



User Guide

BlackBerry Bold 9000 Smartphone

Version: 4.6

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Shortcuts

BlackBerry basics shortcuts

- To move the cursor, roll the trackball.
- To move back a screen, press the **Escape** key.
- To move to a list item or menu item, type the first letter of the item.
- To select or clear a check box, press the **Space** key.
- To view available values in a field, press the **Alt** key.
- To switch applications, hold the **Alt** key and press the **Escape** key. Continue to hold the **Alt** key and highlight an application. Release the **Alt** key.
- To return to the Home screen or application list, press the **End** key.
- To switch between the active notification profile and the Vibrate notification profile, hold the **Q** key.
- To delete a highlighted item, press the **Backspace/Delete** key.

Phone shortcuts

- To answer a call, press the **Send** key.
- To check your voice mail, hold **1**.
- To send an incoming call to voice mail when your device is inserted in a holster, hold the **Volume Down** key.
- To view your contact list in the phone application, hold the **Send** key.
- To set up speed dial for a contact, on the Home screen or in the phone application, hold a key.
- To add an extension to a phone number, press the **Alt** key and the **X** key. Type the extension number.
- To type a letter in a phone number field, press the **Alt** key and the letter key.
- To insert a plus sign (+) when typing a phone number, press the **O** key.
- To turn on the speakerphone during a call, press the **Speakerphone** key. To turn off the speakerphone during a call, press the **Speakerphone** key again.
- To switch the audio path to wired headphones during a call, press the **Speakerphone** key. To switch back to the previous audio path, press the **Speakerphone** key again.
- To switch phone numbers, in the phone application, click your active phone number. Click a phone number.

Message shortcuts

In a message

- To reply to a message, press **R**.
- To reply to all in an email message or a PIN message, press **L**.
- To forward a message, press **F**.
- To file a highlighted email message, press **I**.
- To view the email address of a contact, highlight the contact in an email message. Press **Q**. To view the display name, press **Q** again.

- To move to the last cursor position after you close and reopen a received email message or PIN message, press **G**.

In a message list

- To open a highlighted message, press the **Enter** key.
- To compose a message from a message list, press **C**.
- To mark a message as opened or unopened, press the **Alt** key and **U**.
- To view received messages, press the **Alt** key and **I**.
- To view sent messages, press the **Alt** key and **O**.
- To view voice mail messages, press the **Alt** key and **V**.
- To view SMS text messages, press the **Alt** key and **S**.
- To view call logs, press the **Alt** key and **P**.
- To view all your messages, press the **Escape** key.

Move around a message list

- To move up a screen, press the **Shift** key and the **Space** key.
- To move down a screen, press the **Space** key.
- To move to the top of a message list, press **T**.
- To move to the bottom of a message list, press **B**.
- To move to the next date, press **N**.
- To move to the previous date, press **P**.
- To move to the next unopened item, press **U**.
- To move to the next related message, press **J**.
- To move to the previous related message, press **K**.

Attachment shortcuts

- To search for text in an attachment, press **F**.
- To move to the last cursor position after closing and reopening an attachment, press **G**.

In a spreadsheet

- To move to a specific cell, press **G**.
- To view the content of a cell, press the **Space** key.
- To switch worksheets, press **V**. Highlight a worksheet. Press the **Enter** key.
- To view hidden columns or rows, press **H**. To hide the columns or rows, press **H**.

In a presentation

- To switch presentation views, press **M**.
- To move to the next slide when viewing a presentation in slide view, press **N**.
- To move to the previous slide when viewing a presentation in slide view, press **P**.
- To move to the last cursor position after closing and reopening a presentation attachment that you were viewing in text view or in text and slide view, press **G**.

Camera and video camera shortcuts

- To zoom in to a subject before taking a picture, press the **Volume Up** key.
- To zoom out from a subject before taking a picture, press the **Volume Down** key.
- To take a picture, press the **Right Convenience** key.
- To pan up in a picture, press **2**.
- To pan down in a picture, press **8**.
- To pan right in a picture, press **6**.
- To pan left in a picture, press **4**.
- To return to the center of a picture, press **5**.
- To zoom in to a picture, press **3**.
- To zoom out from a picture, press **9**.
- To zoom in as much as possible to a picture, press **1**.
- To zoom out from a picture as much as possible, press **7**.
- To change the size of the viewfinder for a picture, press the **Symbol** key.
- To change the flash mode for a picture or to turn on low-light mode for a video, press the **Space** key.

