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BlackBerry Guide

Nokia 9300i with BlackBerry Connect

Contents

Introduction

BlackBerry Connect allows you to access your compatible e-mail accounts with your Nokia 9300i. As e-mails arrive at the e-mail server, they are automatically forwarded to your device. You can send, receive, and reply to e-mails at your convenience.

The following BlackBerry Connect services are available:

- BlackBerry Internet Service — Allows you to receive e-mail from an Internet service provider (ISP) or other e-mail accounts (POP3, IMAP4).
- BlackBerry Enterprise Server — Allows you to receive e-mail from your company's corporate network.

You can use the BlackBerry Enterprise Server if your company has a compatible BlackBerry Enterprise Server installed.

Both services can be active at the same time on your Nokia 9300i. To use the services, you must have a subscription to general packet radio service (GPRS), and the BlackBerry service must be activated on your SIM card.

Contact your service provider or network operator for information on the availability and subscription to the BlackBerry Internet Service service and to check the compatibility of your e-mail account.

Refer to the separate user guide of your Nokia 9300i for instructions on operation and maintenance, including important safety information.

Installing BlackBerry Connect

To use the BlackBerry Internet Service or connect to the BlackBerry Enterprise Server, you need to install the BlackBerry application from the multimedia card (MMC) included in the Nokia 9300i Communicator sales package.

From your communicator, select **Desk** > **Office** > **File manager** > **Memory card** and open the S80_BlackBerry.sis file to start the installer. Or alternatively, open the BlackBerry installer in the Desk main view. Follow the instructions given on the display of your device.

Setting up BlackBerry Connect to BlackBerry Enterprise Server

Before e-mails are forwarded to your device, you must set up BlackBerry Connect to the BlackBerry Enterprise Server installed in your corporate network.

You can also use BlackBerry Connect to synchronize your calendar when you use BlackBerry Enterprise Server. Calendar synchronization is activated when you configure BlackBerry Connect with the BlackBerry Configuration Tool.

With calendar synchronization, calendar events that are Meetings or Memos are delivered to your device or synchronized with the remote server using BlackBerry Connect. Anniversaries and To-Dos are not synchronized with the device or remote server.

Before you set up BlackBerry Connect, make sure that:

- General packet radio service (GPRS) is enabled on your SIM card.
- BlackBerry service is enabled on your SIM card.
- You have connected your computer to your corporate LAN.
- You have installed Nokia PC Suite on your computer. Nokia PC Suite is included on your product CD-ROM.
- You have synchronized your device and computer calendars with Nokia PC Suite.

- You can connect your Nokia 9300i to the computer successfully with Nokia PC Suite. You can use a data cable, infrared, or Bluetooth wireless technology connection for the connection.
- You have installed BlackBerry Configuration Tool on your computer. The BlackBerry Configuration Tool is included on your product CD-ROM.
- You have switched on the cover phone of your device and can make calls.

To set up BlackBerry Connect:

1 Connect your device to your computer with Nokia PC Suite.
2 If you have synchronized your device and computer calendars with Nokia PC Suite, synchronize them one more time before setting up BlackBerry Connect. This way the changes that you have made to your device calendar are synchronized to the computer calendar and it is up-to-date before you set up BlackBerry.

> **Note:** After you have started using BlackBerry calendar synchronization, do not use the calendar synchronization feature in Nokia PC Suite anymore.

3 Enable BlackBerry Connect on your device:
   • Press **Messaging**, then **Menu**.

- Select **Tools** → **Account settings** → **BlackBerry**.
- On the **General** page, set **Blackberry service** to **On**.
- Press Done to save the settings.
- Press Close to exit **Account settings**.

4 Start the BlackBerry Configuration Tool by double-clicking the BlackBerry Configuration Tool icon on the desktop. You can also start the tool from the **Start** menu.

5 If you are asked to select an e-mail profile, select the e-mail profile that you want to use, and press **OK**. To create a new profile, press **New**.

