Installation &
Getting Started Guide

BlackBerry Handheld
FCC compliance statement (USA)

FCC Class B Part 15

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 manufacturer’s 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

The RIM 850 Wireless Handheld complies with Industry Canada RSS 119, under certification number 2503 195 366A.

IC 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.

The RIM 857 Wireless Handheld complies with Industry Canada RSS 119, under certification number 2503 195 634A.

IC 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 instructions and the operation instructions provided in this manual before operating the handheld or its cradle. Retain these instructions for future use.

Remember to follow any special regulations governing the use of the handheld and always switch it off in areas where radio devices are forbidden, or when it may cause interference or danger. Any safety laws and regulations pertaining to the use of cell phones and two-way radios will likely apply to your use of the handheld. We encourage you to follow such laws and regulations at all times. In particular, please observe all restrictions on the use of radio equipment in fuel depots (fuel storage and distribution areas), chemical plants, where blasting operations are in progress or in any other area in which restrictions on radio transmissions are imposed.

The handheld is not an FAA-approved electronic device for use on aircraft. Switch off the handheld when in an aircraft. The effect of the use of the handheld in an aircraft is unknown. Such use may affect aircraft instrumentation, communication and performance, may disrupt the network, and may be illegal.
Operation of any radio transmitting equipment, including the handheld, may interfere with the functionality of inadequately protected medical devices, including pacemakers. Consult a physician or the manufacturer of the medical device if you have any questions. Additionally, while most modern equipment is adequately shielded from radio signals such that your handheld will not interfere with the operation of such equipment, certain electronic equipment, including automotive systems, may not be shielded against the radio signals from your handheld. You should check with the manufacturer of your motor vehicle or the manufacturer’s representative to determine whether the use of the handheld will present any safety issues.

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 the cradle as a means of storing your handheld while in a vehicle.

**WARNING**
Do not use any cradle or any other accessory or attachment that is not manufactured by RIM or supplied by RIM or an authorized RIM accessories supplier. Use of any accessory or attachment that is not supplied or approved for use by RIM in conjunction with the handheld is not permitted as it may cause hazards.

Do not place the handheld or its charging cradle on any unstable surface, such as a cart, stand, tripod, bracket, or table. It may fall, causing serious injury to a child or adult, and serious damage to the handheld.
Use proper care when disposing of your handheld. As the unit contains a lithium ion cell, neither the handheld nor the lithium ion cell (nor the external battery) should be disposed of in fire. Dispose of the handheld containing the lithium ion cell in accordance with the laws and regulations in your area governing disposal of such cell types. Similarly, dispose of external batteries in a responsible manner. Contact RIM if you have any questions concerning disposal of the handheld, the lithium ion cell, or the external battery.

The handheld should be operated only from the type of power source indicated on the marking label. Refer to the operating instructions starting on page 22 for more information on the battery and power supply. Power supply cords should be routed so that they are not likely to be walked on or pinched by items placed upon or against them, paying particular attention to cords at plugs, convenience receptacles, and the point where they exit from the handheld or its cradle. Do not overload wall outlets, extension cords, or integral convenience receptacles as this can result in a risk of fire or electric shock.

Never push objects of any kind into the handheld or its cradle through openings as they may short-out parts that could result in a fire or electric shock. Never spill liquid of any kind on the handheld or cradle. 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.). The handheld and its cradle should be situated away from heat sources, such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

**WARNING** To reduce the risk of fire or electric shock, do not expose the handheld or cradle to rain or moisture.
RIM 850 Wireless Handheld

RIM recommends that you use only single-use alkaline (AA) or rechargeable NiMH batteries in this unit. There is a list on page 22 of recommended brands of rechargeable NiMH batteries. The use of any other battery may disable the handheld and may be dangerous. For added protection during a lightning storm, or when the handheld and charging cradle are left unattended and unused for long periods of time, unplug the charging cradle from the wall. This will prevent damage to the handheld due to lightning or power-line surges. Only plug in the charging cradle AC wall adapter if you are going to use the recharging feature.

Unplug the charging cradle from the wall and refer the handheld and charging cradle 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 charging cradle
- the handheld or charging cradle has been exposed to rain or water
- the handheld or charging cradle has been dropped or damaged in any way
- the handheld or charging cradle does not operate normally by following the instructions contained in this manual
- the handheld or charging cradle exhibits a distinct change in performance.
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 cradle to its normal operation.

Unplug the cradle before cleaning. Do not use liquid or aerosol cleaners. Rather, use a damp cloth to clean the unit.

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

**RIM 857 Wireless Handheld**

Read these instructions. Keep these instructions. Heed all warnings. Follow all instructions.

Do not use this apparatus near water. Clean only with a dry cloth.

Do not install near any heat sources, such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.

Do not defeat the safety purpose of the polarized or grounding-type plug. A polarized plug has two blades with one wider than the other. A grounding-type plug has two blades and a third grounding prong. The wide blade or the third prong are provided for your safety. If the provided plug does not fit into your outlet, consult an electrician for replacement of the obsolete outlet.
Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles, and the point where they exit from the apparatus.

Only use attachments/accessories specified by the manufacturer.

Unplug this apparatus during lightning storms or when used for long periods of time.

Refer all servicing to qualified service personnel. Servicing is required when the apparatus has been damaged in any way, such as when the power-supply cord or plug has been damaged, liquid has been spilled or objects have fallen into the apparatus, it has been exposed to rain or moisture, does not operate normally, or has been dropped.

**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 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 Enterprise Edition is a wireless email solution that includes either the RIM 850 Wireless Handheld (pager-sized) and cradle or the RIM 857 Wireless Handheld (palm-sized) and cradle. Your email solution also contains desktop software and flat-rate airtime on a nationwide wireless data network.

Equipped with a screen size of 132X65 pixels (for the pager-sized handheld) or 160X160 pixels (for the palm-sized handheld), RIM’s always on, always connected wireless technology and QWERTY keyboard design, the handheld provides users with the ultimate pager-sized or 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 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 four calendar views: Day, Week, Month, or Agenda.
• **Tasks:** Add, edit, and delete tasks and mark tasks as complete.

• **Alarm:** Set the alarm on the handheld to sound every day or on weekdays only.

• **MemoPad:** Compose, edit, and delete notes, memos and lists.

• **Calculator:** Perform basic mathematical operations and conversions (conversions available only with the palm-sized handheld).

• **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 visible in the Home screen only after you have set a password.)

• **Turn Wireless Off / Turn Wireless On:** Turn off the handheld’s radio when you do not wish to receive messages or 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.

BlackBerry Enterprise Edition integrates with your company’s email system. Currently, BlackBerry Enterprise Edition is available for users of Microsoft Exchange Server and Lotus Domino Server.
A summary, including a list of more tips, is included at the end of each chapter. You can also refer to the list of frequently asked questions included in this guide for answers to troubleshooting issues that may arise.

This guide describes the operating procedures and instructions for both the pager-sized handheld and the palm-sized handheld. Where
procedures between the two handhelds differ, you will see the following icons:

![icon]

This icon indicates that the associated information or procedures pertain only to the pager-sized handheld.

![icon]

This icon indicates that the associated information or procedures pertain only to the palm-sized handheld.

