for sound and alert profiles](#), 161
Flashing LED color descriptions

The LED on the top of your BlackBerry smartphone flashes different colors to indicate the statuses described.

<table>
<thead>
<tr>
<th>Flashing LED color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Indicates that you're in a wireless coverage area. You can turn on or turn off this notification.</td>
</tr>
<tr>
<td>Blue</td>
<td>Indicates that your smartphone is connected to a Bluetooth enabled device. You can turn on or turn off this notification.</td>
</tr>
<tr>
<td>Red</td>
<td>Indicates that you have received a new message. The LED also flashes when your smartphone accesses data on a smart card. You can turn on or turn off this notification. You can also change the LED color for ring tones, message notifications, event reminders, and other application notifications using the sound and alert profiles.</td>
</tr>
<tr>
<td>Amber</td>
<td>Indicates that the battery power level has dropped to low and needs to be charged. You can’t turn on or turn off this notification. The amber LED flashes when your smartphone is turned off and charging, this indicator changes to solid green when the battery is fully charged.</td>
</tr>
</tbody>
</table>

Related information
Turn on flashing LED notification for wireless coverage, 237
Turn off or turn on the Bluetooth connection notification, 292

Change alarm notification options

1. On the home screen or in the Applications folder, click the Clock icon.
2. Press the key > Options.
3. In the Alarm section, change the Alarm Tone field, Volume field, Snooze Time field, and Vibration field.
4. Press the key > Save.

Turn on or turn off event sounds

Event sounds alert you when you turn on or turn off your BlackBerry smartphone, when the battery power level is full or low, and when you connect or disconnect a USB cable or accessory to or from your smartphone.

1. On the home screen or in a folder, click the Options icon.
2. Click Accessibility.
3. Change the Event Sounds field.
Troubleshooting: Ring tones, sounds, and alerts

My smartphone is ringing or vibrating more times than expected

For calls, the number of times that your BlackBerry smartphone vibrates isn’t determined by the number of vibrations that you set in your sound profile, and there’s no setting for the number of rings if you don’t subscribe to voice mail. Your smartphone vibrates or rings until the caller or the wireless network ends the connection.

My smartphone isn't ringing or vibrating when I receive a call or message

Try the following actions:

- On the home screen, click your 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 your 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.
Browser

How to: Browser

Browser at a glance

- **Type a web address**
  Tap the address bar to open the touch screen keyboard

- **Open a pop-up menu of common actions**
  Touch and hold the screen

- **Open tab view**
  Open your bookmarks and history

- **Zoom/pan**
  To zoom, slide your finger and thumb together or apart, or click the trackpad.
  To pan a zoomed page, slide your finger on the screen or trackpad.

- **Close the selected tab**
  Open a webpage in a new tab
Browser basics

Browsing the Internet

Browse the Internet

For more information on the charges associated with using the browser, contact your wireless service provider.

1. On the home screen, click the Browser icon.
2. In the address bar, type a web address or search terms.
3. Press the key on the keyboard.

To stop loading a webpage, press the key > Stop.

Zoom in to or out from a webpage

On a webpage, press the key > Zoom.

- To zoom in, on the trackpad, slide your finger up.
- To zoom out, on the trackpad, slide your finger down.

To turn off zoom mode, press the key.

Open, close, or switch between tabs

With tabbed browsing, you can open multiple webpages on your BlackBerry smartphone at the same time. If you open a link in a message, calendar entry, or memo, the link automatically opens in a new tab. The more tabs you have open, the more memory your smartphone uses.

Do one of the following:

- To open a new tab, in the browser, press the key > Tabs. Click the New Tab icon.
- To open a new tab for a link on a webpage, highlight the link. Press the key > Open Link in New Tab.
- To switch between tabs, in the browser, press the key > Tabs. Click a tab.
- To close a tab, in the browser, press the key > Tabs. Highlight a tab. Click the icon.

Turn on browser shortcuts

1. On the home screen, click the Browser icon.
2. Press the key > Options.
3. In the **General** section, select the **Enable Keyboard Shortcuts** checkbox.
4. Press the **key > Save.**

**Related information**

*Shortcuts: Browser*, 60

**Search for text in a message, in a file, or on a webpage**

**Before you begin:** To search for text in a presentation, you must view the presentation in text view or in text and slide view.

1. In a message, in a file, in an attachment, or on a webpage, press the **key > Find or Find on Page.**
2. Type the text.
3. Press the **key on the keyboard.**

To search for the next instance of the text, press the **key > Find Next or Find Next on Page.**

**View your browser history**

1. On the home screen, click the **Browser** icon.
2. Scroll to the **History** section.

**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.**

**Move back, move forward, or refresh a webpage**

On a webpage, press the **key.**

- To move back or forward a webpage, click **Back** or **Forward.**
- To refresh a webpage, click **Refresh.**

**Return to the browser home page**

**Before you begin:** To perform this task, you must have a browser home page set on your BlackBerry smartphone.

1. 168
On a webpage, press the \key{home} key.

2. Click Home.

Close the browser

1. On a webpage, press the \key{home} key.
2. Click Close.

Playing media files, viewing pictures, and downloading files

View a full picture on a webpage

1. On a webpage, highlight or pause on a picture.
2. Press the \key{home} key > View Image.

- To zoom in to or out from the picture, press the \key{home} key > Zoom.
- To stop zooming, press the \key{home} key > End Zoom.
- To return the picture to its original size, press the \key{home} key.

Play a media file on a webpage

1. On a webpage, click a media file.
2. Click Open.

Related information

Supported audio and video file formats and extensions, 145

Open, play, or download a file from a webpage

You can download multiple files at once. When you download a file, the Downloads screen appears so that you can check the progress of your downloads.

On a webpage, click the file that you want to open, play, or download.

- To open or play the file, click Open.
- To download the file, in the Save dialog box, click Yes.

Copying and sending web addresses

Copy an address for a web page, link, or picture

Do any of the following:
• To copy an address for a web page, press the key > Copy Page Address.
• To copy an address for a link, pause on or highlight a link. Press the key > Copy Link.
• To copy an address for a picture, pause on or highlight a picture. Press the key > Copy Image Link.

To paste the address, press the key > Paste.

Send a web address, link, or picture

1. On the home screen, click the Browser icon.
   • To send a web address for a webpage that is in your bookmark folder or browser history, highlight a webpage.
   • To send a different web address, browse to a webpage.
   • To send a link or picture from a webpage, highlight a link or picture.
2. Press the key > Send Page Address, Send Link, or Send Image Link.
3. Click a message type.

To return to the browser after you send the message, press the key.

Send a link or picture from a webpage

1. On a webpage, pause on or highlight a link or picture.
2. Press the key > Send Link or Send Image Link.
3. Click a message type.

To return to the browser after you send the message, press the key.

Browser bookmarks

About bookmarks for webpages

You can bookmark webpages that you visit frequently. When you bookmark a webpage, you can set whether you want the browser to check the webpage for updates periodically. Bookmarks that have been updated since the last time you visited them appear in italic.

Bookmark a webpage

1. On a webpage, press the key > Add to Bookmarks.
2. In the Title field, type a name for the bookmark.
3. In the Folder field, click the folder that you want the bookmark to appear in.
4. Click **Add**.

**Change or delete a bookmark for a webpage**

You might not be able to change or delete bookmarks added by your wireless service provider.

1. On the home screen, click the **Browser** icon.
2. Click **Bookmarks**.
3. Highlight a bookmark.
4. Press the **key**.
   - To change a bookmark, click **Edit**. Change the bookmark. Press the **key**. Click **Save**.
   - To delete a bookmark, click **Delete**.

**Send a bookmark for a webpage**

1. On the home screen, click the **Browser** icon.
2. Press the **key > Bookmarks**.
3. Highlight a bookmark.
4. Press the **key > Send Link**.
5. Click a message type.

To return to the browser after you send the message, press the **key**.

**Move a bookmark for a webpage**

1. On the home screen, click the **Browser** icon.
2. Press the **key > Bookmarks**.
3. Highlight a bookmark.
4. Press the **key > Move**.
5. Click the new location.

**Add, rename, or delete a bookmark folder for webpages**

1. On the home screen, click the **Browser** icon.
2. Press the **key > Bookmarks**.
3. Highlight a bookmark folder.
4. Press the **key**.
To add a bookmark folder, click Add Subfolder.

To rename a bookmark folder, click Rename Folder. Type a new name for the folder. Press the key on the keyboard.

To delete a bookmark folder, click Delete Folder.

Browser options

Change your browser home page or start page

1. On the home screen, click the Browser icon.
2. Press the key > Options.
3. In the General section, do one of the following:
   • To change the browser home page, in the Home Page field, type a web address.
   • To use your browser home page as the start page when you first open the browser, change the Start Page field to Home Page.
4. Press the key > Save.

Change the font size for text on webpages

1. On the home screen, click the Browser icon.
2. Press the key > Options.
3. In the Web Content section, change the Default Font Size field.
4. Press the key > Save.

Change your default search engine

Your default search engine in the browser is also the default search engine that your BlackBerry smartphone uses when you search the Internet using the search icon on the home screen.

1. On the home screen, click the Browser icon.
2. Press the key > Options.
3. In the General section, click Manage Search Engines.
4. Click a search engine.

Related information
Add a search engine from a website, 173
Add a search engine from a website

You can try adding a search engine if the search engine that you want to use doesn't appear as an option when you are changing your default search engine.

On the home screen, click the Browser icon.

- To add a search engine from a link on a website, browse to the website. Click the link. Click Add.
- To add a search engine from a website that doesn't provide a link, press the key. If New Search Engine appears in the menu, click New Search Engine > Add. If New Search Engine doesn't appear in the menu, the website doesn't support this feature.

Set the character encoding for all webpages

By default, your BlackBerry smartphone uses the optimal character encoding for a webpage.

1. On the home screen, click the Browser icon.
2. Press the key > Options.
3. In the Web Content section, change the Default text encoding field.
4. Press the key > Save.

Stop loading images or playing embedded media files on webpages

1. On the home screen, click the Browser icon.
2. Press the key > Options.
3. In the Web Content section, do one of the following:
   - To stop loading images on webpages, clear the Load Images checkbox.
   - To stop playing embedded media files on webpages, clear the Enable Embedded Media Files checkbox.
4. Press the key > Save.

Stop blocking pop-ups on webpages

1. On the home screen, click the Browser icon.
2. Press the key > Options.
3. In the Web Content section, clear the Block Popups checkbox.
Receive a prompt before you close the browser or stream media from the Internet

1. On the home screen, click the **Browser** icon.
2. Press the **Key > Options**.
3. In the **General** section, below **Prompt Before**, do one of the following:
   - To receive a prompt confirming that you want to close the browser when you have multiple tabs open, select the **Closing Tabs on Exit** checkbox.
   - To receive a prompt confirming that you want to close the browser after you press the **Key**, select the **Closing Browser on Escape** checkbox.
   - To receive a prompt before your BlackBerry smartphone uses your wireless service provider’s browser portal to stream media from the Internet, select the **Switching to Carrier Network for Streaming Media** checkbox.
4. Press the **Key > Save**.

Delete browser history

1. On the home screen, click the **Browser** icon.
2. Click **History**.
3. Press the **Key > Clear All > Delete**.

Delete browsing information

Your BlackBerry smartphone saves some information in your browser to improve your browsing experience. You can delete password information, browser history, download history, cookies, content that has been pushed to your smartphone, and the browser cache.

1. On the home screen, click the **Browser** icon.
2. Press the **Key > Options**.
3. In the **Privacy and Security** section, below **Clear Browsing Data**, select the checkboxes beside the types of browsing information that you want to delete.
4. Click **Clear Now**.

Turn off cookies in the browser

1. On the home screen, click the **Browser** icon.
2. Press the **Key > Options**.
3. In the **Privacy & Security** section, clear the **Accept Cookies** checkbox.
4. 
Press the \( \text{Menu} \) key > \text{Save}.

**Turn off JavaScript support**

JavaScript is used on some webpages to provide interactive features, such as menus and sounds. If you do not want the browser to provide JavaScript features, you can turn off JavaScript support.

1. On the home screen, click the Browser icon.
2. Press the \( \text{Menu} \) key > Options.
3. In the Web Content section, clear the Enable JavaScript checkbox.
4. Press the \( \text{Menu} \) key > \text{Save}.

**Turn on geolocation in the browser**

If you turn on geolocation in the browser, some websites might be able to determine your approximate location.

1. On the home screen, click the Browser icon.
2. Press the \( \text{Menu} \) key > Options.
3. In the Privacy & Security section, select the Enable Geolocation checkbox.
4. Press the \( \text{Menu} \) key > \text{Save}.

When you visit a website that requests your location, a dialog box appears. If you select the Don't ask again for this website checkbox, the website and the permissions that you set for it are saved in Geolocation Permissions in your browser options.

**Browser security**

**About TLS**

The browser is designed to use TLS or SSL to encrypt data that your BlackBerry smartphone sends or receives over the Internet through the BlackBerry Enterprise Server. Communication between your smartphone and the BlackBerry Enterprise Server is encrypted using Triple DES. Communication between the BlackBerry Enterprise Server and content servers is encrypted using SSL or TLS. To increase security, you can set up TLS for HTTP connections between your smartphone and the BlackBerry Enterprise Server and use Triple DES encryption for all other communication between your smartphone and the BlackBerry Enterprise Server.

**Browser security options**

If your email account uses a BlackBerry Enterprise Server, you might not be able to change your browser security options.
If you change a browser security option, other applications on your BlackBerry smartphone that access a server might be affected.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit SSL 3.0</td>
<td>Specify whether your browser accepts SSL connections. If you do not select this option, your browser allows only TLS connections.</td>
</tr>
<tr>
<td>Permit Insecure Renegotiation</td>
<td>Specify whether your browser accepts connections to servers that allow insecure renegotiation. If you do not select this option, you might not be able to access some websites.</td>
</tr>
<tr>
<td>Encryption Strength</td>
<td>Specify whether your browser only accepts and sends data that is encrypted using 128-bit encryption, change this field to Strong Only. To accept and send data that is encrypted using 128-bit encryption or 56-bit encryption, change this field to Allow Weak.</td>
</tr>
<tr>
<td>Digest Strength</td>
<td>Specify whether your browser accepts data with weak digest algorithms or accepts only data with strong digest algorithms. The stronger the digest algorithm is, the more secure your browsing experience is. To accept data with weak digest algorithms, change this field to Allow Weak. To accept only data with strong digest algorithms, change this field to Strong Only. To be prompted to accept data with weak digest algorithms, change this field to Prompt. Depending on the options that your administrator sets, you might not be able to change this option.</td>
</tr>
<tr>
<td>Server Exceptions</td>
<td>View a list of servers that have certificate problems you have accepted. To stop permitting a connection to a website with a certificate problem, highlight the server exception. Press the key &gt; Delete.</td>
</tr>
</tbody>
</table>

**Related information**

Manage browser security, 176

**Manage browser security**

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Advanced Security Settings > TLS**.
3. Set the security options.
4. Press the key > **Save**.

**Related information**

Browser security options, 175
Add a trusted content server

If your email account uses a BlackBerry Enterprise Server, you can add content servers to your list of trusted content servers to accelerate the authentication process when you are authenticating with a content server.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > TLS.
3. In the Proxy TLS section, highlight the Trusted Servers field.
4. Press the key > Add Host.
5. Type the web address for the content server.
6. Click OK.
7. Press the key > Save.

Add or change a website that is associated with a certificate

To access some websites, you might need to provide an authentication certificate. After you provide a certificate to a website, the website and the associated certificate are automatically added to the Default Client Certificates list in your TLS options. You can manually add or change a website that is associated with a certificate.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > TLS.
   - To manually associate a website with a certificate, highlight the Default Client Certificates field. Press the key > Add Host. In the Host Name field, type the website name. In the Certificate field, select the certificate that is associated with the website. Click OK.
   - To change a website that is associated with a certificate, in the Default Client Certificates list, highlight an item. Press the key > Edit. Change the certificate. Click OK.
3. Press the key > Save.

Browser push

About browser push

Browser push is designed to push information from a web application to your BlackBerry smartphone as the information becomes available. For example, you can receive updates for weather reports, stock quotes, or breaking news. When your smartphone receives an update, a new browser push message might appear in the messages application or an icon on the Home screen might change to indicate that new information is available. The web application might also push updated information to your browser cache without notifying you. If information is pushed to your browser cache, the information is available on your smartphone even when your smartphone is not connected to the wireless network. Web applications that use browser push automatically push updates to your smartphone, unless you turn off browser push.
Your smartphone supports different types of browser push messages. Service loading messages and service indication messages include updated information. Other browser push messages include messages that appear in your browser cache.

**Browser push options**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process MDS</td>
<td>Set whether your BlackBerry smartphone accepts browser push messages from the BlackBerry Enterprise Server or the BlackBerry Internet Service.</td>
</tr>
<tr>
<td>MDS Hosts</td>
<td>Set whether your smartphone accepts push messages from all BlackBerry Enterprise Server instances or BlackBerry Internet Services.</td>
</tr>
<tr>
<td>Process SMSC</td>
<td>Set whether your smartphone accepts push messages that are SMS-based.</td>
</tr>
<tr>
<td>SMSC Hosts</td>
<td>Set which SMSC hosts your smartphone accepts browser push messages from. To accept browser push messages from a specific SMSC host, type the phone number for the SMSC host.</td>
</tr>
<tr>
<td>Process IP</td>
<td>Set whether your smartphone accepts browser push messages that web applications send through a WAP gateway.</td>
</tr>
<tr>
<td>IP Hosts</td>
<td>Set which WAP gateways your smartphone accepts browser push messages from. To accept browser push messages from a specific IP host, type the IP address for the WAP gateway.</td>
</tr>
</tbody>
</table>

**Turn off browser push**

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Advanced System Settings > Browser Push**.
3. Clear the **Enable Push** checkbox.
4. Press the **key > Save**.

**RSS feeds**

For more information about using RSS feeds on your BlackBerry smartphone, on the Home screen or in a folder, click the **Social Feeds** icon. Press the **key > Help**.

**About RSS feeds**

You can add RSS feeds to your BlackBerry smartphone so that you receive updates on your favorite blogs and websites. You can add RSS feeds directly from a webpage or by using the Social Feeds application. With the Social Feeds application, you can stay current with your social networks and view your RSS feeds in one location.
Add an RSS feed from the browser

1. In the browser, on a webpage with an RSS feed, press the \( \text{⌘} \text{key}. \)
2. Click \textbf{Subscribe to RSS Feed}. 
3. Select the checkbox beside each feed that you want to add. 
4. Click \textbf{Subscribe}. 
5. Click \textbf{OK}. 

Tips: Browser

Turn on browser shortcuts

1. On the home screen, click the \textbf{Browser} icon. 
2. Press the \( \text{⌘} \text{key} > \text{Options}. \)
3. In the \textbf{General} section, select the \textbf{Enable Keyboard Shortcuts} checkbox. 
4. Press the \( \text{⌘} \text{key} > \text{Save}. \)

Related information
Shortcuts: Browser, 60

Shortcuts: Browser

To use browser shortcuts, you might need to turn on shortcuts in the browser options. Depending on the typing input language that you are using, some shortcuts might not be available.

<table>
<thead>
<tr>
<th>Action</th>
<th>Key Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert a period (.) in the address bar</td>
<td>Press the \space\ key.</td>
</tr>
<tr>
<td>Insert a slash mark (/) in the address bar</td>
<td>Press the \text{⌥}\text{A} key and the \space\ key.</td>
</tr>
<tr>
<td>Stop loading a webpage</td>
<td>Press the \text{_esc}\ key.</td>
</tr>
<tr>
<td>Close the browser</td>
<td>Press and hold the \text{_esc}\ key.</td>
</tr>
</tbody>
</table>
On a webpage

<table>
<thead>
<tr>
<th>Action</th>
<th>Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quickly switch between tabs</td>
<td>Press W</td>
</tr>
<tr>
<td>Zoom in to a webpage</td>
<td>Press I</td>
</tr>
<tr>
<td>Zoom out from a webpage</td>
<td>Press O</td>
</tr>
<tr>
<td>Go to the start page</td>
<td>Press G</td>
</tr>
<tr>
<td>Return to the browser home page</td>
<td>Press H</td>
</tr>
<tr>
<td>Open the bookmark folder</td>
<td>Press K</td>
</tr>
<tr>
<td>Bookmark a webpage</td>
<td>Press A</td>
</tr>
<tr>
<td>View a list of webpages that you have visited recently</td>
<td>Press Y</td>
</tr>
<tr>
<td>Refresh a webpage</td>
<td>Press R</td>
</tr>
<tr>
<td>Find text on a webpage</td>
<td>Press F. To find the next instance of the text, press V.</td>
</tr>
<tr>
<td>Open the browser options</td>
<td>Press S</td>
</tr>
</tbody>
</table>

Move around a webpage

<table>
<thead>
<tr>
<th>Action</th>
<th>Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move up a screen</td>
<td>Press the  key and the  key.</td>
</tr>
<tr>
<td>Move down a screen</td>
<td>Press the  key.</td>
</tr>
<tr>
<td>Move to the top of a webpage</td>
<td>Press T</td>
</tr>
<tr>
<td>Move to the bottom of a webpage</td>
<td>Press B</td>
</tr>
</tbody>
</table>

Related information

Turn on browser shortcuts, 167
Troubleshooting: Browser

I can't open a new tab

You might not have enough available memory on your BlackBerry smartphone. Try the following actions:

• Close a tab that you don’t need.
• Close other applications that don’t need to be open.

Related information
Close an app so that it is not running in the background, 254

I receive a prompt to switch networks when I stream a song or video

If you receive a prompt to switch networks, you can’t stream songs or videos with the Internet connection that you are using. If you switch networks, extra fees might apply. For more information, contact your wireless service provider or administrator.

To stop receiving this prompt, in the browser, press the key > Options. In the General section, below Prompt Before, clear the Switching to Carrier Network for Streaming Media checkbox.

I cannot play a song or video on a web page

Your BlackBerry smartphone might not support the size or file format of the song or video file.

No browser is available on my smartphone

Depending on your wireless service plan, this feature might not be supported.

Verify that your BlackBerry smartphone is connected to the wireless network.

Related information
Turn on, turn off, or check the status of a network connection, 266
Calendar

How to: Calendar

Synchronizing calendar

About synchronization and reconciliation

The wireless data synchronization and wireless email reconciliation features are designed to synchronize organizer data (contacts, calendar entries, tasks, and memos) and reconcile email between your BlackBerry smartphone and the email application on your computer over the wireless network.

In rare cases, if your smartphone doesn’t recognize fields in a contact, calendar entry, or email account, some data or email can’t be synchronized or reconciled.

If wireless data synchronization isn’t available on your smartphone or if you turned off this feature, you can use the BlackBerry Desktop Software to synchronize your organizer data. For more information, see the Help in the BlackBerry Desktop Software.

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.

About backing up and restoring smartphone data

If you have installed the BlackBerry Desktop Software on your computer, you can back up and restore most of your BlackBerry smartphone data, including messages, organizer data, fonts, saved searches, and browser bookmarks using the BlackBerry Desktop Software. For more information, see the Help in the BlackBerry Desktop Software.

If you haven’t saved anything on your media card, you can back up and restore most of your smartphone data using your media card.

If your email account uses a BlackBerry Enterprise Server, you might be able to restore synchronized organizer data to your smartphone over the wireless network. To restore synchronized organizer data over the wireless network, you must have an activation password. For more information, contact your administrator.

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.
About synchronization conflicts

A synchronization conflict occurs when you change the same email or organizer data item on your BlackBerry smartphone and in the email application on your computer.

If you reconcile your email using wireless email reconciliation, on your smartphone, you can set whether the email on your smartphone or the email on your computer takes precedence when an email reconciliation conflict occurs.

If you synchronize your organizer data using wireless data synchronization, the organizer data on your computer takes precedence over the organizer data on your smartphone when a data synchronization conflict occurs.

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
Some characters in calendar entries don’t appear correctly after synchronization, 192
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Synchronize organizer data over the wireless network

Before you begin: 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.

If you change the same organizer data item on your BlackBerry smartphone and in the email application on your computer, the organizer data on your computer takes precedence over the organizer data on your smartphone.

1. In the Contacts application, Calendar application, Tasks application, or MemoPad, press the Options key > Options.
2. If necessary, click a calendar or contact list.
4. Press the Save key > Save.

If you use the BlackBerry Internet Service, you must use the BlackBerry Desktop Software to synchronize calendar data.
For more information, see the Help in the BlackBerry Desktop Software.

Related information
Some characters in calendar entries don’t appear correctly after synchronization, 192
About synchronization conflicts, 183

Manage data synchronization conflicts

You can change how conflicts that occur during organizer data synchronization are resolved by turning off wireless data synchronization, changing conflict resolution options, and synchronizing organizer data using the synchronization tool of the BlackBerry Desktop Software. For more information about managing conflicts that occur during organizer data synchronization, see the Help in the BlackBerry Desktop Software.
Calendar basics

Switch calendar views

You can view your appointments and meetings in one of four calendar views. Day view, Week view, and Month view display all your appointments and meetings for the selected time period. Agenda view displays all your scheduled appointments, meetings, and free time in a list.

1. On the home screen, click the Calendar icon.
2. Press the key > View.
3. Click a view.

Go to a specific date in the calendar

1. On the home screen, click the Calendar icon.
2. Press the key.
   • To move to a specific date, click Go To Date.
   • To move to the current date, click Go To Today.

Schedule a meeting or an appointment

Before you begin: To invite participants to a meeting, your work email account must use a BlackBerry Enterprise Server that supports this feature.

1. On the home screen, click the Calendar icon.
2. Press the key > New Appointment.
3. Type the meeting or appointment information.
   • To invite a participant to a meeting, press the key > Invite Attendee. Click a participant.
4. Do one of the following:
   • To send the meeting invitation to the participants that you invited, press the key > Send.
   • To save an appointment, press the key > Save.

Related information

Turn off your smartphone, 303
I can’t schedule appointments that span multiple days, 192
I can’t set some fields when scheduling appointments, 192
Set an alarm in the calendar

You can set an alarm in the calendar to go off at scheduled days and times. Scheduling alarms in the calendar does not change your regular alarm in the Clock application. Because the alarm tone settings are shared by the alarms in the Calendar and the Clock application, changes to the alarm tone settings will affect the alarms in both applications.

1. On the home screen, click the Calendar icon.
2. Press the key > New Alarm.
3. Type the alarm information.
4. If you want the alarm to recur, change the Recurrence field.
5. Press the key > Save.

Switch calendars

If your BlackBerry smartphone is associated with multiple email accounts, you might have multiple calendars on your smartphone. If you have multiple calendars on your smartphone, you can schedule and manage appointments and meetings in each calendar. For more information, contact your wireless service provider.

1. On the home screen, click the Calendar icon.
2. Press the key > Select Calendar.
3. Click a calendar.

Meetings

Schedule a meeting or an appointment

Before you begin: To invite participants to a meeting, your work email account must use a BlackBerry Enterprise Server that supports this feature.

1. On the home screen, click the Calendar icon.
2. Press the key > New Appointment.
3. Type the meeting or appointment information.
   • To invite a participant to a meeting, press the key > Invite Attendee. Click a participant.
4. Do one of the following:
   • To send the meeting invitation to the participants that you invited, press the key > Send.
   • To save an appointment, press the key > Save.
Delete an appointment, meeting, or alarm

1. On the home screen, click the Calendar icon.
2. Highlight an appointment, meeting, or alarm.
3. Press the key > Delete.

Respond to a meeting invitation

1. In a meeting invitation, press the key.
2. Click Accept, Tentative, or Decline.
3. If you declined a delegated meeting invitation, do one of the following:
   - To decline the meeting, click Decline.
   - To delegate the meeting back to the sender so that the sender can re-delegate it, click Delegate.
4. Do one of the following:
   - To send the response without adding comments, click Send Response.
   - To add a comment to your response, click Add Comments. Type a comment. Press the key > Send.

Note: If you delete a meeting invitation from the Messages application before you accept or decline it, the meeting is deleted from the email application on your computer.

View your calendar when responding to a meeting

In a meeting invitation, press the key > View Calendar.

To return to the meeting invitation, press the key.

Check availability of meeting participants

Before you begin: To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

You can only check availability of meeting participants in your organization.

In a meeting or meeting invitation, below the list of meeting participants, click View Availability.
• If you are the meeting organizer, to select the next time that all meeting participants are available, click **Next Available Time**.
• To view a list of the statuses that are associated with the colored bars on the screen (for example, busy or tentative), press the key > **Show Legend**.

### Change the list of participants for a meeting

**Before you begin:** To perform this task, you must be the meeting organizer.

1. In a meeting, in the **Accepted** or **Declined** field, highlight a contact.
2. Press the key.
3. Click **Invite Attendee**, **Change Attendee**, or **Remove Attendee**.
4. Press the key > **Save**.