6 To establish connectivity between your device and the BlackBerry Configuration Tool, click **Connect**.

7 When prompted, create an encryption key by randomly moving your mouse.

8 When prompted, select whether you want to bulk load your calendar appointments to your device. Bulk loading is required to use calendar synchronization. If you select **Yes**, the device calendar is emptied, and BlackBerry synchronizes calendar appointments with the device. If you select **No**, the device calendar is left as is and calendar synchronization is not activated.

9 Click **Exit**.

BlackBerry Connect activates automatically. See "Using BlackBerry Configuration Tool" on page 6 for additional information such as instructions for creating a signature.

Using BlackBerry Configuration Tool

If you use BlackBerry Internet Service, you do not need to use the BlackBerry Configuration Tool. You need it only with BlackBerry Enterprise Server.

With the BlackBerry Configuration Tool, you can create filters that specify which e-mails are sent to your device. You can also use the tool to create encryption keys and a signature for your e-mails.

> **Note:** To use the BlackBerry Configuration Tool, your computer must be connected to the corporate LAN. If you want to set up your device or create encryption keys, you must also connect your device to your computer using a data cable, infrared, or Bluetooth wireless technology connection. If you just want to create filters or change the signature, you do not need to connect your device to the computer.

You can open the BlackBerry Configuration Tool from the **Start** menu or from the desktop. To receive e-mails to your device, make sure that **Redirect incoming messages to your handset** is selected.

Creating a signature

You can create a signature that is automatically added to e-mails sent using BlackBerry Connect.

To create a signature, click the **General** tab, and enter the signature in the **Automatically include your signature on outgoing messages** field. To save the signature, click **Apply**.

If you do not want to use a signature, clear the **Automatically include your signature on outgoing messages** field, and click **Apply**.

Creating filters

You can create filters that determine which e-mails are forwarded to your device.

1 Open the **Filters** tab.
2 Click **New**.
3 In the **Filter Name** field, enter a descriptive name for the filter.
4 In any of the **From**, **Sent to**, **Subject**, **Body**, **Recipient Types**, **Sensitivity**, and **Importance** fields, enter the properties that you want the filter to use. Separate multiple entries with a semicolon (;).
5 To forward e-mails detected by the filter to your device, select **Forward message to the handset**. To leave the detected e-mails on the server, select **Don't forward message to the handset**.
6 Click **OK**.
7 To save the filter, click **Apply**.

If you have several filters, they are used in the order that they are listed on the **Filters** tab. To move a filter, select the filter that you want to move, and use the arrows to the right of the filter to move the filter to a desired position.

To disable a filter, clear the check box next to it.

Creating encryption keys

Encryption keys are used to create end-to-end encryption between BlackBerry Enterprise Server and your device.

To create encryption keys automatically, open the **Security** tab, select **Generate keys automatically**, and click **Apply**.

To create encryption keys manually, open the **Security** tab, select **Generate keys manually**, click **Generate**, move your mouse on the screen, and click **Apply**.

Specifying advanced options

If necessary, you can use the **Advanced** tab to specify advanced options for BlackBerry Connect.

E-mail address in use

Your device uses the e-mail address on the **Advanced** tab for communication; verify that it is correct.

To change the e-mail address, select **Override Address**, enter the correct address, and click **Apply**.

You can only change the e-mail address if your device is enabled on a BlackBerry Enterprise Server for Microsoft Exchange.

Profile settings

You can specify which e-mail profile is used when you open the BlackBerry Configuration Tool.

To change the profile settings, click **Profile Settings** in the **E-mail profile settings** area. To select a profile when you open the BlackBerry Configuration Tool, select **Prompt for a profile to be used**. To always use the same profile, select **Always use this profile**. Click **OK**, then **Apply**.

Folder redirection

By default, only e-mails that arrive in your inbox are forwarded to your device. However, you can specify that e-mails are also forwarded to your device from other folders.

To specify folder redirection, click **Selected folders** in the **Folder redirection** area, click **Choose Folders**, and select the applicable folders. Make sure that you also select your inbox. Click **OK**, then **Apply**.

Saved e-mails

E-mails that you send from your device are saved in the Sent Items folder on the server. To change this behaviour,

select **Don't save a copy to the Sent Items folder**, and click **Apply**.

