

Installation and User's Guide

BlackBerry Wireless Handheld

Beta Version

**Single Band 1900 MHz
GSM/GPRS Networks**

Internal evaluation only

Not for public distribution

Installation and Users Guide

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At the time of printing, documentation complies with versions:
Operating System 2.0.13, Applications 2.0, and Desktop 2.0.

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FCC compliance statement (USA)

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and
- This device must accept any interference received, including interference that may cause undesired operation.

WARNING Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the manufacturers instructions, may cause interference harmful to radio communications.

There is no guarantee, however, that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

Industry Canada Certification

This device complies with Industry Canada RSS 133, under certification number TBD.

Class B compliance

This device complies with the Class B limits for radio noise emissions as set out in the interference-causing equipment standard entitled Digital Apparatus, ICES-003 of Industry Canada.

Important safety information

Please read these safety and operation instructions provided in this manual before operating the BlackBerry Wireless Handheld, its docking/charging cradle, or any other BlackBerry Wireless Handheld charging units. Retain these instructions for future use.

ELECTRICAL SAFETY

This equipment is intended for use when supplied with power or charging from the Docking/Charging Cradle ASY-02761-001 or other associated charging units approved by RIM with North American AC Adapter unit PWR-02908-003. Other usage will invalidate any warranty provided with this apparatus and may be dangerous.

ACCESSORIES

Use only those accessories approved by RIM. The use of any other accessory types will invalidate any approval or warranty applicable to the handheld and may be dangerous.

EXPOSURE TO RADIO FREQUENCY SIGNALS

Your wireless handheld portable device is a low power radio transmitter and receiver. When it is ON, it receives and also sends out radio frequency (RF) signals.

Your wireless handheld complies with Federal Communications Commission (FCC) guidelines respecting safety levels of RF exposure for handheld wireless devices, which in turn are consistent with the following safety standards previously set by both U.S. and international standards bodies:

- Institute of Electrical and Electronics Engineers (IEEE) C95.1 (1999)
- National Council on Radiation Protection and Measurements (NCRP) Report 86 (1986)

- International Commission on Non-Ionizing Radiation Protection (ICNIRP) (1996)

To maintain compliance with FCC RF exposure guidelines, use only RIM supplied or approved accessories. When carrying the wireless handheld while on, use the specific RIM holster that has been tested for compliance. Use of non-RIM approved accessories may violate FCC RF exposure guidelines.

ANTENNA CARE

Use only the supplied integral antenna. Unauthorized antenna, modifications, or attachments could damage the handheld and may violate FCC regulations.

DRIVING

Check the laws and regulations on the use of wireless devices in the areas where you drive. Always obey them. Avoid using the handheld in any environment requiring your full attention, such as when driving a vehicle. If you need to use your handheld while driving, have a passenger in the vehicle use the handheld for you, or find a safe location to halt your vehicle prior to using the handheld. Do not use any charging unit as a means of storing your handheld while in a vehicle.

RF signals may affect improperly installed or inadequately shielded electronic systems in motor vehicles. Check with the manufacturer or its representative regarding your vehicle. You should also consult the manufacturer of any equipment that has been added to your vehicle.

For Vehicles Equipped With An Air Bag

An air bag inflates with great force. DO NOT place objects, including both installed or portable wireless equipment, in the area over the air bag or in the air bag deployment area. If in-vehicle wireless equipment is improperly installed and the air bag inflates, serious injury could result.

ELECTRONIC DEVICES

Most modern electronic equipment is shielded from RF signals. However, certain electronic equipment may not be shielded against the RF signals from your wireless handheld.

Pacemakers

Consult a physician or the manufacturer of your pacemaker if you have any questions regarding the effect of RF signals on your pacemaker. If you have a pacemaker, ensure that you are using the handheld in accordance with the safety requirements associated with your particular pacemaker, which may include the following:

- Always keep the handheld more than 20 cm (six inches) from the pacemaker when the handheld is turned ON;
- Do not carry the handheld in a breast pocket;
- If the handheld has a voice option, use the ear opposite the pacemaker for making and receiving calls to minimize the potential for interference.
- If you have any reason to suspect that interference is taking place, turn your handheld OFF immediately.

Hearing Aids

Some digital wireless devices may interfere with some hearing aids. In the event of such interference, consult your service provider or contact the manufacturer of your hearing aid to discuss alternatives.

Other Medical Devices

If you use any other personal medical device, consult the manufacturer of your device to determine if they are adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn your handheld OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or

health care facilities may be using equipment that could be sensitive to external RF energy.

Posted Facilities

Turn your handheld OFF in any facility where posted notices so require.

AIRCRAFT

Federal Aviation Administration (FAA)/FCC regulations prohibit using the radio of your handheld while in the air. Switch the radio of your handheld OFF before boarding an aircraft. The effect of the use of your handheld's radio in an aircraft is unknown. Such use may affect aircraft instrumentation, communication and performance, may disrupt the network, may otherwise be dangerous to the operation of the aircraft, and may be illegal. All other applications of your handheld may be used in accordance with airline regulations for electronic devices.

BLASTING AREAS

To avoid interfering with blasting operations, turn the wireless feature of your handheld OFF when in a "blasting area" or in areas posted: "Turn off two-way radio". Obey all signs and instructions.

POTENTIALLY EXPLOSIVE ATMOSPHERES

Turn your handheld OFF when in any area with a potentially explosive atmosphere and obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

Areas with a potentially explosive atmosphere are often, but not always, clearly marked. They include fueling areas such as gasoline stations; below deck on boats; fuel or chemical transfer or storage facilities; vehicles using liquefied petroleum gas (such as propane or butane); areas where the air contains chemicals or particles, such as grain, dust, or metal powders; and any other area where you would normally be advised to turn off your vehicle engine.

ADDITIONAL SAFETY GUIDELINES

Battery: Discard the handheld properly. As the unit contains a lithium battery, neither the handheld nor the lithium battery should be disposed of in fire. Dispose of the handheld containing the lithium battery in accordance with the laws and regulations in your area governing disposal of such cell types.

Power source: The docking/charging cradle and any other charging units should be operated only from the type of power source indicated on the marking label. Refer to the operating instructions in this manual for more information on the battery and power supply. Do not overload wall outlets, extension cords, or integral convenience receptacles as this may result in a risk of fire or electric shock.

Liquids and foreign objects: Never push objects of any kind into the BlackBerry Wireless Handheld or its cradle through openings as they may short-out parts and this may result in a fire or electric shock. Do not use the handheld or cradle near water (for example near a bathtub, or a sink, in a wet basement, near a swimming pool, etc.). Never spill liquid of any kind on the handheld or its docking/charging cradle. Unplug the docking/charging cradle from the wall before cleaning.

Care: Do not use liquid or aerosol cleaners. Clean only with a dry cloth.

High heat: The handheld and any accessories should be situated away from any heat sources, such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.

Power Cord: Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles, and the point where they exit from the apparatus. Unplug this apparatus during lightning storms or when used for long periods of time.

Service: Unplug the docking/charging cradle from the wall and refer the handheld, docking/charging cradle and any accessories for service to qualified service personnel if:

- the power supply cord or plug is damaged
- liquid has been spilled or objects have fallen into the handheld or docking/charging cradle
- the handheld, docking/charging cradle or accessory has been exposed to rain or water
- the handheld, docking/charging cradle or accessory has been dropped or damaged in any way
- the handheld, docking/charging cradle or accessory does not operate normally by following the instructions contained in this manual
- the handheld, docking/charging cradle or accessory exhibits a distinct change in performance.

All servicing should be undertaken by qualified service personnel.

WARNING

WARNING: To reduce the risk of fire or electric shock, do not expose this apparatus to rain or moisture. Adjust only those controls that are covered in this manual. An improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the handheld or docking/charging cradle to its normal operation.

Failure to observe all safety instructions contained in this manual will void the Limited Warranty, and may lead to suspension or denial of services to the offender, or legal action, or both.

Welcome to your wireless solution

BlackBerry is a mobile email solution that includes the BlackBerry Wireless Handheld and docking/charging cradle, and desktop software for use on a wireless data network.

Equipped with a 160x160 pixel screen, rechargeable battery, flash memory, “always on, always connected” wireless technology and QWERTY keyboard design, the handheld provides users with the ultimate palm-sized handheld for messaging and personal information.

Get ready to experience the power of messaging with your handheld using functions such as:

- **Messages:** Receive, read, reply to, compose, forward, save, file, and delete email messages.
- **Compose:** Create and send messages to Internet email addresses and to other handhelds.
- **Saved Messages:** Store messages for future viewing.
- **Search Messages:** Locate messages in seconds with the powerful search tool.
- **Address Book:** Store your personal directory of contact information, such as multiple phone and fax numbers, and email addresses. Enter notes for individual contacts and search the database to find specific contacts.
- **Calendar:** Keep track of appointments using one of the two calendar views: Day or Month.
- **MemoPad:** Compose, edit, and delete notes, memos and lists.

- **Alarm:** Set the alarm on the handheld to sound every day or on weekdays only.
- **Options:** Customize the way the handheld notifies you of new messages; set the password; add, edit, and delete AutoText entries; set the current date; program the automatic on/off feature.
- **Lock:** Lock the handheld with a password security screen so that only you can use it. (This function is only visible in the Home screen after you have set a password.)
- **Turn Wireless Off / Turn Wireless On:** Turn the handheld's radio off when it may interfere with other radio communications, such as during a flight. Turn on the radio again to send and receive messages.
- **Power Off:** Turn off the handheld at night or on weekends.

About this guide

This guide provides information for operating the handheld and for installing the desktop software.

Note

Notes will appear in this format and will contain additional information to help you perform the task being described.

Tip

Tips will appear in this format and will provide information about performing tasks and offer different options to perform tasks.

A summary, including a list of more tips, is included at the end of each chapter.

Other documentation available

The Desktop Software Online Help offers online help to guide you and answer your questions. In the desktop software, select Help from any active window.

Contents of your package

Your package should contain the following:

- Handheld
- Cradle
- Holster
- This “Installation and User’s Guide”

If something from this package is missing or not working properly, contact the point of purchase.

System Requirements

The following components are required to install the BlackBerry Desktop Software:

- Intel-compatible 486 or higher desktop computer with an available serial port
- Windows 95/98/2000 with 8 Mb of RAM
- Microsoft Exchange Client, Microsoft Outlook 97, Outlook 98 or 2000 (Workgroup installation), with an email account on a Microsoft Exchange Server version 4.0 or higher, that is capable of receiving email from the Internet

You have a Microsoft Exchange email account if:

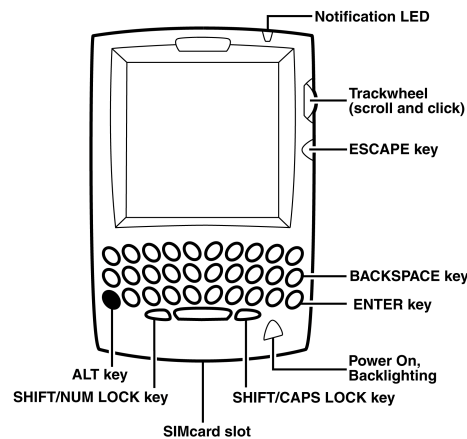
- you will be running Microsoft Outlook as your email client and,

in Outlook, if you select Tools>Services, the dialog box contains a list of services that includes Microsoft Exchange Server.

1

Getting started

To start sending and receiving email, you will need to perform some brief setup tasks on the handheld, namely inserting the SIM card, charging the internal battery, turning on the radio, and ensuring that the handheld is registered with the wireless network. You need to set up your computer by installing the desktop software, and connecting your handheld to your PC. Once setup is complete on the handheld and the PC, you can check that your email redirection is enabled, send and read a test message, and then configure your handheld's options.



Before you begin

You should familiarize yourself with some of the handheld's basic features before sending and receiving email messages.

When you turn on your handheld, the Home screen appears. This screen is your starting point for using the handheld's functions. It displays the date and time, the current signal strength, the battery level of the handheld, and the function icons. The Home screen also displays notification of any new messages or alarms.

You can return to the Home screen from most functions by pressing the ESC key.



Installing the desktop software

You must install the desktop software to send and receive email and use the other desktop software tools.

1. Insert the CD into the appropriate drive. The Setup program starts automatically.
2. Follow the instructions on your screen, using the default paths and names recommended for the desktop software.

When Setup is complete, you may choose to open the Readme file and run the desktop software right away. After installation is complete and you have restarted your PC, you will be prompted to choose an email box profile from a drop-down list. For more details, see “Using the Desktop Software” on page 51.

About battery use and charging

The handheld is battery powered and you should familiarize yourself with proper battery use and care. There is no external battery required; your handheld is powered by an internal, rechargeable battery. When you first receive your handheld you must charge the internal lithium battery for the first time.

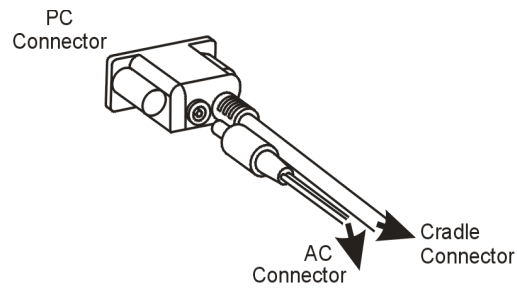
To connect the cradle to your PC

You will need to know how to connect the charging cradle to your PC and how to use the cradle to charge the handheld’s internal battery. When connecting the handheld to your PC, use only the cradle supplied with your BlackBerry.

3. Insert the end of the cradle cable into a COM port on the back of your PC.
4. Place the handheld in the cradle by aligning the connector port on the bottom edge of the handheld with the connector prongs of the cradle and press the handheld firmly into place.

To charge the internal battery for the first time

1. Connect the North American AC Adapter to the cradle’s serial port connector as illustrated below.



2. Plug the cradle into a wall outlet and make sure the handheld is placed properly in the cradle. After a few seconds, the Home screen should appear.



3. Allow the handheld to charge to full battery power before using it. When the handheld is charging, the battery icon (in the top right corner of the Home screen) will change to a charging icon. Once the handheld is fully charged, the battery icon will replace the charging icon.

Note The cradle does not need to be connected to your PC for charging to occur.

Recharging the internal battery

Follow the same procedure as described above to recharge the handheld's battery when necessary. From an empty battery, a full charge can be achieved in approximately 3 hours. It is not necessary to drain the battery completely before recharging.

Removing the handheld from the cradle

To remove the handheld from the charging cradle, brace the bottom of the cradle with one hand and gently pull the handheld up and out of the cradle.

Note

If the battery level becomes too low, the signal strength bars (located in the top right corner of the Home screen, next to the battery icon) will not appear. This signal indicates that it is time to recharge the handheld. In this state, the handheld will not function until the battery is recharged.

Using the Handheld

In the Home screen, you can select any of the handheld's main functions. Use the trackwheel to scroll through the icons. The name of each function appears at the bottom of the screen. To select a function, scroll to the appropriate icon and click the trackwheel.

You can also select a function by pressing the underlined character in the function's name. For example, press **M** for **M**essages.

To turn on the handheld

Press the silver key to turn on the handheld. The Home screen appears, from which you can select any of the handheld's main functions.

Note

If the SIM card is not inserted, or not inserted properly, the handheld will not function correctly. See page 22 for information on inserting the SIM card.

To turn off the handheld

To turn off the handheld, press and hold the silver key.

Inserting the SIM card

Your Subscriber Identity Module (SIM) card, supplied by your service provider, stores information about your service plan, phone numbers, and messages. You must insert the SIM card into your handheld before you can send and receive messages.