### Forward a meeting invitation

**Before you begin:** To perform this task, your email account must use the BlackBerry Internet Service or a BlackBerry Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

If you do not have the option to forward a meeting invitation, you might be able to delegate a meeting invitation instead.

In a meeting or a meeting invitation, press the key > **Forward**.

**Note:** If you forward a meeting invitation on behalf of the meeting organizer, only the meeting organizer receives the recipient's response.

### Delegate a meeting invitation

**Before you begin:** To perform this task, you must be using IBM Lotus Notes and your email account must be associated with a BlackBerry Enterprise Server that supports this feature.

If you do not have the option to delegate a meeting invitation, you might be able to forward meeting invitations instead. You might not have the option to delegate a meeting invitation if the meeting organizer has turned off meeting delegation.

1. In a meeting invitation, press the key > **Delegate**.
2. Click a contact.
   - To send the response without adding comments, click **Send Response**.
   - To add a comment to your response, click **Add Comments**. Type a comment. Press the key > **Send**.

### Send an email to a meeting organizer or to all meeting participants

In a meeting, meeting invitation, or meeting response, press the key, and do one of the following:
• To email the meeting organizer, click Email Organizer.
• To email all meeting participants, including the organizer, click Email All Attendees.

Calendar options

Change how the calendar is displayed

1. On the home screen, click the Calendar icon.
2. Press the key > Options > Calendar Display and Actions.
   • To change the default view, change the Initial View field.
   • To change the start and end time for days, change the Start Of Day field and End Of Day fields.
   • To change the day that displays as the first day of the week in Week view, change the First Day Of Week field.
   • To hide free time in Agenda view, clear the Show Free Time in Agenda View check box.
3. Press the key > Save.

Change options for reminders

1. On the home screen, click the Calendar icon.
2. Press the key > Options > Calendar Display and Actions.
   • To change the snooze time for reminders, change the Snooze field.
   • To change the default reminder time for calendar entries, change the Default Reminder field.
3. Press the key > Save.

Related information
Turn off your smartphone, 303

Change options for multiple calendars

1. On the home screen, click the Calendar icon.
2. Press the key > Options.
3. Click a calendar.
   • To change the color that is used for appointments from the calendar, change the Appointment Color field.
   • To set whether the calendar reminds you of appointments, select or clear the Display Reminders check box.
4. Press the key > Save.
Change the default calendar

Changing the default calendar changes the email address that meeting invites are sent from.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Advanced System Settings > Default Services.**
3. Change the **Calendar (CICAL)** field.
4. Press the **key > Save.**

Change how long your smartphone stores calendar entries

1. On the home screen, click the **Calendar** icon.
2. Press the **key > Options > Calendar Display and Actions.**
3. Change the **Keep Appointments** field.
4. Press the **key > Save.**

Your BlackBerry smartphone deletes calendar entries that are older than the number of days that you set.

Show tasks in the calendar

1. On the home screen, click the **Calendar** icon.
2. Press the **key > Options > Calendar Display and Actions.**
3. Select the **Show Tasks** checkbox.
4. Press the **key > Save.**

Conference call meetings

About conference calls

You can create two types of conference calls with your BlackBerry smartphone. If your organization or a conferencing service has provided you with a conference call bridge number, you can create conference call meetings in the calendar on your smartphone or computer. Conference call meetings allow participants who have a BlackBerry smartphone to enter the conference call meeting with a one-touch Join Now option, if this feature is supported on their smartphone, so that they don't have to dial the conference call bridge number and access codes. If you don't have a conference call bridge number, you can create a conference call by calling other contacts and joining the calls together.

**Related information**

Conference call meetings, 189
Create a conference call meeting from your smartphone

Before you begin: To perform this task, you must be the meeting organizer. If you are not the meeting organizer, you can create a conference call meeting on behalf of another person from your computer.

1. In a meeting, select the Conference call checkbox.
2. Type the information for the conference call.
3. Press the key > Save.

Create a conference call meeting from your computer

Before you begin: To perform this task, you must be the meeting organizer or be creating the meeting on behalf of the meeting organizer. For information about creating meetings on behalf of another person, see the documentation for the email application on your computer.

You can create a conference call meeting from your computer that your BlackBerry smartphone recognizes. When the conference call meeting starts, participants who have a BlackBerry smartphone can enter the conference call meeting with the Join Now option, if their smartphone supports this feature.

1. In the meeting notes, or in the meeting location field, type CCP: and the participant conference call bridge number. Do not include spaces.
2. Type a lowercase x. Do not include spaces before or after the x.
3. Type the participant access code. Type a space after the participant access code.
4. Type CCM: and the moderator conference call bridge number. Do not include spaces.
5. Type a lowercase x. Do not include spaces before or after the x.
6. Type the moderator access code. Type a space after the moderator access code.

Example

If the participant and moderator conference call bridge number is 1-800-555-5555, the moderator access code is 55555#, and the participant access code is 55551#, type CCP:18005555555x55555# CCM:18005555555x55551#, followed by a space.

Enter a conference call meeting

Do one of the following:

• In a meeting notification, click Join Now.
• In the calendar, highlight the meeting. Press the key > Join Now.

Related information

I can’t enter a conference call with the Join Now option, 192
Save your conference call information

You can save your conference call information so that it is added to the conference call fields automatically when you create a conference call meeting from your BlackBerry smartphone.

1. On the home screen, click the Calendar icon.
2. Press the key > Options > Conference Calling.
3. Type your conference call information.
4. Press the key > Save.

Tips: Calendar

Calendar shortcuts

Depending on the typing input language that you are using, some shortcuts might not be available.

For shortcuts to work in Day view, press the key > Options. Click Calendar Display and Actions. Clear the Enable Quick Entry check box.

| Schedule an appointment               | Press C |
| Change to Agenda view                | Press A |
| Change to Day view                   | Press D |
| Change to Week view                  | Press W |
| Change to Month view                 | Press M |
| Move to the next week, month, or day in Agenda view | Press the space key. |
| Move to the previous week, month, or day in Agenda view | Press the ↗aA key and the space key. |
| Move to the current date             | Press T |
| Move to a specific date              | Press G |
Troubleshooting: Calendar

I can't schedule appointments that span multiple days
If you use IBM Lotus Notes, you can't schedule appointments that span multiple days.

I can't set some fields when scheduling appointments
If you use IBM Lotus Notes, you can only change the Subject, Location, Reminder, and Notes fields and the Mark as Private checkbox when you change a recurring appointment or meeting.

Some characters in calendar entries don't appear correctly after synchronization
If you schedule appointments or meetings on your BlackBerry smartphone that contain special characters or accents, your computer might not support these characters.

On your computer, verify that you are using the correct default code page and that the correct font support is installed on your computer. For more information, see the documentation for the operating system on your computer.

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
About synchronization conflicts, 183
Synchronize organizer data over the wireless network, 183

I can't enter a conference call with the Join Now option
The Join Now option might not appear in the meeting notification if the meeting organizer isn't using a BlackBerry smartphone that supports the Join Now feature or if the meeting organizer didn't enter the conference call information
correctly. You might need to change your smart dialing options so that you can enter the conference call using the Join Now option.

Try the following actions:

- If the Join Now option doesn’t appear, to enter the conference call, in the meeting or meeting invitation, click the conference call bridge number and access code that appear in either the Location field or the Notes section.
- If the Join Now option appears, but you're not able to join, try increasing the default time that your smartphone waits before dialing an extension. From the home screen, press the key. Press the key > Options > Smart Dialing. In the To access extensions in all other corporations section, change the Wait For field to the highest value or to My Response if your BlackBerry smartphone is connected to a CDMA network. Try entering the conference call with the Join Now option again.

Related information

Enter a conference call meeting, 190
Contacts

How to: Contacts

Contact basics

Add a contact

Do one of the following:

• To add a contact using the Contacts application, on the home screen, click the Contacts icon. At the top of the screen, click New Contact. Type the contact information. Press the key > Save.

• To add a contact from a message, call log, or webpage, highlight the contact name, number, or email address. Press the key > Add to Contacts > Create New Contact. If necessary, add contact information. Press the key > Save.

Related information
Add a contact to your SIM card, 194

Add a contact to your SIM card

1. In the contact list, press the key > SIM Phone Book.
2. Press the key > New.
3. Type the contact information.
4. Press the key > Save.

Related information
Add a contact, 194

Copy contacts to and from SIM card

Do one of the following:

• To copy contacts from your SIM card to your contact list, in the contact list, press the key > SIM Phone Book. Press the key > Copy All To Contacts.
To copy a contact from your contact list to your SIM Card, in the contact list, click a contact. Highlight a phone number.

- Press the ↳ key > Copy to SIM Phone Book. Press the ↳ key > Save.

Create a custom contact field

Custom contact fields can store information that you want to remember about a contact, for example, you might want to add a custom contact field named Sports team or Favorite color. If you create a custom field for a contact, the field appears for all your contacts.

1. When you are adding or changing a contact, in the Custom Fields section, click Add Custom Field.
2. Click a field.
3. To change the name of the field, place the cursor in the field. Press the ↳ key > Change Field Name.
4. Type a name for the field. Press the ↳ key on the keyboard.
5. Type the information that you want to add to the custom field.
6. Press the ↳ key > Save.

You can synchronize contact fields that you customize on your BlackBerry smartphone with the email application on your computer. For more information about synchronizing contact fields, see the Help in the BlackBerry Desktop Software.

Add a pause or a wait to a phone number

Use a pause or a wait to separate additional numbers, for example a password or extension, from a main phone number. After dialing the main phone number, your BlackBerry smartphone either pauses before dialing the additional numbers (pause) or prompts you to type them (wait).

1. After you type the main part of a phone number in a phone number field, press the ↳ key.
2. Click Add Pause or Add Wait.
3. Type the additional numbers.
4. Press the ↳ key > Save.

Change or delete a contact

Do one of the following:

- To change a contact, on the home screen, click the Contacts icon. Highlight a contact. Press the ↳ key > Edit. Change the contact information. Press the ↳ key > Save.
- To change a contact using information on your BlackBerry smartphone, such as information in an email or a calendar entry, highlight the information you want to add to a contact. Press the ☎ key > Add to Contacts > Add to Existing Contact. Click a contact. If necessary, add contact information. Press the ☎ key > Save.
• To delete a contact from your Contact list, on the home screen, click the **Contacts** icon. Highlight a contact. Press the **key > Delete**.

**Change or delete a SIM card contact**

1. On the home screen, click the **Contacts** icon.
2. Press the **key > SIM Phone Book**.
3. Highlight a contact.
   - To change a SIM card contact, press the **key > Edit**. Change the contact information. Press the **key > Save**.
   - To delete a SIM card contact, press the **key > Delete**.
   - To delete all SIM card contacts, press the **key > Delete All**.

**Search for a contact**

You can search for contacts in your contact list or, if your email account uses a BlackBerry Enterprise Server, you might also be able to search for contacts in your organization’s contact list.

1. On the home screen, click the **Contacts** icon.
   - To search for a contact in your contact list, type all or part of a contact’s name.
   - To search for a contact in your organization’s contact list, click **Remote Lookup**. Type all or part of a contact’s name. Click **OK**.
2. Highlight a contact.
3. Press the **key**.
   - To view information for a contact, click **View**.
   - To add a contact from your organization’s contact list to your contact list, click **Add to Contacts**.
   - To add all of the contacts from your organization’s contact list to your contact list, click **Add All to Contacts**.
   - To view the next 20 matches in your organization’s contact list, click **Get More Results**.
   - To narrow search results when a contact’s name has multiple matches, highlight a contact’s name. Click **Resolve**.
   - To delete the search results after you have searched your organization’s contact list, click **Delete Lookup**.
   - To start a new search when you are searching your organization’s contact list, click **Lookup**.

**Related information**

*Change how contact names appear in Remote Lookup results*, 202

**Attach a contact card to a message**

You can attach a contact card to an email, a PIN message, or a text message.

1.  
   196
When you are composing a message, press the key > Attach > Contact.

2. Find and highlight a contact.
3. Press the key > Continue.

Related information
I can’t attach a file to a text message, 132

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.
4. Press the key > Add Picture.
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, 204

Change or delete a contact picture

1. On the home screen, click the Contacts icon.
2. Highlight a contact.
3. Press the key > Edit.
4. Highlight the contact picture.

- To change the contact picture, press the key > Replace Picture. Highlight a picture. Press the key > Select Picture.
- To delete the contact picture, press the > Delete Picture.
5. Press the key > Save.

Related information
My contact pictures keep changing, 204

About categories

You can create categories to group your contacts, tasks, and memos. You can also narrow the contacts, tasks, and memos that appear based on categories.
Category names are not case sensitive. More than one category can apply to a contact, task, or memo. If you use IBM Lotus Notes, you can apply more than one category to a task on your BlackBerry smartphone, but only one category synchronizes with the task in Lotus Notes.

Categories are shared between the contact list, the task list, and the memo list and changes that you make in one application are made in all applications.

Categorize a contact, task, or memo

1. When you are creating or changing a contact, task, or memo, press the key > Categories.
2. Select the checkbox beside a category.
3. Press the key > Save.

To remove a category from a contact, task, or memo, clear the checkbox beside the category.

Create a category for contacts, tasks, or memos

You can create categories to organize items in the Contacts application, Tasks application, and MemoPad.

1. On the home screen or in the Applications folder, click the Contacts icon, Tasks icon, or MemoPad icon.
2. Press the key > Filter.
3. Press the key > New.
4. Type a name for the category.
5. Press the key on the keyboard.

To delete a category, highlight the category. Press the key > Delete.

Synchronizing contacts

About synchronization and reconciliation

The wireless data synchronization and wireless email reconciliation features are designed to synchronize organizer data (contacts, calendar entries, tasks, and memos) and reconcile email between your BlackBerry smartphone and the email application on your computer over the wireless network.

In rare cases, if your smartphone doesn't recognize fields in a contact, calendar entry, or email account, some data or email can't be synchronized or reconciled.

If wireless data synchronization isn't available on your smartphone or if you turned off this feature, you can use the BlackBerry Desktop Software to synchronize your organizer data. For more information, see the Help in the BlackBerry Desktop Software.
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.

Synchronize organizer data over the wireless network

Before you begin: 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.

If you change the same organizer data item on your BlackBerry smartphone and in the email application on your computer, the organizer data on your computer takes precedence over the organizer data on your smartphone.

1. In the Contacts application, Calendar application, Tasks application, or MemoPad, press the key > Options.
2. If necessary, click a calendar or contact list.
4. Press the key > Save.

If you use the BlackBerry Internet Service, you must use the BlackBerry Desktop Software to synchronize calendar data. For more information, see the Help in the BlackBerry Desktop Software.

Related information
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About backing up and restoring smartphone data

If you have installed the BlackBerry Desktop Software on your computer, you can back up and restore most of your BlackBerry smartphone data, including messages, organizer data, fonts, saved searches, and browser bookmarks using the BlackBerry Desktop Software. For more information, see the Help in the BlackBerry Desktop Software.

If you haven’t saved anything on your media card, you can back up and restore most of your smartphone data using your media card.

If your email account uses a BlackBerry Enterprise Server, you might be able to restore synchronized organizer data to your smartphone over the wireless network. To restore synchronized organizer data over the wireless network, you must have an activation password. For more information, contact your administrator.

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.

About synchronization conflicts

A synchronization conflict occurs when you change the same email or organizer data item on your BlackBerry smartphone and in the email application on your computer.
If you reconcile your email using wireless email reconciliation, on your smartphone, you can set whether the email on your smartphone or the email on your computer takes precedence when an email reconciliation conflict occurs.

If you synchronize your organizer data using wireless data synchronization, the organizer data on your computer takes precedence over the organizer data on your smartphone when a data synchronization conflict occurs.

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**

- Some characters in calendar entries don’t appear correctly after synchronization, 192
- Synchronize organizer data over the wireless network, 183

### Manage data synchronization conflicts

You can change how conflicts that occur during organizer data synchronization are resolved by turning off wireless data synchronization, changing conflict resolution options, and synchronizing organizer data using the synchronization tool of the BlackBerry Desktop Software. For more information about managing conflicts that occur during organizer data synchronization, see the Help in the BlackBerry Desktop Software.

### Personal distribution lists

#### Create a personal distribution list

You can use personal distribution lists when you send email messages, PIN messages, or text messages. Personal distribution lists that you create on your BlackBerry smartphone do not appear in the email application on your computer.

1. On the home screen, click the **Contacts** icon.
2. Press the *key > New Group.*
3. Type a name for the personal distribution list.
4. Press the *key > Add Member.*
5. Click a contact.
6. To add another contact, repeat steps 4 to 5.
7. Press the *key > Save Group.*

#### Change or delete a personal distribution list

1. On the home screen, click the **Contacts** icon.
2. Highlight a personal distribution list.
3. Press the *key.*
• To change a personal distribution list, click **Edit Group**. Click a contact. Click **Add Member**, **Change Member**, or **Delete Member**. Press the \[ \] key > **Save Group**.

• To delete a personal distribution list, click **Delete Group** > **Delete**.

**Note:** When you delete a contact from a personal distribution list, the contact remains in your contact list.

## Multiple contact lists

### About multiple contact lists

If your BlackBerry smartphone is associated with multiple email accounts, you might have contacts from each email account on your smartphone. For example, if your smartphone is associated with a work email account and a personal email account, you might be able to view your work contact list and your personal contact list on your smartphone. For more information, contact your wireless service provider.

### View a different contact list

1. On the home screen, click the **Contacts** icon.
2. Press the \[ \] key > **Select Contacts**.
3. Click a contact list.

### Change the default contact list

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device** > **Advanced System Settings** > **Default Services**.
3. Change the **Contact List (SYNC)** field.
4. Press the \[ \] key > **Save**.

## Contact list options

### Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

1. On the home screen, click the application icon for an application that prompts you before you delete items.
2. Press the \[ \] key > **Options**.
3. If necessary, click **General Options**.
4. Clear the **Confirm Delete** checkbox.
5. Press the key > **Save**.

### Change the display options for contacts

You can change how your contacts appear in all applications, including the phone, message list, contact list, and calendar.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Input** > **Language**.
3. Change the **Global Name Display** field.
4. Press the key > **Save**.

### View the number of contacts stored on your smartphone

1. On the home screen, click the **Contacts** icon.
2. Press the key > **Options**.
3. Click a contact list.

The Number of Entries field displays the number of contacts that are stored in the contact list.

### Sort contacts or tasks

1. On the Home screen or in the **Applications** folder, click the **Contacts** icon or **Tasks** icon.
2. Press the key > **Options**.
3. If necessary, click **General Options**.
4. Change the **Sort By** field.
5. Press the key > **Save**.

### Change how contact names appear in Remote Lookup results

By default, when you search for a contact in your organization’s contact list, the contact’s display name will appear in the search results. You can choose to display a contact’s first and last names instead.

1. On the home screen, click the **Contacts** icon.
2. Press the key > **Options**.
3. Click **Contact Display and Actions**.
4. Clear the **Show Display Name** checkbox.
5. Press the key > **Save**.
Store SIM card contacts on your wireless service provider's contact backup server

Depending on your wireless service provider and your wireless service plan, you might be able to store your contacts on your wireless service provider’s contact backup server. For more information, contact your wireless service provider.

Replace or merge contacts on your wireless service provider's contact backup server

To perform this task, you will need to sign up for your wireless service provider’s contact backup service and you must have backed up your SIM card phone book to your wireless service provider’s contact backup server. When you insert a new SIM card in your BlackBerry smartphone, you can choose to replace or merge that SIM card’s phone book with the contacts that you have backed up on your wireless service provider’s contact backup server.

1. Insert a new SIM card into your smartphone or switch your SIM card.
2. On the home screen, click the Contacts icon.
3. When prompted to sign up for contact backup service, select Yes.
   - To replace your SIM card phone book with the contacts you backed up to your wireless service provider’s contact backup server, click Delete.
   - To merge your SIM card phone book with the contacts you backed up to your wireless service provider’s contact backup server, click Do Not Delete.
4. Click Next.

Troubleshooting: Contacts

Contact list field data isn't appearing on my computer

You can only synchronize the data in a custom contact list field with a text field in the email application on your computer. For example, you can't add a contact’s birthday to a custom contact list field on your BlackBerry smartphone and synchronize it with the email application on your computer, because the birthday field is a date field in the email application on your computer.

Related information
Create a custom contact field, 195
My contact pictures keep changing

The contact pictures in applications (for example, in the contacts application), might change if you set more than one application on your BlackBerry smartphone to replace contact pictures. Depending on how often or how many of your contact pictures are being replaced by other applications, you might experience increased data charges.

To stop contact pictures from changing, you must change the options in each application that is replacing your contact pictures.
Clock

How to: Clock

Set the date and time

1. On the home screen or in the Applications folder, click the Clock icon.
2. Press the 
   key > Set Time.
   - To get the date and time from the wireless network automatically, change the Update Time field to Automatic. Note that you must be connected to the wireless network.
   - To set the date and time manually, change the Update Time field to Manual. Click the Set Time or Set Date field. Change the time or date. Click OK.
3. Do any of the following:
   - To receive a prompt when your BlackBerry smartphone detects a new time zone, change the Auto Update Time Zone field to Prompt.
   - To have your smartphone update the time zone automatically when it detects a new time zone, change the Auto Update Time Zone field to On.
4. Press the 
   key > Save.

Related information
The time on my smartphone isn't correct, 209

Display a second time zone on the clock

You can show two times zones on the clock. For example, if you travel to a different time zone, you can display the time in your current location and the time in your home time zone.

1. On the home screen or in the Applications folder, click the Clock icon.
2. Press the 
   key > Options.
3. Change the Home Time Zone field.
4. Press the 
   key > Save.

Related information
The time on my smartphone isn't correct, 209
Change the clock face

You can set a different clock face for the clock, stopwatch and timer.

1. On the home screen or in the Applications folder, click the Clock icon.
2. Press the \key > Options. 
3. Change the Clock Face field, Stopwatch Face field or Timer Face field.
4. Press the \key > Save.

Change what appears on the screen when your smartphone is charging

1. On the home screen or in the Applications folder, click the Clock icon.
2. Press the \key > Options.
3. Change the When Charging field.
4. Press the \key > Save.

Turn on the alarm

1. On the home screen or in the Applications folder, click the Clock icon.
2. Press the \key > Set Alarm. 
3. On the trackpad, slide your finger up or down to highlight On or Weekdays.
4. Click the trackpad.

At the top of the home screen, a clock indicator appears.

To set additional alarms or to set alarms for certain days of the week, you can schedule alarms through the Calendar application.

Related information
Turn off your smartphone, 303
Set an alarm in the calendar, 185
Silence the alarm

- If snooze is not turned on, click **Dismiss**.
- If snooze is turned on, click **Snooze**.

Change alarm notification options

1. On the home screen or in the **Applications** folder, click the **Clock** icon.
2. Press the **key > Options**.
3. In the **Alarm** section, change the **Alarm Tone** field, **Volume** field, **Snooze Time** field, and **Vibration** field.
4. Press the **key > Save**.

Set options for bedside clock mode

You can set which sounds or notifications are turned off when bedside clock mode is on.

1. On the home screen or in the **Applications** folder, click the **Clock** icon.
2. Press the **key > Options**.
3. In the **Bedside Mode** section, do any of the following:
   - To turn off the flashing LED notification, select the **Disable LED** checkbox.
   - To turn off the connection to the wireless network, so that your BlackBerry smartphone doesn't receive phone calls or messages, select the **Disable Radio** checkbox.
   - To dim the screen, select the **Dim Screen** checkbox.
   - To use a different sound profile, change the **Sound Profile** field.
4. Press the **key > Save**.

Turn on bedside clock mode

You can set options for bedside clock mode so that you can view the clock without being interrupted by incoming calls or messages.

1. On the home screen or in the **Applications** folder, click the **Clock** icon.
2. Press the **key > Enter Bedside Mode**.

To turn off bedside clock mode, press the **key.**
Use the stopwatch

1. On the home screen or in the Applications folder, click the Clock icon.
2. Press the key > Stopwatch.
3. Click the start/stop icon.
   • To record lap times, click the lap icon.
   • To stop timing, click the start/stop icon again.
   • To send the results in a message, press the key > Send Results. Click a message type.

Use the timer

1. On the home screen or in the Applications folder, click the Clock icon.
2. Press the key > Timer.
3. Press the key > Set Timer.
4. Set the time.
5. Click OK.
   • To start or stop the timer, click the start/stop icon.
   • To reset the timer, click the reset icon.

The timer continues to count down after you exit the Clock application.

Change timer notification options

1. On the home screen or in the Applications folder, click the Clock icon.
2. Press the key > Options.
3. In the Countdown Timer section, change the Timer Tone, Volume, or Vibration fields.
4. Press the key > Save.
Troubleshooting: Clock

The time on my smartphone isn't correct

1. On the home screen or in the Applications folder, click the Clock icon.
2. Press the key > Set Time.
3. Try one of the following actions:
   - If the Update Time field is set to Automatic, press the key > Update Time.
   - If you've traveled to a different time zone, set the Time Zone field to display the correct time zone.
   - If you're in a region that has recently made changes to daylight saving time or has switched to a different time zone, you might need to update the time zone data on your BlackBerry smartphone. To update the time zone data, press the key > Get Time Zone Updates. For this feature to be supported, your wireless service plan must include data services (such as email messages or browser service). If your email account uses a BlackBerry Enterprise Server, you might not be able update your time zone data. For more information, contact your administrator.

Related information
Display a second time zone on the clock, 205
Set the date and time, 205
Tasks and memos

Create a task or memo

You can create tasks in the Tasks application or Calendar application, and you can make any of your tasks visible in the calendar.

1. On the home screen, click the Calendar icon, or in the Applications folder, click the Tasks icon or MemoPad icon.
   - To create a task in the Calendar application, press the key > New Task. Type the task title and fill in the details, such as the due date and recurrence.
   - To create a task in the Tasks application, click Add Task. Type the task title and fill in the details, such as the due date and recurrence.
   - To create a memo, click New Memo. Type a title and the memo.
2. Press the key > Save.

Send a task or memo

1. On the home screen or in the Applications folder, click the Tasks icon or MemoPad icon.
2. Highlight a task or memo.
3. Press the key > Forward As.
4. Click a message type.

Change or delete a task or memo

On the home screen or in the Applications folder, click the Tasks icon or MemoPad icon.

- To change the task or memo, click it. Change the task or memo information. Press the key > Save.
- To delete the task or memo, highlight it. Press the key > Delete.
Change the status of a task

1. On the home screen or in the Applications folder, click the Tasks icon.
2. Highlight a task.
3. Press the key.
   • To mark the task as complete, click Mark Completed.
   • To mark the task as deferred, in progress, or waiting, click Open. Change the Status field. Press the key > Save.

Hide completed tasks

1. On the home screen or in the Applications folder, click the Tasks icon.
2. Press the key > Hide Completed.

Show tasks in the calendar

1. On the home screen, click the Calendar icon.
2. Press the key > Options > Calendar Display and Actions.
3. Select the Show Tasks checkbox.
4. Press the key > Save.
Synchronizing tasks and memos

About synchronization and reconciliation

The wireless data synchronization and wireless email reconciliation features are designed to synchronize organizer data (contacts, calendar entries, tasks, and memos) and reconcile email between your BlackBerry smartphone and the email application on your computer over the wireless network.

In rare cases, if your smartphone doesn't recognize fields in a contact, calendar entry, or email account, some data or email can't be synchronized or reconciled.

If wireless data synchronization isn't available on your smartphone or if you turned off this feature, you can use the BlackBerry Desktop Software to synchronize your organizer data. For more information, see the Help in the BlackBerry Desktop Software.

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.

Synchronize organizer data over the wireless network

Before you begin: 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.

If you change the same organizer data item on your BlackBerry smartphone and in the email application on your computer, the organizer data on your computer takes precedence over the organizer data on your smartphone.

1. In the Contacts application, Calendar application, Tasks application, or MemoPad, press the key > Options.
2. If necessary, click a calendar or contact list.
4. Press the key > Save.

If you use the BlackBerry Internet Service, you must use the BlackBerry Desktop Software to synchronize calendar data. For more information, see the Help in the BlackBerry Desktop Software.

Related information
Some characters in calendar entries don't appear correctly after synchronization, 192
About synchronization conflicts, 183
About backing up and restoring smartphone data

If you have installed the BlackBerry Desktop Software on your computer, you can back up and restore most of your BlackBerry smartphone data, including messages, organizer data, fonts, saved searches, and browser bookmarks using the BlackBerry Desktop Software. For more information, see the Help in the BlackBerry Desktop Software.

If you haven’t saved anything on your media card, you can back up and restore most of your smartphone data using your media card.

If your email account uses a BlackBerry Enterprise Server, you might be able to restore synchronized organizer data to your smartphone over the wireless network. To restore synchronized organizer data over the wireless network, you must have an activation password. For more information, contact your administrator.