Media shortcuts

- To pause a song or video, press the **Mute** key. To resume playing a video or song, press the **Mute** key.
- To move to the controls at the bottom of the screen when you are viewing a list of songs, press the **Space** key.
- To play the next song in a category, press **N**.
- To play the previous song in a category, press **P**.
- To play the next song in a playlist, press and hold the **Volume Down** key.
- To play the previous song in a playlist, press and hold the **Volume Up** key.
- To amplify the volume for songs, ring tones, and videos, press the **Volume Up** key until you reach the highest volume setting. Press the **Volume Up** key four times quickly.
- To rotate a picture, press **L**.
- To zoom in to a picture, press **3**. To zoom to the original picture size, press **7**.
- To zoom out from a picture, press **9**. To zoom to the original picture size, press **7**.
- To fit a picture to the screen size, press **1**.

Browser shortcuts

- To insert a period (.) in the web address field, press the **Space** key.
- To insert a slash mark (/) in the web address field, press the **Shift** key and the **Space** key.
- To stop loading a web page, press the **Escape** key.
- To close the browser, hold the **Escape** key.

On a web page

- To switch between Column view and Page view, press **Z**.
- To zoom in to a web page, press **I**.
- To zoom out from a web page, press **O**.
- To move to a specific web page, press **G**.
- To return to the home page, press **H**.
- To turn on support for JavaScript, press **J**.
- To open the bookmark list, press **K**.
- To add a bookmark, press **A**.
- To view a list of web pages that you have visited recently, press **Y**.
- To refresh a web page, press **R**.
- To view the web page address for a link, highlight a link. Press **L**.
- To view the web page address for a web page, press **P**.
- To follow a link, highlight or pause on the link. Press the **Enter** key.
- To hide the banner, press **U**. To view the banner, press **U**.
- To open the browser options, in the browser, press **S**.

Navigate a web page

- To move up a screen, press the **Shift** key and the **Space** key.
- To move down a screen, press the **Space** key.
- To move to the top of a web page, press **T**.
- To move to the bottom of a web page, press **B**.

Calendar shortcuts

For shortcuts to work in Day view, in the general calendar options, change the **Enable Quick Entry** field to **No**.

- To schedule an appointment, press **C**.
- To change to Agenda view, press **A**.
- To change to Day view, press **D**.
- To change to Week view, press **W**.
- To change to Month view, press **M**.
- To move to the next day, week, or month, press the **Space** key.
- To move to the previous day, week, or month, press the **Shift** key and the **Space** key.
- To move to the current date, press **T**.
- To move to a specific date, press **G**.

Typing shortcuts

- To insert a period, press the **Space** key twice. The next letter is capitalized.
- To capitalize a letter, hold the letter key until the capitalized letter appears.
- To type the alternate character on a key, press the **Alt** key and the character key.

- To type an accented or special character, hold the letter key and roll the trackball to the left or right. For example, to type ü, hold **U** and roll the trackball to the left until ü appears. Release the letter key when the accented or special character appears.
- To type a number in a number field, press a number key. You do not need to press the **Alt** key.
- To type a number in a text field, hold the **Alt** key and press the number key.
- To turn on NUM lock, press the **Alt** key and the **Left Shift** key. To turn off NUM lock, press the **Shift** key.
- To turn on CAP lock, press the **Alt** key and the **Right Shift** key. To turn off CAP lock, press the **Shift** key.

Insert symbols

- To insert an at sign (@) or a period (.) in an email address field, press the **Space** key.
- To type a symbol, press the **Symbol** key. Type the letter that appears below the symbol.

Work with text

- To highlight a line of text, press the **Shift** key and roll the trackball up or down.
- To highlight text character by character, hold the **Shift** key and roll the trackball left or right.
- To cancel a text selection, press the **Escape** key.
- To cut highlighted text when typing, press the **Shift** key and the **Backspace/Delete** key.
- To copy highlighted text when typing, press the **Alt** key and click the trackball.
- To paste highlighted text when typing, press the **Shift** key and click the trackball.

Search shortcuts

- To search for a contact in a list of contacts, type the contact name or initials separated by a space.
- To search for text in a message, press **S**.
- To search for text in an attachment or on a web page, press **F**.
- To search for text in a presentation attachment, you must view the presentation in text view or in text and slide view. Press **F**.

