



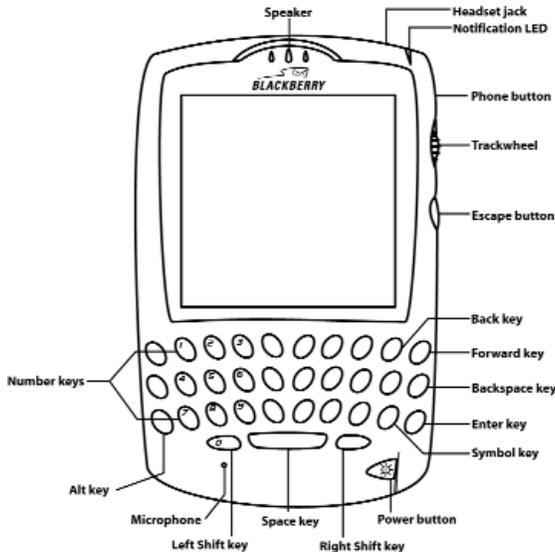
# Handheld Quick Reference Guide

## BlackBerry 6710™ and BlackBerry 6720™

Refer to your *Getting Started Guide* and *Handheld User Guide* for more detailed information about your handheld.

### Using the keyboard and trackwheel

The handheld includes a keyboard and a trackwheel. The trackwheel helps you navigate, view, and select items on each screen. To scroll through menu items or text, roll the trackwheel. To select functions and menu options, click (press) the trackwheel.



### Inserting the SIM card

Your Subscriber Identity Module (SIM) card stores information about your service plan. You must insert the SIM card into your handheld before you can send and receive messages, place and answer phone calls, or browse web pages. The SIM card fits into a card holder that is under the battery. Refer to the *Getting Started Guide* for more information on inserting the SIM card.

### Inserting the battery

**Warning:** Use only the battery that Research In Motion® specifies for use with your BlackBerry 6710 Wireless Handheld or your BlackBerry 6720 Wireless Handheld. The use of another battery might present a risk of fire or explosion, or

Before you insert the battery, verify that the SIM card holder is locked into place. Insert the battery so that its metal connectors align with the connectors in the handheld. Refer to the *Getting Started Guide* for more information on inserting the battery.

### Charging your handheld

**Warning:** When you connect your handheld to your computer, use only the cradle provided by Research In Motion® for use with your handheld.

Your handheld is powered by an external, rechargeable battery.

#### To connect the cradle to your computer

1. Connect the power adapter to the cradle's serial port connector.
2. Plug the cradle cable into an available COM port on your computer.
3. Slide the appropriate attachment piece into the power adapter.
4. Plug the power adapter cord into an electrical outlet.

#### To charge your handheld

1. Insert your handheld into the cradle by aligning the connector port on the bottom edge of your handheld with the connector prongs of the cradle. Press your handheld firmly into place.
2. Let your handheld charge to full battery power before you use it.

When your handheld is charging, the battery power indicator (in the upper right corner of the Home screen) changes to a charging indicator. After your handheld is fully charged, the battery power indicator replaces the charging indicator.

### Installing the desktop software

You must install the desktop software to use the desktop software tools. You must install handheld applications to update your handheld software. Refer to the *Getting Started Guide* for more information on installing the desktop software and handheld applications.

### Turning on and turning off your handheld

To turn on your handheld, press the **Power** button. The Home screen appears. To turn off your handheld, hold the **Power** button. You can also click the **Turn Power Off** icon on the Home screen.

### Turning on and turning off your radio

When you first receive your handheld, the wireless radio might be turned off. On the Home screen, click the **Turn Wireless On** icon. The **Turn Wireless On** icon is an antenna, but when you click the icon, the application name changes to **Turn Wireless Off** and the icon changes to an airplane. To turn off the radio, click the **Turn Wireless Off** icon. The airplane icon is a reminder to turn off your handheld radio when you are on an airplane, in a hospital, or in any place in which your handheld might interfere with other radio transmissions and frequencies.

### Setting the date and time

1. On the Home screen, click the **Options** icon. The Options screen appears.
2. Click **Date/Time**. The Date/Time screen appears.
3. In the field that you want to set, press the **Space** key until the preferred option appears.
4. Click the trackwheel to view the menu. Click **Save**.

### Enabling a password



**Warning:** If the password that you set is typed incorrectly ten times, all information is erased from your handheld for security reasons. Refer to the *Desktop Software Online Help* for information on reloading your handheld applications.

1. On the Home screen, click the **Options** icon. The Device Options screen appears.
  2. Click **Security**. The Security screen appears.
  3. In the **Password** field, press the **Space** key.
  4. In the **Security Timeout** field, set how much idle time should pass before the Lock screen appears. Press the **Space** key until the preferred option appears.
  5. Click the trackwheel to view the menu. Click **Save**.
  6. Type a password of at least four characters. Click the trackwheel.
  7. Type your new password again to verify it. Click the trackwheel.
- The Options screen appears and your password is enabled.