Throughout this guide, the graphics depicting keyboard keys and LCD screens show the palm-sized handheld. The keyboard layouts on each handheld are very similar; however, some keys are shaped differently and there are a few additional keys on the palm-sized handheld. Where the LCD screen differs between the pager-sized handheld and the palm-sized handheld, both LCD screens are shown. In addition, the handheld has two display options: Large Font and Small Font. This guide shows the Large Font display option.

Other documentation available

Documentation for BlackBerry Enterprise Edition also includes:

- “Handheld User’s Guide” — Refer to this online guide, which is installed along with the desktop software, for detailed information on handheld functions such as Messaging, Address Book, Calendar, Tasks and more.

- “Desktop Software Online Guides” — The desktop software offers online help to guide you and answer your questions. In the desktop software, select Help from any active window to view help information.
Welcome to your wireless solution — About version 2.1

“README.txt” — This file, installed with the desktop software, contains information about the new features of the version 2.1 release.

About version 2.1

This release of the BlackBerry Wireless Handheld is the first for users on Lotus Domino and it is an update for existing BlackBerry users on Microsoft Exchange. The following table provides feature highlights of the BlackBerry Wireless Handheld and desktop software 2.1 release.

<table>
<thead>
<tr>
<th>BlackBerry Feature</th>
<th>Microsoft Exchange</th>
<th>Lotus Domino</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless calendar</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Wireless meeting requests</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Downloads icon</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cut, copy, and paste</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Search by subject</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Installation and Getting Started Guide
### Contents of your package

Your package should contain the following:

- Handheld
- Cradle
- Holster
- This “Installation and Getting Started Guide”
- Handheld “Quick Reference Card”
- Installation CD containing desktop software and online “Handheld User’s Guide”

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

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#### Additional fields in Address Book —
Four added fields are provided in the list of contact information. These fields are user-defined. (You can change the label of the fields and include any relevant information about the contact.)

<table>
<thead>
<tr>
<th>BlackBerry Feature</th>
<th>Microsoft Exchange</th>
<th>Lotus Domino</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional fields in Address Book —</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

#### Time zone support —
Appointments created for a specific time zone are adjusted appropriately when the time zone is changed in the handheld’s date and time option.

<table>
<thead>
<tr>
<th>BlackBerry Feature</th>
<th>Microsoft Exchange</th>
<th>Lotus Domino</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time zone support —</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

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**Note**
For a complete list of new features for version 2.1 of the software, refer to the README.txt file, found on your installation CD.

For information on how to use these features, see the online “Handheld User’s Guide”.

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*Installation and Getting Started Guide*
System requirements

The following components are required to install the desktop software:

- Intel-compatible 486 or higher desktop with an available serial port
- Windows 95/98/2000 or NT 4.0

**Microsoft Exchange**  
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.

**Lotus Domino**  
Lotus Notes Client 4.6 or higher with an email account on a Lotus Domino Server version 4.6 or higher that is capable of receiving email from the Internet.
Getting started

To start sending and receiving email, you will need to perform some brief setup tasks on the handheld, namely, installing a new battery (for the pager-sized handheld) or charging the internal battery (for the palm-sized handheld), 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 the handheld to your PC. Once setup is complete on both the handheld and 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 components before sending and receiving email messages.

The 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 orange ALT key in combination with the other keys. For easy typing, hold the device in both hands and use your thumbs.

Roll and click (press down) the handheld’s trackwheel, which is located in the top right corner of the handheld, for navigation and selection.

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.

The handheld is battery powered and you should familiarize yourself with proper battery use and care. If you have the pager-sized handheld, you have the choice of using either an AA alkaline battery or a rechargeable NiMH battery. If you have the palm-sized handheld, there is no external battery required; your handheld is powered by an internal, rechargeable battery.

About battery use and charging

Depending on usage, the handheld can operate for weeks using either a single AA alkaline battery or a rechargeable NiMH battery. The handheld will work best if you use standard, high quality alkaline or NiMH batteries.

**Note**

If you choose to use an AA alkaline cell we recommend that you unplug the AC adapter before you place the handheld in the charging cradle to synchronize with your PC. This will ensure that the charging cradle does not attempt to charge the alkaline cell.

RIM recommends using the Sanyo NiMH model HR-3U if you choose to use a rechargeable battery in the handheld. This battery is supplied with the handheld.

The Energizer NH15 NiMH battery is a suitable alternative for the Sanyo HR-3U battery. It has a lower capacity than the Sanyo battery so it will need to be recharged more frequently. It is, however, readily available from many retail locations.
RIM has also performed limited testing on NiMH batteries from Gold Peak Group and Radio Shack (Tandy). While not certified for general use in the pager-sized handheld, you may wish to try them as substitutes for the Sanyo or Energizer cells. If you encounter any difficulties when using these batteries, return to using the Sanyo or Energizer cells.

To insert the battery

1. On the back of your pager-sized handheld, remove the battery cover by sliding the lock to the right and pulling the cover up and off. (Remove the old battery if one is present.)

2. Insert a new battery. Make sure that the polarities (- and + signs) are aligned correctly. The handheld will vibrate and beep if the battery has not been inserted properly.
3. Click (press down) on the trackwheel to turn on the handheld. The Home screen appears.

The Home screen

**Note** If you choose to use an AA alkaline battery and your handheld does not turn on after you've inserted the battery, then either the AA alkaline is too low or the internal lithium is discharged. Leave the handheld turned off for 6 to 8 hours to let the AA alkaline battery recharge the internal lithium battery. If this does not solve the problem, try inserting a new battery.
Using the charging cradle

If you have the pager-sized handheld and you choose to operate it with a rechargeable NiMH battery, you will use the cradle to recharge the NiMH battery. If you have the palm-sized handheld, there is no external battery required; your handheld is powered by an internal, rechargeable battery that is also recharged using the cradle.

| Note | When connecting to your PC, use only the cradle provided by Research In Motion. |

To recharge the NiMH battery

Plug the supplied AC adapter into a power source.

1. Place the handheld in the charging cradle so that the handheld’s serial port is securely connected to the charging cradle. To do so, line up the connector port on the bottom edge of the handheld with the connector prongs of the cradle and press the handheld firmly in place.
When the charging cradle and handheld are connected and the charging cradle is plugged into a power source, the green LED on the cradle will be solid for a period of time, in which the cradle is detecting and testing the battery. The charging cradle then begins a charging cycle.

During this charging cycle, the green LED on the charging cradle will flash continually and the icon, located in the top right corner of the Home screen will change to a charging icon.

When charging is complete, the green LED returns to a solid green light. If the green LED turns off at any point during the charging cycle, there may be a problem with the battery, the charging cradle, or one or more of the connections, (e.g. the AC adapter, the handheld). A complete charging cycle may take as long as 8 hours but it will typically take less time to fully recharge the battery.

Recharging tips
Follow these practices for charging your pager-sized handheld to ensure that you get maximum battery performance.

- Allow the handheld to complete its charging cycle every time you attempt to charge it. Do not remove the handheld from the cradle while the green LED is flashing. A charging cycle is complete when the green LED is solid.
• Keeping the handheld in the cradle for a short time (5-15 minutes) during synchronization with your PC will not negatively affect the rechargeable battery. Keeping the handheld in the cradle longer than the time required for synchronizing, yet not long enough to complete the battery charging cycle, is not recommended.