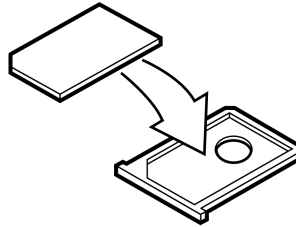
The SIM card fits into a holder that helps it slide into the handheld.

To insert the SIM card

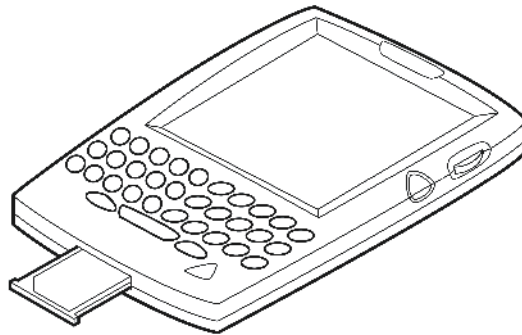
1. If your handheld is currently on, press and hold the silver key to turn off the handheld.

Note	To prevent damage to the memory on your SIM card, always turn off the handheld before inserting or removing the card. Be careful not to scratch or bend the card, or expose it to static electricity or wet conditions while you are inserting or removing it.
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2. Your SIM card may be attached to a larger, credit-card-sized carrier. If so, carefully break the SIM card out of its carrier.
3. To remove the SIM card holder from the handheld, press the release tab on the bottom of the handheld to the right. The card holder will slide partly out. Gently pull the SIM card holder out the rest of the way to remove it fully.
4. To ensure proper placement, rest the holder on a flat surface and place the SIM card on top of the holder with the notches aligned, as shown in the following illustration. Both the SIM card and the holder have a notch on the bottom-left side.



5. Hold the handheld in one hand, with the keyboard and screen facing upward. Slide the SIM card (face up, in its holder) into the handheld as shown in the illustration. It will click when fully inserted.



6. Press the silver key to turn the handheld on. If necessary, continue charging the battery.

Registering with the network

After you turn on the wireless radio, a Registration message should arrive. In the rare case that the Registration message does not arrive, check the Home screen to ensure you are in coverage. (You are in coverage if you have one or more bars beside the coverage indicator in the top right corner of the Home screen.) Register your handheld using this procedure.

1. In the Home screen, scroll to the **Options** icon and click. The Device Options screen appears.
2. Scroll to **Network** and click. The Network screen appears. Ensure that the **Radio** field is set to **On**. Click to view the menu. Scroll to **Register now** and click. A message confirms that the registration message was sent. If you are in coverage, a confirmation message should arrive within a few seconds.

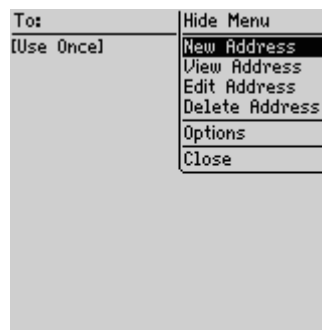


3. Press the ESC key twice to return to the Home screen.

Sending a test message

Now that you have activated your handheld and completed the installation, you are ready to begin sending and receiving email.

1. In the Home screen, scroll to the **Compose** icon and click. The To: screen appears.
2. Click the trackwheel to view the menu; scroll to **New Address** and click. The New Address screen appears.

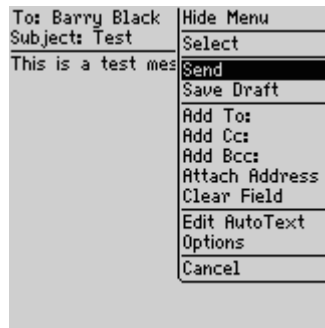


3. Type your own name and email address using the trackwheel to move from field to field.

Tip In the **Email** field, press the SPACE key where the '@' and '.' punctuation should appear. The handheld will insert them for you.

4. Click the trackwheel to view the menu. Select **Save Address** by clicking again. You return to the To: screen with your own email address selected.

5. Click the trackwheel to view the menu. Select **Use** plus your email address by clicking again.
6. Type a subject line such as “Test” and press ENTER. Type your message. When your message is complete, click the trackwheel to view the menu. Select **Send** by clicking again. The Messages screen appears.



If you are in coverage (as indicated by the number of bars beside the antenna icon in the Home screen), a checkmark will appear beside the message to show that your message was transmitted successfully.

Note If you are not within coverage, you do not need to cancel sending your message. The handheld will automatically send the message once you return to an area with sufficient coverage.

Reading your test message

When you receive your test message, follow these steps to read it.

1. In the Home screen, scroll to the **Message Centre icon** and click. The Messages screen appears.

2. Scroll to the test message's header and click to view the menu. Select **Open** by clicking again.

Tip To open messages quickly, scroll to and highlight the message in the Messages screen and double-click the trackwheel.

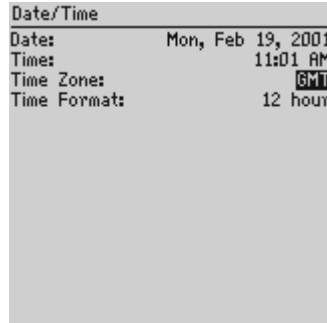
3. When the new message appears on your screen, scroll down to read the entire message. Scroll up past the subject line to view the recipient(s), sender, and time.
4. Press ESC to return to the Messages screen.

Configuring handheld options

Now that you have sent and received your first wireless email message, you should configure some of the handheld's basic options.

Setting the date and time

1. In the Home screen, scroll to the **Options** icon and click. The Device Options screen appears.
2. Scroll to **Date/Time** and click. The Date/Time screen appears. Scroll to the field you would like to set, then press the SPACE key to scroll through your options.

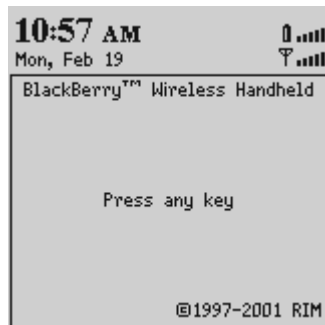


3. Click the trackwheel to view the menu. Scroll to **Save** and click. You return to the Device Options screen.

Using password protection

Set a password for your handheld to ensure greater security. Once the handheld is left idle for a specified amount of time, you will need to type your password to use the handheld. You can also manually activate the password security screen by selecting the **Lock** function from the Home screen. You should lock your handheld if you leave it unattended.

If you do not want the password security screen to appear, you must disable your password in the Security screen.



If you have entered information in the Owner screen of the Options function, it will appear on the password security screen. We recommend that you include your own (or your company's) contact information in case the handheld is lost.

Note

If an incorrect password is entered 10 times, all information could be erased from the handheld for security reasons. The handheld's radio is turned off and the radio icon is removed from the Home screen. You will need to reload the applications before you can use your handheld again. You should regularly back up any information from your handheld that might not have originated on your PC. See "Using the desktop software" in this guide or the "Backup and Restore online help" for more information.

To enable password protection

You should set a password so that no one can use your handheld without knowing the password.

1. In the Home screen, scroll to the **Options** icon and click. The Device Options screen appears.

2. Scroll to **Security** and click. The Security screen appears. In the **Password** field, press the SPACE key to enable the password. A dialog box appears, prompting you to enter a password of at least 4 characters. Press ENTER when you are finished. You will have to enter your password again for verification.



3. In the **Security Timeout** field, set how much idle time should pass before the password security screen will appear. To do so, press and hold the SPACE key to scroll through the timeout settings. Release the SPACE key to set the field to your preference.
4. Click the trackwheel to view the menu. Scroll to **Save** and click.

You return to the Device Options screen.

Note

The password security screen will show your contact information (if you have entered it in the Owner screen) or it will prompt you to **Press any key**. Type the first letter of your password to gain access to the Enter Password dialog box. Type the remaining letters of your password to resume using the handheld.

Once you have enabled the password, you will need to enter it to connect to the desktop software and to open the security screen again.

If you turn off the handheld with the password security screen enabled, you will need to enter the password once you turn on the handheld again.

To lock the handheld

Once you have enabled your password in the Security screen, you can lock the handheld whenever you like. A lock icon will appear in the Home screen.

1. In the Home screen, scroll to the **Lock** icon and click. The password security screen appears.
2. To use your handheld again, type your password and click the trackwheel.

Note

The information you entered in the Owner screen of the handheld options will appear on the password security screen. If you did not enter any information, default information appears. For more information on the Owner screen, see page 151.

To change your password

Changing your password occasionally will help to provide greater security.

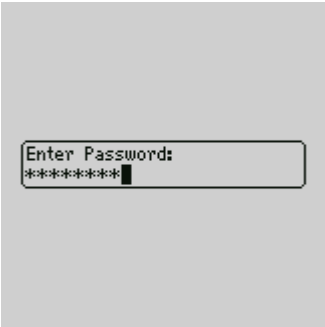
1. In the Home screen, scroll to the **Options** icon and click. The Device Options screen appears.
2. Scroll to **Security** and click. A dialog box appears, asking you to type your password. Once you do so, press ENTER to open the Security screen.
3. Click to view the menu. Scroll to **Change Option** and click. A dialog box appears.
4. Enter a new password of at least four characters. Press ENTER when you are finished. You will have to enter your new password again for verification.
5. Click the trackwheel to view the menu. Scroll to **Save** and click.

You return to the Device Options screen with your password changed.

To disable password protection

Once you disable your password, the password security screen will no longer appear. You will not need to enter your password to open the Security screen or when connecting your handheld to your PC.

1. In the Home screen, scroll to the **Options** icon and click. The Device Options screen appears.
2. Scroll to **Security** and click. A dialog box appears, asking you to type your password. Once you do so, press ENTER to open the Security screen.



- 3. While in the **Password** field of the Security screen, click to view the menu. Scroll to **Change Options** and click. Use the roller to select **Disabled** and click.
- 4. Click the trackwheel to view the menu. Scroll to **Save** and click.



You return to the Device Options screen.

Summary

In this chapter, you learned the steps that are required for email redirection to occur. You can turn on the radio, register with the network, install the desktop software on your PC, connect the handheld to your PC, enable email redirection, and configure some basic handheld options. Read on to learn more about using the handheld.

2

Getting to know your handheld

This chapter will help you get acquainted with your handheld.

Handheld components

Here are some details on the handheld's main components.

Keyboard and trackwheel

The handheld's QWERTY keyboard provides access to all of the regular alphabetic characters. Numeric characters, a symbols library, punctuation, and special characters can all be generated using the coloured ALT key in combination with the other keys. For easy typing, hold the device in both hands and use your thumbs to press the keys. Roll and click the handheld's trackwheel for navigation and selection.

A trackwheel that clicks

The trackwheel on the handheld has a unique feature for greater usability and performance: it clicks. Pressing down on the trackwheel with your thumb is comparable to the clicking function of your PC mouse. Click to open menus and to select functions and menu options.

Keys and key combinations

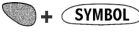
The following chart describes special keyboard and trackwheel combinations that will help you navigate, compose messages, and configure options on the handheld.

Key	Function
 SILVER KEY	Turing the power on/off, activating backlighting • Press the silver key once to turn on the handheld. • When the handheld is on, press the silver key once to activate backlighting. Press again to turn off backlighting. (Backlighting will turn off automatically if you do not press any keys for 10 seconds.) • Press and hold the silver key to turn off the handheld.
 TRACKWHEEL	Scrolling and selecting • Roll the trackwheel with your thumb to scroll up and down through screen lines, fields, and menu items. • Click (press down) the trackwheel with your thumb to open menus and select options, similar to the click function of a mouse used with your PC.

Key	Function
 ALT key	Typing ALT characters The coloured ALT key activates the numeric and symbol characters. These characters are printed in an alternate colour above the alphabetic keys. • Press the ALT key once to affect the next character you type. • Press and hold the ALT key while you type to affect all characters. An 'A' icon appears in the top right corner of your screen when the ALT key is active.
	Scrolling horizontally and changing options • Hold the ALT key while you roll the trackwheel to move the cursor horizontally across screen lines. • Hold the ALT key while you roll the trackwheel to scroll through field options.

Key	Function
 SHIFT key	Capitalizing alphabetic characters - Press the SHIFT key once to capitalize the next character that you type. - Press and hold the SHIFT key while you type so that all letters are capitalized. - Press and hold the letter to capitalize it. This feature only works when Key Rate is set to Slow or Fast in the Options>Screen/Keyboard screen. An 'up arrow' icon appears in the top right corner of your screen when the SHIFT key is activated.
	Activating CAPs lock Press ALT + CAP (RIGHT SHIFT) to activate caps lock mode. Any key that you press will be typed in upper case. Press SHIFT again to return to lower case mode.
	Typing the coloured ALT characters (activating NUM lock mode) Press ALT + NUM (LEFT SHIFT) to activate num lock mode. Any key that you press in the upper row will be typed in its numeric form. Press SHIFT again to return to regular mode.

Key	Function
 ENTER key	Inserting carriage returns, selecting highlighted items - Press the ENTER key to insert a regular carriage return, moving your cursor to a new line. - Press the ENTER key to select the highlighted item. Instead of clicking the trackwheel to select the item, you can press the ENTER key to perform your task.
 BACKSPACE key	Deleting previous characters Press the BACKSPACE key to move the cursor backwards and delete characters to the left of the cursor position.
	Deleting characters ahead of cursor, deleting messages - Press the DEL key to erase characters to the right of the cursor position. - Press the DEL key while composing a message to delete the selected character only. - Press the DEL key in the Messages screen to delete the selected message.

Key	Function
 Escape key (under trackwheel)	Escaping from screens/menus - Press the ESC key to return to the Home screen from a function screen. - Press the ESC key to close a function menu. If you have changed a function option, you will see a confirmation message such as: “Save Settings? Save Cancel Discard.”
 SPACE key	Inserting a space, scrolling through field options - Press the SPACE key to insert a space between characters while you type. - Press the SPACE key to insert the '@' and '.' characters in email fields. - Press the SPACE key to toggle through field options.
	Opening symbols library for extra characters Press ALT+SPACE to open the Select Symbol screen, from which you can insert the symbol you need.

Symbols screen

As described in the Keys and key combinations chart, you can press ALT+SPACE to open the Select Symbol screen. For instance, while you are composing a message, press ALT+SPACE to see the characters available for you to insert into your message.



To select a symbol, either scroll to a symbol and click, or press the alphabetic key under the desired symbol. You will return to your message with the symbol inserted.

LCD screen

The LCD screen is your interface with functions such as composing and reading messages, and appointments, viewing and editing contact information, and customizing device options. It is composed of the Home screen, function screens that are launched from the Home screen, and menus within each function. Icons are used throughout for message status, handheld status, and navigational aid.

Backlighting

In low light conditions, you can increase the readability of the LCD and keyboard by using the backlighting feature.

Activate the backlighting by pressing the silver key once. It will shut off automatically if you do not press any keys or use the trackwheel for 10 seconds. Turn off the backlighting manually by pressing the silver key again.

Function screens

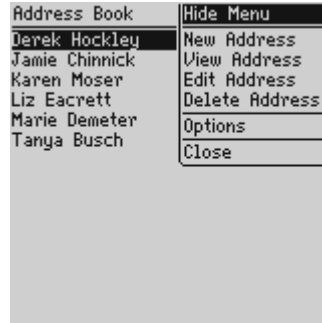
The functions list appears on the Home screen. To open a function screen, scroll to an icon and click the trackwheel (or, press the underlined character in the function name).