Setting up BlackBerry Internet Service

To use BlackBerry Connect, you must have a subscription to general packet radio service (GPRS) and the BlackBerry service must be activated on your SIM card.

If you want to receive e-mails from an ISP or another e-mail account, you can use the Internet-based BlackBerry Internet Service. The Web client redirects e-mail wirelessly to your Nokia 9300i with BlackBerry Connect. To set up BlackBerry Connect to BlackBerry Internet Service, contact your service provider or network operator. There is no need to use the BlackBerry Configuration Tool or any other software installed on a compatible PC to set up connectivity to BlackBerry Internet Service.

To use BlackBerry Internet Service, you must enable BlackBerry Connect on your device. You may need to give your service provider the following information: personal identification number (PIN), International Mobile Equipment Identity (IMEI) code, and International Mobile Subscriber Identity (IMSI) number assigned to your Nokia 9300i. You can find this information in the BlackBerry Connect settings.

Make sure that the cover phone of your device is switched on before you begin.

To set up BlackBerry Internet Service:
1 Press **Messaging**, then **Menu**.
2 Select **Tools** → **Account settings** → **BlackBerry**.

3 On the **General** page, set **BlackBerry service** to **On**.
4 To start up the BlackBerry service, close the **BlackBerry settings** page.
5 Re-open the **BlackBerry settings** page.
6 Open the **Device info** page. Make note of the values of the **PIN**, **IMEI**, and **IMSI** fields.

The next steps depend on your service provider.

If your service provider uses provisioning:

You may already have or receive a provisioning message in your inbox, or you may have a web link placed on Desk. Open the message and open the Web address in it, or open the web link. The device's Web browser opens and takes you to the Web address. To complete the process, you need your PIN and IMEI number, and possibly your IMSI number.

If your service provider does not use provisioning:

Go to your service provider's BlackBerry Internet Service Web page. To complete the process, you need your PIN and IMEI number, and possibly your IMSI number.

Check with your service provider for details on the use of provisioning and the method they have for setting up BlackBerry Internet Service.

Setting up BlackBerry Connect

You can modify BlackBerry Connect settings on your device to suit your preferences.

Not all BlackBerry Enterprise Servers support all of these features. For details on which features are supported by your server, contact your IT department.

Using BlackBerry Connect while roaming

1 Press **Messaging**, then **Menu**.
2 Select **Tools** → **Account settings** → **BlackBerry** → **General**.
3 Set **Allow service when roaming** to **Yes** to allow the use of the BlackBerry service when you are not in your local service area, and set it to **No** to disallow this.
4 Press **Done** to save the changes and exit.

Setting up reconcile

1 Press **Messaging**, then **Menu**.
2 Select **Tools** → **Account settings** → **BlackBerry** → **General**.
3 Select **Set reconcile for**.
4 If you have several BlackBerry services, select the BlackBerry service that you want to set up, and press **Set up reconcile**.

5 To reconcile changes in read status between server and device, select **Read/Unread status**, and set it **On** or **Off**.
6 To reconcile deletions between server and device, select **Deletions**, and set it **On** or **Off**. If you set it **On**, you can determine in the **Delete from** field whether the deletion is made on the device only, or on the device and the server.
   The deletions and read statuses are updated between your device and server at approximately 15-minute intervals. To carry out the reconciliation immediately, press **Reconcile now**.
7 Press **Done** to save the changes, and **Done** to exit.

> **Tip:** If you do not want to be prompted for a confirmation when you delete messages, select **Tools** → **Account settings** → **BlackBerry** → **General** → **Confirm message deletion** → **No**.

Emptying the deleted items folder on a server

1 Press **Messaging**, then **Menu**.
2 Select **Tools** → **Account settings** → **BlackBerry** → **General**.
3 Select **Set reconcile for**.
4 Press **Purge deletions** to empty the deleted items folder on a server.

