

Tips and Tricks for the BlackBerry 8700 Series

Home Screen Tips

Move icon on Home screen

Select the icon, Press Alt and click Trackwheel, Click Move Application. Position icon, Click Trackwheel again to set icon

Vertically scroll between icons

Hold Alt+roll Trackwheel

Return to the Home screen from other screens

Press End or Escape

Lock your BlackBerry device

Set password. Click Lock.

Lock the keyboard

Click Keyboard Lock

Phone Tips

Open the Phone screen

Press Send

Change volume during call

Roll Trackwheel

Insert an extension

Press ALT+8, type the extension #

Show the last number typed

Press Spacebar + Enter

Access your voice mail

Hold 1

Type letters in a phone number

Hold Alt and type letters

Mute call

Press Mute key

To turn mute off

Press Mute key again

Turn on Speakerphone

Press Speakerphone key

Browser

Toggle full-screen mode/normal mode

Press U

Add a bookmark

Press A

Open bookmarks

Press K

Refresh a web page

Press R

Browser continued

Return to the last page viewed

Press Escape

Display list of useful bookmarks

Press Front Convenience key

View address of current web page

Press Trackwheel, **Click** Page Address

View list of the last 20 pages visited

Press Trackwheel, **Click** History

Save a web page to Messages list

Press S

Go to home page

Press H

View, copy or send the address for a link

Press L

Move a page down

Press Spacebar

Move a page up

Press Shift+Spacebar

Stop a web page from loading

Press Escape **button**

Open browser options

Press O

Typing

Capitalize a letter

Hold letter key

Insert a full stop

Press Spacebar **twice**

Type alternate character

Hold Alt+**character** key

Type a symbol

Press Symbol+**click** symbol

Type accented/special character

Hold key+**roll** Trackwheel

Insert currency symbol

Press Currency key

Select text by character

Hold Shift + **roll** Trackwheel

Select whole lines

Press Shift **once** + **roll** Trackwheel

Turn on CAP-Lock

Alt+Right Shift (CAP)

Typing continued

Turn on NUM-Lock

Alt+Right Shift (123)

Turn off NUM/CAP-Lock

Press Right Shift or Left Shift

Insert “@” into an email field

Press Spacebar

Messages

Mark a message opened/unopened

Press Alt+U

Move down a page in a message

Press Spacebar

Move up a page in a message

Press Shift+Spacebar

Reply to a message

Press R

Forward a message

Press F

Reply-to-all

Press L

View SMS messages

Press Alt+S

View voice mail messages

Press Alt+V

Calculator

Display calculation results

Press Enter

Clear screen

Press Y

Clear last entry

Press T

Add

Press O

Subtract

Press I

Multiply

Press A

Divide

Press G

Find square root

Press V

Calculator continued

Find percent

Press B

Add a number to memory

Type number, press L

Recall memory

Press J

Replace memory

Type number, press K

Clear memory

Press H

Metric conversions

Type number, click Trackwheel

Navigating Screens

Move down a screen

Press Spacebar

Move up a screen

Press Shift+Spacebar

Move to item in list or menu

Type the first letter of item

Select multiple items/icons

Hold down Shift +roll Trackwheel

General Tips

Delete prior messages

Click a date field, click Delete Prior

Save battery

Set your BlackBerry device to turn on and off automatically. Click Options. Click on Auto on/off. Configure settings as needed

Attachments

Move to specific cell

Press G

Display the contents of specific cell

Press Spacebar

Organizer/Calendar

NOTE: For these tips to work in **Day** view, in the calendar options, set **Enable Quick Entry** field to **No**

Find a contact in address book

Type contact's name or initials
(separated by a space)

Jump to next day in calendar

Press **Spacebar**

Jump to previous day in calendar

Press **Shift+Spacebar**

Change to Agenda view

Press **A**

Change to day view

Press **D**

Change to week format

Press **W**

Change to month format

Press **M**

Move to current date

Press **T**

Move to specific date

Press **G**

Create an appointment

Press **C**

Move to the next day, week or month

Press **Spacebar**

Move to the previous day, week or month

Press **Shift+Spacebar**

Calendar/organizer continued

Move cursor horizontally in Week view

Hold **Alt** + roll **Trackwheel**

Move cursor vertically in Month view

Hold **Alt** + roll **Trackwheel**