

# BlackBerry 7105t™ Getting Started Guide



## How do I navigate?

**Roll the trackwheel** to move the cursor and highlight items on the screen.

← **Click (press) the trackwheel** to open the menu or select items.

← **Press the Escape button** to exit a screen, cancel an action, or go back one page in the browser.

## How do I type?









**To type using SureType™ technology**, press each letter key only once until you have typed an entire word. The letters on the screen change automatically until a word is formed.

To: Beth Visram
Subject: Welcome
Welcome   Welcome   ▶▶






**To switch to the multi-tap input method**, in a text field, hold the \* key. Press a key once for the first letter and twice for the second letter.

# Tips

## Phone

- Open the phone screen or make a phone call Press 
- End a call Press 
- Turn mute on and off during a call Press 
- Change the volume during a call Roll the trackwheel
- Dial a letter in a phone number Hold  + Press the letter (once for the first letter, twice for the second letter, using the multi-tap method)
- Redial a number Press  twice
- Call voice mail Hold 
- Assign speed dial to a number Hold the number > Type a phone number
- Type a phone number extension Press  > Type the extension number
- Turn speakerphone on or off during a call Press 






## Browser

- Go back one page Press the **Escape** button
- Exit the browser Hold the **Escape** button
- Go to the next page in the history Press 
- Go to the previous page in the history Press 
- Switch between normal and full-screen mode Press 
- Page down Press 
- Stop a web page from loading Press the **Escape** button
- Go to a specific web page Press 

## Messages

- Compose from the messages list Press 
- Reply to sender Press 
- Reply to all Press 
- Forward a message Press 
- Go to the next message Press 
- Go to the previous message Press 
- View received messages Press  + 
- View SMS messages Press  + 
- View voice mail messages Press  + 
- Page up in an open message Press 
- Page down in an open message Press 

## Calendar\*

- Go to the next day, week, or month Press 
- Go to the previous day, week, or month Press 
- Schedule an appointment Press 
- Move the cursor horizontally in week view Hold  + Roll the trackwheel
- Move the cursor vertically in month view Hold  + Roll the trackwheel

\*In the calendar options, set the **Enable Quick Entry** field to **No** to use these shortcuts in Day format.

**Note:** The arrangement of letters on your handheld keypad might vary slightly from the depictions on this document.

## Navigating your handheld



Lock the handheld/keyboard

Hold or Click **Lock** (set a password for added security)

Unlock the handheld/keyboard

Press + or Double-click the trackwheel

Move the cursor

Roll the trackwheel or Press + Roll the trackwheel

Return to the previous screen

Press the **Escape** button

Return to the Home screen

Press

Click an item

Highlight the item > Click the trackwheel

Select multiple items

Hold + Roll the trackwheel

Switch between applications

Hold + Press the **Escape** button

Go to the top of a screen

Press

Go to the bottom of a screen

Press

Turn on/off the handheld

Hold the **Power** button

## Typing and editing



Type using SureType™ technology

Type the whole word. Press each letter key only once.

Type using multi-tap input method

Press a key once for the first letter. Press a key twice for the second letter.

Move through the list that appears when you type

Press

Select an item from the list that appears when you type

Press

Capitalize a letter

Hold the letter

Insert a period

Press twice

Type the alternate character on a key

Press + the key

Insert a symbol

Press + > Press a letter or Press again to see more symbols

Insert an accented character

Hold a letter + Roll the trackwheel

Switch between the multi-tap and SureType™ input methods

In a text field, hold

## Wireless network coverage

To turn the wireless radio on or off, in **Settings**, click **Turn Wireless On**/**Turn Wireless Off**.

Wireless coverage

No wireless coverage

Emergency calls

	GPRS	GPRS	GSM
Emergency calls	●	●	●
SMS messages	●	●	●
Phone	●	●	●
Email and PIN messages	●		
Browser	●		

## Status indicators

	full battery power		Bluetooth® radio on
	low battery power		Bluetooth connected
	charging		Number lock on
	roaming		Shift mode on
	Home Zone		Alt mode on
	receiving data		Multi-tap mode on
	transmitting data		
	service book waiting		
	alarm set		
	voice mail message		
	TTY enabled		

# How do I...

## Make a phone call

1. On the Home screen, type a phone number.
2. Press the **Send** key.
3. To end the call, press the **End key**.

## Send an email message

1. In the messages list, click the trackwheel.
2. Click **Compose Email**.
3. Click **[Use Once]**.
4. Click **Email**.
5. In the email field, type an email address.
6. Click the trackwheel.
7. Click **Continue**.
8. In the **Subject** field, type a subject.
9. Press the **Enter** key.
10. Type a message.
11. Click the trackwheel.
12. Click **Send**.