Home screen

Function menus

Menus provide a list of options for the function that you've selected. You can open a function screen's menu by clicking the trackwheel; the menu appears on top and covers approximately half of the screen's width.



Address Book function menu

Function icons

The following chart shows each function icon and describes the corresponding function:

	Icon	Description
	 Messages	Receive, read, reply to, compose, forward, save, file, and delete email messages.
	 Compose	Type and send messages to Internet email addresses.
	 Search Messages	Locate messages in seconds with the powerful search tool.

	Icon	Description
	 Address Book	Store your personal directory of contact information, such as multiple phone and fax numbers, as well as email addresses. Use the search function to locate a specific contact.
	 Calendar	Keep track of appointments using one of the two calendar views: Day or Month.
	 Tasks	Add, edit, and delete tasks and mark tasks as complete.
	 Alarm	Set the alarm on the handheld to sound on weekdays only or every day (including Saturday and Sunday).
	 Options	Customize the way the handheld notifies you of messages.
	 MemoPad	Compose, edit, and delete important notes and memos.
	 Options	Set the password; customize Autotext; set the date/time; program the automatic on/off feature.

	Icon	Description
	 Lock	Lock the handheld with a password security screen so that only you can gain access to it. This icon will appear on the Home screen only if you have set a password.
	 Turn Wireless On / Turn Wireless Off	Turn the handheld's radio off when it may interfere with other radio communications, such as during flight. You will not be able to send or receive messages until you turn the radio on again.
	 Power Off	Turn off the handheld whenever you prefer not to receive email messages or when you wish to conserve battery power. All queued messages will be delivered to your handheld once you turn it back on.

Handheld status icons

These icons appear on the handheld's LCD screen to indicate battery power, coverage levels, and keyboard modes.

Icon	Description
	Battery power indicator
	Coverage strength indicator

Icon	Description
	Charging indicator
	ALT key mode is active
	SHIFT key mode is active
	NUM lock mode is active
	Unread messages waiting

Message status icons

These icons appear on the handheld's LCD screen to indicate the status of pending, sent, and received messages.

Icon	Description
	Message is being sent
	Message has been sent out to the network
	Message pending (will be sent later)
	Unread message transmission error
	Message returned, message transmission error

Icon	Description
	New, unread message has been received
	Message has been read
	Status of message is high

Navigational icons

These icons appear on the handheld's LCD screen to indicate positions within fields, lists, menus, and screens.

Icon	Description
	Indicates the cursor position
	You are at the bottom of a menu or screen; scroll the trackwheel up to view more items.
	You are at the top of a menu or screen; scroll the trackwheel down to view more items.

Holster (belt clip)

A holster, equipped with a belt clip, accompanies the handheld. While in the holster, the handheld is protected and wearable. You can choose different forms of message notification based on whether the handheld is in or out of the holster.

When you receive a new message and remove the handheld from the holster within five seconds, notification stops (based on how you've set it) and the most recently received message will be open.

If you pull the handheld out of the holster and quickly replace it, notification stops but the message will remain marked unread. “Setting message notification” on page 148 contains more information on notification settings.

Cradle

The cradle provides a link between the handheld and your PC, so that you may use the desktop software provided with your package. Chapter 3, “Using the desktop software” contains more information on the cradle and the desktop software.

Data port

The data port on the bottom of the handheld fits into the prongs of the cradle. You must connect the cradle to your PC to use the desktop software (provided on the CD with your package).

The desktop software supports standard USB-to-serial port converters. Chapter 3, “Using the desktop software”, contains more information on installation procedures and serial connection.

Charger

The handheld is designed to operate for one week or more on a full charge; exact battery life will depend on factors such as usage and quality of coverage. The handheld contains an internal lithium cell. The cradle provided with your handheld is also used to recharge this cell.

Subscriber Identity Module (SIM) card

Your SIM card, supplied by your service provider, stores information about your service plan, phone numbers, and messages. You must insert your SIM card into your handheld before you can send and receive messages. For details see, “Inserting the SIM card” on page 22.

Scrolling through settings

The handheld provides alternate methods of performing the same action (e.g. using hotkeys instead of the trackwheel). In particular, there are four ways to change the configurable options on your handheld. These alternatives apply to all screens where you can change options, such as in the Date/Time, New Address, or AutoText screens.

- **Use the menu.** While in an option field, click to view the menu. Select **Open**. Scroll to **Change Options** and click. A dialog box appears where you can scroll through your options. Once you reach the option you prefer, click the trackwheel. After setting all of the options in the screen, click to view the menu. Scroll to **Save** and click.
- **Use ALT + roll.** Hold the ALT key while rolling the trackwheel to scroll through the options. Release the ALT key once you reach your desired setting.
- **Use the keyboard.** You can press the letter or number which represents your choice. For example, if you are in a **Sort By** field in the Address Book Options, press the L key to sort by Last Name.
- **Use the SPACE key.** You can use the SPACE key to scroll through your options. Release the SPACE key once you have set the field to your preference. This method is used throughout the guide.

Summary and tips

In this chapter, you learned about the various components and features of the handheld.

Getting to know your handheld - Tips

- Press the first letter of an item in an options list, menu, or choice list to jump directly to the item.
- Press SPACE twice to insert a period while composing a message (the letter following the period will automatically be capitalized).
- Press and hold a letter to capitalize it (must have **Options>Screen/Keyboard>Key Rate** enabled).
- Press ALT and click the trackwheel to select an icon in the Home screen. Roll the trackwheel to move the icon to another position, and click the trackwheel to “drop” it into the new position.
- Press ESC to select Cancel in a pop-up dialog box.

3

Using the desktop software

The “Getting Started” chapter provided instructions for installing the desktop software and connect the cradle to your PC. This chapter shows you how to use the software to get the most from your handheld.

The desktop software can synchronize messages, contacts, and appointments, between your handheld and PC. You can also back up any important information from the handheld to your PC, edit the Address Book and AutoText files, restore data back to the handheld, configure email redirection settings, and load new applications onto the handheld, all using the desktop software’s convenient Windows interface.

Note

You will find basic instructions in this chapter for using the desktop software and its tools; you can find more detailed information in the online help. From any window in the desktop software, select Help to view procedures.

Backing up files from handheld to the PC

Use the Backup and Restore tool to save any handheld files to your PC or to restore previously-saved files back to your handheld. You can also use it to customize the Address Book and AutoText files: create new entries, edit existing entries, and delete the entries on your PC.

You can also import your PC's Address Book entries onto your handheld.

Note	Before updating your handheld with new software using the Application Loader, use the Backup and Restore tool to save any important information from the handheld to your PC. See the online help topic "Advanced backup and restore" for more information on editing AutoText and Address Book entries.
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To backup files from handheld to PC

1. Place your handheld in the cradle and connect it to your PC. In the desktop manager, double-click **Backup and Restore**. The Backup and Restore window appears.
2. To backup everything on your handheld, click **Backup**. The Select file for Full Backup window appears. The default file name will be **Backup-today's date.ipd**. Select the location and name of the file as desired and click **Save**. A dialog box will chart the progress of the data transfer from the handheld to your PC.
3. Once the information has been saved to your PC, you return to the Backup and Restore window.

Note	You can backup specific databases to your PC by performing an Advanced backup. See the online help topic "Performing an Advanced backup" for more information.
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To restore files back to the handheld

1. Place your handheld in the cradle and connect it to your PC. In the desktop manager, double-click **Backup and Restore**. The Backup and Restore window appears.

2. To restore everything that was saved previously from your handheld, click **Restore**. The Select file for Full Restore window appears. Select the file name that contains the information you want to restore and click **Open**. A dialog box will chart the progress of the data transfer from the PC to your handheld.
3. Once the information is retrieved and organized, another dialog box appears, warning you that you are replacing the information currently stored in the listed databases of the handheld.
4. Click **Yes** to continue. Once the information has been restored to your handheld, you return to the Backup and Restore window.

Note	You can restore specific databases to your handheld by performing an Advanced restore. See the online help topic "Performing an Advanced restore" for more information.
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Synchronizing email and PIM

Use the Intellisync™ tool to reconcile email messages and synchronize your PIM applications. You can also update the handheld's date and time.

Note	See the "Intellisync online help" for complete instructions on updating the handheld's date and time, reconciling your email and for specific information based on the PIM application you use on your PC.
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In the Intellisync window, click **Auto start** to specify settings for automatic synchronization.

To configure email reconciliation

Note Unless you want to specify any personal folders from which email should be reconciled, the default settings in the Email Configuration window should be suitable for email reconciliation.

1. Place your handheld in the cradle and connect it to your PC. In the desktop manager, double-click **Intellisync**. The Intellisync window appears.
2. Click **Configure email**. The Email Configuration window appears.
3. In the **Folder content synchronization** section, select the type of action that you want to occur when you reconcile your email. You can change the placement of your email messages on just your handheld by selecting **Import moves and deletes to handheld only**. Or you can choose to synchronize any moves and deletes on either system by selecting **Synchronize moves and deletes**.

Note If you select **Synchronize moves and deletes**, you need to select which location should dominate if a message has been moved or deleted on both the handheld and the desktop.

4. In the **Personal Folder** section, you can select any personal folders with which you want to synchronize. You can include these personal folders if you want the email in those folders to be synchronized with your handheld as well.
5. Click **OK** to return to the Intellisync window.

6. Once you have configured email reconciliation, ensure that the check box next to **Reconcile email** is selected in the Intellisync window. Click **Synchronize now** to perform the operation.

Ensuring email reconciliation performs as intended

To ensure that email reconciliation performs as intended, check for the following conditions and / or settings.

- Email reconciliation transfers the structure of your desktop folders to your handheld. Therefore, you must perform an email reconciliation before you can file messages on your handheld. Each time you create a new folder on your desktop, you will have to perform an email reconciliation to transfer the folder to your handheld.
- If you use the Application Loader tool and choose to remove the current information from the handheld, you will need to perform an email reconciliation to transfer the folders to your handheld again. See the “Intellisync online help” for more information.
- Check that you have set the **Delete On** field of the handheld’s Message List Options to delete messages on the desktop and the handheld.

To configure PIM synchronization

1. Place your handheld in the cradle and connect it to your PC. In the desktop manager, double-click **Intellisync**. The Intellisync window appears.
2. In the Intellisync window, click **Configure PIM** to customize your PIM synchronization settings. The Handheld Configuration window appears. Select a PIM application (**Address Book**, **Memopad** or **Calendar**) and click **Choose**. The Choose Translator window appears.

3. Select the PC program (called the “translator”) that you use and click **OK**.
4. You can configure other options in these windows such as field mapping, synchronization filters, and conflict resolution settings, depending on the translator that you have selected. See the “Intellisync online help” for more information.
5. Once you have configured all the PIM applications, ensure the the check box next to **Synchronize PIM** is selected in the Intellisync window. Click **Synchronize now** to perform the operation.

Redirecting email

To check your email redirection settings

1. Place your handheld in the cradle and connect it to your PC. In the desktop manager, double-click **Redirector Settings**. The Redirector Settings window appears, organized into the **General**, **Filters**, **Security**, and **Advanced** tabs.
2. In the **General** tab, you can select options for handheld behaviour when in the cradle, set your auto signature, and turn off email redirection.
3. In the **Filters** tab, you can view the default filters that have been set for redirecting email to your handheld. These defaults can be disabled, enabled, or deleted.
 - The CC Default filter sends only the message header to your handheld when your address appears in the **CC** field of the message.
 - The To and BCC Default filter forwards all messages to

your handheld when your address appears in the **To** or **BCC** fields of the message.

Note

If the body of your messages isn't being redirected from your PC to the handheld, check to see how these messages are addressed to you. If you are addressed in the **CC** field of the message, the default filter will not redirect the body of the message to you.

See the online help topic "Filters tab" for more information.

4. In the **Security** tab, you can generate security keys for encryption and decryption of your messages. Unless you change the settings, you are prompted to generate a new key when you insert your handheld into the cradle while the desktop software is running.
5. In the **Advanced** tab, you can control the settings that affect the email profile being used, specify the folder redirection settings, and choose whether or not you want a copy of messages that are sent from your handheld to be saved on your desktop.
6. Once you have specified all of your email redirection settings, click **OK**.

To add a redirection filter

Filters help you manage your email by automatically performing actions on received messages using filter settings (rules). Rules are the sets of conditions and actions that make up a filter. Use the following procedure to create a new redirection filter:

1. In the **Filters** tab of the Redirector Settings window, click **New**. The Add Filter window appears.
2. In the **Filter Name** field, type a name to describe the new filter.

3. The list of conditions below the filter name can be activated by selecting the check box beside each field. Any email message arriving at your desktop that meets the condition(s) will be subject to this filter.
4. When you have selected the conditions that must be fulfilled for this filter, decide whether the message will be forwarded to the handheld, forwarded with Level 1 notification, forwarded with only the header, or held at your PC.

Note

Creating a filter that forwards messages with Level 1 notification is equivalent to creating a filter that forwards messages with high priority.

Messages that you receive with Level 1 notification will appear in the Messages screen in bold text. Once you read the message and return to the Messages screen, the message is no longer in bold text.

5. When you have set the conditions and actions, click **OK**. On the **Filters** tab you will see the new filter in the list.

To rearrange the order of your filters, select the filter you'd like to move and click the up or down arrow buttons.

Note

As each email message arrives at your PC, the first filter listed is applied. Therefore, when adding a filter that is more restrictive in nature than the defaults, ensure that it is placed at the TOP of the filter list, so that it will be applied first to the incoming messages.

If you have set rules on your desktop to move specific messages to a different folder as soon as they arrive in your Inbox, these messages will be forwarded to your handheld only if you specify email redirection from that folder. You can change the folders from which email is redirected in the **Advanced** tab. See the "Redirector Settings" online help for more information on folder redirection and the **Advanced** tab.

Summary

In this chapter, you learned how to use the desktop software. You can backup and restore information, synchronize email and PIM, and redirect email.

4

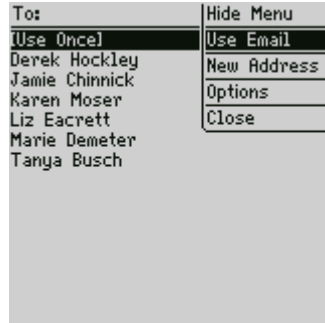
Composing and sending email

In the previous chapters of this guide, you learned about your handheld's main components, and the general procedures required for sending and reading messages, and the desktop software tools. This chapter explains the different features that the handheld offers for advanced composing and sending.

Sending one-time messages

This send option is a short-cut method and the recipient's address will NOT be saved in your Address Book.

1. In the Home screen, scroll to the **Compose** icon and click.
2. The To: screen appears. Scroll to **[Use Once]** and click to view the menu. Select **Use Email** and click.



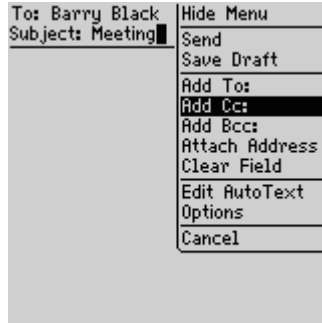
3. The One Time Email screen appears and you can type your contact's email address. Click the trackwheel to view the menu and select **Continue** by clicking again.
4. Type a subject, press ENTER and begin composing your message. When you are ready to send the message, click the trackwheel to view the menu. Scroll to **Send** and click.

From the Messages screen you can view the sent message's status.