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.

About synchronization conflicts

A synchronization conflict occurs when you change the same email or organizer data item on your BlackBerry smartphone and in the email application on your computer.

If you reconcile your email using wireless email reconciliation, on your smartphone, you can set whether the email on your smartphone or the email on your computer takes precedence when an email reconciliation conflict occurs.

If you synchronize your organizer data using wireless data synchronization, the organizer data on your computer takes precedence over the organizer data on your smartphone when a data synchronization conflict occurs.

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

Some characters in calendar entries don’t appear correctly after synchronization, 192
Synchronize organizer data over the wireless network, 183

Manage data synchronization conflicts

You can change how conflicts that occur during organizer data synchronization are resolved by turning off wireless data synchronization, changing conflict resolution options, and synchronizing organizer data using the synchronization tool of the BlackBerry Desktop Software. For more information about managing conflicts that occur during organizer data synchronization, see the Help in the BlackBerry Desktop Software.
About categories

You can create categories to group your contacts, tasks, and memos. You can also narrow the contacts, tasks, and memos that appear based on categories.

Category names are not case sensitive. More than one category can apply to a contact, task, or memo. If you use IBM Lotus Notes, you can apply more than one category to a task on your BlackBerry smartphone, but only one category synchronizes with the task in Lotus Notes.

Categories are shared between the contact list, the task list, and the memo list and changes that you make in one application are made in all applications.

Categorize a contact, task, or memo

1. When you are creating or changing a contact, task, or memo, press the Categories key > Categories.
2. Select the checkbox beside a category.
3. Press the Save key.

To remove a category from a contact, task, or memo, clear the checkbox beside the category.

Create a category for contacts, tasks, or memos

You can create categories to organize items in the Contacts application, Tasks application, and MemoPad.

1. On the home screen or in the Applications folder, click the Contacts icon, Tasks icon, or MemoPad icon.
2. Press the Filter key.
3. Press the New key.
4. Type a name for the category.
5. Press the key on the keyboard.
To delete a category, highlight the category. Press the Delete key.

Turn off the prompt that appears before you delete items

You can turn off the prompt that appears before you delete messages, call logs, contacts, calendar entries, tasks, memos, or passwords.

1. On the home screen, click the application icon for an application that prompts you before you delete items.
2. Press the Options key.
3. If necessary, click General Options.
4. Clear the Confirm Delete checkbox.
5. Press the Save key.
Typing

How to: Typing

Typing icons

These icons appear in the upper-right corner of the screen when you type.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CAP lock (capital letter lock)</td>
</tr>
<tr>
<td></td>
<td>Multi-tap mode</td>
</tr>
<tr>
<td></td>
<td>NUM lock (number lock)</td>
</tr>
<tr>
<td>alt</td>
<td>Current input language</td>
</tr>
<tr>
<td>alt</td>
<td>Alt mode</td>
</tr>
</tbody>
</table>

Typing basics

Copy and paste at a glance
Highlight, cut, copy, or paste text

1. Do one of the following:
   - On the slide-out keyboard, press and hold the `A` key. To highlight text character by character, on the trackpad, slide your finger left or right. To highlight text line by line, on the trackpad, slide your finger up or down.
   - On the touch screen keyboard, to highlight the text, touch the beginning and the end of the text. To adjust the highlighted text, slide the cursor frame.

2. Press the `Esc` key.
3. Click Cut or Copy.
4. Place the cursor where you want to insert the cut or copied text.
5. Press the `Esc` key > Paste.

Type a symbol

Do any of the following:
- If you’re using the slide-out keyboard, press the `Sym` key. Type the letter that appears below the symbol.
- If you’re using the full keyboard on the touch screen, tap the `123` key. Tap the `%` key. Tap the symbol.
- If you’re using the reduced keyboard on the touch screen with SureType technology turned on, tap the `%` key. If necessary, to see more symbols, continue tapping through the keys `%`, `%`, and `%`, until you find the symbol. Tap the symbol.
- If you’re using the reduced keyboard on the touch screen with multi-tap turned on, tap the `%` key. If necessary, to see more symbols, continue tapping through the keys `%`, `%`, and `%`, until you find the symbol. Tap the symbol.

Type a special character or letter with an accent

Do any of the following:
- If you’re using the slide-out keyboard, press and hold a letter key and, on the trackpad, slide your finger left or right until the special character or the letter with an accent appears.
- If you’re using the touch screen keyboard, press and hold a letter key. In the pop-up menu that appears, tap the special character or the letter with an accent.
Hide the keyboard

When the slide-out keyboard is closed, your BlackBerry smartphone shows the touch screen keyboard when you click a text field, and hides it when you click away from a text field. You can hide the touch screen keyboard manually to display more content on the screen.

Do one of the following:

• Press the key > Hide Keyboard.
• Touch the top of the touch screen keyboard and slide your finger quickly down the screen.

To show the keyboard again, press the key > Show Keyboard.

Related information
Show or hide the keyboard hide bar, 227

Clear text from a field

In a field that you typed text into, press the key > Clear Field.

Typing input methods

About typing input methods

The typing input method that you use determines how you type. For example, if you’re using the predictive input method, your BlackBerry smartphone displays a list of suggested words as you type so that you don't have to type the entire word.

The language that you're typing in determines the typing input methods that are available. If you’re typing in a language that has multiple typing input methods, you can switch between typing input methods when you’re typing. When you’re typing in certain fields such as password fields, your smartphone might automatically switch your typing input method.

About typing using different touch screen keyboard styles

When you need to type, your BlackBerry smartphone displays one of three keyboard styles automatically, based on the field that you type in and the orientation of your smartphone.

If you’re using your smartphone in landscape view, you can type using the full keyboard. If you’re using your smartphone in portrait view, you can switch between the full keyboard and the reduced keyboard which you can use with either the SureType input method or the multi-tap input method. You can set one of these keyboard styles to be your default.
Change options for typing input methods

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Typing.
3. For a keyboard, click Advanced Style Options.
4. Change the options.
5. Press the key > Save.

Change your typing style

You can change how your BlackBerry smartphone recognizes what you type by selecting a typing style.

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Typing.
3. For a keyboard, do one of the following:
   - To turn off all typing assistance, change the Style field to Direct. If the Direct option doesn’t appear, on the home screen, click Options > Typing and Language > Keyboard. Change the Portrait Keyboard Type field to Full.
   - To set your smartphone to suggest word predictions as you type, change the Style field to Predictive.
   - To set your smartphone to type the first letter on a key when you press a key once and type the second letter on the key when you press the key twice, change the Style field to Multitap. If the Multitap option doesn’t appear, on the home screen, click Options > Typing and Language > Keyboard. Change the Portrait Keyboard Type field to Reduced.
   - To set your smartphone to suggest spelling corrections as you type, change the Style field to Corrective. If the Corrective option doesn’t appear, on the home screen, click Options > Typing and Language > Keyboard. Change the Portrait Keyboard Type field to Full.
4. Press the key > Save.

Related information
I have no Advanced Style Options, 226

Type text using the predictive input method

When you are typing text, do any of the following:

- To select the highlighted suggestion and start typing a new word, press the key on the keyboard.
- To select the highlighted suggestion and continue typing, click the word.
- To ignore the suggestions, keep typing.
Switch typing input methods when you're typing

**Before you begin:** To perform this task, you must be using your BlackBerry smartphone in portrait view with the touch screen keyboard.

You can switch between the full keyboard and the reduced keyboard, which you can use with either the SureType input method or the multi-tap input method.

1. If necessary, while you’re typing, press the
   
   Enable Reduced Keyboard.

2. Press the
   
   Enable <typing input method>.

**Related information**

Type text using SureType technology, 220
Type text using multi-tap, 220

Type text using SureType technology

**Before you begin:** To perform this task, you must be using your BlackBerry smartphone in portrait view with the touch screen keyboard while using the reduced keyboard with the SureType input method turned on.

If you’re using the SureType input method, even though most keys have more than one letter, you only have to press the letter key for each letter in a word once. Your smartphone also displays a list of suggested words so that you don’t have to type the entire word.

1. Press the letter key once for each letter in a word.

2. Do any of the following:
   
   • To select a word from the list that appears when you type and start typing a new word, highlight the word. Press the
     
     key on the keyboard.
   
   • To select an item from the list that appears when you type and continue typing the same word, click the item.
   
   • To change a letter in a word that you’re typing, highlight the letter. Click the alternate letter that appears on the screen.
   
   • To change a letter in a word after you finish typing the word, click the word. Highlight the letter. Click the alternate letter that appears on the screen.

   For example, to type run, you would press the R key once, the U key once, and so on until run appears in the list. You would then highlight run and press the

Type text using multi-tap

**Before you begin:** To perform this task, you must be using your BlackBerry smartphone in portrait view with the touch screen keyboard while using the reduced keyboard with the multi-tap input method turned on.
If you’re using the multi-tap input method, your smartphone doesn’t display a list of suggested words. You must press a key once to type the first letter on a key, and twice to type the second letter on the key.

Do any of the following:

• To type the first letter on a key, press the letter key once.
• To type the second letter on a key, press the letter key twice.
• To type the third letter on a key, press the letter key three times.
• To type the fourth letter on a key, press the letter key four times.

For example, to type run, you would press the R key three times, the U key twice, and the N key twice.

Find more information about typing in other languages

You can learn to type in other languages such as Chinese and Thai by reading the Typing Guides that are available online. Visit www.blackberry.com/go/docs and search for the Typing Guide in your language.

Turn on or turn off trackpad sounds

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Trackpad Sensitivity.
3. Select or clear the Audible Roll checkbox.
4. Press the key > Save.

Set the trackpad sensitivity

You can set how the trackpad responds to your touch. A high sensitivity level requires less pressure than a lower sensitivity level; 20 is the least sensitive, while 100 is the most sensitive. When learning to use the smartphone, some users find a sensitivity level of 20 the easiest to use.

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Trackpad Sensitivity.
3. Change the Horizontal Sensitivity field and Vertical Sensitivity field.
4. Press the key > Save.

Set the touch screen sensitivity

You can set how sensitive the screen is to your touch.
1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Touchscreen Sensitivity**.
   - If you want the screen to respond faster when you tap it, change the **Double Tap Interval** field to a lower number.
   - If you want the screen to respond faster when you touch and hold it, for example, when you touch and hold the screen to open a pop-up menu, change the **Hover Period** field to a faster speed.
3. Press the `key > Save.

### Set the cursor speed

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Keyboard**.
3. Change the **Key Rate** field.
4. Press the `key > Save.

### Custom dictionary

#### Add, change, or delete a word in the custom dictionary

You can add words to the custom dictionary so that your BlackBerry smartphone recognizes the word when you check spelling. Because SureType technology uses the same dictionary, if you’re using the SureType input method, words that you add to your custom dictionary are displayed in the list that appears when you type.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Custom Dictionary**.
3. To add a word to the custom dictionary, press the `key > **New**. Type a word or letter combination. Press the `key on the keyboard.
4. To change a word in the custom dictionary, press the `key > **Edit**. Change the word. Press the `key on the keyboard.
5. To delete a word from the custom dictionary, highlight the word. Press the `key > **Delete**.

#### Stop adding items automatically to the custom dictionary

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Typing**.
3. For a keyboard, click **Advanced Style Options**.
4. Clear the **Typing** checkbox.
5. Clear the **Names** checkbox.
6. Change the **Email** field to **Off**.
7. Press the ➡️ key > **Save**.

## Word substitution

Depending on the display language that you use, this feature might not be supported.

### About word substitution

Word substitution is designed to replace specific text that you type with preloaded word substitution entries. If you type text that can be replaced with a word substitution entry, the text changes after you press the Space key.

Your BlackBerry smartphone has built-in word substitution entries that correct common mistakes. For example, word substitution changes hte to the. You can create word substitution entries for your common typing mistakes or for abbreviations. For example, you might create a word substitution entry that replaces ttyl with talk to you later.

**Related information**

- Change or delete a word substitution entry, 224
- Create a word substitution entry, 223

### Undo a word substitution change

If the word substitution feature changes a word that you don’t want to change, you can undo the change.

Do one of the following:

- If you’re typing using the slide-out keyboard, press the del key twice.
- If you’re typing using the touch screen keyboard, tap the ➡️ key twice.

### Create a word substitution entry

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Word Substitution**.
3. Press the ➡️ key > **New**.
4. In the **Replace** field, type the text to replace.
5. In the **With** field, do one of the following:
   - Type replacement text.
   - To insert a macro (for example, the current date or time), press the ⬅️ key > **Insert Macro**.
6. Do one of the following:
   - To capitalize the entry exactly as you typed it, change the **Using** field to **Specified Case**.
• To capitalize the entry according to the context, change the Using field to SmartCase.

7. In the Language field, change the language.
8. Press the key > Save.

Change or delete a word substitution entry

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Word Substitution.
3. Highlight a word substitution entry.
4. Press the key.
   • To change the word substitution entry, click Edit. Change the entry. Press the key > Save.
   • To delete the word substitution entry, click Delete.

Turn off word substitution

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Typing.
3. For a keyboard, click Advanced Style Options.
4. Clear the Spelling checkbox.
5. Press the key > Save.

Spelling checker

You can check spelling if your input language is set to Afrikaans, Arabic, Catalan, Croatian, Czech, Danish, Dutch, English, French, German, Greek, Hebrew, Hungarian, Italian, Norwegian, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, or Turkish.

Stop displaying spelling suggestions in the list that appears when you type

By default, if you start typing a letter combination that your BlackBerry smartphone doesn’t recognize, spelling suggestions, when available, appear in bold in the list that appears when you type.

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Typing.
3. For a keyboard, click Advanced Style Options.
4. Clear the Spelling checkbox.
5.
Press the key > Save.

**Change options for checking spelling**

You can change the type and length of words that the spelling checker includes when checking spelling. For example, you might not want the spelling checker to include acronyms or one-letter words. You can also set your BlackBerry smartphone to check spelling automatically before you send an email.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Spell Check**.
3. Change one or more options.
4. Press the key > Save.

**Check spelling**

You can check spelling in messages, calendar entries, tasks, or memos that you create.

1. Press the key > **Check Spelling**.
2. Do any of the following:
   - To accept the suggested spelling, click a word in the list that appears.
   - To ignore the suggested spelling, press the key.
   - To ignore all instances of the suggested spelling, press the key > **Ignore All**.
   - To add the word to the custom dictionary, press the key > **Add To Dictionary**.
   - To stop checking spelling, press the key > **Cancel Spell Check**.

**Related information**

I can't check spelling, 225

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**Troubleshooting: Typing**

**I can't check spelling**

You can check only the spelling of text that you type. You can check spelling in English, Afrikaans, Arabic, Catalan, Croatian, Czech, Danish, Dutch, French, German, Greek, Hebrew, Hungarian, Italian, Norwegian, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, and Turkish.
SureType technology doesn't recognize a word

Use the list that appears when you type to help you build words that SureType technology doesn't recognize. Press the letter key for the first letter in the word once. Highlight a letter in the list. Press the letter key for the next letter in the word once. Highlight a letter combination. Click the trackpad. Continue typing the word.

I have no Advanced Style Options

If you changed your smartphone typing style to Direct, Advanced Style Options isn't available.

If you change your smartphone typing style back to a typing style other than Direct, Advanced Style Options becomes available again.

Related information
Change your typing style, 219
Keyboard

How to: Keyboard

Change the keyboard layout

You can change your touch screen keyboard layout to a QWERTY, QWERTZ, or AZERTY layout.

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Keyboard.
3. Change the Virtual Keyboard Layout field.
4. Press the ▼ key > Save.

Change the default keyboard for portrait view

You can set your BlackBerry smartphone to use the reduced keyboard or full keyboard by default when you use your smartphone in portrait view.

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Keyboard.
3. Change the Portrait Keyboard Type field.
4. Press the ▼ key > Save.

Show or hide the keyboard hide bar

By default, a bar above the touch screen keyboard allows you to quickly hide the touch screen keyboard. You can change your options to show or hide the bar.

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Keyboard.
3. Select or clear the Enable Virtual Keyboard Hide Bar checkbox.
4. Press the ▼ key > Save.

Related information
Assign an application to a convenience key

Your BlackBerry smartphone has one or more convenience keys 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 Ôäö key > Save.

Change the default currency symbol

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Keyboard.
3. Change the Currency Key field.
4. Press the Ôäö key > Save.

Set the cursor speed

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Keyboard.
3. Change the Key Rate field.
4. Press the Ôäö key > Save.

Turn on key tones

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Keyboard.
3. Select the Key Tone checkbox.
4. Press the Ôäö key > Save.
Show or hide key indicators

By default, when you tap a key on the touch screen keyboard, a dialog box briefly appears showing which key you tapped. You can change when these dialog boxes appear.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Keyboard**.
3. In the **Show Key Indicator** drop-down list, select a setting.
4. Press the key > **Save**.

Turn on or turn off trackpad sounds

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Trackpad Sensitivity**.
3. Select or clear the **Audible Roll** checkbox.
4. Press the key > **Save**.

Set the trackpad sensitivity

You can set how the trackpad responds to your touch. A high sensitivity level requires less pressure than a lower sensitivity level; 20 is the least sensitive, while 100 is the most sensitive. When learning to use the smartphone, some users find a sensitivity level of 20 the easiest to use.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Trackpad Sensitivity**.
3. Change the **Horizontal Sensitivity** field and **Vertical Sensitivity** field.
4. Press the key > **Save**.

Set the touch screen sensitivity

You can set how sensitive the screen is to your touch.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Touchscreen Sensitivity**.
   - If you want the screen to respond faster when you tap it, change the **Double Tap Interval** field to a lower number.
• If you want the screen to respond faster when you touch and hold it, for example, when you touch and hold the screen to open a pop-up menu, change the Hover Period field to a faster speed.

3. Press the <kbd>Esc</kbd> key <b>&gt;</b> Save.

Show or hide the touch screen keyboard when you close the slide-out keyboard

If you close the slide-out keyboard while you’re typing in a text field, the touch screen keyboard will appear.

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language <b>&gt;</b> Keyboard.
3. Select or clear the Open Virtual Keyboard on Slider Close checkbox.
4. Press the <kbd>Esc</kbd> key <b>&gt;</b> Save.

Troubleshooting: Keyboard

No application opens when I press a Convenience key

Try the following:

• If you haven’t done so, assign an application to the key.
• Verify that you didn’t delete the application that you assigned to the key.

Related information
Assign an application to a convenience key, 228
Language

How to: Language

About typing input languages
You can set a typing input language to use when you type. The typing input language can be different from the display language. For example, you might use your BlackBerry smartphone in French, but type messages in English.

When you set a typing input language, Word Substitution and other typing options change to the selected language.

Add a language to your smartphone
You can use the BlackBerry Desktop Software to add a typing input or display language to your BlackBerry smartphone. To download the BlackBerry Desktop Software, from your computer, visit www.blackberry.com/desktop and select the appropriate option for your computer.

Connect your smartphone to your computer and open the BlackBerry Desktop Software

For more information about adding typing input and display languages, see the Help in the BlackBerry Desktop Software.

Related information
I can't find a display language on my smartphone, 233

Delete a language from your smartphone
You can delete typing input or display languages that you don't use to increase the amount of storage space available on your BlackBerry smartphone.

1. On the home screen, click the Setup icon.
2. Click Languages and Input Methods.
3. Under Manage Languages and Input Methods, select the languages you want to keep.
4. Click Update.

Any languages that you don’t select are deleted from your smartphone.
Change an input or display language

**Before you begin:** In order to change an input or display language, the language must already be installed on your BlackBerry smartphone. If the language you want to use is not installed on your smartphone, you might be able to add it using the BlackBerry Desktop Software. For more information, see the Help in the *BlackBerry Desktop Software*.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Language**.
3. For each field, in the drop-down list, click the language you want to use.
4. Press the **语言** key > **Save**.

Use a shortcut for switching typing input languages

**Before you begin:** You can use the following shortcut only on the physical keyboard of your BlackBerry smartphone.

When you use a shortcut to switch languages, your smartphone allows you to switch between the languages that you have set in the Input Language field.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Language**.

   - To switch the typing input language by holding the **alt** key and pressing the **enter** key, change the **Shortcut Keys** field to **Alt-Enter**.
   - To switch the typing input language by holding the **shift** key and pressing the **space** key, change the **Shortcut Keys** field to **Shift-Space**.
3. Press the **语言** key > **Save**.

To turn off the shortcut for switching typing input languages, change the **Shortcut Keys** field to **None**.

Use the language key to switch typing input languages

**Before you begin:**

You can use the following shortcut only on the touch screen keyboard of your BlackBerry smartphone.

You can use the language key to switch between the languages that you set in the Input Language field. You can use the language key only if you have multiple languages set in the Input Language field.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Language**.
3. Select the **Virtual Keyboard Language Key** checkbox.

To stop using the language key to switch languages, clear the **Virtual Keyboard Language Key** checkbox. The language key is replaced by a key with the symbol most often used in your typing input language.

**Change which languages appear when you switch input languages**

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Typing and Language** > **Language**.
3. Beside **Input Language**, click **Manage**.
4. Select or clear the checkbox beside a language.
5. Click **Save**.

**Troubleshooting: Language**

**Some characters don't appear correctly on my smartphone**

The BlackBerry Enterprise Server or BlackBerry Internet Service that’s associated with your BlackBerry smartphone might not support the characters. For more information, contact your wireless service provider or administrator.

**I can't find a display language on my smartphone**

If you can't find a display language on your BlackBerry smartphone, the display language might not be installed. To add a language to your smartphone, you can use the BlackBerry Desktop Software.

**Related information**

Add a language to your smartphone, 231
Screen display

How to: Screen display

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.

Set options for backlighting

1. On the home screen or in a folder, click the Options icon.
2. Click Display > Screen Display.
3. Do any of the following:
   - To change the brightness of the backlight for the screen, change the Backlight Brightness field.
   - To change the length of time that the backlight stays on when you’re not touching your BlackBerry smartphone, change the Backlight Timeout field.
   - To stop the backlight from adjusting to lighting conditions, clear the Automatically Dim Backlight checkbox.
4. Press the key > Save.

Change the display font

1. On the home screen or in a folder, click the Options icon.
2. Click Display > Screen Display.
3. Change the font fields.
4. Press the key > Save.

**Related information**
- Use grayscale or reverse contrast for the screen display, 238
- Screen display, 234

## Organizing applications on the Home screen

### About organizing application icons

Application icons can appear on the Home screen or in folders on the Home screen. If you cannot see all your application icons, they might be hidden. You can make all your application icons visible on the Home screen or in folders by selecting Show All Icons from the Home screen menu.

You can reorder application icons to change which icons appear first on the Home screen. You can also create and delete folders, change the folder icon style for folders that you create, and move application icons into folders and out of folders.

You can also select which panels appear on the Home screen by selecting Manage Panels from the Home screen menu.

### Show, hide, or find an application icon

Depending on your theme, you might not be able to hide some application icons. You can also hide optional BlackBerry Device Software updates.

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 > Unhide Icon.
- To hide the icon, click the Options icon. Click Device > Software Updates. Highlight a software version. Press the key > Hide.
- To show all hidden BlackBerry Device Software updates, click the Options icon. Click Device > Software Updates. Press the key > Show All.

**Related information**
- My display changed, 239
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 where apps that you download appear

To find your downloaded apps more easily, you can set them to appear in a certain folder, including folders you create.

1. On the home screen, press the key > Options.
2. Change the Downloads Folder field.
3. Press the key > Save.

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.
- To rename a folder, highlight a folder. Press the key > Edit Folder. Type a name for the folder. Click Save.
- To delete a folder, highlight a folder. Press the key > Delete.

Add a message that appears when your smartphone is locked

1. On the home screen or in a folder, click the Options icon.
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.

Related information

Lock or unlock your smartphone, 31
Set the touch screen sensitivity

You can set how sensitive the screen is to your touch.

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Touchscreen Sensitivity.
   - If you want the screen to respond faster when you tap it, change the Double Tap Interval field to a lower number.
   - If you want the screen to respond faster when you touch and hold it, for example, when you touch and hold the screen to open a pop-up menu, change the Hover Period field to a faster speed.
3. Press the key > Save.

Turn off pop-up menus

You can stop pop-up menus from appearing when you touch and hold your finger on the screen.

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Touchscreen Sensitivity.
3. Clear the Open Pop-up Menu on Touch-hold checkbox.
4. Press the key > Save.

Turn on flashing LED notification for wireless coverage

You can set the LED indicator to notify you when your BlackBerry smartphone is connected to a wireless network.

1. On the home screen or in a folder, click the Options icon.
2. Click Display > Screen Display.
3. Select the LED Coverage Indicator checkbox.
4. Press the key > Save.

When your smartphone is connected to the wireless network, the LED flashes green.

To turn off the wireless coverage notification, clear the LED Coverage Indicator checkbox.
Use grayscale or reverse contrast for the screen display

1. On the home screen or in a folder, click the Options icon.
2. Click Accessibility.
   - To use grayscale for the screen display, change the Color Contrast field to Greyscale.
   - To use reverse contrast for the screen display, change the Color Contrast field to Reverse Contrast.
3. Press the key > Save.

Themes

About themes

Depending on your wireless service provider, you might be able to set a theme on your BlackBerry smartphone that changes how items such as applications, indicators, words, and icons appear. Themes might be preloaded on your smartphone. You might also be able to download themes from the BlackBerry App World.

Change themes

1. On the home screen or in a folder, click the Options icon.
2. Click Display > Screen Display.
3. In the Theme section, click a theme.
4. Click Activate.

To delete a theme, click the theme. Click Delete.

Related information

My display changed, 239
Troubleshooting: Screen display

My display changed

Depending on your theme, display options such as icons, fonts, and your home screen background might change when you switch themes.

No application opens when I press a Convenience key

Try the following:

- If you haven’t done so, assign an application to the key.
- Verify that you didn’t delete the application that you assigned to the key.

Related information
Assign an application to a convenience key, 228

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.

To turn on the screen, click the trackpad or press a key.

Related information
Set options for backlighting, 234

A pop-up menu appears when I touch the screen

When you touch and hold your finger on the screen for a certain amount of time, a pop-up menu appears to provide a quick way to select common menu items.

You can turn off pop-up menus or change the touchscreen sensitivity options to increase the amount of time before pop-up menus appear.

Related information
Turn off pop-up menus, 237
Set the touch screen sensitivity, 221
GPS technology

Depending on your wireless service provider, this feature might not be supported.

How to: GPS technology

Depending on your wireless service provider, this feature might not be supported.

Turn off location aiding or location data

Location aiding and location data, if available for your BlackBerry smartphone, improve the performance of GPS technology, but because these features use the wireless network, your data service charges might be increased. To avoid these charges, you can turn off location aiding or location data, but it might take longer for your smartphone to get your GPS location. For more information about data service charges, contact your wireless service provider.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Location Settings.
   - To turn off location aiding, in the Location Aiding section, change the Setting field to Disabled.
   - To turn off location aiding while roaming, in the Location Aiding section, change the Setting field to Disabled While Roaming.
   - To turn off location data, in the Location Data section, change the Setting field to Disabled.
   - To turn off location data while roaming, in the Location Data section, change the Setting field to Disabled While Roaming.
3. Press the key > Save.

Turn on GPS technology

Before you begin: Depending on your BlackBerry smartphone model and wireless network, this feature might not be supported.

Note: The GPS options that appear on your smartphone might differ slightly from the options that appear in this task.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Location Settings.
3. Change the Location Services field to Location On.
Press the key > Save.

To turn off GPS technology, change the Location Services field to Location Off.

Set the GPS receiver that you use to track your movement

Before you begin: To perform this task, if you don’t have an internal GPS receiver, you must pair your BlackBerry smartphone with a Bluetooth enabled GPS receiver.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Location Settings.
3. Change the GPS Data Source field.
4. Press the key > Save.

Prevent others from tracking your location

If your email account uses a BlackBerry Enterprise Server, your administrator might be able to track the location of your BlackBerry smartphone. For more information, contact your administrator.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Location Settings.
3. Change the Location Services field to Location Off.
4. Press the key > Save.

Get your GPS location

Before you begin: Depending on your wireless service provider and wireless network, this feature might not be supported. Your BlackBerry smartphone must have an internal GPS receiver or be paired with a Bluetooth enabled GPS receiver to perform this task.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Location Settings.
3. Press the key > Refresh Location.

The longitude and latitude coordinates for your current location appear.
Troubleshooting: GPS technology

Depending on your wireless service provider, this feature might not be supported.

I can't use GPS technology

Depending on your wireless service provider, this feature might not be supported.

If you are outdoors, move away from buildings and expose your BlackBerry smartphone to open sky. If you are indoors, move close to a window.

