

TYPING (continued)

Turn on NUM lock	Press Shift + Alt
Turn off NUM lock	Press Alt
To switch between SureType and multi-tap input methods in a text field	Hold *

NAVIGATING SCREENS

TO:	DO:
Move cursor	Roll Trackwheel
Exit a screen or dialog box	Press Escape
Click an icon or menu item	Roll Trackwheel to select item Click Trackwheel
Select multiple items or characters	Hold Shift and roll Trackwheel
Move to top of screen	Press 1
Move to bottom of screen	Press 7

ATTACHMENTS

TO:	DO:
Pan horizontally across an image	Hold Alt key and roll Trackwheel
Zoom in on an image	Press 3 . To continue zooming, hold Shift and roll Trackwheel
Zoom out of an image	Press 9 . To continue zooming, hold Shift and roll Trackwheel
Rotate an image	Press Period (.) key

GENERAL TIPS

TO:	DO:
Reboot	Remove battery
Save battery	Turn off BlackBerry handset in fringe or no-coverage areas

CALENDAR

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

CALENDAR (continued)

TO:	DO:
Create an appointment	Press Period (.) key
Move to next day, week or month	Press 6
Move to previous day, week or month	Press 4
Move cursor horizontally in Week view	Hold Alt and roll Trackwheel
Move cursor vertically in Month view	Hold Alt and roll Trackwheel

BROWSER

TO:	DO:
Open browser and display list of bookmarks made available by service provider	Press Convenience key
Edit web address in Go To dialog box	Hold Alt and roll Trackwheel Select address Edit text Click Trackwheel
Move down a page	Press 9
Move up a page	Press 3
Move between full-screen mode and normal mode	Press Exclamation point (!) key



Phone



Email + SMS



Organizer



Browser

www.blackberry.com

BlackBerry

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BlackBerry 7100g™



Tips and Tricks

BlackBerry

Unleash the power of your BlackBerry 7100g



ON THE HOME SCREEN

TO:	DO:
Return to home screen from any other screen	Press End
Lock the keyboard	Hold (*) or click Keyboard Lock
Unlock the keyboard	Press Press (*) + Send or double-click Trackwheel
Switch between Default and Vibrate notification profiles	Hold #
Switch to another application	Hold Alt Press Escape Continue to hold Alt Select application Release Alt to switch to that application

PHONE

TO:	DO:
Open phone	Press Send
End call	Press End
Call selected name or phone number	Press Send
Call a speed dial number	Hold assigned number key
Type an extension	Press ZX Type extension number
Call your voice mail access number	Hold 1
Type a letter in a number field	Hold Alt and press letter key once for the first letter and twice for the second letter
Turn mute on/off during call	Press Exclamation point (!) key
Switch between the speaker and earpiece during call	Press Period (.) key
Change volume during call	Roll Trackwheel

MESSAGES

TO:	DO:
Open the selected message	Press Enter
Compose message from messages list	Press Comma (,) key
Reply to message	Press Exclamation point (!) key
Forward message	Press Period (.) key
Reply to all	Press Question mark (?) key
View received messages	Press Alt + 3
View SMS messages	Press Alt + Question mark (?) key
View MMS messages	Press Alt + 9
View phone call logs	Press Alt + Period (.) key
View voice mail messages	Press Alt + 7

TYPING

TO:	DO:
To type words quickly using SureType™	Press keys one time for one letter Type entire word before attempting to make a correction
Scroll across list that appears when you type	Press Next or roll Trackwheel
Choose selected item in list that appears when you type	Press Enter or click Trackwheel
Insert a period	Press Space twice Next letter is capitalized
Capitalize a letter	Hold the letter key until capitalized letter appears
Type alternate character on a key	Press Alt and press the character key
Type a symbol	Press Alt + Symbol Press Symbol again to view more symbols Type letter shown below symbol
Type an accent or special character	Hold letter key and roll Trackwheel Click selected character
To insert @ and periods in an email field	Press Space