Messages to multiple contacts

You can send a message to more than one recipient and choose whether recipients are addressed directly (To), carbon copied (Cc), or blind carbon copied (Bcc). See the Address Book chapter for information on adding contacts to your Address Book.

1. In the Home screen, scroll to the **Compose** icon and click.
2. In the To: screen (after selecting a main recipient and a send method), click the trackwheel to view the menu. Click either **Add To**, **Add Cc**, or **Add Bcc**. (In this example, we use **Add Cc**.)



3. The Select Address screen appears, listing all of your contacts' names. Scroll to a name (or type the first letters of your contact's name to start a search and then scroll to the name.) Click the trackwheel to view the menu, then scroll to **Use** and click.

Note If you've entered multiple addresses for the contact, you will be shown a list of the addresses. Scroll to choose an address and click.

4. You return to the To: screen where the additional recipient appears in the list. Type your subject in the Subject field and press ENTER to begin composing your message.
5. When you have finished composing your message, click to view the menu. Scroll to **Send** and click.

Customizing the auto signature

Once you install the desktop software, an auto signature is included on all email messages sent from your handheld. You can customize this text in the Redirector Settings tool of the desktop software. See

the online help for more information on how to change the auto signature.

Note The auto signature is included only on messages which use email as the send method.
To disable the auto signature, clear the text in the Redirector Settings tool of the desktop software.

Receiving delivery confirmation

You can receive a confirmation when sending a message by email.

1. In the Home screen, scroll to the **Compose** icon and click.
2. Select the recipients of the message by following the standard email message procedure (shown on page 25). In the Subject field, type <confirm>, followed by your subject line.



Note You will have to use the Select Symbol screen (press ALT+SPACE) to insert the angle brackets in the subject line. See page 73 for more information.

3. Type your message and then send it. When the message has been delivered to the recipient's handheld, you will receive a new message indicating that your sent message has arrived.

A screenshot of a BlackBerry handheld screen displaying a delivery confirmation message. The message is from Barry Dell to MDemeter@village.net, dated February 23, 2001, at 16:37:46. The subject is '<confirm>Meeting'. The body of the message states: 'has been delivered to the recipient's BlackBerry Handheld.'

From: Barry Dell
Subject: BlackBerry Delivery Confir
Your message:

TO:
MDemeter@village.net
SENT: Fri Feb 23 16:37:46 2001
SUBJECT: <confirm>Meeting

has been delivered to the
recipient's BlackBerry Handheld.

Using AutoText

The handheld's AutoText function automatically replaces certain text that you type with pre-programmed text. You can increase how quickly you compose messages by using AutoText. By configuring the default AutoText entries and adding new ones to meet your specific needs, AutoText will:

- automatically correct commonly misspelled words.
- automatically replace abbreviations and acronyms with complete words.
- automatically enter commonly-used strings of words into a message by typing only one keyword.
- automatically insert punctuation and symbols into your message without using the ALT key or symbols library.

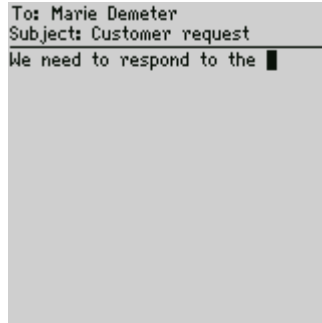
Note There are several shortcuts built into the AutoText function for inserting macros into messages. These shortcuts include inserting the time, date, etc. See page 68 for more information on creating AutoText entries using macros.

How AutoText works

1. In the Home screen, scroll to the **Compose** icon and click.
2. While composing your message in the To: screen, type the text 'hte'. The text 'hte' is a default AutoText entry that tells the handheld to replace the text with the correctly spelled word 'the'.



3. As soon as you press the SPACE key, the correct spelling replaces the error.

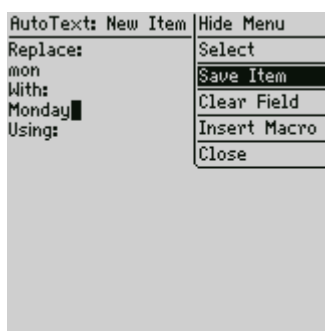


To add a new AutoText entry

You may want to customize your AutoText database by adding specific AutoText entries.

1. In the Home screen, scroll to the **Options** icon and click.
2. The Device Options screen appears. Scroll to **AutoText** and click. The AutoText screen appears with a list of default AutoText entries. Click to view the menu. Scroll to **New Item** and click. You will be prompted with three fields: **Replace** (for the keyword) and **With** (for the word or phrase that should appear instead) and **Using** (for selecting either **Specified case** or **SmartCase**).
3. Type the keyword in the **Replace** field and the replacement text in the **With** field. Press ALT while you roll the trackwheel to alternate between **Use specified case** (which will use the word exactly as you've typed it) or **Use SmartCase** (which will capitalize the word if begins a sentence). Click to choose the casing structure. If you skip this field, **SmartCase** will be used automatically.

4. Click the trackwheel to view the menu. Select **Save Item** by clicking again.



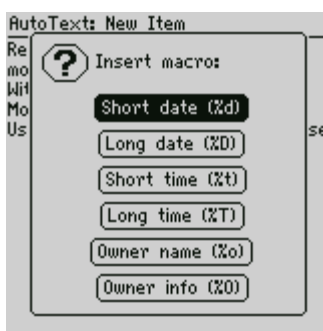
You can test your new entry by typing the keyword while you compose your message.

To add a new AutoText item using a macro

You can use AutoText macros to quickly enter standard items such as dates, times, and owner information.

1. In the Home screen, scroll to the **Options** icon and click. The Device Options screen appears. Scroll to **AutoText** and click. The AutoText screen appears with a list of default AutoText entries. Click to view the menu. Scroll to **New Item** and click. You will be prompted with three fields: **Replace:** (for the keyword) and **With:** (for the word or phrase that should appear instead) and **Using:** (for selecting either **Specified case** or the **SmartCase**, the default).
2. For this example, enter a short form for the date in the **Replace** field. Scroll to the **With** field and click to view the menu.

3. Scroll to **Insert Macro** and click. In the Insert Macro screen, scroll to a macro (such as **Short date**) and click. The list of macros includes: Short date, Long date, Short time, Long time, Owner name, and Owner info.



4. Once the appropriate macro is in the **With** field, click the trackwheel to view the menu. Scroll to **Save Item** and click.

The new AutoText entry will appear in the AutoText entries list in alphabetical order. When you use this AutoText entry in a message and press the SPACE key, the corresponding macro is inserted into your message.

To edit an AutoText entry

You may wish to change a pre-programmed AutoText entry to suit your needs.

1. In the Home screen, scroll to the **Options** icon and click.
2. The Device Options screen appears. Scroll to **AutoText** and click. In the AutoText screen, scroll to the entry you would like to edit. Click the trackwheel to view the menu. Scroll to **Edit Item** and click.

3. The Edit AutoText screen appears. If you need to scroll horizontally while you make your edits, press ALT while you roll the trackwheel. Make your changes to the current entry.
4. Click the trackwheel to view the menu. Scroll to **Save Item** and click.

You will return to the AutoText screen where you can view your changes.

To delete an AutoText entry

If you do not wish to keep an AutoText entry (either a default entry or one that you've added), you can delete it.

1. In the Home screen, scroll to the **Options** icon and click.
2. The Device Options screen appears. Scroll to **AutoText** and click. In the AutoText screen, scroll to the entry you would like to delete. Click the trackwheel to view the menu. Scroll to **Delete Item** and click.
3. A dialog box appears asking if you want to delete the entry. Scroll to **Delete** and click.

You return to the AutoText screen and you can see that the entry is no longer listed.

To perform an AutoText search

Rather than scrolling through your list of AutoText entries, you can search to find an entry quickly.

1. In the Home screen, scroll to the **Options** icon and click.

2. The Device Options screen appears. Scroll to **AutoText** and click.
3. In the AutoText screen, type the first letter or first few letters of the entry you would like to find. For this example, type the letter 't'. The screen header will display the word Find, followed by the letter 't'. The AutoText list will isolate all entries beginning with the letter 't'.
4. Scroll to the desired entry or type additional letters to further isolate entries.
5. Scroll to the correct entry, then click the trackwheel to choose to edit or delete the entry.

Automatic formatting

The handheld's built-in formatting capabilities extend beyond the AutoText function to reduce your typing time.

Auto capitalization

As you compose a message, you do not have to worry about pressing the SHIFT key to capitalize words — the handheld has two methods of performing capitalization for you.

- Begin typing; you will see that the first letter you type is capitalized automatically and that every letter following a period becomes capitalized too. The handheld recognizes the beginning of a new sentence and does the work for you. (To stop the capitalization, press and hold the first character of a sentence, and it will change to a lower-case letter.)
- If you want any other characters to be capitalized, press and hold the character key until it becomes capitalized. You must have the **Key Rate (Options>Screen/Keyboard>Open)** option

set to either **Slow** or **Fast** for this feature to work. See page 153 for details on the Screen / Keyboard options.

Auto punctuation

You can insert a period automatically at the end of a sentence or word by pressing the SPACE key twice. The next letter you type will be capitalized.

Email fields

You can type an email address in an Email field of the Address Entry screen without pressing the ALT key. Begin typing an email address; instead of pressing ALT + L to insert the '@' sign, simply press the SPACE key to do so. When you press the SPACE key again, a '.' character will be inserted.

To insert a blank space into the Email field, press BACKSPACE and then press SPACE again. A blank space appears in the field. The next time you press the SPACE key, the '@' sign appears.

Number fields

You can type numbers in the Work, Home, Mobile, Pager, and Fax fields without pressing the ALT key.

To type a number in one of these fields, simply press the associated character key. For example, to display the number '4', press the 'R' key. These fields support all numeric characters and the '-', '.', 'x' and ')' characters without pressing the ALT key.

Number lock

You can activate number lock (num lock) mode to type numbers without holding down the ALT key. Press ALT + NUM (left SHIFT). Num lock mode is activated and you can enter numbers in any screen. Press SHIFT or ALT again to turn off num lock mode.

Inserting symbols

You can enhance your messages by inserting symbols from the handheld's symbols library.

Note You can insert symbols into screens other than To: (such as the New Address, Edit Address, Search Messages, and AutoText screens) by following steps 3-4, below.

1. In the Home screen, scroll to the **Compose** icon and click.
2. The To: screen appears. Begin composing a message by following the standard email message procedure (as shown in “Sending a test Message” in Chapter 1.
3. Press ALT+SPACE to view the Select Symbol screen.



4. Use the trackwheel to scroll to the symbol that you would like to insert into your message, then click to insert the symbol. (You can also press the alpha key under the desired symbol.)

You return to your message in the To: screen and the symbol has been inserted.

Tip

You can also insert international characters/characters with accents into your messages. When composing a message or entering text, press and hold a letter key while rolling the trackwheel to scroll through international characters/characters with accents. When the desired character appears, release the letter key.

Summary and tips

In this chapter, you learned more about composing and sending email. Not only have you learned about sending messages, but you have also been introduced to time-saving features such as AutoText. In the next chapter you'll learn more about receiving and reading messages.

Composing and sending messages - Tips

- Press C to create a new message while in the Messages screen.
- Press ALT and roll the trackwheel to scroll horizontally in any field where you can enter or view text.
- Press SPACE to insert the "@" and "." characters in an Email field.
- Press SPACE twice to insert a period while composing a message (the letter following the period will automatically be capitalized.)
- Type the first letters of the name or the initials separated by a space to find a specific contact in the To field.
- Press ALT + CAP (RIGHT SHIFT) to turn on caps lock mode (press SHIFT again to turn it off).
- Press ALT + NUM (LEFT SHIFT) to turn on num lock mode (press SHIFT again to turn it off).
- Press and hold a letter to capitalize it (works only with Key Rate enabled).

Composing and sending messages - Tips

AutoText

- While composing a message, press `br + SPACE` to enter an open angle bracket.
- While composing a message, press `ld + SPACE` to enter the current date.
- While composing a message, press `lt + SPACE` to enter the current time.
- While composing a message, press `rb + SPACE` to enter a closed bracket.

5

Receiving and reading email

In this chapter, you will learn about your options for received email messages, how to receive more of a message, and how to work with file and Address Book attachments.

Reading messages

When you receive a new message, the handheld will display visual notification on the Home screen, and may provide other notification, depending on how you have configured the handheld's options. Follow these steps to read a message.

1. In the Home screen, scroll to the **Message Centre icon** and click. The Messages screen appears.
2. In the Messages screen, scroll to a message and click to view the menu. Click **Open**.

Received message actions

Once you have read the email message, click the trackwheel to view the menu. Select one of the following actions:

Mark Unopened — Marks the current message as unread. If you synchronize the handheld with your desktop, the unread messages on the handheld remain marked as unread on your desktop.

Reply — Sends a reply to the sender of the open message, without including the original text.

Reply with Text — Sends a reply to the sender of the open message. The text of the original message appears below your reply. All of the original message is sent, even if it was truncated on your handheld.

Reply to All — Sends a reply to all recipients of the message, without including the original text.

Reply to All with Text — Sends a reply to all recipients and includes the text of the original message as part of the reply.

Forward — Forwards the open message to another contact. If an attachment is included with the message, it will be forwarded with the message.

Select — Allows you to select text to be copied into a message.

These options are available only when you have your cursor in the **From** or **To** field of the open message.

Copy — Allows you to copy a **From** line or **Subject** line which you can paste into a message.

Compose Email — Opens the To screen, where you can compose an email message. The sender's name appears in the To: field. If the sender has multiple addresses, the **Select Address** screen appears instead.

Show Qualified Address — Shows the full SMTP address of the recipient or sender. This option is available only when you have your cursor in the From or To field of the open message with the "Friendly Name" showing.

Show Friendly Name — Shows the first and last name of the sender or the recipient. This option is available only when you have your cursor in the From or To field of the open message with the Qualified Address showing.

Edit Address — Opens the Select Address screen where you can choose an address to edit.

Add to Address Book — Adds the sender's name and address to a New Address Card, which you can complete with additional information. This option is available only when you have your cursor in the **From** field. See page 79 for more information on adding contacts to your Address Book.

If the sender's address is already in the Address Book, the menu will contain these items instead of Add to Address Book.

Previous Item — Closes the current message and opens the previous message.

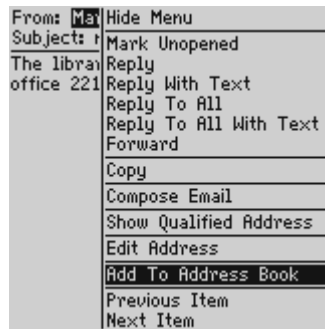
Next Item — Closes the current message and opens the next message.

Next Unread Item — Closes the current message and opens the next unopened message.

Adding contacts to your address book

When you receive a new message from someone who is not currently in your handheld's address book, you can add the address from the open message.

1. In the Home screen, scroll to the **Message Centre icon** and click. The Messages screen appears.
2. Open a received message and scroll to the top. Place your cursor in the From field and click to view the menu. Scroll to **Add to Address Book** and click.



3. The new contact's information will be shown in the NewAddress Card screen. Add any information you would like to include for this contact.



4. Click to view the menu. Scroll to **Save Address** and click.

The contact is added to your Address Book and you return to the open message.

Summary and tips

In this chapter, you learned about reading and receiving messages. You can select received message options, retrieve long messages, manage file attachments, open address book attachments, and add attachments to your address book.