If you paired your smartphone with a Bluetooth enabled GPS receiver, verify that the Bluetooth enabled GPS receiver is turned on. If you are using GPS technology for the first time, wait a short period of time for your smartphone to get your GPS location.

If your email account is associated with a BlackBerry Enterprise Server, your administrator can add the IT policy rule to your smartphone that turns off GPS technology. For more information, contact your administrator.
Compass

How to: Compass

About the compass

Depending on your wireless service provider, this feature might not be supported.

You can use the Compass application to determine your direction in relation to the Earth’s magnetic poles or to true north. You can also use the Compass application with location-based applications, such as the Maps application that might be preloaded on your BlackBerry smartphone, to provide you with information such as driving directions or your position in relation to points of interest. The Compass application is most accurate when you place your smartphone on a flat surface or hold it horizontally.

View location on a map from the compass

You can view the compass and your location on a map at the same time.

1. On the home screen or in the Applications folder, click the Compass icon.
2. Press the key > Location on Map.

To return to the Compass application, press the key > Close.

Navigate to a destination

Before you begin:

In order to perform this task, GPS technology must be turned on.

You can use the Compass application to help you navigate by direction rather than by a driving route, for example, if you are in an area with no roads or if you are walking to your destination.

1. On the home screen or in the Applications folder, click the Compass icon.
2. Press the key > Set Destination.
   - To find your destination on the map, place the cursor on the map.
• To search for a specific location, in the **Search** field, type the address or the latitude and longitude coordinates. Click the destination.

• To search for a point of interest, such as a business or landmark, in the **Search** field, type the information for the point of interest. Click the destination.

The compass displays the direction of the destination.

To clear the destination from the compass, press the **Clear Destination** key.

---

**Calibrate the compass manually**

When "Calibration required" appears at the bottom of the screen, you should calibrate the compass manually for a more accurate compass reading.

1. On the home screen or in the **Applications** folder, click the **Compass** icon.
2. Press the **Calibration** key.
3. Flip and tilt your BlackBerry smartphone until it vibrates.

---

**Change options for the compass**

1. On the home screen or in the **Applications** folder, click the **Compass** icon.
2. Press the **Options** key.
   • To change the way latitude and longitude coordinates are displayed, change the **Location LAT/LON display format** field.
   • To change where the compass points, change the **Magnet/True North** field.
3. Press the **Save** key.

---

**I'm not receiving an accurate reading from the compass**

Try the following actions:

• If the compass doesn't point north, move your BlackBerry smartphone away from metal or magnets.
• If "Calibration required" appears at the bottom of the screen, calibrate the compass manually.
• To help prevent metal and magnets from interfering with the compass, close the Compass application before you get in a vehicle or insert your smartphone in a holster.

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**Related information**

[Calibrate the compass manually](#), 245
Maps

How to: Maps

Map basics

Get directions

1. On the home screen, click the Maps icon.
2. Press the key > Get Directions.
3. Do one of the following to specify a starting location:
   - To specify your current location, if your BlackBerry smartphone has an internal GPS receiver or is paired with a Bluetooth enabled GPS receiver, set the Start field to My Location.
   - To specify the location that you’re currently viewing on a map, set the Start field to Use center of map. If you’re viewing a favorite location, click the location address.
   - To specify a new location by selecting the location on a map, set the Start field to Select from map. Click the location on the map.
   - To specify a location or contact, set the Start field to Find Location. In the Find a store, café, etc. field, type the information for the location or contact. Press the key. Click a location or contact.
   - To specify a new location by typing the address, set the Start field to Find Location. In the Find an address field, type the address. Press the key. Click the location.
   - To specify a favorite location, set the Start field to From Favorites. In the list, click a favorite location.
4. Repeat step 3 to specify an ending location.
5. To change the route options, click Route Options. Select the Fastest or Shortest option. Select or clear the checkbox beside one or more route options. Click OK.
6. Click Search.
   - To view your route on a map, press the key > View on Map.
   - To reverse the list of directions, press the key > Reverse Directions.

Clear a map

When you clear a map, any route information displayed on the map no longer appears.
1. On the home screen, click the **Maps** icon.
2. On a map, press the **GPS > Clear Map**.

**View an address on a map using a link**

When your BlackBerry smartphone recognizes an address in certain applications, such as instant messaging applications or the MemoPad, your smartphone underlines the address.

1. Highlight an underlined address.
2. Press the **key > View on Map**.

**Send a location**

You can send a location as a message, for example, in an email or instant message. The message that you send includes a link to the location so that the recipient can view the location on a map.

1. Do one of the following:
   - To send a location you are viewing on a map, press the **key**.
   - To send a location that's in a list, such as your list of favorite locations, go to the list. Highlight the location. Press the **key**.
2. Click **Send Location**.
3. Click a message type.

**Copy a location**

1. Do one of the following:
   - To copy a location you are viewing on a map, press the **key**.
   - To copy a location that's in a list, such as your list of favorite locations, go to the list. Highlight the location. Press the **key**.
2. Click **Copy Location**.

To paste the location, press the **key > Paste**.

**Zoom in to or out from a map**

To zoom in to or out from a map, your BlackBerry smartphone must be in zoom mode and not pan mode. The mode that your smartphone is in is displayed at the top of the map.

1. On the home screen, click the **Maps** icon.
2. If your smartphone is in pan mode, press the **key > Zoom Mode**.
3. Do one of the following:
   • To zoom in, on the trackpad, slide your finger up.
   • To zoom to a point on a map, press the key > **Zoom to Point**.
   • To zoom out, on the trackpad, slide your finger down.

**Pan a map**

To pan a map, your BlackBerry smartphone must be in pan mode and not zoom mode. The mode that your smartphone is in is displayed at the top of the map.

1. On the home screen, click the **Maps** icon.
2. If your smartphone is in zoom mode, press the key > **Pan Mode**.
3. On the trackpad, slide your finger in any direction.

**Map favorites**

**Add a location to your list of favorites**

1. On the home screen, click the **Maps** icon.
2. View a location on a map.
3. Press the key > **Add as Favorite** > **OK**.

To view the list of your favorite locations, press the key > **Favorites**.

**View your favorite locations on a map**

You can view all of your favorite locations on a map or you can pick and choose which favorite locations are displayed.

1. On the home screen, click the **Maps** icon.
2. Press the key > **Favorites**.
3. Do one of the following:
   • To show all favorite locations, select the **Show All Favorites on the Map** checkbox.
   • To remove favorite locations from a map, clear the **Show All Favorites on the Map** checkbox, and then clear the favorite locations that you don’t want to appear.
4. Press the key.
Change the information for a location in your list of favorites

1. On the home screen, click the Maps icon.
2. Press the key > Favorites.
3. Highlight a location.
4. Press the key > Edit Favorite.
5. Do any of the following:
   - In the Label field, type a new name for the location.
   - In the Description field, type a description of the location.
6. Click OK.

Delete a location from your list of favorites

1. On the home screen, click the Maps icon.
2. Press the key > Favorites.
3. Highlight a location.
4. Press the key > Remove as Favorite.
5. Click Yes.

Promotions and coupons

Find promotions near you

You can use the Maps application to find the locations of available promotions.

1. On the home screen, click the Maps icon.
2. Press the key > Show Deals.
3. Do one of the following:
   - To sort promotions by distance from your current location, select Sort from my location.
   - To sort promotions by distance on the map you’re viewing, select Sort from map center.
   - To view the location of the deals on the map, select View All on Map.

To remove promotion markers from a map, press the key > Clear Map.

Depending on your wireless service provider, this feature might not be available.
View a coupon or a Groupon offer

If a promotion includes a coupon or a Groupon offer, you can view the offer details on the promotion page. If you have a Groupon account, you can log in from the Maps application.

1. On the home screen, click the Maps icon.
2. Press the key > Show Deals.
3. Select a promotion.
4. Select Show Coupon.

View more promotion details

1. On the home screen, click the Maps icon.
2. Press the key > Show Deals.
3. Do any of the following:
   - To view the promotion location, select Map.
   - To view directions to the promotion location, select Route, confirm the Start and End locations, and select Search.
   - To view the related website, select Web.
   - To call the business, select Call.

Personalize: Maps

Change the units of measure for maps

1. On a map, press the key > Options.
2. Click Set Global Map Services.
3. Change the System of Measurement field.
4. Press the key > Save.
Change the font settings for maps

If you change the font settings for maps, your font settings for all other applications do not change.

1. On a map, press the 🎯 key > Options.
2. Click Set Global Map Services.
3. Perform any of the following actions:
   - Change the Default Font Family field.
   - Change the Minimum Font Size field.
4. Press the 🎯 key > Save.

Change the display language for maps

If you change your display language for maps, the display language settings for all other applications do not change.

1. On a map, press the 🎯 key > Options.
2. Click Set Global Map Services.
3. Do one of the following:
   - To view text on maps only in English, change the Map Display Language field to English.
   - To view text on maps in the language of the location you are viewing, change the Map Display Language field to International.
4. Press the 🎯 key > Save.

Keep backlighting on when you track your movement

By default, backlighting turns off automatically after a specified time to conserve battery power. You can change map options so that backlighting remains on when you track your movement unless the battery power level drops below a specified percentage.

1. On the home screen, click the Maps icon.
2. Press the 🎯 key > Options.
3. Change the Backlight Timeout When Battery Level field.
4. Press the 🎯 key > Save.

Related information
Set options for backlighting, 234
Set the GPS receiver that you use to track your movement

Before you begin: To perform this task, if you don't have an internal GPS receiver, you must pair your BlackBerry smartphone with a Bluetooth enabled GPS receiver.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Location Settings.
3. Change the GPS Data Source field.
4. Press the key > Save.

Troubleshooting: Maps

I can't use GPS technology

Depending on your wireless service provider, this feature might not be supported.

If you are outdoors, move away from buildings and expose your BlackBerry smartphone to open sky. If you are indoors, move close to a window.

If you paired your smartphone with a Bluetooth enabled GPS receiver, verify that the Bluetooth enabled GPS receiver is turned on. If you are using GPS technology for the first time, wait a short period of time for your smartphone to get your GPS location.

If your email account is associated with a BlackBerry Enterprise Server, your administrator can add the IT policy rule to your smartphone that turns off GPS technology. For more information, contact your administrator.
Applications

How to: Applications

About multitasking

Your BlackBerry smartphone supports multitasking, which allows you to run more than one application at a time. During a call, for example, you might want to switch to the Calendar application to view your appointments or switch to the Contacts application to look up a contact. While you are playing a song, you might want to switch to the Messages application to reply to a message.

There are also shortcuts for most applications that can help you to perform common tasks quickly.

**Note:** The more applications that you have running, the more storage space and battery power your smartphone uses. To optimize the performance of your smartphone, try to close applications when you are finished with them.

**Related information**

Tips and shortcuts, 46
Close an app so that it is not running in the background, 254
Keep an application running in the background and switch to another application, 253

Keep an application running in the background and switch to another application

- To switch to another application, press and hold the `key until the application switcher appears. Click an application icon. If the application icon that you want doesn’t appear, click the Home icon and navigate to the application icon that you are looking for.
- To return to the Home screen if you are not on a call, press the `key.
- To return to the Home screen if you are on call, press and hold the `key until the application switcher appears. Click the Home icon.

**Note:** If you press the `key while you are on a call, you will end the call even if you have switched to another application.

**Related information**

Close an app so that it is not running in the background, 254
Close an app so that it is not running in the background

To optimize the performance of your BlackBerry smartphone, try to close apps when you are finished with them.

1. To see which applications are running, press and hold the \text{key} until the application switcher appears.
2. Click an application icon.
3. In the app, do one of the following:
   - Press the \text{key} \text{\textgreater{}} \text{Close}.
   - Press the \text{key}. If necessary, continue to press the \text{key} until the home screen appears.

Related information
Keep an application running in the background and switch to another application, 253
About multitasking, 253

Require your smartphone password before adding an app

Before you begin: To perform this task, you must have set a BlackBerry smartphone password.

1. On the home screen or in a folder, click the \text{Options} icon.
2. Click \text{Security} \text{\textgreater{}} \text{Password}.
3. Select the \text{Prompt on Application Install} check box.
4. Press the \text{key} \text{\textgreater{}} \text{Save}.

Related information
Set or change your smartphone password, 321

View properties for an application

1. On the home screen or in a folder, click the \text{Options} icon.
2. Click \text{Device} \text{\textgreater{}} \text{Application Management}.
3. Click an application.
Delete an application

If your email account uses a BlackBerry Enterprise Server, your organization might not permit you to delete some applications. For more information, contact your administrator.

1. On the Home screen or in a folder, highlight an application icon.
2. Press the $key$ key > Delete.

View the size of an application database

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Device and Status Information.
3. Press the $key$ key > Database Sizes.

Troubleshooting: Applications

I can't add, update, or return to the previous version of an app

If your email account uses a BlackBerry Enterprise Server, your organization might not permit you to add or update smartphone apps. For more information, contact your administrator.

Try the following actions:

- Verify that your BlackBerry smartphone is connected to the wireless network.
- Verify that your smartphone has enough storage space to add or update the app.

I deleted an app that I want back

If you delete an app that you downloaded, you might be able to restore the app to your BlackBerry smartphone.

Try one of the following:
• If you downloaded the app from the BlackBerry App World storefront, on the Home screen, click the **BlackBerry App World** icon. Press the 📩 key > **Help**.

• If you downloaded the app with the BlackBerry Desktop Software, for more information about restoring apps, see the Help in the BlackBerry Desktop Software.

• If you downloaded the app from your wireless service provider or a third-party organization, for more information about restoring the app, contact your wireless service provider or the third-party organization.

### Error messages: BlackBerry Device Software

"App" or "JVM" might appear before an error message. For example, "JVM Error 101" or "App Error 200."

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<th>Error message and cause</th>
<th>Possible solution</th>
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<td>Try the following actions:</td>
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<tr>
<td>Error 106: Graphics system error</td>
<td>• If the error message still appears after you reset your smartphone, reload your BlackBerry Device Software. The reload process deletes your smartphone data.</td>
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<td>Error 205: Security service error</td>
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<td>Error 504: Data corruption issue</td>
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<tr>
<td>Error 525: System error</td>
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<td>Error 526: Critical object missing</td>
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<td>Error 543: Incompatible file system</td>
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<tr>
<td>Error message and cause</td>
<td>Possible solution</td>
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<tr>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Error 552</strong>: Insufficient storage space available during startup</td>
<td>Try the following actions:</td>
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<td><strong>Error 561</strong>: Application error</td>
<td>• Reset your smartphone.</td>
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<td><strong>Error 602</strong>: Application error</td>
<td>• If the error message still appears after you reset your smartphone, reload your BlackBerry Device Software. The reload process deletes your smartphone data.</td>
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<td><strong>Error 603</strong>: Application error</td>
<td>• If the error message still appears after you reload your BlackBerry Device Software, contact your wireless service provider.</td>
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<td><strong>Error 200</strong>: BlackBerry Device Software error</td>
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<td><strong>Error 203</strong>: Application process terminated</td>
<td>Reset your smartphone.</td>
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<td><strong>Error 501</strong>: Memory corruption</td>
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<td><strong>Error 517</strong>: Hardware/software conflict</td>
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<tr>
<td><strong>Error 513</strong>: User attempted to reset the smartphone after exceeding the maximum number of permitted password attempts</td>
<td>When this error occurs, all of your smartphone data is deleted to prevent unauthorized access to your information.</td>
</tr>
<tr>
<td></td>
<td>If your email account uses a BlackBerry Enterprise Server, your administrator might be able to change options that will minimize the chance of this error message appearing again. For more information, contact your administrator.</td>
</tr>
<tr>
<td></td>
<td>Try the following actions:</td>
</tr>
<tr>
<td></td>
<td>• Reload your BlackBerry Device Software. The reload process deletes your smartphone data.</td>
</tr>
<tr>
<td></td>
<td>• If the error message still appears after you reload your BlackBerry Device Software, contact your wireless service provider.</td>
</tr>
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<td><strong>Error 576</strong>: IT policy issue</td>
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**Related information**
BlackBerry Device Software, 261
Getting started: Security, Reset your smartphone, 303
Reload the BlackBerry Device Software using the BlackBerry Desktop Software

Before you begin: Before you reload the BlackBerry Device Software, download and install the latest version of the BlackBerry Desktop Software.

You may need to reload the BlackBerry Device Software to resolve a technical issue. It might take up to an hour to reload the BlackBerry Device Software. During that time, you can't disconnect your BlackBerry smartphone from your computer.

Note: You might not be able to back up your smartphone data if you are reloading the BlackBerry Device Software to resolve a technical issue, such as an application error.

1. Connect your smartphone to your computer.
2. Open the BlackBerry Desktop Software.
3. In the BlackBerry Desktop Software, click Update.
4. To download the most recent version of your BlackBerry Device Software, click Get update.
5. Do any of the following:
   • To keep a backup file of your smartphone data and settings, select the Back up your device data checkbox. This backup file is restored to your smartphone after the software reload finishes. If you don’t back up your data, your smartphone data, settings, and email messages are deleted from your smartphone when you reload the software.
   • To encrypt your backup data, click Encrypt backup file.
   • If you want to receive an email when an updated version of the BlackBerry Device Software is available, select the Email me when new versions are available checkbox.
6. Click Install update.

Related information
About updating the BlackBerry Device Software, 261
BlackBerry ID

How to: BlackBerry ID

About BlackBerry ID

A BlackBerry ID gives you convenient access to multiple BlackBerry products and services. After you create a BlackBerry ID, you can use your BlackBerry ID email address and password to log in to any BlackBerry product that supports BlackBerry ID. With BlackBerry ID, you can manage apps that you downloaded from the BlackBerry App World storefront and keep apps you downloaded when you switch smartphones.

You are prompted to log in using your BlackBerry ID when you set up a BlackBerry PlayBook tablet or a BlackBerry smartphone running BlackBerry 7. If you previously created a BlackBerry ID, you must use it when you set up your new tablet or smartphone (instead of creating a new BlackBerry ID). You can log in to both a tablet and a smartphone using the same BlackBerry ID.

If you’re using an older BlackBerry smartphone, you might be able to create a BlackBerry ID from within an app that supports BlackBerry ID, or you can create a BlackBerry ID by visiting www.blackberry.com/blackberryid.

Related information
About downloading apps with the BlackBerry App World, 29

Create a BlackBerry ID

When you create a BlackBerry ID, you can use any email address as your BlackBerry ID username; you do not have to use an email address that you added to your smartphone.

1. Do one of the following:
   - From a computer, visit www.blackberry.com/blackberryid. Click Register for a BlackBerry ID.
   - When you set up a BlackBerry PlayBook tablet or a BlackBerry smartphone running BlackBerry 7, click Create a BlackBerry ID.
2. Complete the instructions on the screen.
Change your BlackBerry ID information

You can change your display name, security question and answer, and password. You can change your BlackBerry ID information from a computer or on a BlackBerry smartphone running BlackBerry 7. Depending on the app, you can also change your information from inside an app that uses BlackBerry ID.

1. Do one of the following:
   - From a computer, visit www.blackberry.com/blackberryid.
   - On the home screen of your BlackBerry smartphone, click Options > Device > BlackBerry ID.

2. Complete the instructions on the screen.
About updating the BlackBerry Device Software

You might want to update your BlackBerry Device Software to access new applications and features or to resolve a technical issue. The duration of the update process can range from 15 minutes to 2 hours, depending on the type of update, the amount of smartphone data, and the number of applications on your BlackBerry smartphone. You can’t use your smartphone or make emergency calls when the update is in progress.

Depending on your wireless service provider or administrator, you can update your BlackBerry Device Software over the wireless network, from a website, or using the BlackBerry Desktop Software. If you download an update to your smartphone over the wireless network, extra fees might apply depending on wireless service provider.

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.

Update the BlackBerry Device Software

You can use your BlackBerry smartphone when you download the BlackBerry Device Software but not while you install the software. During the installation process, your smartphone might reset or display a white screen. Do not remove the battery while the update is in progress.

If encryption is turned on, you might need to type your password at various times during the installation process.

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.

1. Do one of the following:

   - To update your software over the wireless network, on the home screen, click the icon. If you don’t have the icon, on the home screen or in a folder, click the Options icon. Click Device > Software Updates.
   - To update your software using the BlackBerry Desktop Software, from your computer, open the BlackBerry Desktop Software. Connect your smartphone to your computer.
To update your software using a website, from your computer, visit www.blackberry.com/update. Click Check for Updates. Connect your smartphone to your computer.

2. Complete the instructions on the screen.

If you updated your software over the wireless network, to delete the previous version of software that is temporarily stored on your smartphone, on the home screen or in a folder, click the Options icon. Click Device > Software Updates. Press the key > View Result. Press the key > Delete Downgrade Data.

Related information
About backing up and restoring smartphone data, 182
I can’t update the BlackBerry Device Software over the wireless network, 263
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BlackBerry Device Software, 261

Downgrade or return to the previous version of the BlackBerry Device Software over the wireless network

Depending on the options that your wireless service provider or administrator sets, you might not be able to perform this task.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Software Updates.

• If you recently updated your BlackBerry Device Software, to return to the previous software version, press the key > View Result > Downgrade.

• To downgrade to an earlier software version, scroll to a software version that the icon appears beside. Click Perform Downgrade. Follow the instructions on the screen.

Find your smartphone model number and version of the BlackBerry Device Software

Do one of the following:

• On the home screen or in a folder, click the Options icon. Click Device > About Device Versions.
• If supported by your input language, in a message or memo, type myver followed by a space.
Troubleshooting: BlackBerry Device Software

I can't update the BlackBerry Device Software over the wireless network

Depending on the options that your wireless service provider or administrator sets, you might not be able to update your BlackBerry Device Software over the wireless network.

Try the following actions:

- Verify that your BlackBerry smartphone is connected to a wireless network.
- Verify that you’re not roaming outside of your wireless service provider’s wireless coverage area. Depending on your wireless service provider, you might not be able to update your BlackBerry Device Software when roaming. For more information, contact your wireless service provider.
- Try to update your BlackBerry Device Software over the wireless network at a later time. Depending on your wireless service provider, you might not be able to update your BlackBerry Device Software at certain times of the day, when there is a greater volume of network traffic.
- Try visiting your wireless service provider’s website, as you might be able to update your BlackBerry Device Software from the website.
- If your work email account is associated with a BlackBerry Enterprise Server, check with your administrator for BlackBerry Device Software updates. Your administrator might not allow you to update your software over the wireless network, or might allow you to update only to a specific version.

My smartphone doesn't have enough available storage space to update the BlackBerry Device Software

Try the following actions:

- Delete display languages, themes, or third-party applications that you don’t use.
- Delete messages and calendar entries that you don’t need.
- Delete browsing information.
My smartphone responds slowly or freezes

Try the following actions:

• Close unused applications.
• Free some of your application storage.
• Update your BlackBerry Device Software.
• Remove and re-insert the battery. For more information about inserting the battery, see the printed documentation that came with your BlackBerry smartphone, or visit www.blackberry.com/docs/smartphones and see the Start Here guide for your smartphone.

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Tips: Freeing space to optimize your smartphone's performance, 50
View the amount of available storage space on your smartphone, 312
Close an app so that it is not running in the background, 254
Manage Connections

Mobile network

How to: Mobile network

Manage Connections at a glance

Check which wireless networks your smartphone connects to

The types of networks listed do not reflect network connections, only the ability of your BlackBerry smartphone model to connect to those networks. For more information about the wireless networks that your smartphone connects to, see the Safety and Product Information booklet for your smartphone.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > About Device Versions. The types of networks your smartphone can connect to are listed in the brackets after your smartphone model.
Turn on, turn off, or check the status of a network connection

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 a network connection, select the checkbox beside a connection type.
- To turn off a network connection, clear the checkbox beside a connection type.
- To turn on the network connections that were turned on previously, click Restore Connections.
- To check the status of a network connection, click Service Status.

Related information
I can’t connect to the mobile network, 271
I can’t connect to a Wi-Fi network, 280

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.

Related information
Turn on or turn off data service or set roaming options, 267
Turn on, turn off, or check the status of a network connection, 266

Roaming

About roaming and international roaming

In most cases, your BlackBerry smartphone automatically connects to the appropriate wireless network when you travel outside your wireless service provider’s coverage area. Sometimes you might have to provide login information before you can access a wireless network. When you roam, the triangular roaming indicator appears at the top of the home screen.

If your smartphone requires a SIM card, your wireless service provider might need to set up your SIM card with roaming services before you can roam.

If your smartphone normally connects to a CDMA network and your smartphone supports international roaming, you might need to get a SIM card that is set up for international roaming from your wireless service provider. Your phone number stays the same when you travel internationally.
For more information about roaming and roaming fees, contact your wireless service provider.

Switch wireless networks manually

**Before you begin:** To switch wireless networks manually, your wireless service plan must include this service and your BlackBerry smartphone must be connected to a GSM or UMTS network.

Your smartphone is designed to switch to an appropriate wireless network automatically when you travel.

1. On the home screen, click the connections area at the top of the screen, or click the **Manage Connections** icon.
2. Click **Networks and Connections > Mobile Network**.
3. Change the **Network Selection Mode** field to **Manual**.
4. Click a wireless network.
5. Press the **key > Close**.

To connect to your wireless service provider’s wireless network again, change the **Network Selection Mode** field to **Automatic**.

**Related information**

I can’t connect to the mobile network, 271

Turn on or turn off data service or set roaming options

Depending on your wireless service plan, you might be able to turn off data service (email messages, PIN messages, text messages with attachments, and browser service) on your BlackBerry smartphone so that only phone and basic text messaging are available. You can also set your smartphone to turn off data services when roaming, which might prevent you from receiving additional roaming charges. For more information, contact your wireless service provider.

1. On the home screen, click the connections area at the top of the screen, or click the **Manage Connections** icon.
2. Click **Networks and Connections > Mobile Network**.
3. Do one of the following:
   - To turn on or turn off data service, change the **Data Services** field.
   - To turn on or turn off data service when roaming, change the **While Roaming** field.
   - To receive a prompt when roaming that allows you to turn on or turn off data service, change the **While Roaming** field to **Prompt**.
4. Press the **key > Close**.

**Related information**

I can’t connect to the mobile network, 271
Data service unavailable, 271
Preferred wireless network list

About the preferred wireless network list

Your wireless service provider might have agreements with other wireless service providers that permit you to use their services when you are traveling. You can use the preferred wireless network list to control the order in which your BlackBerry smartphone uses these other wireless networks.

Your smartphone tries to connect to a wireless network based on the order in which the wireless networks appear in your preferred wireless network list. When you travel, your smartphone scans for the wireless networks on this list first. If no wireless network on the list is available, your smartphone is designed to connect to another available wireless network automatically.

Note: Extra fees usually apply when you roam. For more information about roaming fees, contact your wireless service provider.

Add a wireless network to the preferred wireless network list

Before you begin: To perform this task, your BlackBerry smartphone must be connected to a GSM or UMTS network. Depending on your wireless service plan, this feature might not be supported.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Mobile Network.
3. Press the key > My Preferred Network List.
4. Press the key > Add Network.
   - To scan for a wireless network to add, click Select From Available Networks. Click a wireless network. Click Select Network.
   - To scan for a wireless network that is already known to your smartphone, click Select From Known Networks. Click a wireless network. Click Select Network.
   - To add a wireless network, click Manual Entry. Set the priority for the wireless network. Type the MCC and MNC.
5. Press the key > Close.

Delete a wireless network from the preferred wireless network list

Before you begin: To perform this task, your BlackBerry smartphone must be connected to a GSM or UMTS network. Depending on your wireless service plan, this feature might not be supported.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Mobile Network.
3. Press the key > My Preferred Network List.
4. Highlight a wireless network.
5. Press the key > Delete.
6. Press the \[ \text{key} \] > Close.

**Change the order of preferred networks**

**Before you begin:** To perform this task, your BlackBerry smartphone must be connected to a GSM or UMTS network.

Depending on your wireless service plan, this feature might not be supported. Your smartphone connects to networks based on the order that they appear in the preferred network list.

1. On the home screen, click the connections area at the top of the screen, or click the **Manage Connections** icon.
2. Click **Networks and Connections > Mobile Network**.
3. Press the \[ \text{key} \] > **My Preferred Network List**.
4. Highlight a wireless network.
5. Press the \[ \text{key} \] > **Move**.
6. Click the new location.
7. Press the \[ \text{key} \] > Close.

**Change the connection speed for the wireless network**

A faster connection speed requires more battery power.

Depending on your wireless service provider, you might not be able to change the connection speed for the wireless network.

1. On the home screen, click the **Manage Connections** icon.
2. Click **Networks and Connections > Mobile Network**.
3. Change the **Network Mode** field.
4. Press the \[ \text{key} \] > Close.

**Related information**

I can’t connect to the mobile network, 271

**Turn on flashing LED notification for wireless coverage**

You can set the LED indicator to notify you when your BlackBerry smartphone is connected to a wireless network.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Display > Screen Display**.
3. Select the **LED Coverage Indicator** checkbox.
4. Press the \[ \text{key} \] > **Save**.