### Sending messages

After you activate your handheld, you can send and receive email, peer-to-peer (PIN) messages, and Short Message Service (SMS) messages. Refer to the *Getting Started Guide* for more information on sending messages.

#### To send an email or PIN message

1. On the Home screen, click the **Compose** icon. The To screen appears.
2. Select **[Use Once]**. Click the trackwheel to view the menu.
3. Click a send method (email or PIN). Type an email address or PIN.
4. In the **Subject** field, type a subject and press the **Enter** key.



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1. Type your message.
2. Click the trackwheel to view the menu. Click **Send**.

### To send an SMS message

1. On the Home screen, click the **Compose** icon. The To screen appears.
2. Select **[Use Once]**. Click the trackwheel to view the menu. Click **SMS**.
3. Type your message. As you type, the number of characters that you have typed appears in the upper right corner of the screen. SMS messages are limited to 160 characters.
4. Click the trackwheel to view the menu, and then click **Send**.

### Enabling wireless email reconciliation

You can use wireless email reconciliation to reconcile email messages between your desktop email program and your handheld.

**!** **Note:** To use wireless email reconciliation, one of the following requirements must be met:

- If you use an enterprise email account, your handheld must be enabled for wireless email reconciliation on a BlackBerry Enterprise Server version 3.6 or later for Microsoft Exchange or version 2.2 or later for Lotus Domino.
- If you use the BlackBerry Web Client, your service provider must enable your handheld for wireless email reconciliation.

Contact your system administrator or service provider for more information on whether you can use wireless email reconciliation.

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Click the trackwheel to view the menu. Click **Options**. The Message List Options screen appears.
3. In the **Wireless Reconcile** field, press the **Space** key until **On** appears.
4. In the **Conflicts** field, set which location should dominate if a message is moved or deleted from both your handheld and your desktop. Press the **Space** key until the preferred option appears.
5. Click the trackwheel to view the menu. Click **Save**.

Your messages are filed or deleted over the wireless network.

### Viewing attachments

The attachment service enables you to open file attachments that you receive with your messages. You can open attachments with the .doc, .xls, .ppt, .pdf, .wpd, and .txt file extensions.

**!** **Note:** To use the attachment service, you must use an enterprise email account and your handheld must be enabled on a BlackBerry Enterprise Server version 3.6 or later for Microsoft Exchange or on a BlackBerry Enterprise Server version 2.1 Service Pack 1 or later for Lotus Domino.

1. On the Home screen, click the **Messages** icon. The Messages screen appears.
2. Open the message that contains the attachment that you want to open.
3. Click the trackwheel to view the menu. Click **Open Attachment**. The Attachments screen lists the names of the attached files.
4. Under the name of the attachment that you want to view, click **Full Content**.
5. Click the trackwheel to view the menu. Click **Retrieve**.

The content of the attachment appears.

### Searching messages and phone call logs

1. On the **Home** screen, click the **Search Messages** icon. The Search screen appears.

2. In the **Name** field, type a name, email address, PIN, or phone number.
3. In the **In** field, press the **Space** key to select the field in which the text you typed in the **Name** field should appear.
4. In the **Subject** field, type the keywords that you want to find. After you set the terms of your search, click the trackwheel to view the menu. Click **Search**.

### Adding a contact to the Address Book

1. On the Home screen, click the **Address Book** icon. The Find screen appears.
2. Click the trackwheel to view the menu. Click **New Address**. The New Address screen appears.
3. Type your contact information.
4. Click the trackwheel to view the menu. Click **Save**.

### Adding appointments to the Calendar

**!** **Note:** On the Calendar Options screen, verify that the **Enable Quick Entry** field is set to **Yes** before you complete this procedure.

1. On the Home screen, click the **Calendar** icon. The Calendar screen appears.
2. Verify that you are in Day view. Select a start time and type a subject for the appointment. To add a location, type it in parentheses.
3. Roll the trackwheel to change the appointment's end time.
4. Click the trackwheel. The appointment appears on the Calendar screen.

### Using the Phone application

You can place and answer phone calls from your handheld if **GSM**, **gprs**, or **GPRS** and one or more bars appear with the wireless coverage indicator.

#### To place phone calls quickly

1. On the Home screen, click the **Phone** icon. The Phone screen appears.
2. Press the **Space** Key. The Enter Phone Number dialog box appears.
3. Type the phone number. Click **Call**.

#### To answer phone calls

When you receive a phone call, you receive visual notification and the notification that you have selected in your notification profile configuration.

- If you are not connected to any other phone calls and want to answer the call, click **Answer**. You are connected to the call.
- If you do not want to answer the incoming phone call, click **Ignore**. The caller hears a busy signal or is directed to your voice mail.

#### To end phone calls

To end a call, click the trackwheel to view the menu. Click **End Call**. The handheld beeps to indicate that the call has ended.

### Opening web pages using links

1. On the Home screen, click a browser icon. The Browser Bookmarks screen appears.
2. Select a link. Click the trackwheel to view the menu. Click **Get Link**. The requested web page appears.