Receiving and reading messages - Tips

- Press ALT and roll the trackwheel to page up and down in the Messages screen.
- Press M to go to the Messages screen while in the Home screen or Saved Messages screen.
- Press V to go to the Saved Messages screen while in the Home screen or Messages screen.
- Press T to go to the top of a list or open message.
- Press B to go to the bottom of a list or open message.
- Press ALT and roll the trackwheel to scroll horizontally in any field where you can enter or view text.
- Press ENTER to page down in an open message.
- Press G to return to the last cursor position if you choose to close a message before you've finished reading.
- Press R when in a message to reply without text to the sender only.
- Press F when in a message to forward the message.

6

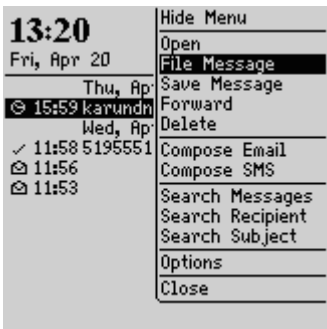
Managing messages

Find out how you can organize, customize, and search your list of messages more efficiently.

Filing messages

The first time you synchronize your handheld and PC, the names and structure of the folders in your desktop email program are imported onto the handheld. If you file a message on your handheld and then synchronize with your desktop, the messages are moved and filed as you have specified. Until you can synchronize, the filing feature will have limited functionality.

1. In the Home screen, scroll to the **Message Centre** icon and click.
2. In the Messages screen, scroll to a message and click to view the menu. Scroll to **File Message** and click.



- 3. In the File Message screen, select the folder in which you want to store the message. Click to view the menu, then select **File Message** and click again.



Press the ESC key to return to the Messages screen.

Note You cannot create a new folder using your handheld.

Searching messages

Use the handheld's search function to locate specific messages. You can specify and save the terms of several searches and use them at any time. You can also perform a one-time search. Two default searches (Inbox and Outbox) are saved on the handheld.

Note You can also search for messages while in the Messages screen.

You do not need to complete all the fields in the Search Messages screen. The more fields you complete, the more narrow the search will be.

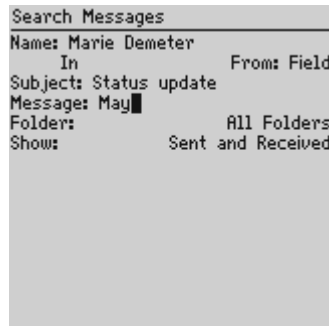
To perform an email search

1. In the Home screen, scroll to the **Search Messages** icon and click.
2. The Search Messages screen appears. In the **Name**, **Subject**, or **Message** fields, type the keywords for which you want to search.

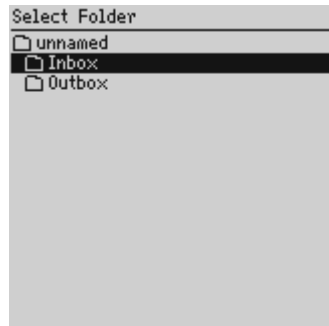
Note If you forget an exact spelling, you can search for a name stored in your Address Book while still in the Search Messages function. Type the first few letters of the name. With your cursor in the **Name** field, click the trackwheel to view the menu. Scroll to **Select Name** and click to see all close matches for the name. (Or click again and select **View All** to see all names in your address book.) In the Select Address screen, select the name for which you would like to search. Click the trackwheel to view the menu. Scroll to **Use** and click. You return to the Search Messages screen with your selected name in the **Name** field.

3. In the **In** field, press the SPACE key to specify where you want to search for the name that you've entered. Choose from these

fields: **From Field**, **Any Address Field**, **To Field**, **Cc Field**, or **Bcc Field**.



4. Select the folder in which you want to search for messages. The default is **All Folders**, but you can select a specific folder. In the **Folder** field, press the SPACE key. The Select Folder screen appears, listing the top level structure of your folders. Scroll to the folder you want to use and click to view the menu. Scroll to **Select Folder** and click.



5. Select the types of messages that you want the results of the search to show. In the **Show** field, press the ALT key and scroll

to select the type of messages to show. The default is to show all sent and received messages. You can also view only the sent messages or only the received messages.

6. After you have set the terms of your search, click the trackwheel to view the menu.
7. To perform a one-time search without saving any of the terms that you have specified, scroll to **Search** and click.

To save the terms of your search, scroll to **Save Search** and click. The Save Search screen appears. Type a name for your search in the **Title** field. You may also type a shortcut key to be associated with that search. Click to view the menu. Scroll to **Save** and click.

Save Search	Hide Menu
Title: May status	Change Option
ShortCutKey:	Save
Name: Marie Demeter	Cancel
In	
Subject: Status update	
Message: May	
Folder:	All Folders
Show:	Sent and Received

The results of your search are displayed in the Search screen.

Note

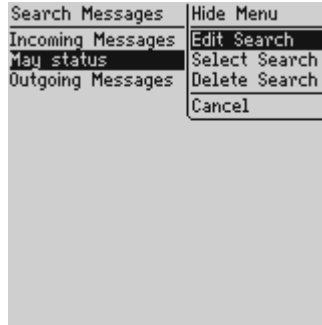
Once you have saved a search and have specified a shortcut key, you can use ALT + the hotkey (shortcut key) to carry out the search in the Messages screen.

When you enter text in the **Subject** or **Message** fields, the Search Messages function will search for phrases containing these characters in the subject line and the body of your messages.

If you want to clear all the fields in your search and restate your search terms, click to view the menu, scroll to **New Search** and click. The fields in the Search Messages screen are reset to the default values.

To edit a search

1. In the Home screen, scroll to the **Search Messages** icon and click.
2. The Search Messages screen appears. Click the trackwheel to view the menu. Scroll to **Recall Search** and click.
3. Your saved searches are listed. Select the search that you want to edit then click to view the menu. Scroll to **Edit Search** and click.



4. The Save Search screen appears. In this screen, you can change any of the information in the fields. When your changes are complete, click to view the menu. Scroll to **Save** and click.

The search results are displayed; the search name appears in the top, right-hand corner.

To edit a search once

1. In the Home screen, scroll to the **Search Messages** icon and click.
2. The Search Messages screen appears. Click the trackwheel to view the menu. Scroll to **Recall Search** and click.
3. Your saved searches are listed. Select the search that you want to edit then click to view the menu. Scroll to **Select Search** and click.



- 4. The details of the search you have selected are displayed and you can edit any of the fields. Once you have made your changes, click to view the menu. Scroll to **Search** and click.

The results are displayed in the Search screen.

Note

The changes you make to the search are not saved. If you want to save your changes, select **Save Search** from the menu. The Save Search screen appears. Click to view the menu, scroll to **Save** and click.

To delete a search

- 1. In the Home screen, scroll to the **Search Messages** icon and click.
- 2. The Search Messages screen appears. Click the trackwheel to view the menu. Scroll to **Recall Search** and click.
- 3. Your saved searches are listed. Select the search that you want to delete then click to view the menu. Scroll to **Delete Search** and click.



You return to the Search Messages screen and you can see that the search is no longer listed.

To search for the sender

When you have a received message selected in the Messages screen, you can search for all messages received from that contact. This feature is helpful if you want to search for all messages relating to a new message that you have received.

1. In the Home screen, scroll to the **Message Centre icon** and click.
2. Select a received message from the contact for which you want to search then click to view the menu. Scroll to **Search Sender** and click.



All messages from that sender are shown in the Search screen.

Deleting messages

Although the handheld has ample memory for storing messages, you should delete unnecessary messages in order to manage the message list more efficiently.

Note If the handheld's memory is full and you receive new messages, the handheld will delete the oldest messages in the Messages screen to accommodate new ones.

To delete a message from the Messages screen

If you are in the Messages screen, you can delete a message without opening it. This procedure also applies for deleting messages from the Saved Messages screen.

1. In the Home screen, scroll to the **Message Centre icon** and click.
2. In the Messages screen, scroll to the message that you want to delete and click to view the menu. Scroll to **Delete** and click.

3. A dialog box appears, asking if you are sure you want to delete the item. Click **Delete**.



You return to the Messages screen and you can see that the message is no longer listed.

To delete multiple messages

You can delete all messages prior to a particular date by selecting a date field.

1. In the Home screen, scroll to the **Message Centre icon** and click. In the Messages screen, scroll to a date field.
2. With the date field selected, click to view the menu. Scroll to **Delete Prior** and click.



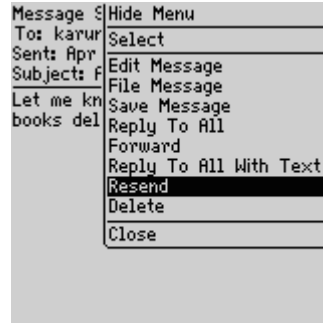
3. A dialog box appears, asking if you are sure you want to delete all prior items. Click **Delete**.

You return to the Messages screen and you can see that the messages are no longer listed.

Resending a message

If, for some reason, your message is not sent properly on the first attempt, you can resend the message to the same recipient. If you want to send the message to a different recipient, you must use the Forward Message or Edit Message options.

1. In the Home screen, scroll to the **Message Centre icon** and click.
2. In the Messages screen, scroll to the message that you want to resend and click to view the menu. Select **Open** by clicking again.
3. The text of the message will appear. Click to view the menu. Scroll to **Resend** and click.



You return to the Messages screen and your message will be sent again.

Note If you are resending the message due to a failed transmission, scroll to the top of the original message to find out why the message was not sent properly. See the desktop software online help for explanations of possible error messages.

Marking a message as unopened

You can mark any message on the handheld unopened.

1. In the Home screen, scroll to the **Message Centre icon** and click.
2. Scroll to an opened message. Click to view the menu. Scroll to **Mark Unopened** and click.



The message will be marked unopened.

Note

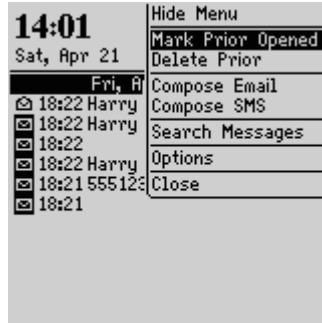
You can also mark an open message unopened by clicking to view the menu, scrolling to **Mark Unopened** and clicking again.

You can use this procedure if you want to mark an unopened message as opened. In the Messages screen, select an unopened message. Click to view the menu. Scroll to **Mark Opened** and click.

Marking all messages opened

If you have many messages on your handheld which you have not read but you have read them on your PC, you may wish to mark all messages opened.

1. In the Home screen, scroll to the **Message Centre icon** and click.
2. Scroll to the top of the list and select the date field.
3. Click to view the menu. Scroll to **Mark Prior Opened** and click.



All messages in the list will be marked as opened.

Summary and tips

In this chapter, you learned how to manage your messages more effectively. Message management on the handheld is similar to managing messages on your PC; you can file, search, or delete messages at your convenience. In the next chapter you'll discover the various features of the handheld's Address Book.

Managing messages - Tips

- Press ALT + I to view all Incoming messages in the Messages screen. Press ALT + O to view Outgoing messages.
- Press ALT + a shortcut key to carry out a search in the Messages or Saved Messages screens. You can specify the shortcut key.
- Press DEL with a date field highlighted to delete all messages prior to and including the selected date.

7

Using the Address Book

The handheld contains an Address Book for storing various contact information. The Address Book allows you to keep a customized record of email addresses, mailing addresses, titles, and pager, fax, business, and home phone numbers. It also stores personal information about specific contacts in the form of notes.

Setting Address Book options

In your Address Book options, you can decide how you want to sort your addresses, whether or not you want confirmation of deleted addresses, and whether or not you want to allow duplicate names.

1. In the Home screen, scroll to the **Address Book** icon and click.
2. In the Address Book screen, click to view the menu. Scroll to **Options** and click.
3. The Address Book Options screen appears, displaying the following options:
 - **Sort By:** Select how you want to sort the addresses in your Address Book. Your choices are First Name, Last Name, Company. The default setting is First Name.
 - **Confirm Address Delete:** Select whether or not you want to confirm deleting Address Book entries. The default setting is Yes.

- **Allow Duplicate Names:** Select whether or not you want to allow more than one entry for the same name. The default setting is Yes.
4. Scroll to the field you would like to set, then press the SPACE key to scroll through your options. Release the SPACE key once you have set the option to your preference.



5. Click the trackwheel to view the menu. Scroll to **Save Options** and click.

You return to the Address Book screen.

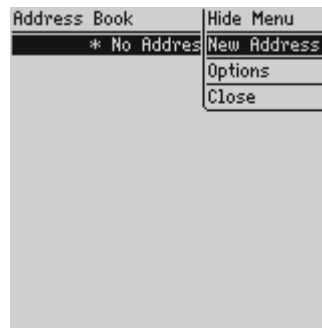
Note You can also open the **Address Book Options** screen from the **To:** screen when composing a message.

Adding addresses

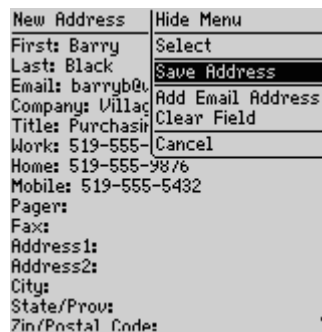
To add an individual contact's information to the Address Book, follow this procedure:

1. In the Home screen, scroll to the **Address Book** icon and click.

2. In the Address Book screen, click to view the menu. Scroll to **New Address** and click.



3. Type your contact's information and press ENTER after each field. To clear information from a field, click to view the menu, scroll to **Clear Field**, and click.
4. To save your contact information, click to view the menu. Scroll to **Save Address** and click.



Your new contact's name will appear in alphabetical order in your Address Book.

Note	You can enter up to three email addresses for the same contact. To add more than one email address, scroll to the contact's name in the Address Book screen. Click to view the menu, scroll to Edit Address and click. Click to view the menu and select Add Email Address . An additional field appears in the New Address screen where you are able to add a second email address. When you compose a message for a contact with multiple email addresses, you will be prompted to select the address to use.
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Address Book fields

The **New Address** screen has the following fields:

First: Type your contact's first name. This field supports alpha-numeric and symbol characters.

Last: Type your contact's last name. This field supports alpha-numeric and symbol characters.

Email: Type your contact's email address. This field supports alpha-numeric and symbol characters. Press the SPACE key once to insert the '@' sign; press the SPACE key again to insert a '.' (period).

Note	If you continue to press space, you can continue to insert periods. To insert a blank space, press the BACKSPACE key and then the SPACE key again.
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Company: Type the name of the company for which your contact works. This field supports alpha-numeric and symbol characters.

Title: Type your contact's job title/position. This field supports alpha-numeric and symbol characters.

Work: Type your contact's business phone number. This field supports numeric characters and the '–', '+', 'x', '.', '(', and ')' characters without having to hold down the ALT key.

Home: Type your contact's home phone number. This field supports numeric characters and the '–', '+', 'x', '.', '(', and ')' characters without having to hold down the ALT key.

Mobile: Type your contact's mobile phone number. This field supports numeric characters and the '–', '+', 'x', '.', '(', and ')' characters without having to hold down the ALT key.

Pager: Type your contact's pager number. This field supports numeric characters and the '–', '+', 'x', '.', '(', and ')' characters without having to hold down the ALT key.

Fax: Type your contact's fax number. This field supports numeric characters and the '–', '+', 'x', '.', '(', and ')' characters without having to hold down the ALT key.

Address1 and **Address2:** Type your contact's street address. These fields support alpha-numeric and symbol characters.

City: Type your contact's city. This field supports alpha-numeric and symbol characters.