• If you use a non-rechargeable battery in the handheld, such as an AA alkaline cell, unplug the AC adapter from the charging cradle before you connect the handheld to your PC. This ensures that the cradle does not attempt to charge the handheld’s alkaline battery.

• Only recharge your handheld when the battery level indicator on the handheld’s Home screen shows one or two bars. Do not recharge when the battery level is at three or more bars.

To charge the internal battery for the first time
When you receive your palm-sized handheld, you must insert it into the charging cradle to charge the internal battery.

1. Connect the AC adapter to the cradle’s serial port connector as illustrated below.
2. Plug the cradle into a wall outlet and insert the handheld into 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 in place.
Handheld in cradle, plugged into wall outlet

After a few seconds, the Home screen should appear.

The Home screen
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 to recharge the handheld’s battery when necessary.

The handheld can be kept at a full charge by “topping up” the battery every day for 10-15 minutes. 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.

**Note**
If the battery level becomes too low, the battery icon will be replaced by **LOW**, indicating that it is time to recharge the handheld. In this state, all radio functions, such as sending and receiving email and PIM operation, will be disabled until the battery is recharged.

If you place the handheld in the charging cradle when it is turned off, the red LED light will turn on. This light indicates that the handheld is charging and it will turn off once the handheld is fully charged.

**Beginning to use the handheld**

In the Home screen, you can select any of the handheld’s main functions. Using the trackwheel, 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 to access the Messages screen.

To turn on the handheld

To turn on your pager-sized handheld, click (press down) the trackwheel.

To turn on your palm-sized handheld, press the silver key.

To turn off the handheld

When you want to turn off your pager-sized handheld, scroll to the POWER OFF icon and click.

When you want to turn off your palm-sized handheld, scroll to the POWER OFF icon and click. You can also press and hold the silver key to turn off the handheld.

Turning the radio on and off

When you first receive your handheld, the wireless radio will be turned off. You must turn on the radio before you can send and receive messages.

In the Home screen, scroll to the TURN WIRELESS ON icon and click.
You will notice that the TURN WIRELESS ON icon was an antenna, but when you click the icon, the function name changes to TURN WIRELESS OFF and the icon changes to an airplane. The airplane icon is a reminder to turn off your handheld’s radio when on an airplane, in a hospital, or in any place where it may interfere with other radio transmissions and frequencies. The icon will change depending on whether the wireless radio is on or off.

**Note**  You should turn off your handheld’s radio if you are going to be out of coverage for an extended period of time. Turning off the radio will greatly improve battery life. To turn the radio off, scroll to the TURN WIRELESS OFF icon and click.

When you first receive your handheld there should be two messages in the Messages screen to introduce you to your handheld and some of its basic features.

**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 antenna icon in the
top right corner of the Home screen.) Then, register your handheld using the following procedure procedure.

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

2. In the Device Options screen, scroll to **Network Settings** and click. The Network Settings screen appears.

3. Ensure that the **Roaming** field is set to your country (U.S. or **Canada**) and that the **Radio** field is set to **On**. Verify that the **Status** field is set to **Active**.

4. Click to view the menu. Scroll to **Register Now** and click.

<table>
<thead>
<tr>
<th>Network Settings</th>
<th>Hide Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roaming</td>
<td>Save Options</td>
</tr>
<tr>
<td>Radio</td>
<td>Change Option</td>
</tr>
<tr>
<td>Status</td>
<td>Register Now</td>
</tr>
<tr>
<td>Powersave</td>
<td>Cancel</td>
</tr>
</tbody>
</table>
If you are in coverage, the registration message should arrive within a few seconds.

**Note** If the Status field in the Network Settings screen is not set to Active, contact your point of purchase for customer support.

You may also need to re-register your handheld each time you load new applications using the desktop software's Application Loader tool. See Chapter 3, “Using the desktop software” or the “Application Loader online help” for more information.

### Installing the desktop software

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

**Microsoft Exchange** One of the Setup windows will ask you to select the method of email redirection: either the BlackBerry Enterprise Server or the BlackBerry Desktop Redirector. If you are unsure about the method you'll be using to redirect email from your Inbox to your handheld, ask your system administrator for this information before you begin installation.

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

2. When Setup is complete, you may choose to open the README file and run the desktop software right away.
To confirm the handheld to PC connection

1. Ensure that the end of the cradle cable is properly inserted into a COM port on the back of your PC and that the handheld is placed securely in the cradle.

   **Note**  If the password function on your handheld is enabled, you must enter the password before you can connect to your PC.

   If you are using an alkaline battery in the pager-sized handheld, leave the charging cradle unplugged. Otherwise, plug the cradle into an available power source.

2. Ensure that you have properly installed the desktop software. If it is not already open, launch the Desktop Manager by selecting it from the **Start>Programs** menu. The Desktop Manager window appears.

3. Select **Options>Serial Settings**. The Settings window appears. Click **Detect** to confirm the PC to handheld connection.

   **Note**  The message “Handheld not found” will appear if the PC cannot detect the handheld on a serial port.

   If the handheld and charging cradle cable seem connected securely, ensure that no other devices are sharing the serial port, such as a PCMCIA card or IrDA unit. Ensure that no other connectivity software is running on your PC, and that you are not using the same port as your mouse.

4. Once connection is confirmed, click **OK** to exit the Settings window. The Desktop Manager will show the handheld’s PIN and Current Status (now **Connected**) in the status bar at the bottom of the window.
Generating a security key for the handheld

The first time you connect successfully to your PC, a dialog box will prompt you to generate an encryption key by moving your mouse.

If you are re-installing or updating the software, you will not be prompted to generate a new key. We recommend that you generate a new encryption key every month for security purposes. See the “Redirector Settings online help” for more information on generating keys.

Redirecting email messages

**Microsoft Exchange**  
If you will be using the Desktop Redirector on your PC to redirect your email messages to your handheld, open it from your PC’s **Start>Programs** menu. In the Redirector Status window, the **Status** field should indicate **Running** and the **PIN** field shows your handheld’s personal identification number.

If your company will be redirecting email to your handheld using the BlackBerry Enterprise Server software, you do not have to run the Desktop Redirector. Please ensure that your IT administrator has set up your handheld on the BlackBerry Enterprise Server.

**Lotus Domino**  
The BlackBerry Enterprise Server redirects email messages to your handheld.

To remove the handheld from the cradle

To remove the pager-sized handheld from the cradle, brace the bottom of the cradle with one hand and gently pull the top of the handheld towards you.
To remove the palm-sized 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.

Sending a test message

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

To send a message

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 scroll from field to field.

   Tip In the Email field, press the SPACE key where the ‘@’ and ‘.’ punctuation should appear. The handheld will insert it 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 Email as your send method by clicking again.
6. Type a subject in the 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 Message 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 check mark will appear beside the message within a couple of
Getting started — Reading your test message

seconds or minutes. The checkmark icon indicates 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.

**To open a message**

1. In the Home screen, scroll to the MESSAGES icon and click. The Messages screen appears.

2. Scroll to the test message and click to view the menu. Select Open Message 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 status, recipient, sender, and date.

For the pager-sized handheld, press BACKSPACE to return to the Messages screen.

For the palm-sized handheld, press ESC to return to the Messages screen.

*Installation and Getting Started Guide*
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.

To set 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 Options and click.

You return to the Device Options screen.

To set message notification
1. In the Home screen, scroll to the OPTIONS icon and click. The Device options screen appears.

