

HOME SCREEN TIPS - 8830

1. The backlight is auto-sensing but to change the intensity, press the **Power** button on the upper left corner of the device.
2. To return to the **Home Screen** from any other screen, press the **Escape** key on the right side of the trackball until you're back to the **home Screen**.
4. To password-protect your Blackberry, go to **Options > Security Options > General Settings** and click the trackball in the **Password** field. Enable or set a password. You can also set the time it takes for the Blackberry to lock by scrolling down to **Security Timeout** and choosing a time.
5. To lock the handheld at any time, either click the **Lock** icon or press the "k" key from either the home screen or the timeout screen.
6. To move an icon on the Home screen, press and hold the **Alt** key then click the Trackball. Click **Move**. Position the icon then click the trackball.
7. To switch to another application, hold the **Alt** key and press the **Escape** button. To select the new application, continue to hold the **Alt** key and roll the trackball. To switch to that new application, release the **Alt** key.
8. To enable shortcut keys on the **Home Screen**, first open the **Call Log** icon, click the menu key, **Options, General** Options, then change **Dial From Home Screen** to **No**. The shortcut keys will now be underlined on the **Home Screen**.
9. To extend your handheld battery, turn off the handheld radio when you are in areas of insufficient wireless coverage and enable the auto on-off feature at **Options>Auto On/Off**. You can enable both weekday and weekend.
10. To change the display of signal strength from bars to an actual number, hold down the **Alt** key and type "NMLL". To get the bars back, repeat the process again.
11. To display information about the device, hold down the **Alt** key and the **Shift** key at the same time then press the "h" key. This will bring up the **Help Me!** screen that lists the version, PIN, ESN, signal strength, battery level, file free, and file total.

NAVIGATING SCREENS TIPS - 8830

1. To move the cursor, roll the trackball
2. To exit a screen or dialog box, press the **Escape** button to the right of the trackball
3. To select an icon or menu item, roll the trackball to the icon or item and click it.
4. To jump to an item in a list or menu, press the first letter of the item.
5. To select multiple items or characters, hold the **Shift (Cap)** key and roll the trackball.
6. To move to the top of a screen, press **T**.
7. To move to the bottom of a screen, press **B**.
8. To move down a screen (page down), press the **Space** key.
9. To move up a screen (page up), press the **Shift (Cap)** key and the **Space** key.
10. To move to the next item, press **N**.
11. To move to the previous item, press **P**.
12. In any **Field**, press the **Space** key to change the value. Press the **Alt** key to see all available values for that field.

MESSAGES TIPS - 8830

1. To open the selected message, highlight it and press the trackball.
2. To jump to the bottom of the Message screen, press **B**. To jump to the top of the Message screen, press **T**.
3. To compose a message from the Messages list, press **C**. In the To: field, start typing the recipients name and he will be located in the Address Book.
4. To reply to a message, press **R**. To forward a message, press **F**. To reply all, press **L**. To file a message, press **I**.
5. To search for text within a message, press **S**. To search for the next occurrence of the text, press **S** again.
6. To move down a page in a message, press the **Space** bar. To move up a page in a message, press the **Shift (Cap)** key and the **Space** bar.
7. To view just sent messages, press the **Alt** key and **O**. To view received messages, press the **Alt** key and **I**.
8. To view SMS messages, press the **Alt** key and **S**. To view phone call logs, press the **Alt** key and **P**.
9. To jump to the next unopened item, press **U**.
10. To jump to the next day, press **N** or to jump to the previous day, press **P**.
11. To view the email address of a sender or a recipient, in the **To** or **From** field of a received message, highlight a name and press **Q**.
12. To delete selected messages, press the **Delete** key. Messages will be deleted on the handheld and the desktop if this option is set on **Messages>Options>Email Reconciliation>Delete On>Mailbox and Handheld**.
13. To delete all messages prior to and including a specific date off the Blackberry, in the messages list, select a date field (i.e. Fri, July 1, 2007). Highlight that date then click the Menu key and then click on **Delete Prior**. Messages will be deleted on the Handheld only.
14. To empty the Desktop trashcan from the handheld, go to **Messages>Options> Email Reconciliation>Click the Menu key>Purge Deleted Items>Desktop>Yes**
15. To set the importance level of a new message, click the menu key then **Options**. Change the **Importance** field to **High** or **Low**. Save your changes.
16. To delete multiple messages in the message list, hold down the **Shift** key and use the trackball to scroll over the emails to be deleted. Next, release the **Shift** key, click the trackball and select **Delete Messages**.

