

CALCULATOR

TO:	DO:
Display calculation results	Press Enter
Clear screen	Press Y
Clear last entry	Press T
Add	Press O
Subtract	Press I
Multiply	Press A
Divide	Press G
Find square root	Press V
Find percent	Press B
Add a number to memory	Type number, press L
Recall memory	Press J
Replace memory	Type number, press K
Clear memory	Press H
Metric conversions	Type number, click Trackwheel

NAVIGATING SCREENS

TO:	DO:
Move down a screen	Press Space
Move up a screen	Press Shift + Space
Move to item in list or menu	Type the first letter of item
Select multiple items/icons	Hold down Shift + roll Trackwheel

ORGANIZER/CALENDAR

For these tips to work in **Day** view, go to Calendar options and set the **Enable Quick Entry** field to **No**

TO:	DO:
Find a contact in address book	Type contact's name or initials (separated by a space)
Jump to next day in calendar	Press Space
Jump to previous day in calendar	Press Shift + Space
Change to Agenda view	Press A
Change to Day view	Press D
Change to Week format	Press W
Change to Month format	Press M

ORGANIZER/CALENDAR (continued)

TO:	DO:
Move to current date	Press T
Move to specific date	Press G
Create an appointment	Press C
Move to the next day, week or month	Press Space
Move to the previous day, week or month	Press Shift + Space
Move cursor horizontally in Week view	Hold Alt + roll Trackwheel
Move cursor vertically in Month view	Hold Alt + roll Trackwheel

GENERAL TIPS

TO:	DO:
Delete prior messages	Click a date field, click Delete Prior
Save battery	Set your BlackBerry device to turn on and off automatically

ATTACHMENTS

TO:	DO:
Move to specific cell	Press G
Display the contents of specific cell	Press Space



Phone



Email + Text Messaging



Organizer



Browser



Instant Messaging

www.blackberry.com

BlackBerry

Check with airtime service provider for airtime wireless service, availability, roaming arrangements, service plans and supported features. Certain features outlined in this document may require a minimum version of software. RIM makes no representation, warranty or guarantee and assumes no liability whatsoever in relation to third-party products and services.

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BlackBerry 8703e

Tips and Tricks



BlackBerry

Unleash the power of your BlackBerry® 8703e™



ON THE HOME SCREEN

TO:	DO:
Move icon on Home screen	Select the icon. Press Alt + click Trackwheel . Click Move Application . Roll Trackwheel to move icon. Click Trackwheel again to set icon.
Vertically scroll between icons	Hold Alt + roll Trackwheel
Return to the Home screen from other screens	Press End
Lock your BlackBerry device	Set a password. Click Lock
Lock the keyboard	Click Keyboard Lock

PHONE

TO:	DO:
Open the Phone	Press Send
Change volume during call	Roll Trackwheel
Insert an extension	Press ALT + 8 , type the extension #
Show the last number typed	Press Space + Enter
Access your voice mail	Hold 1
Type letters in a phone number	Hold Alt and type letters
Turn mute on	Press Mute
Turn mute off	Press Mute again
Turn on Speakerphone	Press Speakerphone

BROWSER

TO:	DO:
Toggle full-screen/normal mode	Press U
Add a bookmark	Press A
Open bookmarks	Press K
Refresh a web page	Press R
Return to the last page viewed	Press Escape
Display list of useful bookmarks	Press Convenience
View address of current web page	Press Trackwheel , click Page Address
View list of the last 20 pages visited	Press Trackwheel , click History
Save a web page to Messages list	Press S
Go to Home page	Press H

BROWSER (continued)

TO:	DO:
View, copy or send the address for a link	Press L
Move a page down	Press Space
Move a page up	Press Shift + Space
Stop a web page from loading	Press Escape
Open browser options	Press O

TYPING

TO:	DO:
Capitalize a letter	Hold letter key
Insert a period	Press Space twice
Type alternate character	Hold Alt + character key
Type a symbol	Press Symbol + Click symbol
Type accented/special character	Hold key + roll Trackwheel
Insert currency symbol	Press Currency
Select text by character	Hold Shift + roll Trackwheel
Select whole lines	Press Shift once + roll Trackwheel
Turn on CAP-Lock	Press Alt + Right Shift (CAP)
Turn on NUM-Lock	Press Alt + Right Shift (123)
Turn off NUM/CAP-Lock	Press Right Shift or Left Shift
Insert "@" sign or period into an email field	Press Space

MESSAGES

TO:	DO:
Mark a message opened/unopened	Press Alt + U
Move down a page in a message	Press Space
Move up a page in a message	Press Shift + Space
Reply to a message	Press R
Forward a message	Press F
Reply-to-all	Press L
View SMS messages	Press Alt + S
View voice mail messages	Press Alt + V