Installation and Getting Started Guide
2. Scroll to Notify and click. The Notify screen appears. Scroll to the field you would like to set, then press the SPACE key to scroll through your options.

<table>
<thead>
<tr>
<th>Notify</th>
<th>Vibrate+Tone</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Holster</td>
<td>Vibrate+Tone</td>
</tr>
<tr>
<td>Out of Holster</td>
<td>Vibrate+Tone</td>
</tr>
<tr>
<td>Tone:</td>
<td>1</td>
</tr>
<tr>
<td>Volume:</td>
<td>Low</td>
</tr>
<tr>
<td>Number of Beeps:</td>
<td>4</td>
</tr>
<tr>
<td>Repeat Notifications:</td>
<td>Off</td>
</tr>
<tr>
<td>Level 1 Notify Only:</td>
<td>No</td>
</tr>
<tr>
<td>Consider PIN Level 1:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

You return to the Device Options screen.

To set message delete

You can configure the Message List Options screen so that each time you reconcile email, those messages that have been deleted from your handheld are also deleted from your desktop (and vice versa). Or you can choose to set the delete option so that messages deleted on your handheld still remain on your desktop when you reconcile email.

1. In the Home screen, scroll to the MESSAGES icon and click. The Messages screen appears.

2. In the Messages screen, click to view the menu. Scroll to Options and click. The Message List Options screen appears.
3. For this example set the `Delete On` field to `Desktop and Handheld`.

<table>
<thead>
<tr>
<th>Message List Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Time</td>
<td>Yes</td>
</tr>
<tr>
<td>Display Name</td>
<td>Yes</td>
</tr>
<tr>
<td>Confirm Delete</td>
<td>Yes</td>
</tr>
<tr>
<td>Delete On</td>
<td>Desktop &amp; Handheld</td>
</tr>
<tr>
<td>Hide Filed Messages</td>
<td>No</td>
</tr>
</tbody>
</table>

4. To test this feature, delete a message on your handheld which you no longer need. Reconcile your email using the desktop software. (See Chapter 3, “Using the desktop software” chapter or the Reconciling email topic of the “Intellisync online help” for more information.)

The message is deleted from your desktop and your handheld.

**Note** If you file a message on your desktop and handheld and then delete it from your handheld, the message will be deleted from the corresponding desktop folder as long as the `Delete On` field in the Message List Options screen is set to `Desktop and Handheld`.

**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 it again. 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.

![Password security screen](image)

Password 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.

**WARNING** If an incorrect password is entered 10 times, all information is 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 your applications before you can use your handheld again. You should regularly backup any information from your handheld that might not have originated on your PC. See Chapter 3, “Using the desktop software” 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.
Getting started — Configuring handheld options

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. While 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 four characters. Press ENTER when you are finished. You will have to enter your password again for verification.

![Security Screen](image)

3. In the Security Timeout field, set how much idle time should pass before the password security screen will appear. Press the SPACE key to scroll through your options. Release the SPACE key once you have set the field to your preference.

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

You return to the Device Options screen.
To lock the handheld

Once you have enabled your password in the Security screen, you can lock the handheld whenever you like. A key icon (for pager-sized handhelds) or a lock icon (for palm-sized handhelds) 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.

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’ve typed your password, press ENTER to open the Security screen.
3. Click to view the menu. Scroll to Change Password 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 Options 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, press the SPACE key to change the password option to **Disabled**.

4. Click the trackwheel to view the menu. Scroll to **Save Options** 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 install a battery or charge the internal one, 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.
Getting to know your handheld

This chapter will help you get acquainted with your pager-sized handheld or your palm-sized handheld.

The RIM 850 (pager-sized) handheld
Handheld components

Here are some details about 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 be generated using the orange ALT key in combination with the other keys. For easy typing, hold the device in both hands and use your thumbs. Roll and click the 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.

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![TRACKWHEEL]</td>
<td>Turning the power on</td>
</tr>
<tr>
<td></td>
<td>Click (press down) the trackwheel to</td>
</tr>
<tr>
<td></td>
<td>turn on the pager-sized handheld.</td>
</tr>
<tr>
<td>![SILVER key]</td>
<td>Turning the power on/off</td>
</tr>
<tr>
<td></td>
<td>• Press the silver key once to turn on the</td>
</tr>
<tr>
<td></td>
<td>palm-sized handheld.</td>
</tr>
<tr>
<td></td>
<td>• Press and hold the silver key to turn off</td>
</tr>
<tr>
<td></td>
<td>the handheld.</td>
</tr>
</tbody>
</table>
# Activating backlighting

- 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 20 seconds.)
- Press the ALT key three times to activate backlighting.

---

## 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.
Scrolling through special characters

- 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), equation symbols and other marks. When the desired character, symbol or mark appears, release the letter key.

Typing ALT characters

- The orange ALT key activates both the numeric and symbol characters, printed in orange 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.
### Getting to know your handheld — Handheld components

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
</table>
| ![ALT + ROLL](image) | **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.  
- In the palm-sized handheld Home screen, hold the ALT key while rolling the trackwheel to move the cursor vertically. |
| ![RIGHT SHIFT](image) | **Capitalizing alphabetic characters**  
- Press a SHIFT key once to capitalize the next character that you type.  
- Press and hold a 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 Screen/Keyboard screen.  

An ‘up arrow’ icon appears in the top right corner of your screen when a SHIFT key is activated. |
| ![LEFT SHIFT](image) | **Swapping options**  
- Press a SHIFT key once to swap the next character that you type.  
- Press and hold a SHIFT key while you type so that all letters are swapped.  
- Press and hold the letter to swap it. This feature only works when **Key Rate** is set to **Slow** or **Fast** in the Screen/Keyboard screen.  

An ‘up arrow’ icon appears in the top right corner of your screen when a SHIFT key is activated. |

---

*Installation and Getting Started Guide*
### Getting to know your handheld — Handheld components

#### Installation and Getting Started Guide

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
</table>
| ![CAP] + ![SCROLL] | Selecting multiple items in a list such as messages in the Messages screen and appointments in the Calendar screen  
  - Hold a **SHIFT** key while rolling the trackwheel in a screen that contains a list |

| ![KEYBOARD] + ![CAP] | Activating CAPs lock  
  - Press **ALT** + **RIGHT SHIFT** to activate caps lock mode. Any key that you press will be typed in upper case.  
  - Press a **SHIFT** key again to return to lower case mode.  
  
  An ‘up arrow’ icon appears in the top right corner of your screen when caps lock mode is active. |
### Typing the orange alt characters (activating NUM lock mode)

- For the pager-sized handheld, press `SHIFT + ALT` to activate num lock mode.
- For the palm-sized handheld, press `ALT + LEFT SHIFT (NUM)` to activate num lock mode.
- Press `SHIFT` or `ALT` again to return to regular mode.

An ‘N’ icon appears in the top right corner of your screen when num lock mode is activated.

### 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.
### Deleting previous characters

- Press the BACKSPACE key to move the cursor backwards and delete characters to the left of the cursor position.
- For the pager-sized handheld, press the BACKSPACE key to hide (close) a menu or cancel an action.
- For the pager-sized handheld, press the BACKSPACE key repeatedly to return to the Home screen from a non-editable screen.

