



# Tips and Tricks

Emails to and from your  
BlackBerry® device from Vodafone



**vodafone**

# Unleash the power of your BlackBerry 8707v™





BlackBerry from Vodafone is a proven wireless solution that gives users a seamless and secure link to their email, as well as calendar and contact information.

<b>TO:</b>	<b>DO:</b>
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### **ON THE HOME SCREEN**

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Move icon on Home screen	Select the icon. Press <b>Alt</b> and click <b>Trackwheel</b> . Click <b>Move Application</b> . Roll <b>Trackwheel</b> to move icon. Click <b>Trackwheel</b> again to set icon.
Vertically scroll between icons	Hold <b>Alt</b> + roll <b>Trackwheel</b>
Return to the Home screen from other screens	Press <b>End</b> key
Lock the keyboard	Click <b>Keyboard Lock</b>

### **PHONE**

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Open the Phone	Press <b>Send</b> key
Change volume during call	Roll <b>Trackwheel</b>
Insert an extension	Press <b>ALT + 8</b> , type the extension #
Show the last number typed	Press <b>Spacebar + Enter</b>
Access your voice mail	Hold <b>1</b>
Type letters in a phone number	Hold <b>Alt</b> and type letters
Mute call	Press <b>Mute</b> key
To turn mute off	Press <b>Mute</b> key again
Turn on Speakerphone	Press <b>Speakerphone</b> key

### **BROWSER**

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Toggle full-screen/normal mode	Press <b>U</b>
Add a bookmark	Press <b>A</b>
Open bookmarks	Press <b>K</b>
Refresh a web page	Press <b>R</b>
Return to the last page viewed	Press <b>Escape</b>
Display list of useful bookmarks	Press <b>Front Convenience</b> key
View address of current web page	Press <b>Trackwheel</b> , Click <b>Page Address</b>
View list of the last 20 pages visited	Press <b>Trackwheel</b> , Click <b>History</b>
Save a web page to Messages list	Press <b>S</b>
Go to home page	Press <b>H</b>
View, copy or send the address for a link	Press <b>L</b>
Move a page down	Press <b>Spacebar</b>

<b>TO:</b>	<b>DO:</b>
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### **BROWSER (CONTINUED)**

Move a page up	Press <b>Shift + Spacebar</b>
Open browser options	Press <b>O</b>
Stop a web page from loading	Press <b>Escape</b> button

### **TYPING**

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

### **MESSAGES**

Mark a message opened/unopened	Press <b>Alt + U</b>
Move down a page in a message	Press <b>Spacebar</b>
Move up a page in a message	Press <b>Shift + Spacebar</b>
Reply to a message	Press <b>R</b>
Forward a message	Press <b>F</b>
Reply-to-all	Press <b>L</b>
View SMS messages	Press <b>Alt + S</b>
View voice mail messages	Press <b>Alt + V</b>

**TO:****DO:****CALCULATOR**

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

**ORGANISER/CALENDAR**

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

Find a contact in address book	Type contact's name or initials (separated by a space)
Jump to next day in calendar	Press <b>Spacebar</b>
Jump to previous day in calendar	Press <b>Shift + Spacebar</b>
Change to Agenda view	Press <b>A</b>
Change to day view	Press <b>D</b>
Change to week format	Press <b>W</b>
Change to month format	Press <b>M</b>
Move to current date	Press <b>T</b>
Move to specific date	Press <b>G</b>
Create an appointment	Press <b>C</b>
Move to the next day, week or month	Press <b>Spacebar</b>
Move to the previous day, week or month	Press <b>Shift + Spacebar</b>
Move cursor horizontally in Week view	Hold <b>Alt</b> + roll <b>Trackwheel</b>
Move cursor vertically in Month view	Hold <b>Alt</b> + roll <b>Trackwheel</b>

**TO:**

**DO:**

### **NAVIGATING SCREENS**

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Move down a screen

Press **Spacebar**

Move up a screen

Press **Shift + Spacebar**

Move to item in list or menu

Type the first letter of item

Select multiple items/icons

Hold down **Shift** + roll **Trackwheel**

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### **GENERAL TIPS**

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Delete prior messages

Click a date field, click Delete **Prior**

Save battery

Set your BlackBerry device to turn on and off automatically. Click **Options**.

Click on **Auto on/off**.

Configure settings as needed

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### **ATTACHMENTS (Microsoft® Excel spreadsheets only)**

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Move to specific cell

Press **G**

Display the contents of specific cell

Press **Spacebar**

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Phone



Email + SMS



Organiser



Browser

[www.vodafone.co.nz/blackberry](http://www.vodafone.co.nz/blackberry)



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