State/Prov: Type your contact's state, province, or equivalent. This field supports alpha-numeric and symbol characters.

Zip/Postal Code: Type your contact's zip code or postal code, or equivalent. This field supports alpha-numeric and symbol characters.

Country: Type your contact's country. This field supports alpha-numeric and symbol characters.

Notes: Type any reference notes you would like to keep about your contacts. This field supports alpha-numeric and symbol characters. Press the ENTER key for a new line.

User 1 to User 4: Type additional information for the contact. These fields support alpha-numeric and symbol characters.

Note You can change the name of a User-Definable field. Scroll to the User-Definable field and click to view the menu. Scroll to **Change Field Name** and click. A dialog appears where you can rename the field by scrolling to the end of the New Name line and pressing BACKSPACE to delete the current name. Type the field's new name and click.

Viewing addresses

You can view the information for a specific contact in the form of an on-screen business card.

1. In the Home screen, scroll to the **Address Book** icon and click.
2. In the Address Book screen, select the name of the contact whose information you want to view. Click to view the menu. Scroll to **View Address** and click.
3. A virtual business card appears listing all the information you've entered for this contact.

Tip To jump to a number or email field in the business card, press the first letter of the field name. For example, if you have entered a fax number and you press F in this screen, you move to the Fax field.

Editing addresses

You can edit the information in any of the fields of an address entry. Some Address Book fields are limited to numeric characters and only a few alpha characters.

1. In the Home screen, scroll to the **Address Book** icon and click.
2. In the Address Book screen, select the **Address Book** entry that you want to edit and click to view the menu. Scroll to **Edit Address** and click.
3. In the Edit Address screen, use the trackwheel to move from field to field. Press the ALT key as you roll to scroll horizontally through the text to make your edits.
4. When you have made all the changes to the address fields, click to view the menu. Select **Save Address** by clicking again.

Note

In the New Address or Edit Address screens, you can clear whole fields quickly. Scroll to the field you wish to clear and click the trackwheel to view the menu. Scroll to **Clear Field** and click.

Deleting addresses

You can delete old addresses from your Address Book to save memory space.

1. In the **Home** screen, scroll to the **Address Book** icon and click.
2. In the Address Book screen, scroll to the contact that you want to delete. Click to view the menu. Scroll to **Delete Address** and click.

3. A dialog box appears, asking if you want to delete the address. Select **Delete** by clicking the trackwheel. (This dialog box will appear only if **Confirm Address Delete** is enabled in the Address Book Options screen.)

You return to the Address Book screen and you can see that the entry is no longer listed.

Searching addresses

The handheld's powerful search tool enables you to go directly to a specific contact so you do not have to scroll through a lengthy address list.

1. In the Home screen, scroll to the **Address Book** icon and click.
2. In the Address Book screen, type the first letter or letters of the name of the contact that you want to find. The letter or letters you type appear in the screen header, preceded by the word Find.
3. To return to your complete list of contacts, click to view the menu. Scroll to **View All** and click.

Note

The handheld searches the First, Last, and Company names of contacts to find the first instance of your search. As you type more letters for your search, fewer matches will appear.

Summary and tips

In this chapter, you learned how you can store address information for each person or company that you might want to contact. Not

only are you familiar with the various address book fields, but you can also add, view, edit, delete, and search for addresses.

Using the Address Book - Tips

- Press the associated key on the keyboard while in number fields to insert numbers without using the ALT key.
- Press SPACE to insert the "@" and "." characters in an Email field.
- Type the first letters of the name or the initials separated by a space to find a specific contact in the **Address Book** screen.

8

Managing Tasks

The handheld includes a Tasks function to help you manage and schedule tasks. Use the Tasks function to make a list of tasks to be completed.

Note

You can copy Task entries from your PC to your handheld using the Intellisync tool. See the Intellisync online help for more information.

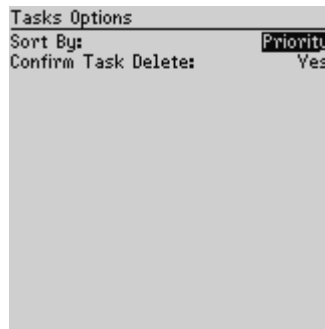
Using the Tasks function

The handheld's Tasks function allows you to keep a list of tasks to be completed. Tasks can be sorted by subject, priority, due date, or status.

To set task options

1. **In the Home** screen, scroll to the **Tasks** icon and click.
2. In the Tasks screen, click to view the menu. Scroll to **Options** and click.
3. The Tasks Options screen appears, displaying the following two options:
 - **Sort By:** Select how you want to sort the tasks in your Tasks screen. Choose from **Subject**, **Priority**, **Due Date**, or **Status**. By default, this option is set to Subject.

- **Confirm Task Delete:** Select whether or not you want to confirm deleting task entries. By default, this option is set to Yes. If this field is set to No, tasks will be deleted without a confirmation prompt.
4. Scroll to the field you would like to set, then press the SPACE key to scroll through your options. Release the SPACE key once you have set the option to your preference.



5. Click the trackwheel to view the menu. Scroll to **Save Options** and click.

You return to the **Tasks** screen.

To add tasks

1. In the Home screen, scroll to the **Tasks** icon and click.
2. In the Tasks screen, click the trackwheel to view the menu. Scroll to **New Task** and click.
3. In the New Task screen, complete the information for the task. Press ENTER after each field. In the Status, Priority, and Due Date fields, use the SPACE key to scroll through your options.

Release the SPACE key once you have set the field to your preference.

```

New Task
Task: Documents required
Status: In Progress
Priority: High
Due: By Date:
Tue, Apr 04, 2000
Notes:

```

4. Click to view the menu, then scroll to **Save Task** and click.

Your new task will be listed in the **Tasks** screen with one of the following three icons beside it, depending on the task's status.

Icon	Description
	The task has been completed.
	The task has been deferred or is waiting.
	The task has not been started or is in progress.

Task fields

The New Tasks screen contains the following fields:

Task: Type the subject of the task.

Status: Choose the status of the task. Your options are **Not Started**, **In Progress**, **Completed**, **Waiting**, and **Deferred**. The default is **Not Started**.

Priority: Choose the priority of the task. Your options are **Normal**, **Low**, and **High**. The default is **Normal**.

Due: Select the date for the task's completion. Your options are **None** or **By Date**. If you select **None**, no due date will be recorded for this task. If you choose **By Date**, you can select the date on which this task is due. Scroll to the day, date, month or year, and press the SPACE key to change the date.

Notes: Type any reference notes you would like to keep about the task.

To view and edit tasks

1. In the Home screen, scroll to the **Tasks** icon and click.
2. Scroll to the task that you want to view or edit, then click to view the menu. Select **Open Task** by clicking again.
3. The Edit Task screen appears with the task details listed. To edit the task, scroll to the field you would like to change, then press the SPACE key to scroll through the options. Release the SPACE key once you have set the field to your preference.
4. Once you have finished viewing or editing the task, click to view the menu. Scroll to **Save Task** and click.

You return to the Tasks screen.

To delete tasks

1. In the **Home** screen, scroll to the **Tasks** icon and click.
2. In the Tasks screen, scroll to the task you want to delete, then click to view the menu. Scroll to **Delete Task** and click.
3. A dialog box appears, asking if you want to delete the task. Click **Delete**. (This dialog box appears only if you have set the **Confirm Task Delete** field to **Yes** in the Tasks Options screen.)

You return to the Tasks screen and you can see that the task is no longer listed.

Note	Delete all completed tasks by scrolling to Delete Completed and clicking.
-------------	--

You can also delete tasks in the Edit Task screen.

To change a task's status

1. In the Home screen, scroll to the **Tasks** icon and click.
2. In the Tasks screen, select the task for which you want to change the status, then click to view the menu.
3. Depending on the task's current status, scroll to either **Mark Completed** or **Mark In Progress** and click.

The task's status is changed.

Note

You can change the status of a completed task to "In Progress". You can mark a task "Completed" if it is marked "Deferred", "Waiting", "Not Started", or "In Progress". To change a task to a status other than "Completed" or "In Progress," edit the task. See page 112 for more information on editing tasks.

Summary and tips

In this chapter, you learned how you can organize your time and projects using the Tasks function. You can add, view, edit, delete, and set options for tasks and modify the status of your tasks so that you know which of your projects have been completed.

Managing tasks - Tips

Tasks

- Press DEL to delete a task
- In the Edit Task screen, type the first letter of an available option to select it. For example, in the Priority field, type L for Low N for Normal, H for High.

9

Managing Appointments

The handheld includes a Calendar function to help you manage and schedule appointments. You can use this function to keep track of appointments and events, including the duration of the appointment, the location, and any additional notes.

Note

You can copy Calendar entries from your PC to your handheld using the Intellisync tool. See the Intellisync online help for more information.

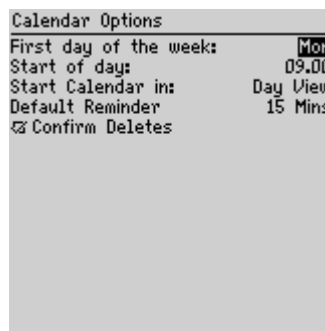
Using the Calendar function

The handheld's Calendar function displays appointments in Month, or Day View (the default). You can change the view at any time.

To set Calendar options

1. In the Home screen, scroll to the **Calendar** icon and click.
2. In the Calendar screen, click twice (in Day View), or three times (in Month View) to view the menu. Scroll to **Options** and click.
3. The Calendar Options screen appears, displaying these options:
 - **First day of week:** Set the day on which your week starts. By default, this option is set to Monday.
 - **Start of day:** Set the time at which your day starts. By default, this option is set to 9:00 a.m.

- **Start Calendar in:** Specify the view you would like to see when you click the Calendar icon. Your choices are **Day View** (the default) or **Month View**.
 - **Events Remind by Default:** Select whether or not you want to be reminded of events.
 - **Confirm Deletes:** Choose whether or not to see a confirmation prompt when you delete appointments. By default, this option is set to confirm, as indicated by a checked box.
4. Scroll to the field you would like to set, then press the SPACE key to change options.



5. When the options are set to your satisfaction, click the trackwheel to view the menu. Scroll to **Save Options** and click.

You return to the Calendar screen.

To switch views

The Calendar screen provides two views: Day View, and Month View. Each view has an associated list that allows you to move quickly to other days and months. If you switch views and then exit the Calendar, the latest view will appear the next time you open the function.

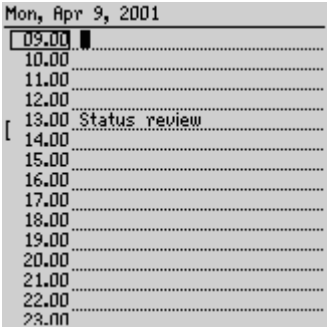
Note	The order in which the screens appear, depends on the view chosen in the Start Calendar in field.
-------------	--

1. In the Home screen, scroll to the **Calendar** icon and click. One of the Calendar screens will appear.
2. Depending on your current view, you can change views in one of these ways.
 - If you are in Day view, click to view the menu. Scroll to **View Month** and click to change to Month View.
 - If you are in Month View, click the trackwheel to change views. If necessary, click a second time to change to Day View.

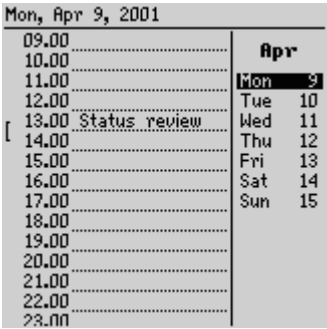
Day View

This view displays all appointments for a given day. The subject of the appointment appears beside the start hour and a sidebar spans the length of the appointment.

Note	You can use the Day View to quickly add the name and time of a new appointment. Scroll to the time when the appointment will occur and type a name for the appointment. When you press the SPACE key, the appointment will appear beside the time. Later, you can click to see the menu and select the Appointment Details screen to add information about the appointment.
-------------	--



When Day View opens, it contains a list of the days and dates of the week. You can change the day displayed on the screen by scrolling to that day in the list. To close the list, click the trackwheel. To open the list, click to view the menu and select **Show Days**.



Month View

When you first open or switch to Month View, the screen will show a list of months, with the current month highlighted. As you scroll through the list, the highlighted month will be displayed. To select a month, scroll to the month and click the trackwheel. The selected month appears, but the list has closed.

Mon, Apr 9, 2001

M	T	W	T	F	S	S	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

You can scroll horizontally through the days of the month. Days with appointments will be outlined by a square.

Appointments can be added only in Day View. To change to Day View quickly, scroll to a date and click the trackwheel. The selected date appears in Day View.

Mon, Apr 9, 2001

A p r i l

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

To add appointments

1. In the **Home** screen, scroll to the **Calendar** icon and click.

2. In the Calendar screen, click twice to view the menu. Scroll to **New Appointment** and click.
3. In the New Appointment screen, use the trackwheel to go from field to field, adding information for the appointment. In fields that have selectable values, press the SPACE key to view the options.



The screenshot shows a 'New Appointment' form with the following fields and values:

New Appointment	
Subject:	Status review
Location:	Board room A
☐ All day event?	
Start:	Mon, Apr 9, 2001 13.00
End:	Mon, Apr 9, 2001 14.00
Duration:	1 Hour 0 Mins
Reminder:	15 Mins
Recurrence:	None
No Recurrence.	
Notes: Bring new charts.	

4. In the Reminder field, select the amount of notification you want before the appointment. If you do not wish to be reminded of the appointment, set this field to **None**.
5. If the appointment will occur regularly, set the Recurrence field to reflect how often the appointment should appear in your calendar. See page 128 for more information on setting recurring appointments.
6. To save your appointment, click to view the menu. Scroll to **Save** and click.

You return to the Calendar screen.

Note

You can use the Day View to quickly add the name and time of a new appointment. Scroll to the time when the appointment will occur and type a name for the appointment. Later, you can click to see the menu and select the **Appointment Details** screen to add information about the appointment.

Appointment fields

The **New Appointment** screen contains the following fields:

Subject: Type the subject for the appointment.

Location: Type the location where the appointment is to be held.

All day event? Press the SPACE key to indicate an all day event.

Start: Select the start date of the appointment. The default is today's date. Select the start time for the appointment. The default is the current time, rounded to the nearest hour. (You can change the hour and minutes settings by pressing the SPACE key.)

End: Select the end date of the appointment. The default is today's date. Select the end time for the appointment. The default is an hour after the start time. (You can change the hour and minutes settings by pressing the SPACE key.)

Duration: The duration fields show the length of the appointment. If you change the values in these fields, the **End:** field will automatically reflect these changes.

Reminder: Select how early you want to be notified of the appointment. You can change settings by pressing the SPACE key. Your choices are 15 minutes, 30 minutes, 1 hour, 2 hours, 4 hours, 8 hours, 1 day, 2 days, 3 days, 4 days, 5 days, 6 days, 7 days, and None. The default is 15 minutes in advance of the start time.

Recurrence: Set whether or not the appointment is a recurring appointment. The default is None. See below for more details on setting the recurrence for appointments.

Notes: Type any reference notes you want associated with this appointment.

To set recurring appointments

You can specify that the same appointment reappears in your Calendar at regular intervals.

1. In the Home screen, scroll to the **Calendar** icon and click. In the Calendar screen, click twice to view the menu. Scroll to **New Appointment** and click. Add the information for your appointment as usual.
2. In the **Recurrence** field, press the SPACE key to display additional fields.