### Deleting characters ahead of cursor; deleting messages

- Press ALT + BACKSPACE with one or more characters highlighted to delete those characters only.
- Press ALT + BACKSPACE in the Messages screen to delete the selected message. If you scroll to a date in the Messages screen and press ALT + BACKSPACE, a message appears asking if you wish to delete all messages prior to that date.
### 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 with one or more characters highlighted to delete those characters only.
- Press the DEL key in the Messages screen to delete the selected message. If you scroll to a date in the Messages screen and press DEL, a message appears asking if you wish to delete all messages prior to that date.

### Escaping from screens/menus

- Press the ESC key to hide (close) a menu.
- Press the ESC key repeatedly to return to the Home screen.
- Press the ESC key to cancel an action.

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="DEL key" /></td>
<td>Deleting characters ahead of cursor; deleting messages</td>
</tr>
<tr>
<td><img src="image" alt="ESCAPE key" /> (under trackwheel)</td>
<td>Escaping from screens/menus</td>
</tr>
</tbody>
</table>
Getting to know your handheld — Handheld components

As described in the key combinations chart, you can press **ALT + SPACE** to open the Select Symbol screen. The following characters are available for you to insert into your message:

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
</table>
| 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. |

**Symbols screen**

As described in the key combinations chart, you can press **ALT + SPACE** to open the Select Symbol screen, from which you can insert the symbol you need.

![Select Symbol](image)

*Installation and Getting Started Guide*
To select a symbol, either scroll to a symbol and click, or press the associated 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, setting tasks and appointments, viewing and editing contact information, customizing device options, and performing basic mathematical calculations. 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 by using the backlighting feature.

Activate the backlighting by pressing the ALT key three times. It will shut off automatically if you do not press any keys or use the trackwheel for 10 seconds.
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 20 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’s screen, scroll to an icon and click the trackwheel (or, press the underlined character in the function name).

Press BACKSPACE to return to the Home screen.

Press ESC to return to the Home screen.
Function menus

Menus provide a list of options for the current function. 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

<table>
<thead>
<tr>
<th>Address Book</th>
<th>Hide Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Address</td>
<td></td>
</tr>
<tr>
<td>View Address</td>
<td></td>
</tr>
<tr>
<td>Edit Address</td>
<td></td>
</tr>
<tr>
<td>Delete Address</td>
<td></td>
</tr>
<tr>
<td>Hide Menu</td>
<td></td>
</tr>
</tbody>
</table>

Address Book function menu

<table>
<thead>
<tr>
<th>Address Book</th>
<th>Hide Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td></td>
</tr>
<tr>
<td>Mary Smith</td>
<td></td>
</tr>
<tr>
<td>Jack Johnson</td>
<td></td>
</tr>
<tr>
<td>Bob Brown</td>
<td></td>
</tr>
<tr>
<td>Address Book</td>
<td>Hide Menu</td>
</tr>
<tr>
<td>New Address</td>
<td></td>
</tr>
<tr>
<td>View Address</td>
<td></td>
</tr>
<tr>
<td>Edit Address</td>
<td></td>
</tr>
<tr>
<td>Delete Address</td>
<td></td>
</tr>
<tr>
<td>Hide Menu</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Book</th>
<th>Hide Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Address</td>
<td></td>
</tr>
<tr>
<td>View Address</td>
<td></td>
</tr>
<tr>
<td>Edit Address</td>
<td></td>
</tr>
<tr>
<td>Delete Address</td>
<td></td>
</tr>
<tr>
<td>Hide Menu</td>
<td></td>
</tr>
</tbody>
</table>
Function icons

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td><strong>Messages</strong>&lt;br&gt;Receive, read, reply to, compose, forward, save, file, and delete messages.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td><strong>Compose</strong>&lt;br&gt;Type and send messages to Internet email addresses or directly through peer-to-peer (PIN) option.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td><strong>Saved Messages</strong>&lt;br&gt;Store important messages for future reference.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icon" /></td>
<td><strong>Search Messages</strong>&lt;br&gt;Locate messages in seconds with the powerful search tool.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Icon" /></td>
<td><strong>Address Book</strong>&lt;br&gt;Store your personal directory of contact information, such as multiple phone, fax numbers, and email addresses. Use the search function to locate a specific contact.</td>
</tr>
<tr>
<td><img src="image6.png" alt="Icon" /></td>
<td><strong>Calendar</strong>&lt;br&gt;Keep track of appointments using one of the four calendar views: Day, Week, Month, or Agenda.</td>
</tr>
</tbody>
</table>
### Icon

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td><strong>Tasks</strong> Add, edit, delete tasks and mark tasks as complete.</td>
</tr>
<tr>
<td>🕒</td>
<td><strong>Alarm</strong> Set the alarm on the handheld to sound on weekdays only or every day (including Saturday and Sunday).</td>
</tr>
<tr>
<td>📜</td>
<td><strong>MemoPad</strong> Compose, edit, and delete important notes and memos.</td>
</tr>
<tr>
<td>🔗</td>
<td><strong>Calculator</strong> Perform basic mathematical operations. With the palm-sized handheld, you can also perform measurement conversions.</td>
</tr>
<tr>
<td>🏞️</td>
<td><strong>Options</strong> Customize the way the handheld notifies you of messages; set the password; customize AutoText; set the date/time; program the automatic on/off feature.</td>
</tr>
<tr>
<td>🗝️</td>
<td><strong>Lock</strong> Lock the handheld with a password security screen so that only you can use it. This icon will only appear in the Home screen after you have set a password.</td>
</tr>
</tbody>
</table>
Getting to know your handheld — Handheld components

Handheld status icons

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Battery power indicator" /></td>
<td>Battery power indicator</td>
</tr>
<tr>
<td><img src="image2" alt="Coverage strength indicator" /></td>
<td>Coverage strength indicator</td>
</tr>
<tr>
<td><img src="image3" alt="Charging indicator" /></td>
<td>Charging indicator</td>
</tr>
</tbody>
</table>

---

Turn Wireless On/Turn Wireless Off

Turn off the handheld’s radio when it may interfere with other radio communications, such as during flight, or whenever you prefer not to receive email messages. You will not be able to send or receive messages until you turn the radio on again.

Power Off

Turn off the handheld when you wish to conserve battery power. All queued messages will be delivered to your handheld once you turn it back on.
These icons appear on the handheld’s LCD screen to indicate the status of pending, sent, and received messages.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✆</td>
<td>Data is being sent</td>
</tr>
<tr>
<td>✈</td>
<td>Data is being received</td>
</tr>
<tr>
<td>✹</td>
<td>ALT key mode is active</td>
</tr>
<tr>
<td>⇑</td>
<td>SHIFT key mode is active</td>
</tr>
<tr>
<td>✹</td>
<td>NUM lock mode is active</td>
</tr>
<tr>
<td>⏳</td>
<td>Unread messages waiting</td>
</tr>
</tbody>
</table>

**Message status icons**

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✆</td>
<td>Message is being sent</td>
</tr>
<tr>
<td>✆</td>
<td>Message has been sent out to the network</td>
</tr>
<tr>
<td>✆</td>
<td>Message sent to another handheld PIN number has been delivered</td>
</tr>
<tr>
<td>⏳</td>
<td>Message pending (will be sent later)</td>
</tr>
</tbody>
</table>
Navigational icons

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✍️</td>
<td>Composed message has been saved (not sent yet)</td>
</tr>
<tr>
<td>✕</td>
<td>Unread message transmission error</td>
</tr>
<tr>
<td>✕</td>
<td>Message returned, message transmission error</td>
</tr>
<tr>
<td>📩</td>
<td>New, unread message has been received</td>
</tr>
<tr>
<td>📩</td>
<td>Message has been read</td>
</tr>
<tr>
<td>📦</td>
<td>Message has been filed</td>
</tr>
<tr>
<td>⚠️</td>
<td>Importance level of message is high</td>
</tr>
</tbody>
</table>

Indicates the cursor position

You are at the bottom of a screen; scroll the trackwheel up 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 (based on how you’ve set it) stops 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. See page 40 for information on setting the notification options.