## Add a contact

1. In the address book, click the trackwheel.
2. Click **New Address**.
3. Type the contact information.
4. Click the trackwheel.
5. Click **Save**.

## Navigate the Home screen

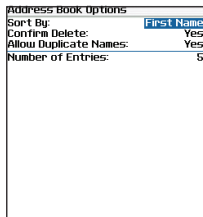
- 1. Click **Applications** to access help, tasks, memos, BrickBreaker, and other applications.
- 2. Click **Settings** to access handheld options, and to turn the wireless radio on or off.

## Set a password

1. In **Settings**, click **Options**.
2. Click **Security**.
3. Set the **Password** field to **Enabled**.
4. Set the security options.
5. Click the trackwheel.
6. Click **Save**.
7. Type a password.
8. Press the **Enter** key.
9. Type the password again.
10. Click the trackwheel.

**Tip:** Type passwords using the multi-tap input method. Press a key once for the first letter and twice for the second letter.

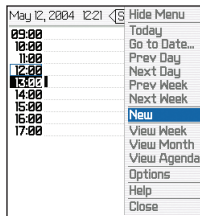
## Fields



Press the **Space** key to change the value in a field.

Press the **Alt** key to view all the values that are available in the selected field.

## Menus



Click the trackwheel to view the menu.

On the menu, click standard actions such as **New**, **View**, **Edit**, **Delete**, **Save**, **Options**, and **Help**. Additional options might appear depending on the item you have selected.

# Contents

## Where can I find more information?

### On the handheld

- On the menu, click **Help** to see help topics associated with the application that you are using.
- On any Help screen, click the trackwheel. Click **Index** to see a list of additional help topics.

### In the BlackBerry Desktop Software

- On the **Help** menu, click **Desktop Help Contents** to view the *Handheld User Guide* or the *BlackBerry Desktop Software Online Help*.

### In your BlackBerry Internet Service account using a desktop browser

- On the menu bar, click **Help** to view the *BlackBerry Internet Service Online Help*.

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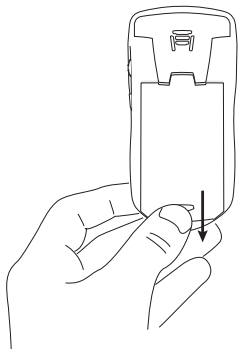
# Setting up your handheld

## Insert the SIM card

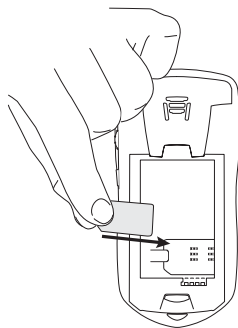
Your SIM card contains important information about your wireless service. Your SIM card might be inserted already.

**Warning:** Turn off your handheld before you insert or remove the SIM card. Do not scratch, bend, or expose the SIM card to static electricity or wet conditions.

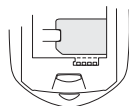
1. Press the battery cover release button.



2. Slide off the battery cover.
3. If the battery is inserted, remove it.
4. Remove your SIM card from its packaging.
5. Hold the SIM card with the metal contacts facing down so that the notches on the card align with the notches in the SIM card holder on your handheld.



6. Slide the SIM card into the holder so that it lies flat below the guides on either side of the holder.

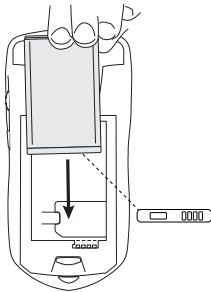


**Note:** To remove the SIM card, hold the tab and slide the SIM card out of the holder.

## Insert the battery

**Warning:** Use only the battery that Research In Motion specifies for use with your handheld. See the *Safety and Product Information* booklet that accompanied your handheld for more information on using the battery safely.

1. Press the battery cover release button.
2. Slide off the battery cover.
3. Insert the battery so that the connectors align.



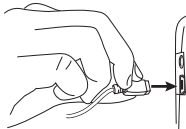
4. Replace the battery cover. If the battery is charged, your handheld turns on and a dialog box appears.
5. Click **OK**.

If the date and time are incorrect, see "How do I correct the date and time?" on page 8 for more information.