New Appointment	
Subject: New Projects Mtg.	
Location: Board Room C	
☐ All day event?	
Start:	Wed, Apr 11, 2001 10.00
End:	Wed, Apr 11, 2001 11.30
Duration:	1 Hour 30 Mins
Reminder:	15 Mins
Recurrences:	Daily
Recurs every day.	
Every:	1
End:	Never
Notes:	

3. In the **Recurrence** field, press the SPACE key until the desired option appears on screen. Your options are: **Daily**, **Weekly**, **Monthly** and **Yearly**. (For example, select **Daily** to set an

appointment recurring on a daily basis.) A message below the Recurrence field will show how often the appointment will occur.

4. In the **Every** field, press the SPACE key until the desired amount of time between appointments appears on screen. (For example, select 2 to set an appointment recurring every second day.)

New Appointment	
Subject: New Projects Mtg.	
Location: Board Room C	
☐ All day event?	
Start:	Wed, Apr 11, 2001 10.00
End:	Wed, Apr 11, 2001 11.30
Duration:	1 Hour 30 Mins
Reminder:	15 Mins
Recurrences:	Daily
Recurs every other day until Jun 29, 2001.	
Every:	2
End:	Date
	Fri, Jun 29, 2001
Notes:	

5. In the **End** field, set the specific date on which the recurring appointment should end. (By setting this field to **Never**, you will have a constant recurring appointment.)

Note If you set your appointment to recur weekly, you can specify the day of the week on which it should recur. If you set your appointment to recur monthly or yearly, you can set the relative date on which the appointment will recur.

6. When you are satisfied with these terms, click to view the menu. Scroll to **Save** and click.

New Appointment	Hide Menu
Subject: New Project	Copy
Location: Board Room	Change Option
☐ All day event?	Save
Start: Wed, Apr 11, 2001 10:00 AM	Close
End: Wed, Apr 11, 2001 11:30 AM	
Duration: 1 Hour 30 Mins	
Reminder: 15 Mins	
Recurrence: Daily	
Recurs every other day until Jun 29, 2001.	
Every: 2	
End: Date	
Fri, Jun 29, 2001	
Notes:	

To view appointments

In Day View, you can see the specifics for your appointment by selecting the appointment, clicking to view the menu, scrolling to **Appointment Details** and clicking.

In Month View, you can view the appointments by selecting the appointment's date and clicking (either once or twice, depending on how you've set your options) until the Day View appears. Scroll to the appointment and click to view the menu. Scroll to **Appointment Details** and click.

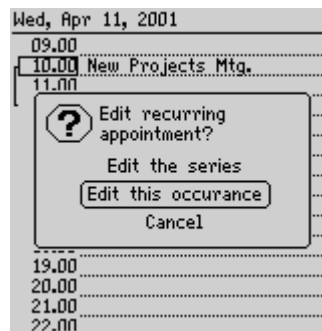
Wed, Apr 11	Hide Menu
09.00	View Month
10.00 New	Show Days
11.00	New Appointment
11.30	Appointment Details...
12.00	Delete
13.00	
14.00	Next
15.00	Previous
16.00	Go to Today
17.00	Go to Date...
18.00	Options
19.00	Close
20.00	
21.00	
22.00	

To edit appointments

1. In the Home screen, scroll to the **Calendar** icon and click.
2. In the **Calendar** screen follow one of these procedures:
In Day View, select the appointment and click to view the menu. Scroll to **Appointment Details** and click.

In Month View, select the appointment's date and click (either once or twice, depending on how you've set your options) until the Day View appears. Scroll to the appointment and click to view the menu. Scroll to **Appointment Details** and click.

3. If you've selected a recurring appointment, you can edit all occurrences of the appointment (choose **Edit the series**) or you can edit only the selected appointment (choose **Edit this occurrence**).
4. The Appointment Details screen appears, displaying all of the details for the appointment. Edit the information in any of the fields. For information on the fields, see "Appointment fields" on page 127.

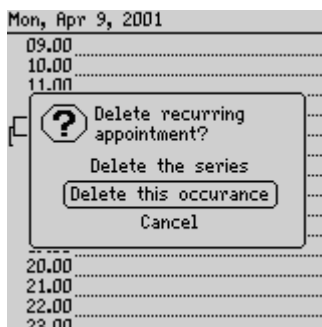


5. If you are editing a recurring appointment, scroll to the Recurrence field and press the SPACE key to change the settings.
6. When the appointment has been edited to your satisfaction, click the trackwheel to view the menu, scroll to **Save** and click.

You return to the **Calendar** screen.

To delete appointments

1. In the Home screen, scroll to the **Calendar** icon and click.
2. In the **Calendar** screen follow one of these procedures:
In Day View, select the appointment and click to view the menu. Scroll to **Delete** and click.
In Month View, select the appointment's date and click (either once or twice, depending on how you've set your options) until the Day View appears. Scroll to the appointment and click to view the menu. Scroll to **Delete** and click.
3. A dialog box appears, asking if you want to delete the appointment. (This dialog box appears only if you have set the **Confirm Deletes** field to **Yes** in the Options screen.) Select **Delete** and click.
4. If your appointment is a recurring appointment, you can delete all occurrences of the appointment or just the one you have selected.



You return to the Day View of the **Calendar** screen and you can see that the appointment is no longer listed.

Summary and tips

In this chapter, you learned how you can organize your time and appointments using the Calendar functions. You can add, view, edit, delete, and set options for appointments. In the Calendar screen, you can switch between Day View and Month View.

Managing appointments - Tips

- Press P to go to the previous day/week/month in the **Calendar** screen.
- Press N to go to the next day/week/month in the **Calendar** screen.
- Press ALT and roll the trackwheel in Day View to view to change the time in 15-minute increments.
- In Month View scroll to a date and press ENTER to open the Day View for the selected date. You can create an appointment at a selected time or view an appointment if one is highlighted.
- Press SHIFT and roll the trackwheel in to cycle quickly through the views.

10

Using the MemoPad

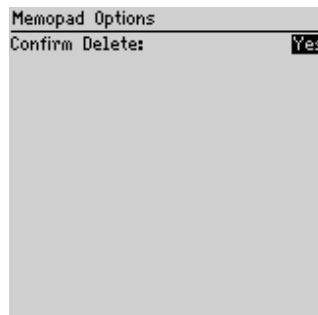
The handheld contains a MemoPad for recording lists, notes, or other important information that you type aside from email messages.

Using the MemoPad function

You can use the MemoPad function to add, edit, view, and delete important memos.

To set MemoPad options

1. In the Home screen, scroll to the **MemoPad** icon and click.
2. In the MemoPad screen, click to view the menu. Scroll to **Options** and click.

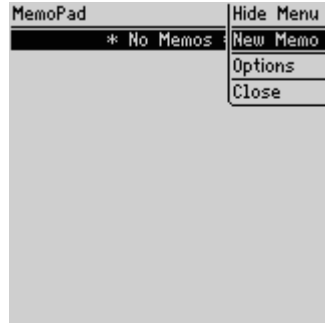


3. The MemoPad Options screen appears, displaying the **Confirm Delete** option. Pressing the SPACE BAR changes the field. By default this field is set to **Yes**, which allows you to confirm memo deletions. Setting the field to **No**, deletes memos without showing a confirmation dialog.
4. When the option is set to your preference, click to view the menu. Scroll to **Save Options** and click again.

You return to the MemoPad.

To add memos

1. In the Home screen, scroll to the **MemoPad** icon and click.
2. In the MemoPad screen, click to view the menu. Scroll to **New Memo** and click.



3. Type a title for your memo and press ENTER. Then type the body of the memo.
4. Once you have finished composing the memo, click to view the menu. Select **Save Memo** by clicking again.



You return to the MemoPad screen where your new memo's title appears in an alphabetical list.

Note Your memo must have a title before you can save it.

To view memos

1. In the Home screen, scroll to the **MemoPad** icon and click.
2. In the MemoPad screen, select the name of the memo that you want to view. Click to view the menu. Scroll to **View Memo** and click.

The full memo appears on the screen.

Note You can edit a memo you are viewing by clicking to view the menu. Scroll to **Edit Memo** and click.

To edit memos

1. In the Home screen, scroll to the **MemoPad** icon and click.
2. In the MemoPad screen, select the memo you want to edit and click to view the menu. Scroll to **Edit Memo** and click.
3. In the Memo screen, you can add or edit text. Press the ALT key as you roll to scroll horizontally through the text.
4. When you have finished making changes to your memo, click to view the menu. Select **Save Memo** by clicking again.

Note	While you are editing or composing a memo, you can clear the Title field and the entire body of a memo. Scroll to the field that you want to clear (either the Title field or the body) and click to view the menu. Scroll to Clear Field and click. The field is erased and you can add new text.
-------------	--

To delete memos

1. In the Home screen, scroll to the **MemoPad** icon and click.
2. In the **MemoPad** screen, scroll to the memo you want to delete.
3. Click to view the menu. Scroll to **Delete Memo** and click. A dialog box appears asking if you want to delete the memo. (This dialog box appears only if you have set your the **Confirm Delete** field to **Yes** in the MemoPad Options screen.) Scroll to **Delete** and click.

You return to the **MemoPad** screen and the memo is no longer listed.

Note	You can delete memos only in the MemoPad screen.
-------------	---

Using the MemoPad - Tips

- Press T to go to the top memo in the list.
- Press B to go to the bottom memo in the list.
- Press ESC to exit the **MemoPad** screen.
- Press DEL to delete a memo.
- Press ENTER to view a memo.

11

Sending and receiving SMS messages

In this chapter, you will learn how to send, read and manage SMS (Short Message Service) messages.

About SMS messages

You can use your handheld to correspond with others who have SMS capability. SMS messages are text-based messages that are sent and received using the wireless network. As the name implies, SMS messages are limited in length, usually to 160 characters.

Sending an SMS message

1. In the Home screen, scroll to the **Message Centre** icon and click.
2. Click the trackwheel to view the menu. Scroll to **Compose SMS** and click. The Select Address screen appears.
3. Follow one of these procedures.
Scroll to an SMS-compatible number.
OR
Click to see the menu and select **New Address**. Type the recipient's name and SMS-compatible number into the New Address screen. Click to see the menu and select **Save Address**.

4. Click to see the menu and select **Use**. If a recipient has several phone numbers listed in the address book, you will be prompted to choose one. Scroll to the number you want to use and click the trackwheel. The Compose SMS Message screen appears.
5. Type your message. As you type, the number of characters you enter will appear at the top of the screen. As of this release, messages can contain up to 160 characters. (This number may change, depending on network capability.)

Notes

If you type more characters than the message can accommodate, you will receive a Field Full message. Press the BACKSPACE key to delete some of the characters. To edit your message, press the ALT key and roll the trackwheel to move horizontally through the message to the section you want to change.

6. When you finish composing your message, click the trackwheel to view the menu. Select **Send** by clicking again. The date will be sent with your message automatically.

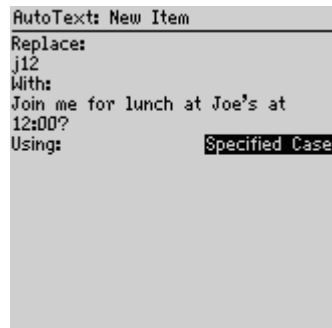
Using AutoText with SMS

The handheld's AutoText function automatically replaces certain text in SMS messages with pre-programmed text to help you increase your composing speed. By configuring the default AutoText entries and adding new ones, you can use AutoText to:

- send frequently used messages with a few keystrokes.
- correct commonly misspelled words.
- replace abbreviations and acronyms with complete words.
- enter commonly-used strings of words into a message by typing only one keyword

For example, if you frequently ask friends to join you for lunch at 12:00 at a local restaurant, you can compose an Autotext message that will send the message “Join me for lunch at Joe’s at 12:00?”.

1. In the Home screen, scroll to the **Options** icon and click. The Device Options screen appears.
2. Scroll to **AutoText** and click. The AutoText screen appears with a list of default entries. Click to view the menu. Scroll to **New Item** and click. The AutoText New Item screen appears.
3. In the **Replace** field, type a short form for the message that you can remember easily, such as **j12** (for “joe’s at 12”).
4. In the **With** field, type **Join me for lunch at Joe’s at 12:00?**
5. In the **Using** field, press the SPACE key to choose **Specified Case**, which tells the handheld to display your text exactly as written.



- 6. Click the trackwheel to view the menu. Select **Save Item** by clicking again. You return to the AutoText screen where you can see that your item has been added to the list of entries. Press the ESC key twice to return to the Home screen.

AutoText	
nre (the)	SmartCase
htere (there)	SmartCase
htey (they)	SmartCase
hting (thing)	SmartCase
htis (this)	SmartCase
i (I)	Specified Case
id (I'd)	Specified Case
il (I'll)	Specified Case
im (I'm)	Specified Case
isnt (isn't)	SmartCase
itll (it'll)	SmartCase
itsa (it's a)	SmartCase
ive (I've)	Specified Case
j12 (Join me for 1...	Specified Case
ld (LO)	SmartCase

Testing your AutoText message

You can test your new entry by typing the keyword letters while you compose a message.

- 1. In the Home screen, scroll to the **Message Centre** icon and click. Click the trackwheel and select **Compose SMS**. The Select Address screen appears.

Notes

The shortcuts, spelling corrections, and any messages you create in AutoText will work with email messages as well as SMS messages.

- 2. Scroll to an SMS-compatible number. Click to see the menu and select **Use**. The Compose SMS Message screen appears.



3. Type your message. As you type, enter the keyword letters in your AutoText item—in this case j12—followed by the SPACE key. The sentence “Join me for lunch at Joe’s at 12:00?” should appear.



Auto capitalization and special characters

As you compose a message, you can bypass pressing the SHIFT key to capitalize words: the handheld has two methods of performing capitalization for you and can add accents to certain letters as well.

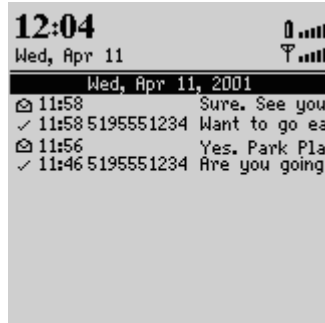
- Begin typing. You will see that the first letter you type is capitalized automatically and that every letter following a period becomes capitalized too. The handheld recognizes the beginning of a new sentence and does the work for you.
- If you want to change the first letter in a sentence to a lower-case letter, hold down the letter key until it becomes lower-case.
- If you want any other characters to be capitalized, press and hold the character key until it becomes capitalized. You must have the Key Rate option (Options>Screen / Keyboard>Open) set to either Slow or Fast for this feature to work. See page 153 for details on the Screen / Keyboard options.
- Some letter keys—such as a, o, and e—have special characters associated with them. To scroll through international or accented characters while you are entering text, press and hold a letter key while rolling the trackwheel. When the desired character appears, release the letter key to select the special character.

Receiving SMS messages

The handheld will show you the combined number of SMS messages and email messages near the top of the **Home** screen (next to an envelope icon). You may receive other notification, depending on how you have set your notification options.

Reading a message

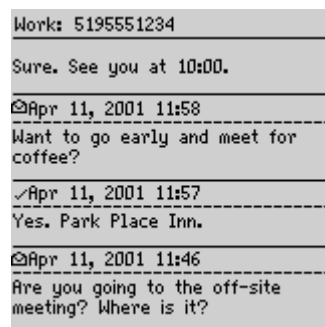
1. In the Home screen, scroll to the **Message Centre** icon and click. SMS messages are listed with email messages in chronological order, grouped by date.