Cradle

The cradle provides a link between the handheld and your PC, so that you may use the desktop software provided with your package.

Serial port

The serial 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).
Battery compartment
The pager-sized handheld operates on one AA alkaline or NiMH battery housed in the battery compartment at the back of the handheld.

Charger
The palm-sized 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 palm-sized handheld is also used to recharge this cell.

Scrolling through options
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 settings on your handheld. These alternatives apply to all screens where you can change settings, such as in the Date/Time, New Appointment, or Daily Alarm screens.

- **Use the menu.** While in an option field, click to view the menu. 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 Options 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 time field, press the first number of the hour you want to specify.

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.

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 Y to select Yes in a pop-up dialog box.
- Press N to select No in a pop-up dialog box.
- 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 and hold a letter to capitalize it (must have 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 SPACE to scroll through field settings.
  - Press C or BACKSPACE to select Cancel in a pop-up dialog box.
  - Press C or ESC to select Cancel in a pop-up dialog box.
Using the desktop software

The “Getting started” chapter provided instructions to install 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, appointments, memos, and tasks between your handheld and PC. You can also backup 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, select Help to view procedures.

Backing up files from handheld to PC

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

Importing files from your PC to the handheld

You can import address book entries from your PC’s address book to your handheld. See the “Importing Address Book entries” online help topic for more information.
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 the previously saved files back to 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.

Loading handheld applications

Use the Application Loader tool to update the software on the handheld and add any new applications that might be available.

**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 page 72 for more information about Backup and Restore.
To add new software

1. Place your handheld in the cradle and connect it to your PC. In the Desktop Manager, double-click **Application Loader**. The Welcome to Application Loader window appears. (The handheld must be connected before you can load new software.)

2. Click **Next** to start the process of loading new software onto your handheld. An Initialization Progress dialog box appears on your PC to indicate that the Application Loader is connecting to your handheld and is reading your handheld’s configuration. At the same time, your handheld’s LCD will read *Loader activity*. Wait until initialization is complete and the dialog box disappears. The Optional Application Selection window appears, displaying the applications that you can choose to download to your handheld.

3. Select the check boxes next to the names of the applications you want to load and click **Next**. The Existing Data Preservation window appears.

   **WARNING** Any applications that do not have a check mark beside them will be erased from the handheld (even if they are currently loaded.)

4. In the **Application Data** section, select the check box if you want to delete the information on your handheld (including your messages and address book entries). If you select this check box, ensure that any important information is backed up first. In the **Applications** section, select the check box if you wish to erase the applications from your handheld before loading updated ones. You should select this option if you are loading applications after a failed load operation. Click **Next** to continue.
5. The Summary window appears, displaying the applications that will be downloaded to your handheld. Verify that the information is correct and click Finish.

6. The Load Progress dialog box appears and the new files are added to your handheld.

7. When loading is complete, the Loader dialog box will indicate whether loading was successful. If loading was not successful, make sure that your handheld is in the cradle and the cradle is connected to your PC properly. Then, repeat these steps. Click OK to return to the Desktop Manager.

**Note** After the loading process is complete, you will need to turn on your handheld’s radio to send and receive messages. In the Home screen, scroll to the TURN WIRELESS ON icon and click.

### Synchronizing email and PIM

Use the Intellisync tool to reconcile handheld and desktop email messages and to synchronize your handheld and desktop Personal Information Management (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.

In the Intellisync window, click **Auto start** to specify settings for automatic synchronization.
To configure 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.

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 will be able to 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. See the online “Handheld User’s Guide” for more information on the Message List Options.

**Microsoft Exchange**

If you set Microsoft Outlook to empty the Deleted Items folder on exit, choose to synchronize moves and deletes within folders (as set in the Configure email window), and set the handheld to delete messages from the handheld and desktop during email reconciliation, any messages that were deleted in Outlook will not be deleted from the handheld during the next email reconciliation. Since the Deleted Items folder was emptied on exit, the handheld will not be able to find the messages and will not recognize that they were marked for deletion.
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, Calendar, MemoPad, or Tasks) and click Choose. The Choose Translator window appears.

3. Select the PC program that you use (called the translator) that corresponds to the PIM application 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

Lotus Domino
The BlackBerry Enterprise Server integrates with the Lotus Domino Server to redirect email from your PC to your handheld, based on how you configure the settings in the Redirector Settings tool.

Microsoft Exchange
If you are running the Desktop Redirector, it will deliver email from your PC to the handheld, based on how you configure the settings in the Redirector Settings tool.

Whenever the Desktop Redirector is running, you can double-click the Desktop Redirector icon in the SysTray (the menu bar at the bottom of your window) to maximize the Redirector Status window, which displays the status of any email transactions between the handheld and your PC.

If your company uses the BlackBerry Enterprise Server to redirect email, the Desktop Redirector does not have to be running in order for your email to be redirected.

WARNING
If you’re using the Desktop Redirector, your computer must be on at all times with the Desktop Redirector running. If your computer is turned off, your email will not be redirected to the handheld. Closing the Redirector Status window will stop email redirection and the icon will no longer appear in the SysTray. If you accidentally close instead of minimize the window, open the program again for redirection to continue.

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 behavior 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 whenever a new key needs to be generated 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 account being used, folder redirection settings, and whether or not you want a copy of messages that are sent from your handheld saved on your desktop.

6. Once you have specified all of your email redirection settings, click **OK**.

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Installation and Getting Started Guide
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 met for this filter to apply, 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.

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

Note: Messages that you receive with Level 1 notification will appear in the Messages screen in bold text. If you set the Consider PIN Level 1 field to Yes in your notification options, PIN messages will also 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.
To rearrange the order of your filters, select the filter you would 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 only be forwarded to your handheld 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 update your handheld’s applications, backup and restore information, synchronize email and PIM, and redirect email.
Frequently asked questions

This chapter includes answers to some common questions about the handheld. See the desktop software’s online help for detailed lists of answers to FAQs about the handheld and the desktop software.

Alarm

Why is my alarm not sounding when I’ve set the time?

Ensure that you have enabled the alarm by setting the Alarm On/Off field to On. When the alarm is set, a bell icon appears on the Home screen. See the online “Handheld User Guide” for information on setting this field.

Battery

What should I do when I see the message “Battery too low for handheld usage”?

Replace the handheld’s AA alkaline battery with a fresh battery or recharge the NiMH rechargeable battery. See page 23 for information on inserting the battery and charging the NiMH battery.
Recharge the handheld’s battery. See page 27 for information on using and charging the battery. The handheld can be kept at a full charge by simply “topping up” the battery every day for 10-15 minutes. From an empty battery, a full charge can be achieved in approximately 3 hours. It is not necessary to completely drain the battery before recharging.