When your smartphone is connected to the wireless network, the LED flashes green.

To turn off the wireless coverage notification, clear the **LED Coverage Indicator** checkbox.
Wireless coverage indicators

Indicators in the upper-right corner of the home screen display the wireless coverage level for the area that you are using your BlackBerry smartphone in. For more information about wireless coverage areas, contact your wireless service provider.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="signal.png" alt="Signal" /></td>
<td>Provides information about the strength of the wireless signal. Three or more bars indicate a strong signal. A reduced signal display might indicate increased power output from your smartphone as it attempts to connect to a weak signal.</td>
</tr>
<tr>
<td>3G, 4G, H+, EDGE, GPRS, NXTL, MIKE, or NTWK</td>
<td>You’re connected to a mobile network and you can access features such as email messaging and Internet browsing. If you don’t see one of the indicators, you might be in an area of reduced wireless coverage where some features aren’t available (you might only be able to make a phone call or send and receive text messages).</td>
</tr>
<tr>
<td><img src="sos.png" alt="SOS" /></td>
<td>You can call only emergency numbers.</td>
</tr>
<tr>
<td><img src="no_signal.png" alt="No Signal" /></td>
<td>You’re in an area of no wireless coverage.</td>
</tr>
<tr>
<td><img src="off.png" alt="Off" /></td>
<td>The connection to the mobile network is turned off.</td>
</tr>
<tr>
<td><img src="wifi.png" alt="Wi-Fi" /></td>
<td>You’re connected to a Wi-Fi network and you can access BlackBerry services such as email messaging and Internet browsing over the Wi-Fi connection.</td>
</tr>
<tr>
<td><img src="wifi_off.png" alt="Wi-Fi Off" /></td>
<td>Your Wi-Fi connection is turned on, but you’re not connected to a Wi-Fi network, or you’re connected to a Wi-Fi network, but you can’t access BlackBerry services such as email messaging and Internet browsing over the Wi-Fi connection.</td>
</tr>
<tr>
<td><img src="bluetooth.png" alt="Bluetooth" /></td>
<td>Your Bluetooth connection is turned on, and you’re connected to a Bluetooth enabled device.</td>
</tr>
<tr>
<td><img src="bluetooth_off.png" alt="Bluetooth Off" /></td>
<td>Your Bluetooth connection is turned on, but you’re not connected to a Bluetooth enabled device.</td>
</tr>
</tbody>
</table>

Related information

About emergency calls and Emergency Callback Mode, 68
Troubleshooting: Mobile network

I can't connect to the mobile network

Try the following actions:

- If your BlackBerry smartphone uses a SIM card, verify that your SIM card is inserted in your smartphone correctly.
- If your smartphone normally connects to a CDMA network and your smartphone supports international roaming, verify that your smartphone is in global roaming mode and that your SIM card is inserted in your smartphone correctly.
- Verify that you turned on the connection to the wireless network.
- Verify that you’re connected to your wireless service provider’s network. If you switched wireless networks manually, your smartphone remains connected to that wireless network until you select your wireless service provider’s network again.
- If you set a specific speed for wireless network connections, verify that you’re in a wireless coverage area that supports the connection speed.

Related information
Turn on or turn off data service or set roaming options, 267
Switch wireless networks manually, 267
Turn on, turn off, or check the status of a network connection, 266

Error messages

Data service unavailable

Description
This message appears when you don’t have access to data services on your BlackBerry smartphone.

Possible solutions
Try the following actions:

- Verify that you’re in a wireless coverage area.
- Verify that the data service on your smartphone is turned on.
- If you’re roaming, verify that you can access data services while you roam.

Related information
Wi-Fi technology

Depending on your BlackBerry smartphone model, the Wi-Fi feature might not be supported.

How to: Wi-Fi technology

Check which wireless networks your smartphone connects to

The types of networks listed do not reflect network connections, only the ability of your BlackBerry smartphone model to connect to those networks. For more information about the wireless networks that your smartphone connects to, see the Safety and Product Information booklet for your smartphone.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > About Device Versions. The types of networks your smartphone can connect to are listed in the brackets after your smartphone model.

Turn on, turn off, or check the status of a network connection

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 a network connection, select the checkbox beside a connection type.
• To turn off a network connection, clear the checkbox beside a connection type.
• To turn on the network connections that were turned on previously, click Restore Connections.
• To check the status of a network connection, click Service Status.

Related information
I can’t connect to the mobile network, 271
I can’t connect to a Wi-Fi network, 280
Connect to a Wi-Fi network

About connecting to a Wi-Fi network

Your BlackBerry smartphone can use the Wi-Fi network instead of the mobile network to visit webpages, send and receive email messages, and so on. When you connect to the Internet with a Wi-Fi network, you might avoid data charges that are associated with using your mobile network, and, in many cases, the connection speed is faster.

Hotspots are available in many public places. Some hotspots are free to use, while others require payment. Your wireless service provider might provide an application for your smartphone that allows you to log in to a hotspot. If you do not have an application on your smartphone, you might have to set up your own account online and log in manually.

If you have an access point or router that supports Wi-Fi Protected Setup, you can connect to it using Wi-Fi Protected Setup.

When you connect to a Wi-Fi network, your smartphone saves the connection information so that the next time that you are within range of that network, your smartphone connects to it automatically.

Connect to a Wi-Fi network

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Wi-Fi Network.
3. If you want to connect to a public hotspot or to a Wi-Fi network that does not require authentication, select the Show Open networks only checkbox.
4. Click the Wi-Fi network that you want to connect to.
5. If the Wi-Fi network requires authentication, type the password for the network.

The name of the Wi-Fi network appears at the top of the home screen.

Related information
I can’t connect to a Wi-Fi network, 280

Connect to a Wi-Fi network using Wi-Fi Protected Setup

If your wireless router or wireless access point includes Wi-Fi Protected Setup, you can quickly connect to a Wi-Fi network without entering a long password.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Wi-Fi Network > Other Ways to Connect > Wi-Fi Protected Setup (WPS).
   • To use the Wi-Fi Protected Setup button on your router or access point, click Press button on router. On your router or access point, press the Wi-Fi Protected Setup button. On your BlackBerry smartphone, click Start.
   • To use a PIN, click Enter PIN into router. On your smartphone, click Start. Your smartphone provides you with a PIN. On the administration screen for your router or access point, type the PIN.

Connect to a Wi-Fi network manually

If you know the name of the Wi-Fi network that you want to connect to, you can manually connect to the network.
1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Wi-Fi Network > Other Ways to Connect > Manually Connect to Network.
3. In the SSID field, type the name of the Wi-Fi network.
4. Click Next.
5. In the Security Type field, click the Wi-Fi network security type and provide any requested information.
6. Click Save and Connect.

Related information
Options for saved Wi-Fi networks, 275
I can't connect to a Wi-Fi network, 280

Saved Wi-Fi networks

Change, move, or delete a saved Wi-Fi network

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Wi-Fi Network > Saved Wi-Fi Networks.
3. Highlight a saved Wi-Fi network.
4. Press the key.
   - To change options for the saved network, click Edit. Change the options. Click Save.
   - To move the saved network and change the order that your BlackBerry smartphone tries to connect to your saved networks, click Move. Click a new location.
   - To delete the saved network, click Delete.

Related information
Options for saved Wi-Fi networks, 275

Prevent your smartphone from connecting to a saved Wi-Fi network

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Wi-Fi Network > Saved Wi-Fi Networks.
3. Highlight a saved Wi-Fi network.
4. Press the key > Disable.

Turn on or turn off the prompt that appears for hotspots

By default, your BlackBerry smartphone prompts you if you’re within range of a saved Wi-Fi network that appears to be a hotspot. If you turn off these prompts, you can turn them on again.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Wi-Fi Network.
3. Press the key > **Options**.
   - To turn on the prompt that appears for hotspots, select the **Prompt me when a saved hotspot is found nearby** checkbox.
   - To turn off the prompt that appears for hotspots, clear the **Prompt me when a saved hotspot is found nearby** checkbox.

4. Press the key > **Save**.

**Options for saved Wi-Fi networks**

**Common options**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Type a display name for the Wi-Fi network.</td>
</tr>
<tr>
<td>SSID</td>
<td>Type the Wi-Fi network name.</td>
</tr>
<tr>
<td>Security Type</td>
<td>Set the security type that the Wi-Fi network supports.</td>
</tr>
<tr>
<td>Band type</td>
<td>Set the Wi-Fi network type. If you don’t know the network type, don’t change this field.</td>
</tr>
<tr>
<td>SSID broadcasted</td>
<td>Set whether the Wi-Fi network broadcasts its SSID.</td>
</tr>
<tr>
<td>Automatically obtain IP address and DNS</td>
<td>Set whether your BlackBerry smartphone receives a routable IP address, a subnet mask, DNS settings, and a gateway address from the Wi-Fi network.</td>
</tr>
<tr>
<td>Allow inter-access point handover</td>
<td>Set whether your smartphone remains connected to the Wi-Fi network when you move between wireless access points.</td>
</tr>
<tr>
<td>VPN profile</td>
<td>If necessary, set a VPN profile to use with the saved Wi-Fi network.</td>
</tr>
<tr>
<td>IP Address</td>
<td>Type the IP address for your smartphone.</td>
</tr>
<tr>
<td>Subnet mask</td>
<td>Type the subnet mask for the wireless access point that your smartphone should connect to.</td>
</tr>
<tr>
<td>Primary DNS</td>
<td>Type the primary DNS that your smartphone should connect to.</td>
</tr>
<tr>
<td>Secondary DNS</td>
<td>Type the secondary DNS that your smartphone should connect to.</td>
</tr>
<tr>
<td>Default gateway address</td>
<td>Type the default gateway IP address that your smartphone should connect to.</td>
</tr>
<tr>
<td>Domain suffix</td>
<td>Type the domain that your smartphone uses to resolve host names into IP addresses.</td>
</tr>
</tbody>
</table>
WEP options
These options appear if you choose the WEP security type.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select WEP key</td>
<td>Set the type of WEP key for the Wi-Fi network.</td>
</tr>
<tr>
<td>WEP key</td>
<td>Type the WEP key for the Wi-Fi network in hexadecimal format.</td>
</tr>
</tbody>
</table>

WPA/WPA2 Personal options
These options appear if you choose the WPA/WPA2 Personal security type.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passphrase</td>
<td>If necessary, type the WPA or WPA2 Personal passphrase to connect to the Wi-Fi network.</td>
</tr>
</tbody>
</table>

WPA/WPA2 Enterprise options
These options appear if you choose the WPA/WPA2 Enterprise security type.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Sub-Type</td>
<td>If necessary, set the enterprise security method for the Wi-Fi network.</td>
</tr>
<tr>
<td>Username</td>
<td>If necessary, type the user name that you use to connect to the Wi-Fi network.</td>
</tr>
<tr>
<td>Password</td>
<td>If necessary, type the password that you use to connect to the Wi-Fi network.</td>
</tr>
<tr>
<td>CA certificate</td>
<td>Set the root certificate that your smartphone should use to verify that it’s connecting to the correct Wi-Fi network.</td>
</tr>
<tr>
<td>Client certificate</td>
<td>Set the authentication certificate that your smartphone should use to connect to the Wi-Fi network.</td>
</tr>
<tr>
<td>Inner link security</td>
<td>If necessary, set the security protocol that the Wi-Fi network supports for its inner authentication method.</td>
</tr>
<tr>
<td>Token</td>
<td>Set whether you use a hardware token to connect to the Wi-Fi network.</td>
</tr>
<tr>
<td>Server subject</td>
<td>If necessary, type the server subject name that your smartphone should use to verify that it’s connecting to the correct Wi-Fi network.</td>
</tr>
</tbody>
</table>
### Install a root certificate on your smartphone

You might not be able to connect to some Wi-Fi networks until you install a root certificate on your BlackBerry smartphone. You can install the root certificate on your computer, and then use the BlackBerry Desktop Software to synchronize the root certificate between your smartphone and your computer. For more information, see the Help in the BlackBerry Desktop Software, or contact your administrator.

### Wi-Fi calling

#### About Wi-Fi calling

If your wireless service provider supports Wi-Fi calling and you subscribe to this service, you can make and receive calls over the Wi-Fi network. You can use the Wi-Fi network to make and receive calls in areas where you have a Wi-Fi connection to the Internet, even if you have limited or no mobile network coverage.

For more information about Wi-Fi calling, contact your wireless service provider.

#### Change your Wi-Fi calling preferences

1. On the home screen, click the connections area at the top of the screen, or click the **Manage Connections** icon.
2. Click **Networks and Connections** > **Mobile Network**.
3. Change the **Preferred Network for Calls** field.
4. Press the key > **Save**.

### Wi-Fi diagnostic reports

#### Submit a Wi-Fi diagnostic report

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Networks and Connections** > **Wi-Fi Network**.
3. Press the key > **Troubleshoot** > **Wi-Fi Diagnostics**.
4. Press the key > **Email Report** or **PIN Report**.
Set options for Wi-Fi diagnostic reports

When you set options for Wi-Fi diagnostic reports, if you set a default recipient, each time that you submit a Wi-Fi diagnostic report, your BlackBerry smartphone sends the report to that recipient. If you want to specify a recipient each time that you submit a report, do not set a default recipient.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Networks and Connections > Wi-Fi Network**.
3. Press the **key** > **Troubleshoot > Wi-Fi Diagnostics**.
4. Press the **key** > **Options**.
   - To include advanced data in Wi-Fi diagnostic reports, change the **Display Mode** field to **Advanced**.
   - To set a default recipient for Wi-Fi diagnostic reports, type the contact information.
5. Press the **key** > **Save**.

Connection permissions for third-party applications

<table>
<thead>
<tr>
<th>Permission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>USB</td>
<td>Set whether third-party applications can use physical connections, such as a USB cable or RS-232 cable, that you have set up for your BlackBerry smartphone.</td>
</tr>
<tr>
<td>Bluetooth</td>
<td>Set whether third-party applications can use Bluetooth connections.</td>
</tr>
<tr>
<td>Phone</td>
<td>Set whether third-party applications can make calls or access call logs.</td>
</tr>
<tr>
<td>Location Data</td>
<td>Set whether third-party applications can use your GPS location information.</td>
</tr>
<tr>
<td>Server Network</td>
<td>Set whether third-party applications can access the Internet or your organization’s intranet using your organization’s network.</td>
</tr>
<tr>
<td>Internet</td>
<td>Set whether third-party applications can access the Internet through your wireless service provider (for example, using a direct Internet connection or WAP gateway).</td>
</tr>
<tr>
<td>Wi-Fi (if supported)</td>
<td>Set whether third-party applications can use Wi-Fi connections.</td>
</tr>
</tbody>
</table>

Related information

Third-party application control, 347

About using Wi-Fi with VPN and software tokens

If you have a Wi-Fi enabled BlackBerry smartphone and if your organization uses a VPN to control access to its network, you might be able to log in to the VPN and access your organization’s network using a Wi-Fi network. If you have a Wi-Fi
enabled smartphone, you might also need a software token to connect to your organization’s network using a Wi-Fi network.

**Wireless coverage indicators**

Indicators in the upper-right corner of the home screen display the wireless coverage level for the area that you are using your BlackBerry smartphone in. For more information about wireless coverage areas, contact your wireless service provider.

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</tr>
<tr>
<td><img src="network.png" alt="3G, 4G, H+, EDGE, GPRS, NXTL, MIKE, or NTWK Icon" /></td>
<td>You’re connected to a mobile network and you can access features such as email messaging and Internet browsing. If you don’t see one of the indicators, you might be in an area of reduced wireless coverage where some features aren’t available (you might only be able to make a phone call or send and receive text messages).</td>
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<tr>
<td><img src="sos.png" alt="SOS Icon" /></td>
<td>You can call only emergency numbers.</td>
</tr>
<tr>
<td><img src="location.png" alt="X Icon" /></td>
<td>You’re in an area of no wireless coverage.</td>
</tr>
<tr>
<td><img src="power.png" alt="OFF Icon" /></td>
<td>The connection to the mobile network is turned off.</td>
</tr>
<tr>
<td><img src="wifi.png" alt="Wi-Fi Icon" /></td>
<td>You’re connected to a Wi-Fi network and you can access BlackBerry services such as email messaging and Internet browsing over the Wi-Fi connection.</td>
</tr>
<tr>
<td><img src="wifi_connection.png" alt="Wi-Fi Connection Icon" /></td>
<td>Your Wi-Fi connection is turned on, but you’re not connected to a Wi-Fi network, or you’re connected to a Wi-Fi network, but you can’t access BlackBerry services such as email messaging and Internet browsing over the Wi-Fi connection.</td>
</tr>
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<td><img src="bluetooth.png" alt="Bluetooth Icon" /></td>
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</tbody>
</table>

**Related information**

*About emergency calls and Emergency Callback Mode, 68*
Troubleshooting: Wi-Fi technology

I can't connect to a Wi-Fi network

Depending on your BlackBerry smartphone model, the Wi-Fi feature might not be supported.

Try the following actions:

- Verify that you turned on the connection to the Wi-Fi network.
- Verify that you’re in a Wi-Fi coverage area. If you’re connecting to a home network, see if other wireless devices are able to connect. If you’re connecting to an enterprise Wi-Fi network or a hotspot, talk to your administrator or an employee at the hotspot.
- Verify that the time on your smartphone is synchronized with the network time. If the times are different, it could prevent your smartphone from connecting (for example, if connecting to the network requires you to have a certificate on your smartphone and the certificate has an expiration date).
- If the Wi-Fi network doesn’t appear in the Wi-Fi Network application, it might be hidden. If you know the network name, try connecting to the Wi-Fi network manually.
- In the Wi-Fi Network application, verify that the options for the Wi-Fi network are correct. To find out what options to use, for a home network, refer to the information that came with your router; for an enterprise Wi-Fi network, talk to your administrator; for a public hotspot, refer to any information provided for the hotspot or talk to an employee at the hotspot who might have details about how to connect.
- If you switched Wi-Fi networks manually, switch to another Wi-Fi network or set your smartphone to scan for available Wi-Fi networks.
- If your email account uses a BlackBerry Enterprise Server, your smartphone might prevent you from connecting to certain wireless access points. For more information, contact your administrator.
- If you’re using the Push Button Setup method, verify that the access point is enabled with Wi-Fi Protected Setup, and that it has been set to send its profile. Verify that another device isn’t also attempting to connect at the same time, and that not more than one access point within range is in this mode. For more information, see the information that came with your router.
- If you use PEAP, EAP-TLS, EAP-FAST, EAP-TTLS, or EAP-SIM to connect to a Wi-Fi network, verify that you installed the root certificate for the certificate authority server that created the certificate for the authentication server. The certificate must be transferred to your smartphone before you can connect to the network. For more information, talk to your administrator.
- If you use EAP-TLS to connect to a Wi-Fi network, verify that you added your authentication certificate to your smartphone. The certificate must be transferred to your smartphone before you can connect to the network. For more information, talk to your administrator.

Related information

Connect to a Wi-Fi network manually, 273
Connect to a Wi-Fi network, 273
Turn on, turn off, or check the status of a network connection, 266
My smartphone drops calls made using Wi-Fi calling

You can only make calls using Wi-Fi calling if your BlackBerry smartphone is connected to a Wi-Fi network. To avoid dropped calls, your smartphone plays a warning tone when you are making a call using Wi-Fi calling and your Wi-Fi connection is getting weak. To make another call using Wi-Fi calling, move to an area with a stronger Wi-Fi signal.
Mobile Hotspot mode

Depending on your wireless service provider, this feature might not be available.

How to: Mobile Hotspot mode

Mobile Hotspot mode basics

About Mobile Hotspot mode

You can use the Wi-Fi technology on your BlackBerry smartphone in one of two ways: Wi-Fi mode or Mobile Hotspot mode. When you turn on Wi-Fi mode, you can connect your smartphone to a Wi-Fi network to access an Internet connection. You can only connect to an external Wi-Fi network, such as your home network or office network, while in Wi-Fi mode. When you turn on Mobile Hotspot mode, you can use your smartphone as a mobile hotspot so that other Wi-Fi enabled devices can use the mobile network connection on your smartphone. For example, if you are traveling, you can connect your smartphone with your laptop and use your smartphone’s Mobile Hotspot mode to access the Internet on your laptop.

If your smartphone is connected to a CDMA network, when you make or receive a call, your smartphone suspends your Mobile Hotspot session until you end the call. Your Mobile Hotspot session resumes when your call ends. While Mobile Hotspot mode is turned on, you might not be able to send messages from your smartphone. Messages you send while your smartphone is in Mobile Hotspot mode are sent after you turn off Mobile Hotspot mode.

Before you use your smartphone in Mobile Hotspot mode, read the latest safety and product information at www.blackberry.com/docs/smartphones.

Turn on or turn off Mobile Hotspot mode

Before you begin: To perform this task, you must turn on your BlackBerry smartphone’s Mobile Network connection and Wi-Fi connection.

The first time you turn on Mobile Hotspot mode, your smartphone might prompt you to activate your Mobile Hotspot account, and set a password for use with your Mobile Hotspot account.

On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.

- To turn on Mobile Hotspot mode, select the Mobile Hotspot checkbox.
- To turn off Mobile Hotspot mode, clear the Mobile Hotspot checkbox.

When Mobile Hotspot mode is turned on, the indicator appears in the connections area at the top of the home screen.
Connect to the mobile network manually while using Mobile Hotspot mode

If your BlackBerry smartphone is connected to a GSM network, and Mobile Hotspot mode is turned on, you might have to manually connect to the mobile network using your APN. To get the user name and password for your APN, contact your wireless service provider. Depending on your wireless service provider, you might be able to enter up to two APNs.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Select the Mobile Hotspot checkbox.
3. If necessary, enter the APN name and APN login information for each of your APNs.
4. Click OK.

Stop connected devices from exchanging data

By default, devices that are connected to your mobile hotspot can send data to each other. For example, if you and a friend have your laptops connected to your mobile hotspot, you could play a game together. If your BlackBerry smartphone uses a BlackBerry Enterprise Server, depending on the options your administrator sets, you might not be able to exchange data with connected devices.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Mobile Hotspot Connections > Options.
3. Clear the Allow connected devices to exchange data with each other checkbox.

Mobile Hotspot mode options

View information about your mobile hotspot

You can check the duration of your mobile hotspot session, the names of the devices that are connected to your mobile hotspot, and how much data is being transferred to the connected devices.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Mobile Hotspot Connections.

Related information

Change the amount of time before Mobile Hotspot mode turns off, 284
Change your mobile hotspot name

You can name your mobile hotspot so that other Wi-Fi enabled device users can see the name when they try to connect to your mobile hotspot. When you turn on Mobile Hotspot mode, the name of your mobile hotspot appears in the connections area at the top of the home screen.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Mobile Hotspot Connections > Options.
3. In the Network Name (SSID) field, type a name for your mobile hotspot.

Change the amount of time before Mobile Hotspot mode turns off

By default, if your BlackBerry smartphone isn’t connected to a power outlet and your smartphone and the other devices that are connected to your mobile hotspot are inactive for 15 minutes, Mobile Hotspot mode turns off automatically to conserve battery power.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Mobile Hotspot Connections > Options.
3. Change the Auto Shutoff Timer field.

Prevent additional devices from connecting to your mobile hotspot

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Mobile Hotspot Connections.
3. Select the Don’t allow any more devices to connect checkbox.

View information about a connected device

You can view a connected device’s name, MAC address, IP address, and band.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Mobile Hotspot Connections.
3. In the Wi-Fi Devices Connected section, highlight a device.
4. Press the key > Details.

About using Bluetooth technology in Mobile Hotspot mode

When you turn on Mobile Hotspot mode, your BlackBerry smartphone can use Bluetooth technology to connect to wireless devices, or BlackBerry PlayBook tablets using BlackBerry Bridge. When Mobile Hotspot mode is turned on, you can only connect to Bluetooth devices with Handsfree, Headset, Serial Port, and Dial-Up Networking Bluetooth profiles.
Submit a Mobile Hotspot diagnostic report

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Mobile Hotspot Connections.
3. Press the key > Diagnostics.
4. Press the key > Email Report.

Troubleshooting: Mobile Hotspot mode

I can't use my smartphone as a mobile hotspot

Try the following actions:

- Verify that your mobile network connection and your Wi-Fi connection are both turned on.
- Verify that your BlackBerry smartphone is connected to the mobile network by checking that the indicator appears in the connections area at the top of the home screen.
- Verify that your wireless service plan is set up to use Mobile Hotspot mode. For more information, contact your wireless service provider.
- If you are roaming, on the Mobile Network Options screen, verify that the Data Services field and the While Roaming field are set to On.

Related information
Connect to the mobile network manually while using Mobile Hotspot mode, 283
Turn on or turn off Mobile Hotspot mode, 282

I can't connect multiple devices to my mobile hotspot

Depending on your wireless service plan, you might not be able to connect multiple devices to your mobile hotspot. For more information, contact your wireless service provider.
About Bluetooth

Bluetooth technology is designed to establish a wireless connection between your BlackBerry smartphone and a Bluetooth enabled device, such as a hands-free car kit or a wireless headset.

Before you can connect your BlackBerry smartphone to a Bluetooth enabled device, you must first turn on Bluetooth technology on both devices and then pair the devices. Pairing establishes a relationship between the devices and usually needs to be done only once.

After you pair the devices, you can connect the devices when the Bluetooth enabled device is within range of your BlackBerry smartphone (a typical range is approximately 10 meters). For best results, keep your BlackBerry smartphone within direct line of sight of the Bluetooth enabled device. For example, if your BlackBerry smartphone is on the right side of your body, wear a Bluetooth enabled headset in your right ear.

When you turn on Bluetooth technology or when you connect your BlackBerry smartphone to another Bluetooth enabled device, Bluetooth status indicators appear at the top of the home screen.

Turn on or turn off Bluetooth technology

If you try to perform an action using Bluetooth technology, you may be prompted to turn on Bluetooth technology.

On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.

- To turn on Bluetooth technology, select the Bluetooth checkbox.
- To turn off Bluetooth technology, clear the Bluetooth checkbox.

Pair with a Bluetooth enabled device

**Before you begin:** You must pair your BlackBerry smartphone with a Bluetooth enabled device before you can connect to it. For more information about preparing the Bluetooth enabled device for pairing, see the documentation that came with the Bluetooth enabled device.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections > Add New Device > Search.
3. Click a Bluetooth enabled device.
4. If necessary, do one of the following:
   - If the Bluetooth enabled device does not have a keyboard (for example, a wireless headset), on your BlackBerry smartphone, type the pairing passkey that either appears on the Bluetooth enabled device or is provided in the documentation that came with the Bluetooth enabled device. The passkey is most often a numeric or alphanumeric code.
   - If the Bluetooth enabled device has a keyboard (for example, a laptop), type a pairing passkey of your choice on both devices.

Related information
Turn on or turn off Bluetooth technology, 286
I can’t pair with a Bluetooth enabled device, 45
I can’t share contacts with a paired Bluetooth enabled device, 296

Connect to or disconnect from a paired Bluetooth enabled device

Before you begin: To perform this task, Bluetooth technology must be turned on and your BlackBerry smartphone must be paired with the Bluetooth enabled device.

Your BlackBerry smartphone might attempt to connect to a Bluetooth enabled device automatically when Bluetooth technology is turned on and the devices are within range. Your BlackBerry smartphone will usually stay connected to a paired Bluetooth enabled device, such as a car kit or headset, until you disconnect the devices.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Highlight a Bluetooth enabled device.
   - To connect to a Bluetooth enabled device, press the key > Connect. If necessary, verify that the same number appears in the dialog boxes on both paired devices.
   - To disconnect from a paired Bluetooth enabled device, highlight the device. Press the key > Disconnect.

Related information
Turn on or turn off Bluetooth technology, 286
I can’t pair with a Bluetooth enabled device, 45

Switch to a paired Bluetooth enabled device during a call

Before you begin: To perform this task, you must turn on Bluetooth technology.
During a call, press the key > **Activate <Bluetooth device>**.

**Related information**
Turn on or turn off Bluetooth technology, 286

### Share contacts with a paired Bluetooth enabled car kit

1. On the home screen, click the connections area at the top of the screen, or click the **Manage Connections** icon.
2. Click **Networks and Connections > Bluetooth Connections**.
3. Highlight a Bluetooth enabled car kit.
4. Press the key > **Transfer Contacts**.

**Related information**
I can’t share contacts with a paired Bluetooth enabled device, 296
I lose my connection with a Bluetooth enabled car kit, 295
Set which contacts are available to share with a Bluetooth enabled car kit, 291

### Send a file

**Before you begin:** To send a video, the video must be recorded in MMS mode.

1. On the home screen or in a folder, click the **Media** icon or **Files** icon.
2. Find and highlight a file.
3. Press the key > **Send**.
4. Click a message type.
5. If necessary, turn on Bluetooth technology and choose a device or pair with a device.