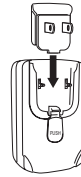
## Charge the battery

### Using the travel charger

1. Connect the smaller end of the USB cable to your handheld.



2. If your travel charger includes a removable USB cable, connect the larger end of the USB cable to the power adapter.
3. Slide the appropriate attachment piece into the power adapter.



4. Plug the power adapter into a power outlet.
5. Charge the battery to full power.

### Using your computer

To charge your handheld using the computer, the following system requirements must be met:

- Intel®-compatible 486 or higher computer that is compliant with USB 1.1 or later
- Available USB port. If the port is part of a USB hub, the hub must be self powered.
- Windows®98, Windows ME, Windows 2000, or Windows XP
- BlackBerry Desktop Software or BlackBerry Handheld Manager must be installed to obtain the required USB driver on your computer. See "Setting up for email using BlackBerry Enterprise Server" on page 5 or "Setting up for email using BlackBerry Internet Service" on page 7 for more information.

**Note:** If you use Windows 98 (not Windows 98 Second Edition), you must download an update from [http://www.microsoft.com/com/dcom/dcom98/dcom1\\_3.asp](http://www.microsoft.com/com/dcom/dcom98/dcom1_3.asp) for the USB driver to operate as expected.

1. Connect the smaller end of the USB cable to your handheld.
2. Connect the larger end of the USB cable to an available USB port on your computer.
3. Charge the battery to full power.

## Turn wireless on

Your handheld connects to the wireless network using an internal radio.

When your SIM card is inserted and the battery is charged, turn on the radio in a wireless coverage area. See the inside front cover of this guide for information on wireless coverage levels and the wireless radio.

**Note:** If you use BlackBerry Internet Service, the account setup process might begin automatically the first time that you turn on the wireless radio. See "Setting up for email using BlackBerry Internet Service" on page 7 for more information.

## Set up email

To begin sending and receiving email on your handheld, you must integrate with an account using one of the setup options listed in the following two sections of this guide.



# Setting up for email using BlackBerry Enterprise Server

Use this option if all of the following situations apply:

- You want to receive messages from your corporate Microsoft® Outlook®, IBM® Lotus Notes®, or Novell® GroupWise® email account.
- You subscribe to a service that supports account setup using a BlackBerry Enterprise Server™.
- A system administrator is managing a BlackBerry Enterprise Server within your company.
- A system administrator has confirmed that you are permitted to use the BlackBerry Enterprise Server.

To use this option, one of the following system requirements must be met:

- Microsoft Outlook (Workgroup installation) with an account on a Microsoft® Exchange Server version 5.5 or later
- IBM Lotus Notes version 4.6 or later, with an account on an IBM Lotus® Domino® Server version 4.6 or later
- Novell GroupWise client version 6.5 Service Pack 4 with an account on a Novell GroupWise Server version 6.5 Service Pack 1 or later

**Note:** If your handheld is not enabled on a BlackBerry Enterprise Server, but you want to use a corporate Microsoft Outlook email account with your handheld, you can set up for email using the BlackBerry Desktop Redirector. See "What is the BlackBerry Desktop Redirector?" on page 8 for more information.

## Use enterprise activation

If your handheld is enabled on a BlackBerry Enterprise Server version 4.0, and your system administrator has provided you with an enterprise activation password, you can integrate your handheld with your account over the wireless network.

1. Verify that your handheld wireless radio is on and that you are in a wireless coverage area.
2. On your handheld, click **Enterprise Activation**.
3. Type your corporate email address.
4. Type the enterprise activation password provided by your system administrator.
5. Click **Activate**.

**Note:** Your system administrator might request that you install the BlackBerry Handheld Manager program on your computer to reduce the amount of data that is transmitted over the wireless network when your handheld is connected to your computer. If you install the BlackBerry Handheld Manager program, you do not need to install the BlackBerry Desktop Software.

## Use the BlackBerry Desktop Software

If your system administrator does not provide you with an enterprise activation password, you can install the BlackBerry Desktop Software to integrate your handheld with your account.

1. Insert the BlackBerry Desktop Software Installation CD into your CD drive.
2. Complete the on-screen instructions.

- Select **BlackBerry Enterprise Server** or **BlackBerry Desktop Redirector** as your account integration option.
  - Select **BlackBerry Enterprise Server** as your message redirection option.
3. Connect your handheld to your computer.
  4. On the Windows taskbar, click **Start**.
  5. Select **Programs > BlackBerry > Desktop Manager**.
    - When you are prompted to generate an encryption key, follow the on-screen instructions.

