

TIPS AND TRICKS FOR THE BlackBerry 8100 series

BlackBerry Basics

Exit a screen or move back a page

Press Escape key

Delete highlighted items

Press Backspace/Delete key

Switch applications

**Hold Alt key and press Escape key
Continue to hold Alt key and select
application
Release Alt key**

Return to Home screen

Press End key

Lock the keyboard

Hold (*)

Unlock the keyboard if no password is set

Press Send key + (*)

Password protect your smartphone

**Set a password by choosing Options,
Security Options, General Settings
Hold (*) to password lock smartphone**

Unlock the smartphone when it's locked with a password

**Press Send key + (*)
Type your password**

Switch between Default and Vibrate notification profiles

Hold (#) on the Home screen

Turn on a theme

Highlight a theme and click Trackball

Turn on a notification profile

Highlight a notification profile and click Trackball

Trackball

Move the cursor

Roll Trackball

Select or clear a check box

Click Trackball

Highlight adjacent items

Hold Shift key and roll Trackball

TYPING

Type an alternate character on a key

Hold Alt key and press character key

Type a symbol

Press Symbol key

To view more symbols press Symbol key again

Type letter shown below symbol or click on the symbol with the Trackball

Type an accent or special character

Hold letter key and roll Trackball

Click selected character

Insert a full stop

Press Space key twice - the next letter is capitalized

Capitalize a letter

Hold letter key until capitalized letter appears

Type numbers

Hold Shift key and press Alt key

Insert a full stop or at sign (@) in an email address

Space key Press

Type a number in a number field

Press a number key

Type a number in a password field

Hold Alt key and press a number key

Type a letter in a number field

Hold Alt key and use the multi-tap input method

Switch typing input languages

On the Language screen, set Use

Input Method Shortcut field to Yes

Hold Alt key and press Enter key

Highlight a language

Release Alt key

Highlight a line of text

Press Shift key and roll Trackball

Highlight text character by character

Hold Shift key and roll Trackball left or right

Cancel a text selection

Press Escape key

Cut selected text

Press Shift key + Backspace/Delete key

Copy selected text

Press Alt key and click Trackball

Paste selected text

Press Shift key and click Trackball

Search

Search for a contact in a list of contacts

Type contact name or initials separated by a space

General Tips

Reboot

Remove battery

Save battery

Turn off BlackBerry smartphone in fringe or no-coverage areas - Press and hold End key.

Exit camera viewfinder mode when not in use.

Keep your camera flash set to automatic or off.

Keep your backlight setting on a lower setting.

Turn off Bluetooth® when not in use.

Use a BlackBerry Authentic Accessories™ carrying solution which automatically triggers the LCD to turn off.

Navigating Screens

Move cursor

Roll Trackball

Exit a screen or dialog box

Press Escape key

Click an icon or menu item

Roll Trackball to select item Click Trackball

Move to top of screen

Press 1

Move to bottom of screen

Press 7

Attachments

Play a .wav attachment

Open .wav file Press Menu key Click Play

Zoom in to a picture or image attachment

Press 3

Zoom out of a picture

Press 9

Zoom to the original picture or image attachment size

Press 5

Rotate a picture

Press Comma (,) key

Open an attachment

In a message, click Trackball Click Open Attachment

Open the file attachment

Click Full Content

Search for text in an attachment

Press Exclamation point (!) key

Switch between table of contents and full content of an attachment

Press full stop (.) key

Change the size of a column in a spreadsheet

Press At sign (@) key

Move to a specific cell in a spreadsheet

Press Question mark (?) key

View the content of a cell in a spreadsheet

Press Space key

View a presentation as a slide show

Press Question mark (?) key

Stop a slide show

Hold Escape key

Switch presentation views

Press At sign (@) key

Open a table of contents for the file attachment

Click Table of Contents

BlackBerry Maps™

Zoom in to a map

Press Comma (,) key

Zoom out from a map

Press O

View or hide status information at top of map

Press Exclamation point (!) key

Phone

Answer a call

Press **Send** key

If you are connected to a call and you receive another call, press **Send** key to place the current call on hold and answer the incoming call

Open your call log

Hold Send key

Insert (+) into a phone number

Hold 0

Add an extension to a phone number

Press X and type the extension number

Turn speakerphone on or off during a call

Press OP

Check your voicemail

Hold 1

Use Voice Activated Dialing (VAD)

**In VAD, wait for the sound
Say "call" and a contact name
or phone number**

Increase volume during a call

**Press Volume up key
(on the right side of the smartphone)**

Decrease volume during a call

**Press Volume down key
(on the right side of the smartphone)**

Call a speed dial number

Hold assigned number key

Call your voicemail access number

Hold 1

Camera

Get to viewfinder mode

**Press the Camera key
(on the right side of the smartphone)**

Take a picture

Click Trackball or the Camera key

Zoom in on a subject

**In viewfinder mode, press Volume up
key or roll Trackball up**

Zoom out from a subject

**In viewfinder mode, press Volume down
key or roll Trackball down**

Media Player

Pause a video or song

Press Mute key

Resume playing a video or song

Press Mute key again

Move to next item

Press 6

Move to previous item

Press 4

Zoom in to a picture

Press 3

Zoom out from a picture

Press 9

Zoom to original picture size

Press 5

Pause or resume a slide show

Press Space key

Browser

Insert a period (.) in the Go To dialog box

Press Space key

Insert a slash (/) in the Go To dialog box

Press Shift key + Space key

Open bookmarks list on a web page

Press 5

Add a bookmark on a web page

Press Question mark (?) key

View a thumbnail version of a web page

Press X

To return to normal view, press any key

Stop loading a web page

Press Escape key

Move to a specific web page

Press full stop (.) key

View or hide a web page banner

Press Exclamation point (!) key

Close the browser

Hold Escape key

Calendar

For the following tips to work in Day view, go to calendar options and set the Enable Quick Entry field to No

Schedule an appointment quickly in Day view

In calendar options, set the

Enable Quick Entry field to **Yes**

Type the subject of the appointment

beside start time

Type a location in parentheses and

click **Trackball**

Change the start time quickly

in Day view

Type the subject and location

of appointment

Hold the **Shift** key and roll **Trackball**

Change the end time quickly in Day view

Type the location of appointment roll trackball

Schedule an appointment

Press **full stop (.)** key

Move to the next day, week or month

Press **6**

Move to the previous day, week or month

Press **4**

Move up an hour

Press **2**

Move down an hour

Press **8**

Messages

Compose a message

Press Comma (,) key

Reply to a message

Press Exclamation point (!) key

Forward a message

Press full stop(.) key

Reply to all

Press Question mark (?) key

View received messages

Press Alt key + 3

View phone call logs

Press Alt key + full stop (.) key

View voicemail messages

Press Alt key + 7

View SMS messages

Press Alt key + Question mark (?) key

View all messages again

Press Escape key

Move up a message

Press 2

Move down a message

Press 8

Move up a screen

Press 3

Move down a screen

Press 9

Move to top of a screen

Press 1

Move to bottom of a screen

Press 7

Move to next item

Press 6

Move to previous item

Press 4

Create Voice Notes

Click OK in the Send Voice Note application and record a Voice Note

Send Voice Notes

Click Trackball and click Send as MMS