**Related information**
I can’t attach a file to a text message, 132

### Send contact cards using Bluetooth technology

Contact cards sent using Bluetooth technology are automatically saved in the contact list of the receiving smartphone.

1. On the home screen, click the **Contacts** icon.
2. Click a contact.
3. Press the key > **Send Contact Card > Send Using Bluetooth**.
Rename or delete a paired Bluetooth enabled device

Before you begin: To perform this task, you must turn on Bluetooth technology. To delete a paired Bluetooth enabled device, you must first disconnect your BlackBerry smartphone from the Bluetooth enabled device.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Highlight a paired Bluetooth enabled device.
   - To rename the device, press the key > Device Properties. In the Device Name field, change the name for the Bluetooth enabled device. Press the key > Save.
   - To delete the device, press the key > Delete Device.

Make your smartphone discoverable

If you make your BlackBerry smartphone discoverable, other Bluetooth enabled devices can detect your smartphone.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
   - To make your smartphone discoverable, set the Discoverable field to Yes.
   - To make your smartphone discoverable for 2 minutes only, set the Discoverable field to 2 Minutes. After 2 minutes, the Discoverable field switches to No automatically.

Related information
I can't pair with a Bluetooth enabled device, 45

Bluetooth technology options

Bluetooth profiles

Depending on your BlackBerry smartphone model and wireless network, some profiles might not be supported.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Source (A2DP)</td>
<td>This profile allows you to output audio from your BlackBerry smartphone to enabled devices that support stereo audio such as stereo headsets, speakers, and car kits.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>A/V Remote Control (AVRCP)</td>
<td>This profile allows you to use the buttons on a Bluetooth enabled headset to perform actions such as adjusting the volume or playing the next or previous media file on your BlackBerry smartphone.</td>
</tr>
<tr>
<td>Data Transfer</td>
<td>This service allows you to connect your BlackBerry smartphone to Bluetooth enabled devices that support the transfer of data such as media files.</td>
</tr>
<tr>
<td>Desktop Connectivity</td>
<td>This service allows you to connect your BlackBerry smartphone to a Bluetooth enabled computer that is running BlackBerry Desktop Software so that you can synchronize your organizer data.</td>
</tr>
<tr>
<td>Dial-Up Networking (DUN)</td>
<td>This profile allows you to use your BlackBerry smartphone as a modem when it is connected to a Bluetooth enabled computer.</td>
</tr>
<tr>
<td>Handsfree (HFP)</td>
<td>This profile allows you to connect your BlackBerry smartphone to Bluetooth enabled headsets and car kits that support the Handsfree profile.</td>
</tr>
<tr>
<td>Headset (HSP)</td>
<td>This profile allows you to connect your BlackBerry smartphone to Bluetooth enabled headsets that support the Headset profile.</td>
</tr>
<tr>
<td>Message Access Profile (MAP)</td>
<td>This profile allows you to use a Bluetooth enabled car kit with your BlackBerry smartphone to notify you of new messages. This profile can also help you read, delete, browse, compose, and send messages.</td>
</tr>
<tr>
<td>Serial Port Profile</td>
<td>This profile allows you to connect your BlackBerry smartphone to Bluetooth enabled devices that support desktop connectivity, wireless bypass, and data transfer.</td>
</tr>
<tr>
<td>SIM Access</td>
<td>If your BlackBerry smartphone uses a SIM card, this profile allows you to use a Bluetooth enabled car kit to control the SIM card on your BlackBerry smartphone so that you can make and receive calls using the car kit. When you use this feature, data services (browser service, email messaging, PIN messaging, and MMS messaging) are not available on your smartphone, and phone services are accessible only through the car kit. Before you can use this feature, you might need to enter a 16-digit alphanumeric code, generated by the car kit, on your BlackBerry smartphone.</td>
</tr>
<tr>
<td>Wireless Bypass</td>
<td>This service allows you to connect your BlackBerry smartphone to a Bluetooth enabled computer that is running the BlackBerry Desktop Software so that you can send and receive email messages and synchronize your organizer data without using a connection to the wireless network. To use this service, your email account must use a BlackBerry Enterprise Server.</td>
</tr>
</tbody>
</table>

### Turn off a Bluetooth profile

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Press the menu key > Options.
4. In the Services section, clear the checkbox beside one or more Bluetooth profiles.
5. Press the ➤ key > Save.

**Related information**
Bluetooth profiles, 289

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**Set which contacts are available to share with a Bluetooth enabled car kit**

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Press the ➤ key > Options.

- To prevent your BlackBerry smartphone from sharing contacts with a Bluetooth enabled device, in the Contacts Transfer field, click Disabled.
- To allow your smartphone to share all contacts with a Bluetooth enabled device, in the Contacts Transfer field, click All.
- To allow your smartphone to share only the contacts that you have recently had contact with, in the Contacts Transfer field, click Hotlist.
- To allow your smartphone to share only contacts in one or more categories, in the Contacts Transfer field, click Selected. To select which categories to share, click Edit. Select the checkbox next to each category you want to share.

**Related information**
Share contacts with a paired Bluetooth enabled car kit, 288

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**Prevent your smartphone from making contacts available to other Bluetooth enabled devices**

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Press the ➤ key > Options.
4. Change the Contacts Transfer field.
5. Press the ➤ key > Save.

To allow your BlackBerry smartphone to make contacts available to other Bluetooth enabled devices, change the Contacts Transfer field to All.

**Related information**
Create a category for contacts, tasks, or memos, 198
Restrict outgoing calls

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Press the key > Options.
4. Set the Allow outgoing calls field to Never or If Unlocked.
5. Press the key > Save.

Change the pairing name for your BlackBerry smartphone

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Press the key > Options.
4. In the Device Name field, type a name for your BlackBerry smartphone.
5. Press the key > Save.

Turn off or turn on the Bluetooth connection notification

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Press the key > Options.
   - To turn off the Bluetooth connection notification, clear the LED Connection Indicator checkbox.
   - To turn on the Bluetooth connection notification, select the LED Connection Indicator checkbox.
4. Press the key > Save.

Turn off the prompt that appears when connecting or pairing

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Highlight a paired Bluetooth enabled device.
4. Press the key > Device Properties.
5. Set the Trusted field to Yes.
6. Press the key > Save.

To turn on the prompt again, set the Trusted field to Prompt.
Set the message types that your Bluetooth enabled car kit notifies you of

**Before you begin:** To perform this task, your Bluetooth enabled car kit must support the Message Access Profile (MAP).

For more information about using Bluetooth technology with your car, see the documentation that came with your car kit.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Press the key > MAP Options.
4. Select the checkbox beside one or more message types.

Encrypt data that you send or receive using Bluetooth technology

**Before you begin:** To perform this task, the paired Bluetooth enabled device must support data encryption.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Press the key > Options.
4. Select the Encryption checkbox.
5. Press the key > Save.

Turn off automatic reconnection to Bluetooth enabled devices

By default, when you turn on your BlackBerry smartphone, your smartphone attempts to connect to the last Bluetooth enabled device that you used.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Bluetooth Connections.
3. Press the key > Options.
5. Press the key > Save.
Troubleshooting: Bluetooth technology

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. 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.
- If the Bluetooth enabled device uses a battery, connect it to a power source. Depending on the device, if the battery power is too low the device may be unable to pair.
- 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 ➤ Device Properties. Clear the Encryption checkbox. Press the ➤ key > Save.
- If Mobile Hotspot mode is turned on, verify that you are trying to connect to a Bluetooth enabled device using the Handsfree, Headset, Serial Port, or Dial-Up Networking profiles.

My list of paired Bluetooth devices doesn't appear

Try the following actions:

- Verify that Bluetooth technology is turned on.
- Verify that you added Bluetooth enabled devices to the paired Bluetooth enabled devices list.

I can't type a passkey on a Bluetooth enabled device

If you can't type a passkey on a Bluetooth enabled device, the passkey might already be defined.

On your BlackBerry smartphone, in the Enter passkey for <device name> field, try typing 0000.
I can't send or receive files

If you’re trying to send a file as an attachment, your BlackBerry smartphone must be associated with an email account that uses the BlackBerry Internet Service or a BlackBerry Enterprise Server that supports this feature. For more information, contact your wireless service provider or administrator.

If your email account uses a BlackBerry Enterprise Server, your organization might not allow you to use some features or might prevent you from sending or receiving files. For more information about the features that are available on your smartphone, contact your administrator.

Try the following actions:

• Verify that the file you’re trying to send or receive is a file type that’s supported by BlackBerry smartphones.
• Verify that the file that you’re trying to send is a file that you have added to your smartphone and that the file is not protected by copyright or DRM.
• If you’re trying to send a file to or receive a file from a specific application, verify that the application is installed on your smartphone.
• If you can’t find a file that was sent to you, check the folder that matches the file type of the sent file. Files sent to your smartphone are stored in the folder that matches each file’s type. For example, if you receive a picture, the picture is saved in the pictures folder of your smartphone or media card, depending on your smartphone’s settings.

I cannot find files sent to me over a Bluetooth connection

By default, files sent to your BlackBerry smartphone over a Bluetooth connection are saved in the folder that matches the type of file sent.

Related information
Search for a file that is saved on your smartphone, 134

I lose my connection with a Bluetooth enabled car kit

Try the following actions:

• Verify that your car kit is using the latest software version available. For more information about your Bluetooth enabled car kit’s software version, see the documentation that came with your car kit.
• Move your BlackBerry smartphone to another location in your vehicle or turn your smartphone to face another direction. The location of your BlackBerry smartphone’s Bluetooth antenna in relation to your car kit’s Bluetooth antenna may affect the Bluetooth connection.
I can't share contacts with a paired Bluetooth enabled device

Try the following:

• Verify that Bluetooth technology is turned on.
• Verify that your BlackBerry smartphone is paired with the Bluetooth enabled device.
• Verify that, in the Bluetooth options, the Contacts Transfer field is not set to Disabled.
• Verify that your BlackBerry smartphone is connected to a Bluetooth enabled device that supports the Handsfree profile or the Object Push profile. For more information about supported profiles, see the documentation that came with the Bluetooth enabled device.

Related information
Turn on or turn off Bluetooth technology, 286
Pair with a Bluetooth enabled device, 286
Share contacts with a paired Bluetooth enabled car kit, 288
Media server

How to: Media server

About the media server

Using the media server you can wirelessly share media files from your BlackBerry smartphone with supported devices that are Universal Plug and Play compatible, such as some computers, TVs, or other home entertainment equipment. Supported devices connect to your smartphone using a Wi-Fi network to access your shared media files so that you can play the files on the connected devices.

Share media files using the media server

Before you begin: The Wi-Fi connection must be turned on, and your BlackBerry smartphone must be connected to the same Wi-Fi network as the device you want to share media files with.

1. On the home screen, click the Media icon.
2. Press the key > Media Server.
3. Select the Turn on Media Server checkbox.
4. When the file sharing indicator appears in the upper-right corner of the home screen, use the connected device you want to share media files with to access your smartphone.
5. On your smartphone allow access to your shared media files when prompted.
6. To automatically accept all requests to share your media files, click Access Control and select the Auto Accept All Connections checkbox.

Note: If you turn off the media server and then turn it on again, devices that are identified by IP addresses will prompt you again for access to your media files.

Related information
Connect to a Wi-Fi network, 273

Manage the devices connected to the media server

You can change your decisions about which devices you allow to connect to your BlackBerry smartphone, and how they connect, while using the media server.
1. On the home screen, click the Media icon.
2. Press the key > Media Server.
3. Click Access Control.
4. Highlight a connection.
5. Do one of the following:
   • To change whether a device automatically connects, must receive permission to connect, or is automatically
denied access to the media server, change the field.
   • To delete a device that's not currently active, press the key > Delete Selected Device.

Select the types of media files that you share using the media server

1. On the home screen, click the Media icon.
2. Press the key > Media Server.
3. Click Preferences.
4. Select or clear the checkbox beside each type of media file that you want to start or stop sharing.

Change the display name of the media server

The display name that you assign to your media server appears on supported devices when they detect the media server on
the Wi-Fi network.

1. On the home screen, click the Media icon.
2. Press the key > Media Server.
3. Click Preferences > Edit.
4. Type a display name for your BlackBerry smartphone.
5. Click OK.
Smart accessories

About the Smart Accessories application

You can change how your BlackBerry smartphone functions when you connect it to a dock, charger, or charging pod by creating a dock profile to identify the dock or charger in the Smart Accessories application. For example, you might be able to identify a dock as a bedside dock so that when you connect your smartphone, your smartphone’s sound profile turns off, and your smartphone’s alarm clock turns on.

Set up a new dock

The first time you connect your BlackBerry smartphone to a dock, charger, or charging pod, you’re prompted to set the behavior of your smartphone for each time it connects. If you choose not to set the behaviour of your smartphone you’ll be prompted again the next time you connect your smartphone to the dock, charger, or charging pod. If you remove your smartphone from the dock, charger, or charging pod while the configuration screen is displayed on your smartphone, the configuration screen will remain open.

1. In the Smart dock dialog box, click Configure.
2. In the Dock Name field, type a name for your dock profile.
   - To turn on an application when you connect your smartphone, in the Start Application drop-down list, click an application.
   - To change the sound profile when you connect your smartphone, in the Sound Profile drop-down list, click a sound profile.
   - To turn on or turn off the mobile network when you connect your smartphone, in the Mobile Network drop-down list, click On or Off.
   - To turn on or turn off the Wi-Fi connection when you connect your smartphone, in the Wi-Fi drop-down list, click On or Off.
   - To turn on or turn off Bluetooth technology when you connect your smartphone, in the Bluetooth drop-down list, click On or Off.
3. Press the key > Save.
Change a dock profile

Before you begin: To perform this task you must have a dock profile saved on your BlackBerry smartphone.

You can change the applications that open, the sound profile, or whether the mobile network, Wi-Fi network, or Bluetooth technology turns on or turns off when you connect your smartphone.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Smart Accessories**.
3. Click a dock profile.
4. Change the dock settings.
5. Press the **key > Save**.

Delete a saved dock profile

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Smart Accessories**.
3. Highlight a dock profile.
4. Press the **key > Delete**.
Power and battery

How to: Power and battery

Inserting the SIM card, media card, and battery

Remove the battery door

To remove the battery door, press and slide.

Insert the SIM card
Depending on your BlackBerry smartphone model or your wireless service provider, you might not need a SIM card for your smartphone.
Slide the SIM card into the slot.

Insert the media card and battery
The media card is optional. If a media card is included, it might already be inserted.
Set your smartphone to turn on and turn off automatically

You can set your BlackBerry 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.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Auto On/Off.
3. In the Weekday or Weekend section, select the Enabled checkbox.
4. Specify the times when your smartphone should turn on and turn off on weekdays and weekends.
5. Press the key > Save.

Turn off your smartphone

Depending on your theme, the location or name of the Power Off icon might differ from the location or name in this task.

- If you haven’t set your BlackBerry smartphone to turn on and turn off automatically at specific times, press and hold the key.
- If you have set your smartphone to turn on and turn off automatically at specific times, on the home screen or in a folder, click the Power Off icon. If you want your smartphone to stay turned off until you turn it on again, click Full Power Off. If you want your smartphone to turn on again at the specified time or for alarm or calendar reminders, click Turn Off.

Reset your smartphone

Remove and reinser the battery.

Check the battery power level

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Device and Status Information.
About battery saving mode

Battery saving mode helps your phone conserve energy and extend the amount of time between charges. When turned on, battery saving mode monitors the battery strength. When your battery strength starts getting low, the application automatically adjusts some options in the phone. Some options the phone adjusts to extend battery strength include:

- Reducing the brightness of the backlight to its lowest level.
- Reducing the length of time before the backlight turns off.
- Turning on the option to automatically dim the backlight.
- Reducing the setting for the Mobile Hot Spot automatic shutdown timer.

Turn on or turn off battery saving mode

When you turn on battery saving mode, your BlackBerry smartphone automatically changes options to conserve battery power. When you turn off battery saving mode or the smartphone is charged, your normal smartphone settings are restored.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Battery Saving Mode**.
3. Select or clear the **Turn on Battery Saving Mode when battery power level is low** checkbox.
4. To change the power level that turns on battery saving mode, change the **Start when battery power is at or drops below** field.
5. Press the **key > Save**.

Turn on or turn off Application Resource Monitor

The Application Resource Monitor app monitors apps running in the background and reports on any that are abusing system resources and causing issues, such as sluggish performance or lower than expected battery life. You can have Application Resource Monitor alert you of any apps that are abusing system resources or automatically shut down those apps.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Application Resource Monitor**.
3. Select or clear the **Turn on Application Resource Monitor** checkbox, and then customize the application by doing any of the following:
   - Select or clear the **Automatically shutdown background draining applications** checkbox.
   - Select or clear the **Do not automatically shut down audio streaming applications**.
When abusive behavior is identified you are prompted to immediately shut down the app or ignore the prompt and allow the app to continue running. If you decide to ignore the prompt, Application Resource Monitor will not monitor the app again.

Troubleshooting: Power and battery

My battery life is shorter than I expected

Many factors influence the standby time and the talk time of the BlackBerry smartphone. Including things like signal strength, network type, and proximity to the network. For tips to improve the battery life see the related information listed below.

Related information
Tips: Extending battery life, 35
How to: Storage space and media cards

About media cards

Depending on your BlackBerry smartphone model, you can insert a microSD media card into your smartphone to take videos and increase the storage space that’s available on your smartphone for storing media files such as songs, ring tones, videos, or pictures. For more information about inserting a media card into your smartphone, see the printed documentation that came with your smartphone.

Supported media cards

Your BlackBerry smartphone supports media card sizes up to 32 GB. Only microSD media cards are supported.

Inserting the SIM card, media card, and battery

Remove the battery door
To remove the battery door, press and slide.

**Insert the SIM card**

Depending on your BlackBerry smartphone model or your wireless service provider, you might not need a SIM card for your smartphone.

Slide the SIM card into the slot.

**Insert the media card and battery**

The media card is optional. If a media card is included, it might already be inserted.
Turn on or turn off media card support

When you turn off media card support, your BlackBerry smartphone can’t access the files that are on your media card. This might be useful if you want to make sure that your files are saved to your smartphone’s built-in media storage rather than your media card.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Storage.
3. Select or clear the Media Card Support checkbox.
4. Press the key > Save.

Turn on or turn off USB mass storage mode

If your BlackBerry smartphone is connected to your computer with a USB cable but doesn’t appear as a drive on your computer, you may have to turn on USB mass storage mode.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Storage.
3. Press the key > Enable USB Mass Storage.
4. If necessary, type your smartphone password.

Your smartphone appears as a drive on your computer.

To turn off USB mass storage mode, press the key > Disconnect.
Back up smartphone data to your media card

**Before you begin:** To perform this task, you must have a media card inserted in your BlackBerry smartphone.

If your email account uses a BlackBerry Enterprise Server, depending on the options that your administrator sets, you might not be able to perform this task. For more information, contact your administrator.

**CAUTION:** If you perform this task, any existing backup data on your media card is deleted and replaced with your new backup data.

1. On the home screen, click the **Setup** icon.
2. In the **Setup** section, click **Device Switch > Using a Media Card > Save Data**.
   - To back up smartphone data including email, select the **Save emails** checkbox.
   - To back up smartphone data excluding email, clear the **Save emails** checkbox.
3. Click **Continue**.
4. To set a password for your data, in the **Password** field, enter a password.
5. In the **Confirm** field, re-enter the password.
6. Click **Save**.

**Related information**

*Restore smartphone data from your media card*, 309

---

Restore smartphone data from your media card

If you have backed up your BlackBerry smartphone data to your media card, you should be able to restore the data to your smartphone.

1. On the home screen, click the **Setup** icon.
2. In the **Setup** section, click **Device Switch > Using a Media Card > Transfer Data > Continue**.
3. In the **Password** field, enter the password you set when you backed up your smartphone data.
4. Click **Enter**.

**Related information**

*Back up smartphone data to your media card*, 309
Repair files stored on your media card or on your smartphone

**CAUTION:** If you run the repair feature on your BlackBerry smartphone, your smartphone might delete files that have errors from your media card or on your smartphone.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Storage**.
3. Press the **key > Repair**.
4. Complete the instructions on the screen.

If your media card is still not repaired after you run the repair feature, you might want to try formatting it.

**Related information**

My smartphone doesn’t recognize my media card, 312

Format your media card or built-in media storage

Depending on your BlackBerry smartphone model, you might not be able to format your smartphone’s built-in media storage.

**CAUTION:** If you format your media card or built-in media storage, all of the data that’s saved to your media card or built-in media storage is deleted. 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.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Storage**.
3. Press the **key > Format**.
4. Complete the instructions on the screen.

About compression

Compression is designed to reduce the size of your BlackBerry smartphone data while maintaining the integrity of that data. When compression is turned on, your smartphone can compress your data, including messages, contacts, calendar entries, tasks, and memos. You should keep compression turned on.

If both compression and encryption are turned on, your smartphone compresses smartphone data before encrypting it.
About file encryption

File encryption is designed to protect files that you store on your BlackBerry smartphone and on a media card that can be inserted in your smartphone. You can encrypt the files on your smartphone and on your media card using an encryption key that your smartphone generates, your smartphone password, or both.

If you encrypt the files using an encryption key that your smartphone generates, you can only access the files on your media card when the media card is inserted in your smartphone. If you encrypt the files using your smartphone password, you can access the files on your media card in any smartphone that you insert your media card into, as long as you know the password for the smartphone.

Related information
Turn on encryption, 311

Turn on encryption

Before you begin: To encrypt data on your BlackBerry smartphone, you must set a password for your smartphone.

Depending on the amount of storage space available, you might not be able to encrypt files on your smartphone or on your media card.

You can set encryption to include or exclude your contacts. If you turn on encryption for contacts and you receive a call when your smartphone is locked, the encrypted contact information doesn’t appear on the screen.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Encryption.
3. To encrypt data and files on your smartphone, in the Device Memory section, select the Encrypt checkbox.
4. To encrypt files that are stored on a media card, in the Media Card section, select the Encrypt checkbox and do one of the following:
   - To encrypt files using an encryption key that your smartphone generates, change the Mode field to Device Key.
   - To encrypt files using your smartphone password, change the Mode field to Device Password.
   - To encrypt files using an encryption key and your smartphone password, change the Mode field to Device Password & Device Key.
5. Press the key > Save.

To stop encrypting data and files on your smartphone, in the Device Memory section, clear the Encrypt checkbox. To stop encrypting files on your media card, in the Media Card section, clear the Encrypt checkbox.

Related information
About file encryption, 311
View the amount of available storage space on your smartphone

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Storage**.

*Related information*
*Tips: Freeing space to optimize your smartphone's performance*, 50

View the amount of storage space used by media files

1. On the home screen, click the **Media** icon.
2. Press the **key > Memory Use**.

Troubleshooting: Storage space and media cards

My smartphone doesn't recognize my media card

Try the following actions:

- Verify that your media card is inserted in your BlackBerry smartphone correctly. For more information about inserting a media card into your smartphone, see the printed documentation that came with your smartphone.
- In your media card options, verify that media card support is turned on.
- In your media card options, if there’s a message to format your media card, disconnect your smartphone from your computer. Format your media card.

**CAUTION:** Formatting your media card will delete all the files from it.

*Related information*
*Turn on or turn off media card support*, 143
*Format your media card or built-in media storage*, 310
The application storage on my smartphone is low

When the application storage available on your BlackBerry smartphone is low, your smartphone displays a dialog box that lists applications and languages that you don’t use frequently. You can delete applications and languages in this list.

Try the following actions:

• Verify that you have deleted old email messages or text messages, especially messages with attachments.
• Verify that you have deleted contacts that are already in your organization’s contact list.
• Verify that you have deleted media files from your smartphone.
• If you recently updated your BlackBerry Device Software over the wireless network, verify that you have deleted the previous version of the BlackBerry Device Software.
• Verify that you have cleared the browser cache.

Related information
Tips: Freeing space for your music, pictures, videos, and files, 36
View the amount of available storage space on your smartphone, 312
Search

How to: Search

Search for an item

You can search for help, contacts, documents, files, memos, pictures, videos, and more on your BlackBerry smartphone. You can narrow your search from an app, or you can extend your search to the Internet. You can also view items you selected from previous search results.

1. On the home screen, click the icon.
2. Type your search terms.

To stop a search, press the key twice.

Related information
Change what happens when you type on the Home screen, 25

Search for an item using voice enabled search

Before you begin: Voice enabled search might not be available in all languages. To complete this task, your BlackBerry smartphone must be connected to the wireless network.

1. On the home screen, click the icon.
2. Click the icon.
3. Say your search terms.

To stop a search, press the key twice.

Related information
Change the language for voice enabled search, 315
Change search options

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Search.
   - To clear search history, click Delete Search History.
   - To turn off search history, clear the Show Search History checkbox.
   - To turn off web suggestions, clear the Show Web Suggestions checkbox.
   - To change which applications appear in your search results, in the Data Sources and Extended Providers sections, select or clear the checkbox beside one or more of the listed applications.
3. Press the key > Save.

Change the language for voice enabled search

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Language.
3. Change the Voice Search field.
4. Press the key > Save.

Search for messages

You can search for messages on your BlackBerry smartphone. You might also be able to search for messages in the email application on your computer or in another associated email account if your email account uses the BlackBerry Internet Service or a BlackBerry Enterprise Server that supports this feature.

On the home screen, click the Messages icon.

- To search for messages based on the subject, highlight a message. Press the key > Search by > Subject.
- To search for messages based on the sender, highlight a message. Press the key > Search by > Sender.
- To perform an advanced search, press the key > Search by > Advanced. Specify the search criteria. To save the search criteria, press the key > Save. Click Search.
- To search for messages using the criteria from your last advanced search, press the key > Last.

**Note:** If you search for messages, your smartphone doesn't search attachments.

To stop a search, press the key.

Related information
Message search criteria

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<td>Specify one or more contacts or email addresses that your smartphone should search for in messages. To widen the search, you can also specify part of a name.</td>
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<td>Appears in</td>
<td>Change the type of address field that your smartphone should search in for the name or email address.</td>
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<td>Type</td>
<td>Change the type of messages that your smartphone should search for.</td>
</tr>
</tbody>
</table>

**Do more with your message search results**

1. In the search results, highlight a message.
2. Press the key.
   - To view more available search results, click Get More Results.
   - To add the message that you highlighted to your message inbox, click Add.
   - To add all the messages from the search results to your message inbox, click Add All.
   - To delete the search results, click Delete Search.
   - To start a new search, click Search by.

**CAUTION:** If you delete a message from the message search results, the message is also deleted from your message inbox or the email application on your computer.

**View, change, or delete a saved search**

1. On the home screen, click the Messages icon.
2. Press the key > Search by > Advanced.
3. Press the key.
   - To view a list of saved searches, click Recall.
   - To change a saved search, click Recall. Highlight a search. Press the key > Edit Search. Change the search criteria. Press the key > Save.
   - To delete a saved search, click Recall. Highlight a search. Press the key > Delete Search.

**Search for text in a message, in a file, or on a webpage**

**Before you begin:** To search for text in a presentation, you must view the presentation in text view or in text and slide view.

1. In a message, in a file, in an attachment, or on a webpage, press the key > Find or Find on Page.
2. Type the text.
3. Press the ← key on the keyboard.

To search for the next instance of the text, press the ⇨ key > Find Next or Find Next on Page.

Search for a contact

You can search for contacts in your contact list or, if your email account uses a BlackBerry Enterprise Server, you might also be able to search for contacts in your organization’s contact list.

1. On the home screen, click the Contacts icon.
   • To search for a contact in your contact list, type all or part of a contact’s name.
   • To search for a contact in your organization’s contact list, click Remote Lookup. Type all or part of a contact’s name. Click OK.
2. Highlight a contact.
3. Press the ↩ key.
   • To view information for a contact, click View.
   • To add a contact from your organization’s contact list to your contact list, click Add to Contacts.
   • To add all of the contacts from your organization’s contact list to your contact list, click Add All to Contacts.
   • To view the next 20 matches in your organization’s contact list, click Get More Results.
   • To narrow search results when a contact’s name has multiple matches, highlight a contact’s name. Click Resolve.
   • To delete the search results after you have searched your organization’s contact list, click Delete Lookup.
   • To start a new search when you are searching your organization’s contact list, click Lookup.

Related information
Change how contact names appear in Remote Lookup results, 202

Troubleshooting: Search

I don't get any voice enabled search results

Try one of the following:
• Verify that your BlackBerry smartphone has a strong connection to the wireless network.
• Verify that the correct language is set for voice enabled search.
Related information
Turn on, turn off, or check the status of a network connection, 266
Security

How to: Security

Security basics

About the smartphone password

There are several types of password protection that you can use on your BlackBerry smartphone.

