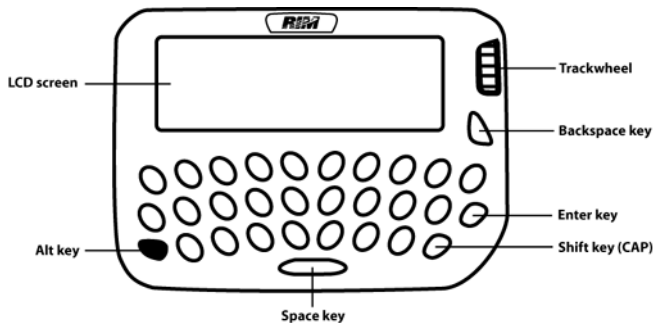Refer to your *Installation and Getting Started Guide* and *Handheld User Guide* for more detailed information about your handheld.

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 though menu items or text, roll the trackwheel. To select applications and menu options, click (press) the trackwheel.

Inserting the battery

1. On the back of your handheld, remove the battery cover by sliding the lock to the right and pulling the cover up and off.
2. Insert a new battery. Make sure that the polarities (+ and - signs) are aligned correctly. The handheld vibrates and beeps if the battery is not inserted properly.
3. Replace the battery cover: insert the tabs on the bottom of the cover into the notches below the battery, and slide the lock to the left.

Charging your handheld's NiMH battery

Warning: If you are using a RIM 850 Wireless Handheld™, you can operate is using a NiMH rechargeable battery. When you connect your handheld to your computer, use only the cradle provided by Research In Motion® for use with your handheld.

1. Plug the cradle cable into an available serial port on your computer.
2. Plug the AC adapter cord into an electrical wall outlet.
3. Insert your handheld into the charging 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.
4. Let your handheld charge to full battery power before you use it. When your handheld is charging, the green LED on the cradle flashes and the battery indicator (in the upper right corner of the Home screen) changes to a charging indicator. After your handheld is fully charged, the green LED stops flashing and the battery power indicator replaces the charging indicator.

Installing the desktop software

You must install the desktop software to send and receive messages and to use the other desktop software tools. You must install handheld applications to update handheld software. Refer to the *Getting Started Guide* that came with your handheld for more information on desktop software and handheld applications.

Turning on and turning off your handheld

To turn on your handheld, click the trackwheel. The Home screen appears. To turn off your handheld, 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 it, the name changes to **Turn Wireless Off** and the icon changes to an airplane. To turn off the radio, click the **Turn Wireless Off** icon.

Setting the date and time

1. On the Home screen, click the **Options** icon. The Device Options screen appears.
2. Click **Date/Time**. The Date/Time screen appears.
3. In the fields 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 *Getting Started Guide* that came with your handheld 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 to enable a password. A dialog box appears.
4. Type a password of at least four characters, and then click the trackwheel. Type your new password again to verify it.
5. 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.
6. Click the trackwheel to view the menu. Click **Save**.

The Options screen appears and your password is enabled.

Setting notification profiles

You can set how your handheld notifies you of alarms, appointments, messages, pages, and tasks.

1. On the Home screen, click the **Profiles** icon. The Profiles screen appears.
2. Select the profile that you want to enable and click the trackwheel to view the menu. Click **Enable**. The word **(On)** appears beside your selection.

Sending email or PIN messages

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

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. Type a subject.
5. Type your message.
6. Click the trackwheel to view the menu. Click **Send**.

Note: To locate your PIN number, on the Home screen, click the **Options** icon, and then click **Status**. Your PIN number is displayed in the **PIN** field.

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 .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 for messages

1. On the Home screen, click the **Search Messages** icon. The Search Messages screen appears.
2. In the **Name** field, type a name or email address.
3. Type the keywords for which you want to search.
4. In the **Name In** field, press the **Space** key to select the field(s) in which the name or email address that you typed should appear.
5. Click the trackwheel to view the menu.
   - To perform a one-time search without saving the terms that you specified, click **Search**.
   - To save the terms of your search, click **Save**. The Save Search screen appears. Type a name for this set of search terms and select a shortcut key for this search. Click the trackwheel to view the

menu. Click **Save**.

Using Remote Address Lookup

You can search for address information in your corporate address directory.

Note: To use Remote Address Lookup, your handheld must be enabled on a BlackBerry Enterprise Server version 3.5 or later for Microsoft Exchange.

1. On the Home screen, click the **Compose** icon. The To screen appears.
2. Click the trackwheel to view the menu. Click **Lookup**. A dialog box appears.
3. Type the contact's name, click the trackwheel. The Compose screen appears. After the search is complete, the **To** field displays the number of matches.
4. With your cursor in the **To** field, click the trackwheel to view the menu. Click **View Lookup**.
5. Select the contact for whom you were searching and click the trackwheel to view the menu. Select a send method.
6. After you type your message, click the trackwheel to view the menu. Click **Send**.

Adding a contact to the Address Book

1. On the Home screen, click the **Address Book** icon. The Address Book screen appears.
2. Click the trackwheel to view the menu. Click **New Address.**
3. Type your contact's 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. Scroll to a start time and type a subject for the appointment. Add a location by typing it in parentheses.
3. Roll the trackwheel to change the appointment's end time.
4. After you specify the details of your appointment, click the trackwheel. The appointment is added to your handheld Calendar.

Opening web pages

Note: To use the Browser application, your handheld must be enabled on a BlackBerry Enterprise Server version 3.5 or later for Microsoft Exchange and enabled for the Mobile Data Service.

1. On the Home screen, click the **BlackBerry Browser** icon. The startup screen appears.
2. Click the trackwheel to view the menu. Click **Go To**. The Page Address screen appears.
3. Type the address of the page that you want to view. Click the trackwheel to view the menu. Click **Get Link**. The requested web page appears.