

# Guidelines on usage of Blackberry

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## 1. Overview

Blackberry is largely use by professionals to be attentive to mail communication 'on the move'. This will help for faster response. This document defines the guidelines on usage of Blackberry to users.

## 2. DO'S AND DON'TS

Do:

1. Backup your Blackberry with the help of Blackberry Desktop Manager
2. Synchronize your Calendar with your Blackberry
3. Enable Blackberry Protect (this will backup your contacts on the Blackberry server, you can restore your contacts in case your Blackberry gets wiped off )
4. Keep your BlackBerry on vibrate or quiet when you're in a meeting.
5. Respond to urgent inquiries quickly and quietly while in situations that require your attention.
6. Maintain some distance from others while talking on the phone.

Don't:

1. Send personal e-mail or take personal calls during business meetings.
2. Configure personal E-Mail ID on official Blackberry
3. Check your BlackBerry while someone is speaking directly to you.
4. Check your BlackBerry and respond to e-mail while driving.
5. Talk too loudly – Respect the people around you
6. Store music files and personal Photo's on Blackberry (if the Memory on BB gets full, you will not be able to receive new emails)



### **3. Steps to add contacts to Blackberry Messenger**

1. Click on your BB Messenger icon.
2. Highlight Contacts > Press menu (key to the left of the trackball)
3. Click on "Add Contacts"
4. This will take you to the address book.....Scroll up to the top, click "Use Once"
5. Hit the menu key again and select...."Request by Email" the type in their email address. This will send the request to the selected recipient.

Or

1. Choose "Request by Pin" if you already know their pin #
2. In either case the request must be accepted by the recipient before you can have them added as a contact.
3. They will show up as "Pending" until they accept.

### **4. Steps for using Calendar Option**

#### **Switch calendar views**

1. In the calendar, press the Menu key.
2. Click a view.

#### **Move around the calendar**

1. In the calendar, press the Menu key.
2. Perform one of the following actions:
  - To move to a specific date, click Go To Date.
  - To move to the current date, click Today.
  - To move forward or back by a time period, click Prev or Next.

#### **Schedule an appointment**

1. In the calendar, press the Menu key.
2. Click New.
3. Type the appointment information.
4. If the appointment recurs, set the Recurrence field.
5. Click the trackball.
6. Click Save.



### **Schedule an appointment quickly in Day view**

In the calendar options, verify that the Enable Quick Entry field is set to Yes.

1. In Day view, beside the start time, type the subject of the appointment.
2. Type a location in parentheses.
3. To change the end time, roll the trackball.
4. Click the trackball.

### **Schedule a meeting**

Verify that your BlackBerry® device is associated with an email account that uses the BlackBerry Internet Service or a BlackBerry Enterprise Server that supports this feature. For more information, contact your wireless service provider or system administrator.

1. In the calendar, press the Menu key.
2. Click New.
3. Type the meeting information.
4. If the meeting recurs, change the Recurrence field.
5. Click the trackball.
6. Click Invite Attendee.
7. Click a contact.
8. To add another contact to your meeting, repeat steps 5 through 7.
9. Click the trackball.
10. Click Save.

Note: If your device is associated with more than one email address, in the Send Meeting Request Using field, you can change the email address that you want to use to send the meeting invitation.

### **Recurrence fields**

Every:

Set the frequency of the daily, weekly, or monthly recurring appointment, meeting, or task.

### **Relative Date:**

Set whether the monthly or yearly recurring appointment, meeting, or task recurs on a relative date (for example, on the last Friday of each month).

### **End:**

Set when the recurring appointment, meeting, or task ends.

### **Days:**

Set the day or days on which a weekly appointment, meeting, or task should recur.



## **Meetings:**

### **Respond to a meeting invitation**

1. In a meeting invitation, press the Menu key.
2. Click one of the following menu items:
  - Accept or Accept with Comments
  - Tentative or Tentative with Comments
  - Decline or Decline with Comments

### **Change the list of participants for a meeting**

1. In a meeting, in the Accepted or Declined field, click a contact.
2. Click one of the following menu items:
  - Invite Attendee
  - Change Attendee
  - Remove Attendee