Changing default sending service

1 Press **Messaging**, then **Menu**.
2 Select **Tools** → **Account settings** → **BlackBerry** → **Composing**.
3 Select **Send using** to change the service that is used to send new BlackBerry e-mails.
  When you reply to or forward e-mails , they are sent using the service to which they were delivered.
4 Press **Done** to save the changes and exit.

Searching for contacts for BlackBerry messages

1 Press **Messaging**, then **Menu**.
2 Select **Tools** → **Account settings** → **BlackBerry** → **Composing**.
3 Select **Check names** to set the location of searched addresses. The following options are available:
  • **In local contacts only**—only the addresses in the contact databases on your device and memory card are searched.
  • **In remote addresses only**—only the addresses in the remote e-mail server address database are searched.
  • **In local, then remote**—the addresses in the contact databases on your device and memory card are searched first. If no match is found, then the addresses in the remote e-mail server address database are searched.
4 Press **Done** to save the changes and exit.

Setting alert tones for BlackBerry messages

1 Press **Messaging**, then **Menu**.
2 Select **Tools** → **Account settings** → **BlackBerry** → **Alerts**.
3 Select the profile for which you want to select an alert tone. Press **Tone** to select a new tone; **Volume** to set the volume; and **Play** to listen the new tone. The profiles shown here are the normal device profiles and change automatically if you add or remove your own profiles.
4 Press **Done** to save the changes and exit.

Creating and sending e-mails

You can send BlackBerry e-mails to any recipient with an e-mail account. The recipient of the e-mail does not need to have BlackBerry Connect.

1. Press **Messaging**, then **Write message**, and select **BlackBerry**.
2. Press **Recipient**, and select the recipients, or enter the e-mail addresses of the recipients in the **To**, **Cc**, and **Bcc** fields.
   - **To** — The e-mail is sent to the recipient.
   - **Cc** — A copy of the e-mail is sent to the recipient.
   - **Bcc** — A copy of the e-mail is sent to the recipient but this is hidden from the other recipients.

   If you enter more than one e-mail address in a field, separate the addresses with a semicolon (;), or press the enter key between the addresses. If the **Bcc** text box is not shown, press **Menu**, and select **View** → **Show Bcc field**.
3. In the **Subject** field, enter a subject for the e-mail.
4. Write your e-mail. To enlarge the text while writing, press **Menu**, and select **View** → **Zoom** → **Zoom out**. To enlarge the e-mail editor window, press **Menu**, and select **View** → **Full screen mode**.
5. To specify the priority or sending service of the e-mail, press **Sending options**. If you do not change the settings, the priority of the message is set to **Normal** and the default sending service is used.

6. To send the e-mail, press **Send**. The sent message is saved in the outbox folder until it has been sent. After the e-mail is sent successfully, it is saved in the sent folder.

Searching for e-mail addresses

Depending on your settings, you can search for e-mail addresses from your contact databases, the remote e-mail server, or both. See "Setting up BlackBerry Connect" on page 10.

1. Enter a name or part of a name in the **To, Cc, or Bcc** field. Do not include the @ symbol.
2. Press **Menu**, and select **Tools** → **Check names**. You can continue working with the e-mail during the search.
3. When the results of the search are shown, scroll to the correct recipient on the list of matches, and press **Select**. When you search for addresses from the remote server address database, the list shows the first 20 matches. To get more matches, press **Get more results**. If no matches are found, or none of the matches is correct, you must enter the e-mail address manually.

Changing the font

When composing an e-mail, you can change the font and font size. Changing the font has no effect on the sent e-

mail, which is always plain text. The font settings only affect how the e-mail is presented while you are writing it.

1 To specify the font used in the e-mails, press **Menu**, and select **Tools** → **Preferences** → **Font**.
2 To specify the size, press **Menu**, and select **Tools** → **Preferences** → **Font size**.
3 To save the changes, press **Done**.

Reading and replying to e-mails

All BlackBerry e-mails are delivered to the BlackBerry folder in the Messaging application. The folder is created automatically when you enable BlackBerry Connect on your device.

To read an e-mail:

1 When the icon indicates that a new BlackBerry e-mail has arrived, press **Messaging**, select the BlackBerry folder, and open the message.
2 Read the e-mail. Only the first 2 Kb of the e-mail is delivered to your device automatically. To read the rest of the e-mail, press **Get more**.