# Setting up for email using BlackBerry Internet Service

Use this option if one or more of the following situations apply:

- You purchased your handheld in a store.
- You want to set up a new email account for your handheld.
- You want to set up an existing email account for your handheld.

**Note:** To use this option, you must subscribe to a service that supports email setup using BlackBerry Internet Service.

## Create an account

Consult your service provider's documentation for more information on setting up BlackBerry Internet Service.

## Synchronize your handheld data

Install the BlackBerry Desktop Software to synchronize and back up handheld personal information management (PIM) data such as contacts and appointments, or to reconcile the status of messages.

1. Insert the BlackBerry Desktop Software Installation CD into your CD drive.
2. Complete the on-screen instructions.
  - Select **BlackBerry Internet Service** as your account integration option.
3. Connect your handheld to your computer.
4. On the Windows taskbar, click **Start**.
5. Click **Programs > BlackBerry > Desktop Manager**.

**Note:** See the *BlackBerry Desktop Software Online Help* for more information on PIM synchronization.

# Frequently asked questions

## Why does my handheld not turn on?

The power might be off. Press the **Power** button to turn the power on.

The battery might not be charged. See "Charge the battery" on page 3 for more information.

Remove and then reinsert the battery.

## Why does my handheld not charge?

A connection might not be secure. Check that all cables and plugs are fully inserted into ports and power outlets. See "Charge the battery" on page 3 for more information.

The battery might not be inserted properly. Reinsert the battery so that the connectors align.

## How do I correct the date and time?

1. In the handheld options, click **Date/Time**.
2. Set the date and time.
3. Click the trackwheel.
4. Click **Save**.

## Why is there a book icon on the Home screen?

A new service book is available on your handheld. Service books determine which services and features are available on your handheld.

1. In the handheld options, click **Service Book**.
2. Click the service book beside the book icon.
3. Click **Accept**.

## Why does the handheld screen turn off?

When you do not use your handheld for a period of time, the screen turns off to conserve battery power. Roll the trackwheel or press any key to turn the screen on again.

## Why can I not send or receive messages?

Verify that the handheld wireless radio is on and that you are in a wireless coverage area. See the inside front cover of this guide for more information on the wireless radio and levels of wireless coverage.

Verify that you have integrated your handheld with an email account. See "Set up email" on page 4 for more information.

## How do I connect my handheld to the BlackBerry Desktop Software?

If the desktop software is installed on your computer, your handheld should connect to the desktop software automatically when you connect your handheld to the computer. If your handheld does not connect, open the BlackBerry Desktop Software.

1. Click **Options > Connection Settings**.
2. In the drop-down list, click the correct port.
3. Click **Connect**.

If the connection problems continue, close the BlackBerry Desktop Software and disconnect your handheld. Open the desktop software again and reconnect your handheld. Verify that all connections are secure.

## What is the BlackBerry Desktop Redirector?

If you use Microsoft Outlook (Workgroup installation) with an account on a Microsoft Exchange Server version 5.5 or later and your handheld is not enabled on a BlackBerry Enterprise Server, you can use the BlackBerry Desktop Redirector to set up for message service on your handheld.

1. Insert the BlackBerry Desktop Software Installation CD into your CD drive.

2. Complete the on-screen instructions.
  - Select **BlackBerry Enterprise Server or BlackBerry Desktop Redirector** as your account integration option.
  - Select **BlackBerry Desktop Redirector** as your message redirection option.
3. Connect your handheld to your computer.
4. On the Windows taskbar, click **Start**.
5. Click **Programs > BlackBerry > Desktop Manager**.
  - When you are prompted to generate an encryption key, follow the on-screen instructions.

Your computer must be on and the BlackBerry Desktop Redirector must be running to send and receive messages on your handheld.

### **Can I set up for email using both BlackBerry Enterprise Server and BlackBerry Internet Service?**

To set up using more than one service, complete the steps in "Setting up for email using BlackBerry Enterprise Server" on page 5 followed by the steps in "Setting up for email using BlackBerry Internet Service" on page 7.

Contact your service provider for more information on availability and the fees that might be associated with email setup using both BlackBerry Enterprise Server and BlackBerry Internet Service.

### **How do I reset my handheld?**

Only reset your handheld if the handheld does not respond for more than a few minutes, or if your system administrator or service provider has advised you to reset your handheld.

To reset your handheld hardware and programs, remove and then reinsert the battery.

#### **Customer support**

**BlackBerry support web site:**

[www.blackberry.com/support](http://www.blackberry.com/support)

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