Smartphone password

You can create a smartphone password to help protect your smartphone from unauthorized access and use, and you can set your smartphone to lock after a certain period of inactivity. You must enter your smartphone password to unlock your smartphone. If you forget your password, it can't be recovered. For security reasons, if you exceed the number of allowed password attempts, your smartphone deletes all your smartphone data and prompts you to set a new password.

BlackBerry ID

After you create a BlackBerry ID, you can use a single email address and password to log in to any BlackBerry product or service that supports BlackBerry ID. If you exceed the number of allowed attempts to log in using BlackBerry ID, wait for the security lockout to end before you try to log in again. To reset your BlackBerry ID password, visit www.blackberry.com/blackberryid.

Password Keeper

You can use the Password Kepper ( ) to store password information, such as your passwords for online banking. The Password Keeper is designed to encrypt your password information, and decrypt it when you enter the Password Keeper password. Remember that you might also need your smartphone password before you access the Password Keeper. If you exceed the number of allowed attempts to open the Password Keeper, the Password Keeper data can't be accessed unless you restore your smartphone data. After you restore your smartphone data, when you attempt to open Password Keeper
you are prompted to create a Password Keeper password. Then, you are prompted to enter the old Password Keeper password to access old password information.

**Restoring your data**

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**

Set or change your smartphone password, 321
I forget my smartphone password, 43
My smartphone prompts me to make an emergency call when I type a password, 351

**Set or change your smartphone password**

If you forget your BlackBerry smartphone password, it can’t be recovered. You can reset your password without knowing your current password by deleting all your smartphone data.

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.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Password**.
   - To set a password, click **Set Password**.
   - To change your password, click **Change Password**.
3. Type a password.
4. Press the **Enter** key > **Save**.

To turn off your smartphone password, clear the **Enable** checkbox.

**Related information**

Require your smartphone password before adding an app, 254
Lock or unlock your smartphone, 31
About backing up and restoring smartphone data, 182
About the smartphone password, 320
I forget my smartphone password, 43
Delete smartphone data, third-party applications, or media card files, 323
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.

Do one of the following:

- To lock the screen, press the **key on the top left of your smartphone.**
- To unlock the screen, open the slider or press the **key and slide your finger up.**
- To lock your smartphone with a password, on the home screen or in a folder, click the **icon.**
- To unlock your smartphone, enter your password.

Related information
Set or change your smartphone password, 321

Set the screen to lock when you close the slider

To avoid pressing the screen or making calls accidentally, you can set the screen to lock when you close the slider.

1. On the home screen or in a folder, click the **Options icon.**
2. Click **Display > Screen Lock with Slider.**
3. Select the **Lock Screen checkbox.**
4. Press the **key > Save.**

Change when your smartphone locks automatically with a password

Before you begin:
Depending on the options that your administrator sets, you might not be able to perform this task. For more information, contact your administrator.

If you set a BlackBerry smartphone password, you can set your smartphone to lock automatically after a certain period of time or when you insert your smartphone into a holster.

1. On the home screen or in a folder, click the **Options icon.**
2. Click **Security > Password.**
   - To change the amount of time that passes before your smartphone locks automatically, change the **Lock After** field.
   - To lock your smartphone when you insert it into a holster, select the **Lock Handheld Upon Holstering** checkbox.
3. Press the **key > Save.**

Related information
Set a limit for smartphone password attempts

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Password.
3. Change the Number of Password Attempts field.
4. Press the key > Save.

Delete smartphone data, third-party applications, or media card files

Before you delete your BlackBerry smartphone data or media card files, consider backing up the data and files so that you have a copy on your computer.

**CAUTION:** If encryption is turned on, the process for deleting all smartphone data can take about one hour to complete. You can’t stop the process after you start it. If you reset your smartphone, the process restarts after the smartphone restarts.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Security Wipe.
3. Select the checkboxes for items that you want to delete.
4. Type blackberry.
5. Click Wipe Data.

If your smartphone was previously associated with a BlackBerry Enterprise Server, when you delete all your smartphone data, any IT policy rules that were associated with your smartphone remain and may continue to affect the features and settings that are available on your smartphone.

Parental Controls

About Parental Controls

Parental Controls are designed to help you have more control over how the features of the BlackBerry smartphone are used. With Parental Controls you can block content, turn features on or off, and decide what types of communication are available. When you turn on Parental Controls a four-digit PIN is required to change the allowed services, which prevents children or other parties from changing your settings.
Turn on Parental Controls

When you set a PIN for Parental Controls, the only way to reset the PIN if you forget it is to delete all the data on the smartphone.

To turn on Parental Controls:

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Parental Controls.
3. Select the Enable checkbox to turn on Parental Controls.
4. Select one or more of the following options to allow or limit the use of the feature:
   - To allow phone calls, select the Phone checkbox. To limit incoming calls to stored contacts, select the Limit incoming calls to contacts checkbox.
   - To allow text messages, select the Text Messages checkbox.
   - To allow the exchange of files over a Bluetooth connection, select the Bluetooth checkbox.
   - To allow the use of location services, like GPS, select the Location services checkbox.
   - To allow Internet access, select the Browser checkbox.
   - To allow the uploading of files to the YouTube website, select the YouTube Uploader checkbox. This restriction does not limit access to the YouTube website.
   - To allow the installation of third party applications, select the Application installations checkbox.
   - To allow the addition of new email accounts, select the Email account setup checkbox.
   - To allow access to Facebook, click the Facebook checkbox. The Facebook option and the Twitter option work together. You must either allow or restrict access to both applications. If you select or clear the checkbox for one option, the setting is automatically applied to the other option.
   - To allow access to Twitter, select the Twitter checkbox.
   - To allow picture taking, select the Camera checkbox.
   - To allow access to BlackBerry Messenger, select the BlackBerry Messenger checkbox.
5. Press the key > Options.
6. Press the key > Save.
7. Enter a four-digit PIN. Click OK.
8. Confirm the PIN. Click OK.

Change Parental Controls

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Parental Controls.
3. Make changes to your options.
4. Press the key > Save.
Turn off Parental Controls

To turn off Parental Controls

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Parental Controls**.
3. Clear the **Enable** checkbox.
4. Press the **key > Save**.
5. Enter your four-digit PIN. Click **OK**.

**Related information**
I forgot the PIN for Parental Controls, 352

Password Keeper

About the Password Keeper

Use the Password Keeper to store all your passwords in one place. The Password Keeper is designed to protect your passwords with a Password Keeper password. When you type this password, the Password Keeper decrypts your passwords.

You can also use the Password Keeper to generate random passwords that contain numbers, letters, and symbols.

Add, change, or delete a password that is saved in the Password Keeper

On the home screen or in the **Applications** folder, click the **Password Keeper** icon.

- To add a password, press the **key > New**. Type the password information. Press the **key > Save**.
- To change a password, highlight a password. Press the **key > Open**. Change the password information. Press the **key > Save**.
- To delete a password, highlight a password. Press the **key > Delete**.

Change the Password Keeper password

1. On the home screen or in the **Applications** folder, click the **Password Keeper** icon.
2.
Press the \( \text{key} > \) Change Password.

Set a limit for password attempts in the Password Keeper

1. On the home screen or in the Applications folder, click the Password Keeper icon.
2. Press the \( \text{key} > \) Options.
3. Change the Password Attempts field.
4. Press the \( \text{key} > \) Save.

Copy a password

1. On the home screen or in the Applications folder, click the Password Keeper icon.
2. Highlight a password.
3. Press the \( \text{key} > \) Copy Username or Copy Password.

To clear the clipboard, press the \( \text{key} > \) Clear Clipboard.

Note: Passwords are not encrypted when they are on the clipboard.

Prevent password copying

1. On the home screen or in the Applications folder, click the Password Keeper icon.
2. Press the \( \text{key} > \) Options.
3. In the Password Entries section, clear the Allow Clipboard Copy checkbox.
4. Press the \( \text{key} > \) Save.

Hide or show passwords in the Password Keeper

1. On the home screen or in the Applications folder, click the Password Keeper icon.
2. Press the \( \text{key} > \) Options.
   - To hide passwords in the Password Keeper, clear the Show Password checkbox.
   - To show passwords in the Password Keeper again, select the Show Password checkbox.
3. Press the \( \text{key} > \) Save.

Generate a random password

1. On the home screen or in the Applications folder, click the Password Keeper icon.
2. If necessary, change the criteria for generating random passwords by doing any of the following:
Encryption

About encrypting data and files on your smartphone

When encryption for data on your BlackBerry smartphone is turned on, your smartphone uses a private key to encrypt data stored on your smartphone, including data that your smartphone receives when it’s locked. When you lock your smartphone with a password, a lock indicator appears at the top of the screen when your smartphone has secured your data. You can also encrypt the files on your media card using your smartphone password, an encryption key that your smartphone generates, or both. Your smartphone decrypts data as you access it.

If you encrypt the files on your media card using an encryption key that your smartphone generates, you can only access the files when the media card is inserted into your smartphone. If you encrypt the files using your smartphone password, you can access the files in any smartphone that you insert your media card into, as long as you know the smartphone password that was used to protect the files.

If you use a smart card certificate for authentication, depending on the smart card, you might also be able to use one of your smart card certificates to provide two-factor encryption. In order to access the encrypted content, you must provide your smartphone password and also connect your smartphone to your smart card reader.

Turn on encryption

Before you begin: To encrypt data on your BlackBerry smartphone, you must set a password for your smartphone.

Depending on the amount of storage space available, you might not be able to encrypt files on your smartphone or on your media card.

You can set encryption to include or exclude your contacts. If you turn on encryption for contacts and you receive a call when your smartphone is locked, the encrypted contact information doesn’t appear on the screen.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Encryption.
3. To encrypt data and files on your smartphone, in the Device Memory section, select the Encrypt checkbox.
4. To encrypt files that are stored on a media card, in the Media Card section, select the Encrypt checkbox and do one of the following:
   - To encrypt files using an encryption key that your smartphone generates, change the Mode field to Device Key.
   - To encrypt files using your smartphone password, change the Mode field to Device Password.
To encrypt files using an encryption key and your smartphone password, change the **Mode** field to **Device Password & Device Key**.

5. Press the **key > Save**.

To stop encrypting data and files on your smartphone, in the **Device Memory** section, clear the **Encrypt** checkbox. To stop encrypting files on your media card, in the **Media Card** section, clear the **Encrypt** checkbox.

**Related information**

*About file encryption*, 311

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**Set encryption strength**

If encryption of data that is stored on your BlackBerry smartphone is turned on, you can set the strength of the encryption that your smartphone uses to protect data that you receive when your smartphone is locked with a password.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Encryption**.
3. Change the **Strength** field.
4. Press the **key > Save**.

---

**Use a certificate to encrypt the encryption keys on your smartphone**

**Before you begin:** To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

If you have encryption for data that is stored on your BlackBerry smartphone turned on and your smart card reader supports this feature, you might be able to use a certificate from the smart card to encrypt the encryption keys on your smartphone.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Encryption**.
3. Select the **Two-factor Protection** checkbox.
4. Press the **key > Save**.

---

**Generate an encryption key**

**Before you begin:** To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

If you can’t send or receive work email messages, regenerating an encryption key might help resolve the issue.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Security Status Information**.
3. Highlight a service.
4.
Press the key.  
5. Click **Regenerate Encryption Key**.

**SIM card**

Depending on your wireless service provider and wireless network, your BlackBerry smartphone might not use a SIM card.

**Protect your SIM card with a PIN code**

To get your SIM card PIN code, contact your wireless service provider.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Advanced System Settings > SIM Card**.
3. Press the key > **Enable Security**.
4. Type your SIM card PIN code. If you exceed the number of allowed attempts to enter the SIM card PIN code, your SIM card does not function.
5. Press the key on the keyboard.

**Change a SIM card PIN code**

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Device > Advanced System Settings > SIM Card**.
   - To change the PIN code that protects your SIM card, press the key > **Change PIN code**.
   - To change the PIN code for fixed dialing on your SIM card, press the key > **Change PIN2 code**.

**Memory cleaning**

**About memory cleaning**

Memory cleaning is designed to delete sensitive data from the temporary memory on your BlackBerry smartphone. Examples of sensitive data include sensitive data in the cache for the key store browser, unencrypted data from email messages, LDAP authentication passwords, and data from certificate and key searches.

When memory cleaning is turned on, the memory cleaning application is designed to delete sensitive data automatically in the following situations:

- When you insert your smartphone in a holster
- When you do not use your smartphone for a specified period of time
• When you synchronize with your computer
• When you change the time or the time zone for your smartphone
• When you lock your smartphone

Turn on memory cleaning

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Memory Cleaning.
3. Select the Enable checkbox.
4. Press the key > Save.

Change when your smartphone deletes sensitive data from the temporary smartphone memory

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Memory Cleaning.
   • To prevent your BlackBerry smartphone from deleting sensitive data when you insert your smartphone in a holster, clear the Clean When Holstered checkbox.
   • To prevent your smartphone from deleting sensitive data when your smartphone remains idle for a specified period of time, clear the Clean When Idle checkbox.
   • To change how long your smartphone waits after you stop using it before it deletes sensitive data, change the Idle Timeout field.
3. Press the key > Save.

Delete sensitive application data from the temporary smartphone memory

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Memory Cleaning.
3. To delete sensitive data for all applications, in the Memory to Clean section, click Clean.

Create a shortcut for the memory cleaning application

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Memory Cleaning.
3. Select the Place Memory Cleaner Shortcut on Home Screen checkbox.
4. Press the key > Save.
The Memory Cleaner icon appears on the home screen or in the Applications folder.

Certificates and PGP keys

About certificates and certificate enrollment

A certificate is a digital document that binds the identity and public key of a certificate subject. Your BlackBerry smartphone supports RSA, DSA, Diffie-Hellman, and ECC keys.

If your work email account uses a BlackBerry Enterprise Server that supports this feature, you can download certificates over the wireless network using a certification authority profile provided by your administrator. Depending on your organization, enrollment for a certificate might be required and might also occur automatically.

When you enroll with a certification authority profile, a new certificate is downloaded to your smartphone and added to your certificate list. The certification authority profile shows the status of the certificate. If the certificate is scheduled to expire soon, you can re-enroll with the certification authority profile to receive an updated certificate.

About PGP keys

If your work email account uses a BlackBerry Enterprise Server that supports this feature, you can download PGP keys over the wireless network from a certificate server provided by your administrator. Depending on your organization, enrollment with the PGP Universal Server might be required and might also occur automatically.

PGP keys allow you to send and receive PGP messages using your BlackBerry smartphone. Your smartphone supports RSA, DSA, and Diffie-Hellman keys.

About the trust status of certificates and PGP keys

When you view the details for a certificate or key, you can view the trust status of the item. Depending on your administrator, you can change the trust status of a certificate or PGP key.

A certificate can be explicitly trusted (the certificate itself is trusted), implicitly trusted (the root certificate in the certificate chain is trusted on your BlackBerry smartphone), or not trusted (the certificate isn’t explicitly trusted and the root certificate in the certificate chain isn’t trusted or doesn’t exist on your smartphone).

A PGP key can be explicitly trusted (the PGP key itself is trusted), implicitly trusted (the PGP key is associated with a private key on your smartphone), or not trusted (the PGP key isn’t explicitly trusted and isn’t associated with a trusted PGP key on your smartphone, and a chain of digital signatures to a trusted key doesn’t exist).

Related information

Change the trust status of a certificate or PGP key, 335
Certificate and PGP key basics

Download a certificate or PGP key from an LDAP-enabled server or DSML-enabled server

If you are enrolled with the PGP Universal Server, you can’t download PGP keys manually.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Press the key > Fetch Certificates or Fetch PGP Keys.
4. Specify the search criteria.
5. Press the key > Search.
6. Click a certificate.
7. Click Add To Key Store.

Related information
I can’t download a certificate or PGP key from an LDAP-enabled server, 351

Download a certificate from a certification authority

If your administrator has provided you with a certification authority profile, you can enroll with the profile to download a certificate to your BlackBerry smartphone. If the certificate is scheduled to expire soon, you can re-enroll to receive an updated certificate.

1. On the home screen, click the icon. If you don’t have the icon, on the home screen or in a folder, click the Options icon. Click Security > Advanced Security Settings > Certificate Enrollment.
2. Click Enroll or Re-enroll.
3. If necessary, type the credentials that your administrator gave you.

Download a personal PGP key from the PGP Universal Server

1. On the home screen or in a folder, click the Options icon.
2. Click Security > PGP.
3. Press the key > Download Keys.

Import a certificate or PGP key that is saved on your smartphone

1. On the home screen or in a folder, click the Media icon or Files icon.
2. Find and click a certificate or PGP key.
3. Select the certificate or PGP key.

4. Press the key > Import Certificate or Import PGP Key.
   - To view the certificate or PGP key, highlight the certificate or PGP key. Press the key > View Certificate or View PGP Key.
   - To trust the certificate or PGP key, highlight the certificate or PGP key. Press the key > Trust Certificate or Trust PGP Key.

Import certificates or PGP keys from a media card

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Press the key > Import Media Card Certs or Import Media Card PGP Keys.
4. Select the certificates or PGP keys you want to import.
5. Press the key > Import Certificates or Import PGP keys.

To view a certificate or PGP key, highlight the certificate or PGP key. Press the key > View Certificate or View PGP Key.

Send or delete a certificate or PGP key

When you send a certificate or PGP key, your BlackBerry smartphone sends the public key, but doesn’t send the corresponding private key.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Highlight a certificate or PGP key.
   - To send a certificate or PGP key, press the key > Send via Email or Send via PIN.
   - To delete a certificate or PGP key, press the key > Delete.

View details for a certificate or PGP key

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Click a certificate or PGP key.

View one type of certificate or PGP key

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Press the key.
4. Click one of the following menu items:

- **Show Personal Certificates**
- **Show Personal PGP Keys**
- **Show Others' Certificates**
- **Show Others' PGP Keys**
- **Show CA Certificates**
- **Show Root Certificates**

To view all the certificates on your BlackBerry smartphone, press the 📢 key > **Show All Certificates**.

### View the certificate chain for a certificate

1. On the home screen or in a folder, click the Options icon.
2. Click **Security > Advanced Security Settings > Certificates**.
3. Highlight a certificate.
4. Press the 📢 key > **Show Chain**.

### Certificate and PGP key statuses

#### Status indicators for certificates, PGP keys, and certification authority profiles

#### Status indicators for certificates and PGP keys

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🗝️</td>
<td>The certificate or PGP key has a corresponding private key that is stored on your BlackBerry smartphone or a smart card.</td>
</tr>
<tr>
<td>✅</td>
<td>The certificate chain or PGP key is trusted and valid, and the revocation status is good.</td>
</tr>
<tr>
<td>❓</td>
<td>The revocation status is unknown, or a public key is weak.</td>
</tr>
<tr>
<td>❌</td>
<td>The certificate, a certificate in the certificate chain, or the PGP key is untrusted, revoked, expired, not valid, or can't be verified.</td>
</tr>
</tbody>
</table>
Status indicators for certification authority profiles

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>A valid certificate is associated with the certificate authority profile.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>A new certificate is being retrieved because the current certificate is scheduled to expire soon.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>The enrollment request is pending approval from the certificate authority.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Enrollment with the certificate authority profile is pending because an action from the user is required to continue, or because enrollment is scheduled to occur later.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Enrollment with the certificate authority profile is required and will occur automatically.</td>
</tr>
</tbody>
</table>

Check the revocation status of a certificate, certificate chain, or PGP key

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Highlight a certificate or PGP key.
4. Press the key > Fetch Status or Fetch Chain Status.

Change the trust status of a certificate or PGP key

Before you begin: Depending on the types of certificates that your administrator allows, you might not be able to trust some types of certificates.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Highlight a certificate or PGP key.
4. Press the key > Trust or Distrust.
5. If you are trusting a certificate with a certificate chain, do one of the following:
   - To trust only the highlighted certificate, click Selected Certificate.
   - To trust the highlighted certificate and all the other certificates in the chain, click Entire Chain.

Related information

About the trust status of certificates and PGP keys, 331
Revoke a certificate or PGP key

If you revoke a certificate or PGP key, it is revoked only in the key store on your BlackBerry smartphone. Your smartphone doesn’t update the revocation status on the certificate authority, CRL servers, or on the PGP Universal Server.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Highlight a certificate or PGP key.
4. Press the • key > Revoke > Yes.
5. Change the Reason field.
6. Click OK.

To cancel a certificate hold, highlight the certificate. Press the • key > Cancel Hold.

Certificate revocation reasons

<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unknown</td>
<td>The revocation reason does not match any of the predefined reasons.</td>
</tr>
<tr>
<td>Key Compromise</td>
<td>A person who is not the key subject might have discovered the private key value.</td>
</tr>
<tr>
<td>CA Compromise</td>
<td>Someone might have revealed the private key of the certificate issuer.</td>
</tr>
<tr>
<td>Change in Affiliation</td>
<td>The certificate subject no longer works for the organization.</td>
</tr>
<tr>
<td>Superseded</td>
<td>A new certificate is replacing an existing certificate.</td>
</tr>
<tr>
<td>Cessation of Operation</td>
<td>The certificate subject no longer requires the certificate.</td>
</tr>
</tbody>
</table>

Certificate Hold | You want to revoke the certificate temporarily.

PGP key revocation reasons

<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unknown</td>
<td>The revocation reason does not match any of the predefined reasons.</td>
</tr>
<tr>
<td>Superseded</td>
<td>A new PGP key is replacing an existing PGP key.</td>
</tr>
<tr>
<td>Key Compromise</td>
<td>A person who is not the key subject might have discovered the private key value.</td>
</tr>
<tr>
<td>Key Retired</td>
<td>The PGP key is no longer used.</td>
</tr>
<tr>
<td>User ID Invalid</td>
<td>The user information for the PGP key is not valid.</td>
</tr>
</tbody>
</table>
Certificate and PGP key options

Change the display name for a certificate or PGP key

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Highlight a certificate or PGP key.
4. Press the key > Change Label.
5. Type a display name for the certificate or PGP key.
6. Click OK.

Turn off prompts that appear when you add a certificate or PGP key to the key store

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates or PGP keys.
3. Press the key > Fetch Certificates or Fetch PGP Keys.
4. Press the key > Options.
   - To download the revocation status of a certificate or PGP key when you add it to the key store, change the Fetch Status field to Yes.
   - To add a certificate or PGP key to the key store without downloading the revocation status, change the Fetch Status field to No.
   - To turn off the display name prompt, clear the Prompt for Label checkbox.
5. Press the key > Save.

If you turn off the display name prompt, when you add a certificate or PGP key, your BlackBerry smartphone uses the subject as the name for the certificate or PGP key.

Add an email address to a certificate

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Certificates.
3. Press the key > Show Others' Certificates.
4. Highlight a certificate.
5. Press the key > Associate Addresses.
6. Press the key > Add Address.
7. Do one of the following:
• Click a contact.
• Click **Use Once**. Type an email address. Press the **key on the keyboard.**

8. Press the **key > Save.**

**Change how often a certification authority profile checks certificate status**

Depending on your organization, you might be able to change how often a certification authority profile checks the status of its certificate. If the certificate is scheduled to expire soon, you can re-enroll with the certification authority profile to receive an updated certificate.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Advanced Security Settings > Certificate Enrollment.**
3. Change the **Certificate Revocation Check Interval** field.
4. Press the **key > Save.**

**Clear the PGP data cache**

The PGP data cache contains cached PGP public keys and the PGP Universal Server policy that your BlackBerry smartphone downloads from the PGP Universal Server.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > PGP.**
3. Press the **key > Clear Universal Cache.**

The next time that you send a PGP protected message, your smartphone downloads an updated PGP Universal Server policy and updated PGP public keys from the PGP Universal Server.

**Certificate servers**

**Add or delete a certificate server**

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Advanced Security Settings > Certificate Servers.**

   • To add a new certificate server, press the **key > New Server.** Add the connection information for the certificate server. Press the **key > Save.**
   • To delete a certificate server, highlight a certificate server. Press the **key > Delete.**
Change connection information for a certificate server

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Advanced Security Settings > Certificate Servers**.
3. Highlight a certificate server.
4. Press the **key > Edit**.
5. Change the connection information for the certificate server.
6. Press the **key > Save**.

Connection options for OCSP and CRL servers

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendly Name</td>
<td>Type a display name for the certificate server.</td>
</tr>
<tr>
<td>Server URL</td>
<td>Type the web address of the certificate server.</td>
</tr>
</tbody>
</table>

Connection options for LDAP-enabled servers

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendly Name</td>
<td>Type a display name for the server.</td>
</tr>
<tr>
<td>Server Name</td>
<td>Type the network address of the server.</td>
</tr>
<tr>
<td>Base Query</td>
<td>Type the base query information for the server using X.509 certificate syntax (for example, o=test.rim.net).</td>
</tr>
<tr>
<td>Port</td>
<td>Type the port number for your organization’s network. The default port number is 389.</td>
</tr>
<tr>
<td>Authentication Type</td>
<td>Specify whether you must log in to the server.</td>
</tr>
<tr>
<td>Connection Type</td>
<td>Specify whether your BlackBerry smartphone uses an SSL connection or a TLS connection to connect to the server.</td>
</tr>
</tbody>
</table>

Send connection information for a certificate server

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Advanced Security Settings > Certificate Servers**.
3. Highlight a certificate server.
4. Press the \( \text{key > Email Server or PIN Server.} \)

Key store

About the key store

The key store on your BlackBerry smartphone might store the following items:

- Personal certificates or PGP keys (public and private key pairs)
- Certificates that you download using a certification authority profile or the BlackBerry Desktop Software
- Root certificates that are included in the BlackBerry Desktop Software
- Certificates that you download from an LDAP-enabled server or DSML-enabled server
- PGP public keys that you download from an LDAP-enabled server
- Certificates or PGP public keys that you import from your smartphone or a media card
- Certificates or PGP public keys that you add from a message

To access items in the key store, you must enter a key store password. If you exceed the number of allowed password attempts, all your smartphone data is deleted.

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.

Change the key store password

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Key Stores.
3. Press the \( \text{key > Change Key Store Password.} \)

Synchronize the key store password with the smartphone password

If you synchronize the key store password with your BlackBerry smartphone password, when you change your smartphone password, the key store password changes to match it automatically.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Key Stores.
3. Change the Use Device Password as Key Store Password field to Yes.
4. Press the \( \text{key > Save.} \)
Change when your smartphone deletes the key store password

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Key Stores.
3. Change the Key Store Password Timeout field.
4. Press the key > Save.

To access private keys after your BlackBerry smartphone deletes the key store password, you must type your key store password.

Add contacts automatically when you add certificates or PGP keys to the key store

You can set your BlackBerry smartphone to add a contact to your contact list using information from a certificate or PGP key in your key store. For example, if you add a coworker’s public certificate to your key store, your smartphone can automatically create a contact entry with that person’s name, organization, phone number, and address.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Key Stores.
3. Select the Add Certificate Email to Contacts checkbox.
4. Press the key > Save.

Change the service that your smartphone uses to download certificates

Depending on your organization, you might not be able to change the service that your BlackBerry smartphone uses to download certificates. For more information, contact your administrator.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Key Stores.
4. Press the key > Save.

Turn off automatic backup and restore of key store data

By default, items in the key store on your BlackBerry smartphone are backed up or restored when you back up or restore your smartphone data. For security reasons, if you don’t want to back up your private key to your computer or restore your private key from your computer, you can turn off automatic backup and restore of key store data.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Advanced Security Settings > Key Stores.
3. Clear the **Allow Key Store Backup/Restore** checkbox.
4. Press the **key > Save**.

To turn on automatic backup and restore of key store data, select the **Allow Key Store Backup/Restore** checkbox.

### Change the refresh rate for certificate revocation lists

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Advanced Security Settings > Key Stores**.
3. In the **Certificate Status** section, change the **Expires After** field.
4. Press the **key > Save**.

Your BlackBerry smartphone downloads a new revocation status automatically when your smartphone uses a key store item with a status that is older than the time limit that you set.

### Reject certificate revocation lists from unverified CRL servers

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Advanced Security Settings > Key Stores**.
3. Clear the **Accept Unverified CRLs** checkbox.
4. Press the **key > Save**.

Your BlackBerry smartphone rejects certificate revocation lists from CRL servers that the BlackBerry MDS Connection Service can't verify.

### Smart cards

#### About using a smart card with your smartphone

Smart cards store certificates and private keys. You can use a smart card reader to import certificates from a smart card to the key store on your BlackBerry smartphone, but you can’t import private keys. As a result, private key operations such as signing and decryption use the smart card, and public key operations such as verification and encryption use the public certificates on your smartphone.