To reply to an e-mail:

1 To reply to the e-mail, press **Reply**. If you were not the only recipient of the e-mail, select **Sender** to send the reply only to the sender of the e-mail, or select **All recipients** to send the reply to all recipients.
2 Write the reply, and press **Send**.

Forwarding e-mails

You can forward BlackBerry e-mails that you have received.

1 While viewing an e-mail, press **Menu**, and select **File** → **Forward**.
2 Press **Recipient**, and select the recipients, or enter the e-mail addresses of the recipients in the **To**, **Cc**, and **Bcc** fields. To search for e-mail addresses, see "Searching for e-mail addresses" on page 12.
3 Enter any comments to the e-mail. You cannot edit the original e-mail.
4 Press **Send**.

Viewing attachments

You can view several types of attachments with BlackBerry Connect: documents (.doc), spreadsheet (.xls) and presentations (.ppt) created in Microsoft Office 97, 98, 2000, XP; Adobe PDF (.pdf), Corel WordPerfect (.wpd), ASCII Text (.txt), HTML (.html) and ZIP (.zip) files. Note that the list of compatible attachment types may change over time as service upgrades are made. BlackBerry Connect allows you to view but not edit these attachment types. Using the native e-mail client you can view as well as edit most of the attachment types above.

1 While viewing an e-mail that includes an attachment, press **Menu**, and select **View** → **Attachments....** A list of attachments opens. You can see the number of attachments and their names in the left frame, and details of the content of the attachment in the right frame.
2 Press the tab key to move to the right frame.
3 To view the table of contents, select **Table of contents**, and press **Expand**. Select a section, and press **Retrieve**.

If the entire attachment is not visible at once, press **More** to view the rest. To view the entire attachment, select **Full content**, and press **View**.

4 Read the attachment. To view more, press **Get more**. To return to the list of attachments, press **Back**.

5 To close the list of attachments and return to the e-mail, press **Close**.

Managing e-mails

The maximum number of e-mails that you can store in the BlackBerry folder is 1000, provided that you have enough free memory on your device. If the number of e-mails reaches the limit, the oldest e-mails are deleted from the folder. E-mails deleted for this reason are deleted only from the device, not from the server.

Managing e-mails with folders

You can move BlackBerry e-mails to the drafts folder or to your personal folders. Only e-mails in the BlackBerry folder can be reconciled; e-mails moved to other folders are not reconciled. You cannot create subfolders for the BlackBerry folder.

Saving e-mails

E-mails are saved automatically to the drafts folder if you close the e-mail you are writing.

To edit a saved e-mail, go to the drafts folder, open the e-mail, and make the changes.

To send the saved e-mail, press **Send**.

Printing e-mails

You can print BlackBerry e-mails to compatible printers. Before printing, make sure that you have established a connection to the printer.

1 Open the e-mail that you want to print.
2 Press **Menu**, and select **File** → **Printing** → **Print**.

If you want to change the page setup before printing, press **Menu**, select **File** → **Printing** → **Page setup**, and make any necessary changes.

Deleting e-mails

When you delete BlackBerry e-mails, the e-mails may also be deleted from the remote e-mail server, depending on your settings. See "Setting up reconcile" on page 10.

To delete an e-mail, open the e-mail, and press **Delete**. To delete an e-mail without opening it, select the e-mail, and press the backspace key.

To delete an e-mail that you are currently composing, press **Menu**, and select **File** → **Delete message**.

Receiving and sending meeting requests

When you receive a meeting request, it is added to the calendar of your device as a tentative meeting.

To accept or decline a received meeting request:

1 Open the meeting request that you received.
2 Press **Accept**, **Tentative**, or **Decline**.
3 Press
   • **Send now—**to send a reply to the sender without additional comments.
   • **Edit response—**to add comments to the reply to the sender before sending it.
   • **Don't send response—**to only add the meeting to your calendar.
   • **Cancel**—to not accept or decline the meeting request, without sending any reply to the meeting organizer.