TYPING AND EDITING TIPS - 8830

1. To capitalize a letter, hold the letter key until the capitalized letter appears.
2. To insert a period, press the **Space** key twice. The next letter will also be capitalized.
3. To type the alternate character on a key, hold the **Alt** key and press the character key.
4. To type a symbol, press the **Sym** key and click on a symbol.
5. To type an accented or special character, hold the letter key and roll the trackball.
6. To turn on CAP lock, hold the **Alt** key first and press the **Right Shift** key.
7. To turn on NUM lock, hold the **Alt** key first and press the **Left Shift** key.
8. To turn off NUM lock or CAP lock mode, press the **Shift** key.
9. To type numbers in a number field, press the number keys. You do not need to press the **Alt** key.
10. To insert the "@" and "." characters in an email field, press the **Space** key.
11. To select text by character, hold the **Shift** key and roll the trackball.
12. To select whole lines, press the **Shift** key once and roll the trackball.
13. To cancel text selection, press the **Escape** button.
14. To copy the selected text, roll the trackwheel to select the text. Click the trackwheel and select **Copy**.
15. To paste the selected text, press the **Trackball** and select **Paste**.
16. To save typing repetitive long text strings, use **Options>Auto Text** and click enter. Assign a unique abbreviation to the text and the text will appear whenever the abbreviation is typed followed by a space.
17. To type the currency symbol, hit the **Currency (\$)** key.

PHONE TIPS - 8830

1. To open the Call log screen press the **Send (green)** button.
2. To end a call, press the **End (red)** button.
3. To assign a speed dial to any letter key on the 8830, from the **Time Out** screen, hold that letter key for a couple of seconds, click on **Yes**, and assign one from your address book.
4. To call a speed dial number on the 8830, hold the assigned letter key from the **Time Out** screen.
5. To type an extension, press the **Alt** key and the **8** key. Type the extension number
6. To turn on or off the speaker during a call, push the **Speaker** key.
7. To type letters in phone numbers, hold the **Alt** key and type letters.
8. To mute a call, either: (a) Press the **Mute** button on the top left of the Blackberry. To turn mute off, press the **Mute** button again. OR (b) Click the trackball while on the call. Click **Mute**. To turn Mute off, click the trackball. Click **Turn Mute Off**.
9. To change the volume during a call, use the volume keys on the right side of the device.
11. To insert a wait while typing a phone number, press **B**.
12. To insert a pause while typing a phone number, press **N**.

CALENDAR TIPS - 8830

Note: For these quick tips to work, open **Calendar**, click the menu button, and choose **Options**. In the **Options** field, set **Enable Quick Entry** to **No**.

1. To change to Week format, press **W**.
2. To change to Month format, press **M**.
3. To change to Agenda format, press **A**.
4. To change to Day format, press **D**.
5. To move to the current date, press **T**.
6. To move to a specific date, press **G**.
7. To create a new appointment, press **C**, scroll to the various fields, and create your appointment.
8. To move to the next day, week, or month in that view, press the **Space** key or press **N**.
9. To move to the previous day, week, or month, hold the **Shift** key and press the **Space** key or press **P**.
10. To invite attendees while creating a new meeting, click the trackball, click on **Invite Attendee**, then locate the contact from your **Address Book**. As long as you have an email address for the person, you will have the opportunity to **Invite** the person.

ADDRESS BOOK – 8830

1. To quickly locate someone in your **Address Book**, start typing the person's first name, last name, or company.
2. To add, delete, edit, or create a contact from the open **Address Book**, simply click the menu key and click on the menu item of your choice.
3. To create a group distribution list, open **Address Book**, click the menu key, and select **New Group**. Name the new group, click the trackball, and click on **Add Member** to select the first person from your address book that you want to add to the group. Continue until all members are added hit the menu key and click on **Save Group**.
4. To view the email address of the sender of an email, in the **From** field highlight the name and hit the letter **Q**.
5. When someone sends you an email, you can quickly add that person to your **Address Book** by highlighting the senders name in the email and clicking the trackball. Then select **Add to Address Book**. Fill in any additional contact information and click **Save**.
6. To find a contact in your Global Address Book, open your **Address Book**, hit the menu button and click the trackball on **Lookup**. Type the person's "last name, first name" then click the trackball.

ATTACHMENTS TIPS – 8830

1. To open an attachment on an email with a paperclip on the icon, click the trackball and select **Open Attachment**.
2. To move to a specific cell in a spreadsheet, press **G**.
3. To display the contents of a specific cell in a worksheet, press the **Space** key.
4. To move to the bottom of a page or worksheet, press **B**.
5. To move to the top of a page or worksheet, press **T**.
6. To search for specific text, press **F**.
7. Press **R** to rotate an image
8. Press **I** to zoom in on an image and **O** to zoom out.
9. In a presentation attachment, press **N** to switch to the next slide.
10. To move to the previous slide, press **P**.