If you use a smart card certificate to authenticate with your smartphone, after you connect your smart card reader to your smartphone, your smartphone requests authentication from the smart card each time that you unlock your smartphone.

You can install multiple smart card drivers on your smartphone, including drivers for microSD smart cards, but you can only authenticate to one smart card at a time. If you are authenticating using a microSD smart card and you want to transfer media files between your microSD smart card and your computer, you must temporarily turn off two-factor authentication or select a different authentication option.
If the S/MIME Support Package for BlackBerry smartphones is installed on your smartphone, you can use smart card certificates to send S/MIME-protected messages.

**Turn on two-factor authentication**

**Before you begin:** To perform this task, you must set a password for your BlackBerry smartphone and have the smart card password that you received with your smart card.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Password**.
   - To use a smart card and your smartphone password to unlock your smartphone, set the **Authentication Type** field to **Smart Card**.
   - To use your connected smart card reader (even if the smart card is not inserted) and your smartphone password to unlock your smartphone, set the **Authentication Type** field to **Proximity**. Select the **Prompt for Device Password** checkbox.
3. Press the **key > Save**.

**Import a certificate from a smart card**

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Advanced Security Settings > Certificates**.
3. Press the **key > Import Smart Card Certs**.
4. Enter your smart card password.
5. Select the checkbox beside a certificate.
6. Click **OK**.
7. Enter your key store password.
8. Click **OK**.

**Lock your smartphone when you remove your smart card from your smart card reader**

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Security > Password**.
3. If necessary, change the **User Authenticator** field to **Smart Card**.
4. Select the **Lock On Card Removal** checkbox.
5. Press the **key > Save**.

**Related information**

*I can't unlock my smartphone using my smart card*, 351
About smart password entry

If you use advanced authentication and your BlackBerry smartphone password or smart card password is numeric, you might be able to use smart password entry in some password fields. When smart password entry is turned on, your smartphone is designed to remember the format of a password that you type in a password field. When you type the password again, your smartphone applies a smart password filter to the password field. If the password is numeric, a 123 indicator appears beside the password field and you do not have to press the key to type numbers. If the password is alphanumerical, an ABC indicator appears beside the password field.

To use smart password entry, advanced authentication must be turned on and the correct smart card driver and smart card reader must be installed on your smartphone.

Turn off smart password entry

Before you begin: To perform this task, you must be using a smart card and a password to unlock your BlackBerry smartphone.

You can turn off smart password entry to reduce the chance that someone might guess your smartphone password or smart card password based on the smart password filter that your smartphone applies to password fields.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Password.
3. If necessary, change the User Authenticator field to Smart Card.
4. Clear the Smart Password Entry checkbox.
5. Press the key > Save.

To turn on smart password entry again, check the Smart Password Entry checkbox.

Turn off notification for smart card connections

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Smart Card.
3. Clear the LED Session Indicator checkbox.
4. Press the key > Save.

To turn on notification for smart card connections, select the LED Session Indicator checkbox.

Prerequisites: Using authentication certificates

- Your BlackBerry smartphone must have the correct smart card driver and smart card reader driver installed.
- You must have imported a certificate from your smart card that you can use for signing and verification.
- You must turn on advanced authentication.
• You must have set a smartphone password.
• You must have the smart card password that you received with your smart card.

Use a certificate to authenticate your smart card

Before you begin: To perform this task, you must be using a smart card and a password to unlock your BlackBerry smartphone.

If you use a certificate to authenticate your smart card, the certificate authenticates your smart card whenever you use your smart card to unlock your smartphone.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Password.
3. If necessary, change the User Authenticator field to Smart card.
5. Press the key > Save.

To stop using a certificate to authenticate your smart card, change the Authentication Certificate field to None.

Check the status of your authentication certificate automatically

Before you begin: To perform this task, you must be using a smart card and a password to unlock your BlackBerry smartphone.

1. On the home screen or in a folder, click the Options icon.
2. Click Password.
3. If necessary, change the User Authenticator field to Smart Card.
4. Change the Certificate Status Check field.
5. Press the key > Save.

If your smartphone checks the status of your authentication certificate and finds that it is revoked or expired, your smartphone locks.

Store the passphrase for your smart card on your smartphone

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Smart Card.
3. Select the PIN Caching checkbox.
4. Press the key > Save.

Your BlackBerry smartphone stores the passphrase for the same length of time as it stores your key store password.
VPN settings

Depending on the options that your administrator has set for you, this feature might not be supported.

About VPN profiles

A VPN profile contains the information that you require to log in to your organization’s network over VPN. Depending on your organization, your administrator might add a VPN profile to your BlackBerry smartphone automatically and you might have more than one VPN profile on your smartphone. For more information about VPN profiles, contact your administrator.

About software tokens

You might need a software token to log in to a VPN. A software token includes a token code that your BlackBerry smartphone regenerates periodically and a PIN. If you use a software token to log in to a VPN, the software token must be on your smartphone and the software token information that appears in the VPN profile must be correct. For more information about software tokens, contact your administrator.

View IT policy rules that are set for your smartphone

If your BlackBerry smartphone is associated with a BlackBerry Enterprise Server, your administrator might add IT policy rules that determine which features and settings are available on your smartphone. For example, your administrator might add an IT policy rule to your smartphone that requires you to use a password.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Security Status Information > View IT Policy > IT Policy Details.

Verify security software manually

Security self-tests are designed to verify that security software is implemented correctly on your BlackBerry smartphone. The tests should run automatically after you restart your smartphone, but you can also verify security software manually.

1. On the home screen or in a folder, click the Options icon.
2. Click Security > Security Status Information.
3. Press the key > Verify Security Software.
Third-party application control

About permissions and trust status for third-party applications

You or your administrator can set permissions that control how third-party applications on your BlackBerry smartphone interact with the other applications on your smartphone. For example, you can control whether third-party applications can access data or the Internet, make calls, or track your location. Some applications require specific permissions to work.

If you have added a third-party application to your smartphone, your smartphone is designed to prevent the application from sending or receiving data without your knowledge. The first time that you open a third-party application, you might be prompted to trust the application or to set permissions for it. If you trust the application, your smartphone sets most permissions for the application to Allow. You can change the permissions for a specific application or all applications in the smartphone options.

Set permissions for a third-party application

Note: Changing permissions for third-party applications can significantly affect the operation of applications on your BlackBerry smartphone. For more information about how changing these permissions might affect the operation of the applications on your smartphone, contact your wireless service provider or administrator.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Application Management.
   - To set permissions for a specific third-party application, highlight the application. Press the key > Edit Permissions.
   - To set permissions for all third-party applications, press the key > Edit Default Permissions.
3. In the Connections, Interactions, or User Data section, press the key > Expand.
4. Change the permission fields.
5. Press the key > Save.

Related information
Interaction permissions for third-party applications, 349
Data permissions for third-party applications, 350

Reset connection permissions for third-party applications

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Application Management.
3. Press the key > Edit Default Permissions.
4. Press the key > Reset All Firewall Prompts.
5. Press the key > Apply Defaults to All.

About direct Internet connections for third-party applications

Some third-party applications that you add to your BlackBerry smartphone might require a direct TCP or HTTP connection to the Internet. For example, a stock price application might need to connect to the Internet to retrieve the latest stock prices. You might have to set the APN that the third-party application uses for this connection.

Set up a direct Internet connection for a third-party application

To get the user name and password for the APN, contact your wireless service provider.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Advanced System Settings > TCP IP.
3. Type the APN information.
4. Press the key > Save.

Turn on safe mode

**Before you begin:** When you start your BlackBerry smartphone, you can turn on safe mode to prevent third-party applications from running automatically. This safe mode enables you to troubleshoot or remove any unwanted applications.

1. Remove and reinsert the battery.
2. When the red LED light goes out, press and hold the key as the smartphone is loading.
3. When the dialog appears, click OK.

When safe mode is on, a safe mode indicator appears at the top of the home screen.

To turn off safe mode, repeat step 1.

Turn off a prompt for a third-party application connection

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Application Management.
3. Highlight a third-party application.
4. Press the key > Edit Permissions > Prompt Exceptions.
   - To allow the application to connect to a specific location or resource without displaying a prompt, click Add Allow. Specify a protocol and, if necessary, the domain.
   - To prevent the application from connecting to a specific location or resource without displaying a prompt, click Add Deny. Specify a protocol and, if necessary, the domain.

5.
Press the 📡 key > Save.

## Interaction permissions for third-party applications

<table>
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<tr>
<td>Cross Application Communication</td>
<td>Specify whether third-party applications can communicate and share data with other applications on your BlackBerry smartphone.</td>
</tr>
<tr>
<td>Device Settings</td>
<td>Specify whether third-party applications can turn on or turn off your smartphone or change smartphone options, such as display options.</td>
</tr>
<tr>
<td>Media</td>
<td>Specify whether third-party applications can access media files on your smartphone.</td>
</tr>
<tr>
<td>Application Management</td>
<td>Specify whether third-party applications can add or delete application modules or access module information such as an application name or version.</td>
</tr>
<tr>
<td>Themes</td>
<td>Specify whether your smartphone can use third-party applications as a source for customized themes.</td>
</tr>
<tr>
<td>Input Simulation</td>
<td>Specify whether third-party applications can simulate actions, such as pressing a key on your smartphone.</td>
</tr>
<tr>
<td>Browser Filtering</td>
<td>Specify whether third-party applications can register browser filters with the browser on your smartphone to add, change, or delete website content before it appears in your browser.</td>
</tr>
<tr>
<td>Recording</td>
<td>Specify whether third-party applications can take screen shots of your smartphone screen or use other applications on your smartphone to take pictures or recordings.</td>
</tr>
<tr>
<td>Security Timer Reset</td>
<td>Specify whether third-party applications can reset the duration that your smartphone remains unlocked after you stop using it.</td>
</tr>
<tr>
<td>Display Information While Locked</td>
<td>Specify whether third-party applications can display information while your smartphone is locked.</td>
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</table>

### Related information

Set permissions for a third-party application, 347
Data permissions for third-party applications

<table>
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<tr>
<th>Permission</th>
<th>Description</th>
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<tbody>
<tr>
<td>Email</td>
<td>Set whether third-party applications can access email messages, text messages, or PIN messages on your BlackBerry smartphone.</td>
</tr>
<tr>
<td>Organizer Data</td>
<td>Set whether third-party applications can access organizer data such as contacts, calendar entries, tasks, or memos.</td>
</tr>
<tr>
<td>Files</td>
<td>Set whether third-party applications can access files that you store on your smartphone. For example, you can set whether third-party applications can access files that you transfer to your smartphone using Bluetooth technology or using the BlackBerry Desktop Software.</td>
</tr>
<tr>
<td>Security Data</td>
<td>Set whether third-party applications can access certificates or keys in the key store on your smartphone.</td>
</tr>
<tr>
<td>Secure Element</td>
<td>Set whether third-party applications can access confidential information, such as credit card numbers, coupons, loyalty cards, and public transit passes, that are stored on your smartphone’s secure element. Depending on your smartphone model and wireless service provider, your smartphone might not use a secure element.</td>
</tr>
</tbody>
</table>

Related information
Set permissions for a third-party application, 347

Troubleshooting: Security

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.
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 prompts me to make an emergency call when I type a password**

If your BlackBerry smartphone password contains a combination of letters that corresponds to an emergency access number, your smartphone might prompt you to make an emergency call when you type your smartphone password.

To dismiss the prompt to make an emergency call, continue typing your smartphone password.

**Related information**

Set or change your smartphone password, 321

**I can't unlock my smartphone using my smart card**

Try the following actions:

- Verify that the correct smart card is inserted in the smart card reader.
- Verify that the smart card is inserted in the smart card reader correctly.
- Verify that you typed the smart card password correctly. You should have received this password when you received your smart card.
- If you use a certificate to authenticate your smart card, verify that the certificate isn’t revoked or expired.

**I can't download a certificate or PGP key from an LDAP-enabled server**

Try the following actions:

- Verify that your organization permits you to download certificates or PGP keys from an LDAP-enabled server. For more information, contact your administrator.
- If you changed the connection type that your BlackBerry smartphone uses to connect to an LDAP-enabled server, try using the default connection type.
I forgot the PIN for Parental Controls

Once a PIN for Parental Controls has been set, it can't be recovered. To set a new PIN, you must delete all smartphone data.

Related information
Change Parental Controls, 324
Turn off Parental Controls, 325
Delete smartphone data, third-party applications, or media card files, 323
Service books and diagnostic reports

Run, view, send, or delete a diagnostic report

To help your wireless service provider or administrator troubleshoot a network connection issue or messaging service issue, you can run and send a diagnostic report.

1. On the home screen, click the connections area at the top of the screen, or click the Manage Connections icon.
2. Click Networks and Connections > Mobile Network.
3. Press the key > Diagnostics Test.
   • To run a report, press the key > Run.
   • To view a diagnostic report, highlight a report. Press the key > View Report.
   • To send a diagnostic report, highlight a report. Press the key > Email Report or PIN Report.
   • To delete a diagnostic report or all diagnostic reports, highlight a report. Press the key > Delete or Delete All.

Related information
I can't run or submit a diagnostic report, 354

Accept, delete, or restore a service book

Your wireless service provider or administrator might send a service book to your BlackBerry smartphone over the wireless network to add an additional service or application to your smartphone.

1. On the home screen or in a folder, click the Options icon.
2. Click Device > Advanced System Settings > Service Book.
3. Highlight a service book.
4. Press the key.
   • To accept a service book, click Accept.
   • To delete a service book, click Delete.
To restore a service book, click **Undelete**.

---

**Set a default recipient for diagnostic reports**

If you set the default recipient, each time that you submit a diagnostic report, your BlackBerry smartphone sends the report to that recipient. If you want to specify a recipient each time that you submit a report, don’t set the default recipient.

1. On the home screen or in a folder, click the **Options** icon.
2. Click **Networks and Connections > Mobile Network**.
3. Press the key > **Diagnostics Test**.
4. Press the key > **Options**.
5. Type the contact information.
6. Press the key > **Save**.

---

**Find your smartphone model number and version of the BlackBerry Device Software**

Do one of the following:

- On the home screen or in a folder, click the **Options** icon. Click **Device > About Device Versions**.
- If supported by your input language, in a message or memo, type `myver` followed by a space.

---

**I can't run or submit a diagnostic report**

Try the following actions:

- Try running the diagnostic report again. In the diagnostic report, press the key > **Repeat All Steps**.
- Verify that your BlackBerry smartphone is connected to the wireless network.
• If you cannot submit a diagnostic report to an email address, try submitting the report to a PIN. Likewise, if you can’t submit a diagnostic report to a PIN, try submitting the report to an email address.

Related information

Run, view, send, or delete a diagnostic report, 353
Synchronization

How to: Synchronization

About synchronization and reconciliation

The wireless data synchronization and wireless email reconciliation features are designed to synchronize organizer data (contacts, calendar entries, tasks, and memos) and reconcile email between your BlackBerry smartphone and the email application on your computer over the wireless network.

In rare cases, if your smartphone doesn’t recognize fields in a contact, calendar entry, or email account, some data or email can’t be synchronized or reconciled.

If wireless data synchronization isn’t available on your smartphone or if you turned off this feature, you can use the BlackBerry Desktop Software to synchronize your organizer data. For more information, see the Help in the BlackBerry Desktop Software.

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.

Reconcile email over the wireless network manually

If you file or delete email messages and the changes aren’t reflected on your BlackBerry smartphone or your computer, you can reconcile your email manually. To complete this task, wireless email reconciliation must be turned on.

1. On the home screen, click the Messages icon.
2. Press the key > Reconcile Now.

Turn on or turn off wireless email reconciliation

You can turn on or turn off wireless email reconciliation for each email address associated with your BlackBerry smartphone.

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 or clear the **Wireless Reconcile** checkbox.

**Delete email on your smartphone and in your email application on your computer**

You can set the Delete On option for each email address that is associated with your BlackBerry smartphone.

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. Change the **Delete On** field to **Mailbox & Handheld**.
5. Press the **key > Save**.

It takes a short period of time for email to be deleted over the wireless network.

**Related information**

*Delete a message*, 99

**Manage email reconciliation conflicts**

You can set whether the email on your BlackBerry smartphone or the email on your computer takes precedence when an email reconciliation conflict occurs. A conflict occurs when you change the same email on your smartphone and in the email application on your computer.

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. Change the **On Conflicts** field.
5. Press the **key > Save**.

**Synchronize organizer data over the wireless network**

**Before you begin:** 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.

If you change the same organizer data item on your BlackBerry smartphone and in the email application on your computer, the organizer data on your computer takes precedence over the organizer data on your smartphone.

1. In the Contacts application, Calendar application, Tasks application, or MemoPad, press the **key > Options**.
2. If necessary, click a calendar or contact list.
3. Select the **Wireless Synchronization** checkbox.
4. Press the \[ \] key > **Save**.

If you use the BlackBerry Internet Service, you must use the BlackBerry Desktop Software to synchronize calendar data. For more information, see the Help in the BlackBerry Desktop Software.

**Related information**
Some characters in calendar entries don't appear correctly after synchronization, 192
About synchronization conflicts, 183

---

**Empty the deleted items folder on your computer from your smartphone**

**Before you begin:** To perform this task, your work email account must use a BlackBerry Enterprise Server that supports this feature. For more information, contact your administrator.

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. Press the \[ ] key > **Purge Deleted Items**.

---

**About backing up and restoring smartphone data**

If you have installed the BlackBerry Desktop Software on your computer, you can back up and restore most of your BlackBerry smartphone data, including messages, organizer data, fonts, saved searches, and browser bookmarks using the BlackBerry Desktop Software. For more information, see the Help in the BlackBerry Desktop Software.

If you haven’t saved anything on your media card, you can back up and restore most of your smartphone data using your media card.

If your email account uses a BlackBerry Enterprise Server, you might be able to restore synchronized organizer data to your smartphone over the wireless network. To restore synchronized organizer data over the wireless network, you must have an activation password. For more information, contact your administrator.

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.
Troubleshooting: Synchronization

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.

Contact list field data isn't appearing on my computer

You can only synchronize the data in a custom contact list field with a text field in the email application on your computer. For example, you can’t add a contact’s birthday to a custom contact list field on your BlackBerry smartphone and synchronize it with the email application on your computer, because the birthday field is a date field in the email application on your computer.

Related information
Create a custom contact field, 195
Some characters in calendar entries don't appear correctly after synchronization

If you schedule appointments or meetings on your BlackBerry smartphone that contain special characters or accents, your computer might not support these characters.

On your computer, verify that you are using the correct default code page and that the correct font support is installed on your computer. For more information, see the documentation for the operating system on your computer.

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**

*About synchronization conflicts, 183*

*Synchronize organizer data over the wireless network, 183*
Accessibility options

How to: Accessibility

Screen accessibility options

Display closed captions in videos

You can turn on closed captions so that text displays on the screen when you play video files that support closed captions.

1. On the home screen, click the Media icon.
2. Press the \ key > Media Options.
3. Select the Display Closed Captions checkbox.
4. If necessary, change the Appearance field, Position field, and Font Scale field.
5. Press the \ key > Save.

Change the display font

1. On the home screen or in a folder, click the Options icon.
2. Click Display > Screen Display.
3. Change the font fields.
4. Press the \ key > Save.

Related information

Use grayscale or reverse contrast for the screen display, 238
Screen display, 234

Use grayscale or reverse contrast for the screen display

1. On the home screen or in a folder, click the Options icon.
2. Click Accessibility.
   - To use grayscale for the screen display, change the Color Contrast field to Greyscale.
   - To use reverse contrast for the screen display, change the Color Contrast field to Reverse Contrast.
3. Press the key > Save.

Audio and phone accessibility options

Turn on or turn off event sounds

Event sounds alert you when you turn on or turn off your BlackBerry smartphone, when the battery power level is full or low, and when you connect or disconnect a USB cable or accessory to or from your smartphone.

1. On the home screen or in a folder, click the Options icon.
2. Click Accessibility.
3. Change the Event Sounds field.
4. Press the key > Save.

Change how you answer calls with a headset

If your BlackBerry smartphone is paired with a Bluetooth enabled headset or you have a headset plugged into your smartphone, you can set your smartphone to answer calls automatically after 5 seconds.

1. From the home screen, press the key.
2. Press the key > Options > In-call Settings.
   - To answer calls automatically after 5 seconds, change the Auto Answer Calls field to After 5s (Bluetooth/Headset Only).
   - To stop answering calls automatically after 5 seconds, change the Auto Answer Calls field to Never.
3. Press the key > Save.

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 your Sound and Alert Profiles icon.
2. Click Change Sounds and Alerts > Sounds for Contacts > Add Contact Alert.
3. In the Name field, type the name of the contact alert.
4. In the Contacts field, type the name of the contact.
5. Click a contact.
6. Change the ring tone and alert information for calls and messages.
7. Press the key > Save.

To delete a contact alert, highlight the contact alert that you want to delete. Press the key > Delete.

Related information
Icons for sound and alert profiles, 161

Hearing aid mode

Depending on your BlackBerry smartphone model, this feature might not be supported.

About hearing aid mode

In hearing aid mode, or telecoil mode, the magnetic signal of your BlackBerry smartphone is modified to an appropriate level and frequency response to be picked up by hearing aids that are equipped with telecoils.

Turn on hearing aid mode

1. From the home screen, press the key.
2. Press the key > Options > Hearing Aid Mode.
3. Change the Mode Enabled field to Telecoil.
4. Press the key > Save.

The H-T telecoil indicator appears at the top of the home screen.

TTY support

Depending on your wireless service provider, this feature might not be supported.

About TTY support

When you turn on TTY support and you connect your BlackBerry smartphone to a TTY device that operates at 45.45 bits per second, you can make calls to and receive calls from TTY devices. Your smartphone is designed to convert received calls to text that you can read on your TTY device.

If your TTY device is designed for use with a 2.5-mm headset jack, you must use an adapter accessory to connect your TTY device to your smartphone. To get an adapter accessory that Research In Motion has approved for use with your smartphone, visit www.shopblackberry.com.

Turn on or turn off TTY support

1. From the home screen, press the key.
2. Press the key > Options > TTY.
3. Change the TTY field.
4. Press the key > Save.
A TTY indicator appears in the connections area at the top of the home screen.

Related information
About TTY support, 81
Phone options, 78

Voice dialing

Perform an action using a voice command

1. On the home screen or in a folder, click the **Voice Dialing** icon.
2. After the beep, say a voice command.

Available voice commands

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<tr>
<th>Voice command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Call &lt;contact name or phone number&gt;&quot;</td>
<td>Say this voice command to make a call. To perform this task with a Bluetooth enabled device, such as a handsfree car kit or wireless headset, the paired Bluetooth enabled device must support this feature and you must turn on Bluetooth technology. You can’t make calls to emergency numbers using voice commands.</td>
</tr>
<tr>
<td>&quot;Call &lt;contact name&gt; &lt;phone number type&gt;&quot;</td>
<td>Say this voice command to call a specific phone number for a contact that is in your contact list. For example, if the contact has a work number and a mobile number, you can say &quot;call &lt;contact name&gt; work&quot; to call the work number.</td>
</tr>
<tr>
<td>&quot;Call extension &lt;extension number&gt;&quot;</td>
<td>Say this voice command to dial an extension. To perform this task, you must set options for dialing extensions. You can dial extensions only within your company.</td>
</tr>
<tr>
<td>&quot;Check my phone number&quot;</td>
<td>If you have multiple phone numbers associated with your BlackBerry smartphone, say this voice command to check your active phone number.</td>
</tr>
<tr>
<td>&quot;Check signal strength&quot;</td>
<td>Say this voice command to check your wireless coverage level.</td>
</tr>
<tr>
<td>&quot;Check network&quot;</td>
<td>Say this voice command to check the wireless network that your smartphone is connected to.</td>
</tr>
<tr>
<td>&quot;Check battery&quot;</td>
<td>Say this voice command to check the battery power level.</td>
</tr>
</tbody>
</table>
Voice command | Description
---|---
"Repeat" | Say this voice command to have the last voice prompt repeated to you.
"Cancel" | Say this voice command to close the voice dialing application.

Related information
Set options for dialing extensions, 74

Typing accessibility options

Change or delete a Word Substitution entry

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Input > Word Substitution.
3. Highlight a Word Substitution entry.
4. Press the key.
   - To change the Word Substitution entry, click Edit. Change the entry. Press the key > Save.
   - To delete the Word Substitution entry, click Delete.

Type text using the predictive input method

When you are typing text, do any of the following:

- To select the highlighted suggestion and start typing a new word, press the key on the keyboard.
- To select the highlighted suggestion and continue typing, click the word.
- To ignore the suggestions, keep typing.

Change your typing style

You can change how your BlackBerry smartphone recognizes what you type by selecting a typing style.

1. On the home screen or in a folder, click the Options icon.
2. Click Typing and Language > Typing.
3. For a keyboard, do one of the following:
   - To turn off all typing assistance, change the Style field to Direct. If the Direct option doesn’t appear, on the home screen, click Options > Typing and Language > Keyboard. Change the Portrait Keyboard Type field to Full.
• To set your smartphone to suggest word predictions as you type, change the **Style** field to **Predictive**.

• To set your smartphone to type the first letter on a key when you press a key once and type the second letter on the key when you press the key twice, change the **Style** field to **Multitap**. If the **Multitap** option doesn’t appear, on the home screen, click **Options > Typing and Language > Keyboard**. Change the **Portrait Keyboard Type** field to **Reduced**.

• To set your smartphone to suggest spelling corrections as you type, change the **Style** field to **Corrective**. If the **Corrective** option doesn’t appear, on the home screen, click **Options > Typing and Language > Keyboard**. Change the **Portrait Keyboard Type** field to **Full**.

4. Press the `key` > **Save**.

**Related information**

**I have no Advanced Style Options**, 226
Calculator

Use the calculator

On the home screen or in the Applications folder, click the Calculator icon.

• To press a key in the calculator, click the key or press the corresponding key on the smartphone keyboard.

Convert a measurement

1. On the home screen or in the Applications folder, click the Calculator icon.
2. Type a number.
3. Press the $\frac{\text{To}}{\text{From}}$ key.
   • To convert the number from imperial to metric, click To Metric.
   • To convert the number from metric to imperial, click From Metric.
4. Click a conversion type.
Glossary

**certificate**
A BlackBerry smartphone uses a certificate as a digital document that binds the identity and public key of a certificate subject. Each certificate has a corresponding private key that is stored separately. A certification authority signs the certificate to indicate that it is authentic and can be trusted. This may also be called a digital certificate.

**certification authority**
A certification authority (CA) is a trusted third-party organization that verifies the information or identity of computers on a network and issues digital certificates.

**CRL server**
A BlackBerry smartphone uses a certificate revocation list (CRL) server to check the most recently published revocation status of a certificate. Certification authorities publish certificate revocation lists on CRL servers.

**DSML-enabled server**
A BlackBerry smartphone uses a Directory Service Markup Language (DSML) enabled server to search for and download certificates.

**IT policy**
An IT policy consists of various IT policy rules that control the security features and behavior of BlackBerry smartphones, BlackBerry PlayBook tablets, the BlackBerry Desktop Software, and the BlackBerry Web Desktop Manager.

**LDAP-enabled server**
A BlackBerry smartphone uses an LDAP-enabled server to search for and download certificates and PGP keys.

**mass storage mode**
Mass storage mode enables users to transfer files between a media card and their computer when they connect their BlackBerry smartphone to their computer.

**personal certificate**
A personal certificate is a certificate that a certification authority assigns to a user.

**personal PGP key**
A personal PGP key consists of a PGP public key and PGP private key.

**PIN**
Each BlackBerry smartphone has a unique personal identification number (PIN). If you know a contact’s PIN, you can use it to add them to your BlackBerry Messenger, or you can send them a PIN message. You can find your PIN by typing mypin in any text field.

**private key**
BlackBerry smartphones use private keys to sign email messages or PIN messages that users send and to decrypt email messages that users receive. Private key information is not distributed publicly.

**public key**
BlackBerry smartphones use public keys to encrypt email messages or PIN messages that users send to certificate subjects and to verify the signature on email messages or PIN messages that users receive from certificate subjects.

root certificate
A root certificate is a self-signed certificate and usually belongs to a certification authority.

tap
A tap is a user interaction with a touch screen, using one finger to quickly touch the screen. Some interactions require the user to tap and briefly hold a finger on the screen. For example, to access your voicemail, tap and hold the 1 key in the phone app. A tap also describes the interaction between two NFC-enabled devices. For example, tap the back of your BlackBerry smartphone against a smart tag.

touch
A touch is a user interaction with a touch screen that is usually combined with another action, using one finger. For example, touch and drag, or touch and hold.
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PCRE is a library of functions to support regular expressions whose syntax and semantics are as close as possible to those of the Perl 5 language.

This is JavaScriptCore’s variant of the PCRE library. While this library started out as a copy of PCRE, many of the features of PCRE have been removed.

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