Updated meeting requests are received to your device, and the subject line shows that the meeting request is updated.

If you open a meeting request that has been updated, occurs in the past, or conflicts with another meeting, a note is shown.

If the sender of a meeting request cancels the meeting, it is removed from the calendar. You receive a notification to your device, and the subject line shows that the meeting is canceled.

To send out a meeting request:

1 Open **Calendar**, select the day to which you want to place the meeting, press **Edit day**, and **New entry**.
2 Enter the information you want on the **Details**, **Notes**, **Alarm**, **Repeat** and **Status** pages. Note that you cannot create all-day events.
3 On the **Attendees** page, add the attendees for the meeting.
   • To add an attendee from **Contacts**, press **Add from Contacts**. Select the attendee, and press **Select**. After you have selected all the attendees, press **Done**.
   • To add an attendee who is not included in contacts, check that the cursor is in the text box, and enter the e-mail address of the attendee to the text box. After you have entered the e-mail address of the attendee, press **Add as attendee**.
   • To remove an attendee, select the attendee, and press **Remove attendee**.
4 Press **Done**.
5 Select **OK** if you want to send out the invitation immediately, or **Cancel** if you want to send out the invitation later.

To send out an invitation that you wanted to send out later, open the invitation from Calendar, and press **Done**. Press **OK** to confirm that you want to send out the invitation.

Searching for e-mail recipients and meeting request attendees

You can select different settings for searching for e-mail recipients and meeting request attendees. For example, you may want to search for e-mail recipients only from Contacts in the device, but want to search for meeting request attendees from a remote server as well.

E-mail recipients can be searched from **Contacts** only, from a remote server only, or first from **Contacts** and then from a remote server. See "Searching for contacts for BlackBerry messages" on page 11.

Meeting request recipients can be searched from **Contacts** only, from a remote server only, or first from **Contacts** and then from a remote server.

1 Go to **Calendar**, press **Menu**, and select **Tools** → **General settings...**.
2 Select **Meeting requests** → **Check names**. The following options are available:
   - **In local contacts only**—only the addresses in the contact databases on your device and memory card are searched.
   - **In remote addresses only**—only the addresses in the remote contacts database are searched.
   - **In local, then remote**—the addresses in the contact databases on your device and memory card are searched first. If no match is found, then the addresses in the remote contacts database are searched.

3 Press **OK**.

Before you service or exchange your device

Before you service or exchange your Nokia device, disable BlackBerry Connect to prevent your e-mails from being delivered to your device when someone else is handling it.

To disable the BlackBerry service:

- Set **Blackberry service** to **Off**.
- Disable the **Forward message to the handset** option from the configuration tool for Nokia Enterprise Server or from your service provider's BlackBerry Internet Service.

Before exchanging your Nokia device for another, reconfigure your new device with your BlackBerry account. Use the configuration tool for Nokia Enterprise Server or use your service provider's BlackBerry Internet Service. Doing so updates the BlackBerry PIN from your new device to the server and thus prevents your messages being redirected to your old device.

BlackBerry icons and keyboard shortcuts

BlackBerry status icons

- You have disabled BlackBerry Connect, or you are roaming and have set BlackBerry to be off while roaming

- Attempting to connect (icon rotates)

- Connected

BlackBerry configuration message icons
- New BlackBerry service configuration message

- Opened BlackBerry service configuration message

BlackBerry message icons
- New BlackBerry message

- Opened BlackBerry message

- New message error

- Opened message error
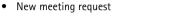
BlackBerry meeting request icons
- New meeting request

- Opened meeting request

- New meeting request response

- Opened meeting request response

- New meeting request cancellation

- Opened meeting request cancellation

Keyboard shortcuts in messages:
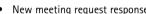- Page up or page down: Chr+scroll key up or down
- Go to top or bottom of page: Chr+ctrl+scroll key up or down

Keyboard shortcuts in message list:
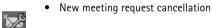- Go to top of list: Ctrl+Chr+scroll key left
- Go to bottom of list: Ctrl+Chr+scroll key right