**Why is my battery running down quickly?**

There are several reasons why your battery may run down quickly. Following these suggestions will help extend battery life:

- Use vibrate notification because it requires less power than tone notification. See the online “Handheld User’s Guide” for detailed information on the notification options.
- Limit sending long messages.
- Limit use of the backlighting feature.
- Set filter rules in the desktop software’s Redirector Settings tool to specify which messages should be forwarded to your handheld. See the “Redirector Settings online help” for detailed information.
- If you are sending the same message to more than one person, use multiple recipients in one message rather than transmitting the same message more than once. See the online “Handheld User’s Guide” for information on composing a message to multiple recipients.
- Turn off your handheld’s radio when you are not reading mail or when receiving your mail is not urgent.
What should I do if my handheld does not turn on?

Make sure the AA or NiMH battery is properly installed or try inserting a new battery. You may have to leave the handheld turned off for 6-8 hours for the AA battery to charge the internal lithium cell. See page 23 for information on inserting the battery.

- If the handheld will not turn on after replacing the battery, reset the handheld. See page 93 for information on resetting the handheld.

Recharge the handheld’s battery. See page 27 for information on using and charging the battery.

- If the handheld will not turn on after recharging the battery, reset the handheld. See page 93 for information on resetting the handheld.

Storage

What should I do if I won’t be using my handheld for a short period of time?

If you expect that you will not be using your handheld for a short period of time (two weeks or less) you should turn off the handheld. In the Home screen, scroll to the **POWER OFF** icon and click.

To turn the pager-sized handheld on again, click the trackwheel.

To turn the palm-sized handheld on again, press the silver key.
What should I do if I won’t be using my handheld for a longer period of time?

Before storing your handheld for an extended period of time, you should save information on the handheld to your PC using the desktop software’s Backup and Restore tool.

- If you expect that you will not be using your pagersized handheld for many weeks or months, remove the battery.

- If you expect that you will not be using your palmsized handheld for many weeks or months, put the handheld into storage mode. In the Device Options screen, scroll to Storage Mode and click. Click Yes in the two dialog boxes that follow.

The handheld shuts down, and after approximately 24 hours enters a special storage state. You should store the handheld in a cool, dry place. When you press any keys or click the trackwheel while the handheld is in this state, it will not respond.

- To reactivate the handheld, install a new AA alkaline battery (a used alkaline battery may not be powerful enough to reactivate the handheld). If you are using a rechargeable NiMH battery, place the handheld in the charging cradle to complete a full charging cycle. Once a new battery is installed or an NiMH is recharged, the handheld should turn on and read Initializing.

- To reactivate the handheld, insert the handheld into the charging cradle, (as you did when you first received your handheld), and recharge the battery. The handheld should turn on and read Initializing.
All of your stored addresses and messages will be preserved while the handheld is turned off. However, the handheld will no longer have the correct date and time or encryption key. To reset the date and time, follow the instructions on page 40 of this guide, or to update this information automatically, synchronize the handheld with the desktop software’s Intellisync tool. You can generate a new encryption key in the Security tab of the desktop software’s Redirector Settings tool.

| Note | If you do not reset the date and time, messages will arrive with the date of January 1 and will be placed at the bottom of your Messages screen. |

### Home screen

**How can I return to the Home screen?**

The screen that displays the functions list and the date and time is called the Home screen.

- Press the **BACKSPACE** key repeatedly until you return to the Home screen.

- Press the **ESC** key repeatedly until you return to the Home screen.

You can also select Close from an application’s menu or, in the Device Options screen, scroll to [Return to Home Screen] and click.
LCD screen

What can I do if my LCD screen seems faint?

- In **Options>Screen/Keyboard**, scroll to the **Screen Contrast** field. Press and hold the **ALT** key while rolling the trackwheel to select a different contrast. Once you have set the field to your preference, click the trackwheel to view the menu. Scroll to **Save Options** and click.

  - Activate backlighting by pressing the **ALT** key three times. The backlighting will turn off after 10 seconds if you have not pressed a key or the trackwheel.

  - While the handheld is on, press the silver key once to activate backlighting. The backlighting will turn off after 20 seconds if you have not pressed a key or the trackwheel. You can manually turn off the backlighting by pressing the silver key again.

Messages

Why did I have two messages on my handheld before I turned on the radio?

- These messages are pre-loaded on the handheld and contain information to help you learn about the handheld when you first receive it.

Why are my messages not being sent out?

A clock icon beside a message in the Messages screen indicates that the message is pending and has not been sent.

- Check that the handheld’s radio has been turned on (select the **TURN WIRELESS ON** icon), and check that you are within range of network coverage (check the coverage indicator in the Home screen).
Check the Network Settings screen to ensure that your handheld has been activated on the network.

You can try resending your message. As long as there is a clock icon beside the message when you resend it, another attempt is made to transmit the original message. A copy is not sent. See the online “Handheld User Guide” for detailed information on how to resend messages.

Why am I not receiving all my messages?
If you are not receiving some messages to your handheld, check if any of the following situations apply.

Microsoft Exchange

Is your PC turned on? If you are using the Desktop Redirector to forward your email, your desktop computer must be on any time you want to receive messages on your handheld. If your company is using the BlackBerry Enterprise Server to forward your email, you do not need to leave your PC turned on.

Is your handheld in the cradle and connected to your PC? By default, if the handheld is in the cradle, you will not receive any messages on your handheld while the desktop software is running. Take the handheld out of the cradle to find out if the messages are being forwarded properly.

Do you have message forwarding enabled? Check the General tab settings and ensure that the Forward messages to my handheld check box is selected.

Have you set folder redirection? Check the Advanced tab settings and ensure that you have selected the proper folders from which each email should be redirected.

Have you set filter rules? Check the filters in the Redirector Settings tool of the desktop software to make sure the messages you want to receive are being forwarded. See the “Redirector Settings online help” for more information.
• Have you set the filter order correctly? The order that the filters appear in your list reflects the order that they will be applied to new messages. You should check to see if one of your filters is preventing desired messages from being redirected to the handheld.

• Have you opened the message on your desktop? There are certain cases where messages may not be forwarded to your handheld if they have already been read on your desktop before being processed by the BlackBerry Enterprise Server. If you are in an area of low coverage and you read a message on your desktop, the BlackBerry Enterprise Server may not recognize the message as unread. Therefore it will not be forwarded to your handheld.

What should I do if a message is returned?
A returned message will have an ‘x’ beside it in the Messages screen.

• Open the message and scroll to the top. The Message Status field indicates why the message was returned. Follow the instructions given there.

Microsoft Exchange See the “Desktop Redirector online help” for more information and a list of possible error messages.

I am not being notified when new messages arrive, even though I have set the handheld to notify me.

• Ensure that the volume setting of the notification options is set to either Low, Medium, High, or Escalating, rather than Mute. With the volume set to Mute, the tone will not sound when new messages arrive.
- Ensure that the **Level 1 Only** setting in your notification options is set to **No**. When this field is set to **Yes**, you will only be notified of level 1 messages, rather than all messages. See the online “Handheld User Guide” for more information on the notification options.

- In the Notify screen, set the **Repeat Notification** field to **Low, Medium, High**, (or **LED Only** for the palm-sized handheld) so that you are reminded of unread messages on your handheld.