Map shortcuts

- To zoom in to a map, press **I**.
- To zoom out from a map, press **O**.
- To move to the next direction on a route, press **N**.
- To move to the previous direction on a route, press **P**.
- To view status information at the top of a map, press **U**. To hide status information at the top of a map, press **U** again.
- To view tracking information at the bottom of a map while you are tracking your movement, press the **Space** key. To hide tracking information at the bottom of a map, press the **Space** key again.


Phone

Phone basics

Find your phone number

In the phone application, your phone number appears at the top of the screen. If you have more than one phone number associated with your BlackBerry® device, only your active phone number appears at the top of the screen.

Make a call

1. On the Home screen or in the phone application, perform one of the following actions:
 - Type a phone number.
 - Type part of a contact name. Highlight a contact or phone number.
2. Press the  key.

To end the call, press the  key.

Related topics

[Add a pause or a wait to a phone number, 123](#)

Answer a second call

1. Press the **Menu** key.
2. Perform one of the following actions:
 - To answer the incoming call and place the current call on hold, click **Answer - Hold Current**.
 - To answer the incoming call and end the current call, click **Answer - Drop Current**. Depending on your wireless service provider and the wireless network that your BlackBerry® device is connected to, this feature might not be supported.

To return to the first call, press the **Menu** key. Click **Swap** or **Flash**.

Mute a call

During a call, press the **Mute** key.

To turn off mute, press the **Mute** key again.

Place a call on hold

Depending on your wireless service provider and the wireless network that your BlackBerry® device is connected to, this feature might not be supported.

1. During a call, press the **Menu** key.
2. Click **Hold**.

To resume a call, press the **Menu** key. Click **Resume**.

Turn on the speakerphone

During a call, press the **Speakerphone** key.

Do not hold the BlackBerry® device near your ear while you use the speakerphone. Hearing damage can occur. For more information, see the safety and product information booklet for your device.

To turn off the speakerphone, press the **Speakerphone** key again.

Related topics

[Bluetooth technology, 181](#)

Dial an extension

1. Press the **X** key.
2. Type the extension number.

Dial using numbers or letters

When you type a letter in a phone number, your BlackBerry® device dials the number that is associated with the letter on a conventional phone keypad.

- To type a number, press a number key.
- To type a letter, hold the **Alt** key. Press the letter key.

Switch applications during a call

1. During a call, press the **Menu** key.
2. Click **Home Screen**.

Note: If you switch to a different application and you want to end the call, press the **End** key.

Make a call when the device is locked

To perform this task, you must turn on dialing from the Lock screen.

1. On the Lock screen, press the **Menu** key.
2. Click **Place Call**.
3. Perform one of the following actions:
 - Type a phone number.
 - Type part of a contact name. Click a contact or phone number.
4. Press the **Send** key.

To end the call, press the **End** key.

Related topics

[Turn on dialing from the Lock screen, 31](#)

About using a headset

You can purchase an optional headset to use with your BlackBerry® device.

If you use a headset, you can use a headset button to answer or end a call, or turn on or turn off mute during a call. You can also use a headset button to make a call using a voice command.

Depending on your headset, you might also be able to use a headset button to pause, resume, skip, or adjust the volume of a song or a video in the media application.

For more information about using the headset, see the documentation that came with your headset.

Emergency calls

About emergency calls

Your BlackBerry® device is designed to make emergency calls even when it is locked or the SIM card is not inserted. If the connection to the wireless network is turned off when you initiate an emergency call, your device is designed to connect to the wireless network automatically. If you are outside of a wireless coverage area and the SOS wireless coverage indicator appears, you can only call emergency numbers.

You can only make emergency calls by typing official emergency access numbers (for example, 911 in North America or 112 in countries that are part of the European Union).

Make an emergency call

Perform one of the following actions:

- If your keyboard or BlackBerry® device is unlocked, in the phone application, type the emergency number. Press the **Send** key.
- If your keyboard or device is locked, press the **Menu** key. Click **Emergency Call**. Click **Yes**.

Volume

Adjust the volume

- To increase the volume, press the **Volume Up** key.
- To decrease the volume, press the **Volume Down** key.

Change the default volume for calls

You can increase or decrease the default volume for calls. The higher the volume percentage, the louder the volume.

1. In the phone application, press the **Menu** key.
2. Click **Options**.
3. Click **General Options**.