2. In the Message Centre screen, scroll to the SMS message and click to view the menu. Select **Open** by clicking again.

Tip Open SMS messages quickly by scrolling to a message and double-clicking the trackwheel.

3. The new message appears on your screen in a session view. A session view shows you the last few messages to or from the same recipient, letting you read your short messages in context. If necessary, use the trackwheel to scroll through the messages.



4. Press **ESC** to return to the Message Centre screen or click the trackwheel to view the menu, then scroll to select your next option.

Received messages options

Once you have read a new SMS message—and while the message is still open—click the trackwheel to view your options. You can handle the open SMS message in any of these ways:

Copy — Copies the currently selected item from the message header—either the date or phone number. You can select **Paste** to insert the copied date or number into a message while you are composing it. The copied item can be pasted repeatedly, until you copy another item, reset, or turn off the handheld. This option appears only when your cursor is in the header of the SMS message

Select — Specifies a message or part of a message to copy. If you choose this option, you return to the message where you can hold down the ALT key and scroll to highlight the item to be selected. Click to see the menu and choose **Copy**. You can select **Paste** to insert the copied item into a message while you are composing it. The copied item can be pasted repeatedly, until you copy another item, reset, or turn off the handheld. This option appears only when your cursor is in the body of the SMS message.

Mark Unopened — Marks the current message as unopened. If you select this option, the message will remain marked unopened and show the unopened icon on your handheld.

Reply — Sends a reply to the sender of the open SMS message. Reply is the default menu option. If you select this option, the session view screen appears, where you can type your reply while you view recent messages to and from the sender.

Delete — Deletes the open message. If you select this option, you must confirm the deletion before the message is removed.

Previous Item — Closes the current message and opens the previous message.

Next Item — Closes the current message and opens the next message.

Next Unopened Item — If there are unopened items, closes the current message and opens the previous message.

Options — Provides access to the SMS Options, allowing you to customize your SMS messaging.

Cancel — Returns you to the list of messages.

Summary and tips

In this chapter, you've learned about composing and sending SMS messages, and how to speed up your messages with autotext. You've learned about reading received SMS messages, about the options available for an open message, and how the handheld's session view helps give your messages context.

Composing and sending SMS messages - Tips

- Press ALT and roll the trackwheel to scroll horizontally in any field where you can enter or view text.
- Press SPACE twice to insert a period while composing a message. (The letter following the period will automatically be capitalized.)
- Press ALT + CAP (RIGHT SHIFT) to turn on caps lock mode (press SHIFT again to turn it off).
- Press ALT + NUM (LEFT SHIFT) to turn on num lock mode (press SHIFT again to turn it off).
- Press and hold a letter to capitalize it. You must have the Key Rate field (Options>Screen/Keyboard>Open) set to Fast or Slow to use this feature.)

Composing and sending SMS messages - Tips

AutoText

- While composing a message:
press **br** + **SPACE** to enter an opening bracket “(”
- While composing a message:
press **rb** + **SPACE** to enter a closing bracket “)”.
- While composing a message:
press **ld** + **SPACE** to enter the current date.
- While composing a message:
press **lt** + **SPACE** to enter the current time.

Receiving and reading SMS messages - Tips

- Press **ALT** and roll the trackwheel to page up and down in the **Message Centre** screen.
- Press **T** to go to the top of a list or open message.
- Press **B** to go to the bottom of a list or open message.
- Press **ALT** and roll the trackwheel to scroll horizontally in any field where you can enter or view text.
- Press **ENTER** to go to the next line in an open message.

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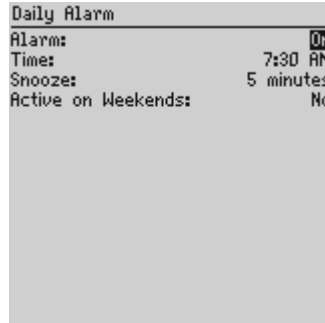
Customizing your handheld's options

Read this chapter to learn about customizing the handheld's alarm and notification functions as well as its many other options to suit your specific needs.

Setting the alarm

The handheld has an Alarm function that you can set to tone at the same time every day.

1. In the Home screen, scroll to the **Alarm** icon and click.
2. The Daily Alarm screen appears. Scroll to the field you would like to set, then press the SPACE key to scroll through the options. Release the SPACE key once you have set the field to your preference.



3. Once you have set the Alarm to your preference, click to view the menu. Scroll to **Save Changes** and click.

Note When the alarm sounds, press any key to silence it. This action will not disable the alarm; it will sound at the set time again even if it has been silenced. To disable the alarm, set the **Alarm** field to **Off**.

Alarm fields

The Daily Alarm screen contains the following fields:

Alarm: Select whether or not you want the alarm to sound. The default is Off.

Time: Set the time at which you want the alarm to sound. The default is 12:00 AM.

Snooze: Select whether or not you want a snooze function, and the interval between alarm beeps. Your choices are 1 minute, 5 minutes, 10 minutes and Disabled. The default is Disabled.

Active on Weekends: Select whether or not you want the alarm to sound on weekends. The default is No.

Choosing a notification profile

The handheld has three default Profile functions that control notification. The default settings are **Loud** (vibrate, loud tone, LED flashing), **Discreet** (vibrate, LED flashing), and **Quiet** (no notification).

You can quickly choose the profile that's appropriate for the activities in your business day. For instance, you can choose **Discreet** notification when you attend meetings and switch to the **Loud** profile in noisy locations.

1. In the Home screen, scroll to the **Profiles** icon and click. The Profiles screen appears.
2. Scroll to the profile you would like to select.
3. Click the trackwheel to view the menu. Scroll to **Enable** and click. In the Profiles screen, the word (On) appears next to your selection.



You can also edit the default profiles and add new ones. For more information, see “Profiles” on page 151.

Customizing handheld options

You can customize any of the handheld's options by following this general procedure:

1. In the Home screen, scroll to the **Options** icon and click.
2. The Device Options screen appears. Scroll to the handheld option that you want to change and click the trackwheel.



3. Scroll to the field that you want to change, then press the SPACE key to scroll through your options. Release the SPACE key once you have set the field to your preference.
4. Once you have set the options to your preference, click to view the menu. Scroll to **Save** and click.

You return to the Device Options screen.

Handheld options

The following options are available:

About

The About screen contains the handheld's copyright information which you can view but not change. Press the ESC key twice to return to the Device Options screen.

Auto On/Off

Use the automatic on/off feature to maximize battery life and to maintain optimal, extended messaging performance.

Weekday On: Set the handheld to turn on automatically at a specific time throughout the week.

Weekday Off: Set the handheld to turn off automatically at a specific time throughout the week.

Weekend On: Set the handheld to turn on automatically at a specific time on the weekend.

Weekend Off: Set the handheld to turn off automatically at a specific time on the weekend.

Note	Both Weekday and Weekend options have an Enable/Disable field. You must set this field to Enable for the handheld to turn on and off automatically.
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AutoText

The **AutoText** screen contains a list of all current AutoText entries. You can add, edit, and delete entries as you wish. See page 65 for more information on how to work with AutoText entries.

Date/Time

Set the date and time so that your messages contain the correct time stamp.

Date: Set the current date.

Note	The information that you set in the Date, Time, and Time Format fields will determine how the date and time appear on the handheld's Home screen and on the password security screen.
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Time: Set the current time.

Time Zone: Select your time zone. The handheld will automatically adjust the time depending on the time zone.

Time Format: Select a 12 hour or 24 hour clock.

Host Routing Table

No user-viewable settings.

Modules

Shows the version number of the installed modules.

Network

Radio: Turn the handheld's radio on or off. In certain situations, such as travelling by plane, it is important to turn off the radio in your handheld to prevent radio frequency interference. (To turn the radio off, in the Home screen, scroll to the **Turn Wireless Off** icon and click.)

Active Network: Shows the network currently in use.

Owner

This information appears on the password security screen (if you have set a password). If you do not enter any owner information, a default message will appear on the password security screen.

Name: Type your name.

Information: Type any extra information that you want to appear on the password security screen. We recommend that you include your own (or your company's) contact information in case the handheld is lost.

Profiles

You can choose from three notification profiles and add additional ones. The default settings are **Loud** (vibrate, loud tone, LED flashing), **Discreet** (vibrate, LED flashing), and **Quiet** (no notification).

You can further customize each of these profiles for the following functions: **Alarm**, **Calendar**, **SMS**, and **Email**. For instance, you may want the handheld to notify you differently for your daily alarm than it does for your email messages, even though you want both notifications to be loud. For more information on choosing profiles, see “Choosing a notification profile” on page 147.

Note	You can also open the Profiles screen from the Home screen by scrolling to the Profiles icon and clicking.
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1. In the Device Options screen, scroll to **Profiles** and click. The Profiles screen appears. Scroll to the profile you would like to change, and click the trackwheel to view the menu. Scroll to **Edit** and click. (To add a new profile, scroll to **Add Profile** and click.) A screen for the your selected profile appears. If you are adding a new profile, a Title field appears where you can type a title for the profile.

2. Scroll to one of **Alarm**, **Calendar**, **SMS**, or **Email**, click the trackwheel, and select **Edit**. The profile screen for the item appears.
3. Scroll to the item you'd like to change and press the SPACE key to cycle through the available settings.

Alarm	
Out of Holster:	None
Tune:	1
Volume:	High
Number of Beeps:	5
LED Flashing:	Off
In Holster:	None
Tune:	1
Volume:	High
Number of Beeps:	5
LED Flashing:	Off
Repeat Notifications:	High

4. Once you have set the options to your preference, click to view the menu. Scroll to **Save** and click.

Profile fields

In Holster, Out of Holster: Customize the way that the handheld notifies you of a new message while it is in or out of the holster. Your options are: **None**, **Tone**, **Vibrate**, or **Vibrate+Tone**.

Tune: Select the tune you wish to hear when you are notified. You can hear each tune by scrolling through the options. The default is Tune 1.

Volume: Select the volume for your notification tune. Choose from **Low**, **Medium**, **High**, **Escalating**, or **Mute**. The default is Low. The Escalating option provides you with quiet notification progressing to louder notification.

Number of Beeps: Select the number of beeps the handheld should make before notification stops. Choose from 1 to 5 beeps. The default is 1.

LED Flashing: Select the length of time you want the LED to flash. Choose from **5 minutes**, **10 minutes**, **15 minutes**, **30 minutes** or **Off**.

Repeat Notification: Set whether or not you want to be reminded of unread messages waiting. Choose from:

- Low - the handheld will tone or vibrate once every 15 minutes for 30 minutes
- Medium - the handheld will tone or vibrate once every 10 minutes for an hour
- High - the handheld will tone or vibrate once every 5 minutes for 2 hours
- Off - you will not be reminded.

Screen/Keyboard

In the **Screen/Keyboard** screen, you can change the LCD screen's appearance by adjusting contrast levels and font size. You can also change the key rate and tone.

Screen Contrast: Adjust the screen's contrast if you're having trouble seeing the interface. If you are using the handheld in low light, try the backlighting feature instead.

Font Family: View the font name; System is currently installed.

Font Size: Set the size of the font to be used on the screen. Choose from 8, 10, or 12.

Key Tone: Set the key tone field to On if you want the handheld to emit a tone each time a key is pressed.

Key Rate: Set the speed (Slow, Fast, or Off) at which your cursor moves whenever the BACKSPACE, ENTER, or SPACE key is pressed and held. The default setting is Slow.

Note	For all other keys, the Key Rate setting controls an auto capitalization feature. With Key Rate set to either Slow or Fast (i.e., Key Rate must be enabled), you can press and hold a key to capitalize it.
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Security

In the **Security** screen, you can set your password options to ensure greater handheld security.

Password: Select whether or not you want to enable a password on the handheld. The default is Disabled.

Security Timeout: Set the duration of time (in minutes) that the handheld is idle before the password security screen appears. The default setting is 2 minutes.

Note	The password security screen will prompt you to "Press any key". Type the first letter of your password to gain access to the Enter Password dialog box. Type the remaining letters of your password to resume using the handheld. Once you have set a password, you need to enter it to use the Security screen again. You will also need to enter the password when using the Security screen, as well as the Application Loader. See page 29 for information on how to set your password.
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Service Book

This setting not yet operational.

SIM Card

In the SIM Card screen, you can view subscriber data as well as information about on your location and network.

Status

The **Status** screen provides information about the handheld and the wireless network. You cannot edit this information.

Signal: Shows the strength of the handheld's network signal.

Battery: Shows the percentage of remaining battery life.

File Free: Shows the amount, in bytes, of available memory to store messages, address entries, and AutoText entries.

File Total: Shows the amount, in bytes, of memory in use

PIN: Shows the handheld's hardware identification number.

IMEI: Shows the International Mobile Equipment Identity number.

O/S: Shows the version of the Operating System.

Storage Mode

If you are not going to use your handheld for an extended period of time (more than two weeks), you should put it into storage mode.

Putting the handheld into storage mode is different than just turning it off and as a result, the current date and time and the encryption key may be lost.

1. In the Device Options screen, scroll to **Storage Mode** and click. The following message appears: "Storage mode powers off device to save battery life. Continue?" Scroll to Yes and click.

2. The following message appears: "Entering storage mode will lose current time. Continue?" Scroll to Yes and click.

To activate your handheld again, insert it into the charging cradle, connect the cradle to a power outlet, and after a few moments the Home screen will appear.

Note

You can also activate the handheld from storage mode by inserting a fine-tipped instrument such as a paperclip into the reset hole located on the back of the handheld. Ensure that the handheld is fully charged before you use it again. See page 19 for more information on charging the handheld.

Ensure that you set the date and time after you activate your handheld again. If you do not set the date and time, messages will be stamped with the date of January 1 and will be placed at the bottom of your **Messages** screen.

Summary

In this chapter, you've discovered how to customize your handheld's options. You can set a number of handheld features, including the alarm, auto on/off, AutoText, date/time, message services, owner, screen/keyboard, security, and status. Knowing how to customize these options allows you to personalize your handheld and optimize its performance.

Customizing your handheld's options — Summary 157

Installation and User's Guide

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Specifications

Mechanical Properties

Weight:	Approx. 142 g / 5oz
Size (LXWXH):	117 X 78.5 X 18 mm 4.6"X3.1"X0.70"
Memory:	4 MB Flash memory 1 MB SRAM

Display and control features

Display:	Full graphic LCD with backlighting, 160 x 160 pixel viewing area
Controls:	Thumb-operated "roll-and-click" trackwheel; PC-style keyboard
Message Notification:	on-screen notification; LED indicator; audible beeper; mechanical vibrator all configurable by user
Other features:	Real-time clock; audible alarm; AutoText and Address Book updates
Ports:	combined data / charging port; synchronization via high-speed RS232- compatible data port

Power

Battery:	Internal, rechargeable lithium cell
Charger:	North American AC Adapter type charging cradle
SIM Interface:	Supports 5V and 3V SIMs only

Temperature

Operating and Storage:	For best results, your handheld device should be operated and stored in conditions of moderate temperature and humidity.
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Radio specifications

Single Band Support	PCS 1900
Interface Protocols:	RAP (RIM's Radio Access Protocol).
Power Class:	Class 1 (PCS 1900) as defined in GSM 02.06

Frequency

Transmitting:	1850 to 1910 MHz
Receiving:	1930 to 1990 MHz

Regulatory conformance

- Compliant with:
- FCC Part 15 and Part 24
 - Industry Canada ICES-003 and RSS 133

Accessories

Headset Jack	standard 3-terminal 2.5mm headset jack
Travel Charger	optional

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