**Are there any pre-defined responses that can be used when replying to messages from the handheld?**

You can compose a message that contains a list of responses from which another handheld user can choose when replying to your message.

1. In the Home screen, scroll to the **COMPOSE** icon and click. The To: screen appears.

2. While composing a message, type a question in the message body that requires a response, then press **ENTER**. Type **Responses:** (make sure to include the colon), then press **ENTER** to move to the next line. Create your list of responses, pressing **ENTER** after each response option.

3. When you have finished composing your list of responses, press **ENTER** again to insert a blank line after the last response.

4. Click the trackwheel to view the menu. Scroll to **Send Message** and click.

**How do I respond to a message which contains a list of responses?**

When you receive a message containing a list of responses, you can choose one of the responses as your reply message.
1. In the Home screen, scroll to the **MESSAGES** icon and click. The Messages screen appears.

2. Scroll to the new message and click. The message contains a question that requires a response. Click the trackwheel to view the menu.

3. Scroll to **Reply to Message** and click. A dialog box appears with a list of responses for you to choose from.

4. Scroll to the desired response and click. A dialog box appears, in which you can add any additional comments. Click again to send the response.

You return to the Messages screen and you can see that your reply has been sent.

**Punctuation**

*Where can I find the period (.) and other punctuation marks on my keyboard?*

- The quickest way to type a period (.) is to press the **SPACE** key twice at the end of a sentence. The next letter is capitalized automatically.

- Press the **ALT** key and an associated character key at the same time to insert common punctuation marks. You will see the punctuation mark printed in orange above the primary key on the keyboard. See page 51 for information on the **ALT** key and other key functions.

- Other punctuation marks are included in the symbols library which you can open by pressing **ALT + SPACE**. See page 51 for information on how to insert a symbol.
You can also insert international characters, equation symbols and other marks into your messages. When composing a message or entering text, press and hold a letter key while rolling the trackwheel to scroll through. When the desired character, equation symbol or mark appears, release the letter key.

**Resetting the handheld**

On rare occasions, the handheld may report an internal handheld error message, instructing you to press R to reset. Doing so will return the handheld to normal operation after a few minutes. Try sending yourself a message and check that all the information has been properly restored in the Status screen.

There is also a reset hole located on the back of the handheld. Normally, you would not need to use this method of reset. However, if the handheld ‘locks up’ (no longer responds when you press keys or use the trackwheel) you can use this method to reset the handheld. One end of a paper clip can be inserted into this hole to press the reset button, restarting and restoring the handheld to normal operation.

![For the pager-sized handheld, the reset hole is located below the bottom label on the back of the handheld.](image1)

![For the palm-sized handheld, the reset hole is located in the information label on the back of the handheld.](image2)

**Note** You can also reset the handheld by simultaneously pressing the ALT + SHIFT + BACKSPACE keys.
Messages and other information stored on the handheld will not be lost. If you were in the process of composing a message, however, the message will be lost.

If you reset your handheld, you will not lose connection with your PC. After you reset your handheld, synchronize with the desktop software to ensure that all information has been restored. See the “Desktop Manager online help” for more information.
Specifications

**RIM 850 Wireless Handheld**

**Mechanical Properties**

- **Weight:** 4.1oz (115g) (without AA battery)
- **Size (LXWXH):** 3.5”X2.5”X0.89” landscape, (0.94 at battery compartment)
- **Memory:** R850-4 - 4 MB Flash memory, 512 kB RAM

**Display and control features**

- **Display:** Full graphic LCD and backlighting; 132 x 65 pixels, and 8 line by ~25 character text/graphics display
- **Controls:** Trackwheel for scrolling and selecting menus; 31-key QWERTY-style keyboard
- **Message Notification:** Audible beeper and mechanical vibrator; user-configurable alert options
Other features: Real-time clock; audible alarm; AutoText and Address Book updates

Ports: RS-232 compatible serial port at operating speeds up to 115 200 baud

- Input voltage from 5V p-p to +/- 30 V
- Maximum data rate 115 200 baud
- Port impedance 5kΩ nominal input, 300Ω minimum impedance output

Power

Battery: One AA alkaline cell and one internal, rechargeable Lithium Ion cell

Power Supply: Internal, rechargeable Lithium Ion cell

Temperature

Operating: -10°C to +60°C

Storage: 10°C to +30°C — Keep the handheld under these conditions. Storage in high temperatures can damage the internal lithium cell. If you plan to store the handheld for a long period of time, contact RIM for guidance.

Relative Humidity: 5-95% Non-condensing
Radio specifications

Network Support: 800 MHz DataTAC networks
Interface Protocols: MDC4800 v3.2/3.3, RD-LAP v3.2/3.3

Frequency

Transmitting: 806 to 825 MHz, 12.5 kHz Channels
Receiving: 851 to 870 MHz, 12.5 kHz Channels

Regulatory compliance

Handheld complies with:
FCC Part 15 Class B, Part 90
Industry Canada RSS 119

Charging cradle complies with:
FCC Part 15 Class B Declaration of Conformity (DoC)

RIM 857 Wireless Handheld

Mechanical Properties

Weight: Approx. 5oz
Size (LXWXH): 4.6”X3.1”X0.70”
Memory: 5 MB Flash memory
0.5 MB SRAM
### Display and control features

<table>
<thead>
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<th>Feature</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Display</strong></td>
<td>Full graphic LCD with backlighting, 160 x 160 pixel viewing area</td>
</tr>
<tr>
<td><strong>Controls</strong></td>
<td>Thumb-operated trackwheel; PC-style keyboard</td>
</tr>
<tr>
<td><strong>Message Notification</strong></td>
<td>Red LED indicator; audible beeper; mechanical vibrator, on-screen notification; configurable by user</td>
</tr>
<tr>
<td><strong>Other features</strong></td>
<td>Real-time clock; audible alarm; AutoText and Address Book updates</td>
</tr>
<tr>
<td><strong>Ports</strong></td>
<td>RS-232 compatible serial port at operating speeds up to 115 200 baud</td>
</tr>
</tbody>
</table>

### Power

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Battery</strong></td>
<td>Internal lithium cell</td>
</tr>
</tbody>
</table>

### Temperature

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating</strong></td>
<td>0°C to +50°C</td>
</tr>
<tr>
<td><strong>Storage</strong></td>
<td>10°C to +30°C — Keep the handheld under these conditions. Storage in high temperatures can damage the internal lithium cell. If you plan to store the handheld for a long period of time, contact RIM for guidance.</td>
</tr>
<tr>
<td><strong>Relative Humidity</strong></td>
<td>5-95% Non-condensing</td>
</tr>
</tbody>
</table>
### Radio specifications

| Support | 800 MHz DataTAC networks |
| Interface Protocols: | MDC4800 v3.2/3.3, RD-LAP v3.2/3.3 |

### Frequency

| Transmitting: | 806 to 825, 12.5 kHz Channels |
| Receiving: | 851 to 870 MHz, 12.5 kHz Channels |

### Regulatory compliance

| Handheld Complies with: | FCC Part 15 Class B, and Part 90 |
| Charging cradle Complies with: | Industry Canada RSS 119 |
| Charging cradle Complies with: | FCC Part 15, Class B Declaration of Conformity (DoC) |
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rental, lease or other means of acquiring the BlackBerry Solution, or
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external battery or any other accessory or peripheral equipment.
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