

# DISCOVER BLACKBERRY<sup>®</sup> PASSPORT

## THE GUIDE TO WORKING WIDE

PRODUCTIVITY TIPS AND TRICKS FOR BLACKBERRY<sup>®</sup> PASSPORT AND BLACKBERRY<sup>®</sup> OS 10.3



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## Introduction: Work Wide



Get ready for something new.

BlackBerry® Passport is your ticket to a wider world: the most advanced, powerful and innovative QWERTY keyboard smartphone on the market today.

Featuring a wide immersive display and ground-breaking touch-enabled physical keyboard, it redefines what a smartphone can do and elevates the user experience in every way.

As the first quad-core BlackBerry smartphone, BlackBerry Passport features advanced hardware specifications and comes with more memory and storage out-of-the-box than any previous BlackBerry smartphone. It includes a 13MP rear camera that can shoot 60 FPS in 1080p HD video, and also features unique audio processing technology and a quad-microphone array to improve sound quality.

Additionally, the OS update brings a fresh new interface, with a flatter, more intuitive and modern design. New features include BlackBerry® Blend™, which lets you access many of the essential features of your BlackBerry smartphone from your computer and tablet, and

BlackBerry® Assistant, which lets you go hands-free and eyes-free with voice commands, while BlackBerry Natural Sound has been enhanced to support cellular calls.

That's a lot of innovation – all in one package.

Its creation wasn't an easy endeavor – breaking design boundaries means leading by example.

Every aspect of BlackBerry Passport, from conception to manufacturing, was designed with the intent of going beyond the mere incremental iterations that have become the standard in the smartphone market.

Look at BlackBerry's heritage, values and core DNA and evolve those elements – things like great typing experiences and keypad design, married with cutting-edge communication and collaboration technologies – and you will arrive at the BlackBerry Passport .



### GETTING THE MOST OUT OF THIS GUIDE

Upon initial use of BlackBerry Passport, there will be certain on-device tutorials for various apps and features to help you get started.

This guide is designed as a supplement, to give you a great starting overview of BlackBerry Passport, from hardware to controls, features and the BlackBerry 10.3 operating system.

Feel free to run through this guide systematically, or jump to a specific section in a pinch, and the combination of descriptions, diagrams, how-to's and tips should help you get up and running in short order.

## Section I: Serious Mobility for Serious Business

### DEVICE OVERVIEW: LAYOUT, SPECIFICATIONS AND KEY FEATURES

It's not just another smartphone – BlackBerry Passport is an entirely new design, loaded with cutting-edge features that will transform how you think about and utilize your device.



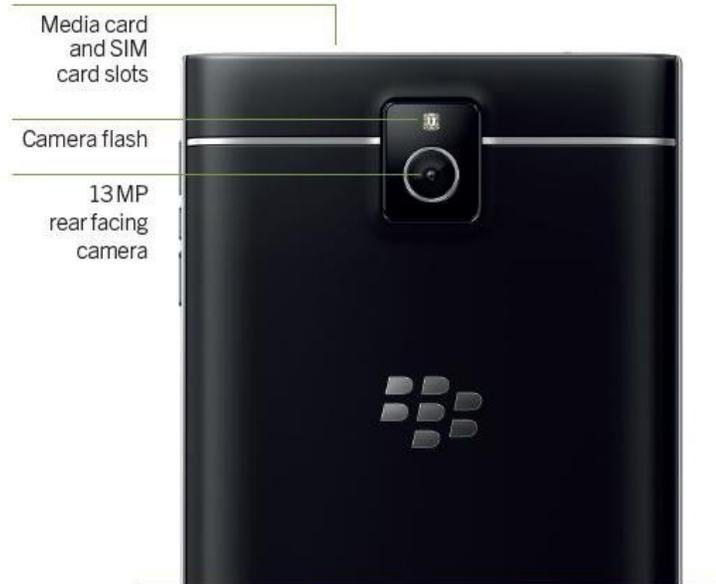
Every element has been considered carefully for both functionality and ease-of-access.

At the top of the device, you'll find the Power button on the right, with the headphone jack on the left.

On the right side of the unit, you'll notice the Volume up and Volume down buttons, with a Mute button in the middle.

At the bottom of the phone is located a multi-function port, which is where the charging cable connects.

On the back of the device are the slots for the Media Card and Nano SIM Card, which can be accessed by removing the access cover. The 13 megapixel camera is at the middle, near the top of the device, with the flash located directly above it.



## DEVICE SPECIFICATIONS:

Size (LxWxD)	<ul style="list-style-type: none"> <li>128mm x 90.3mm x 9.3 mm</li> </ul>
Display	<ul style="list-style-type: none"> <li>4.5" LCD In-cell touch panel display, 24-bit color</li> <li>1440 x 1440 resolution with 1:1 aspect ratio</li> </ul>
Keyboard	<ul style="list-style-type: none"> <li>Touch-enabled 3-row keyboard (with contextual virtual row on touchscreen)</li> </ul>
User Interface	<ul style="list-style-type: none"> <li>BlackBerry 10 gesture-based UI plus QWERTY capacitive keyboard with gesture support</li> </ul>
Software	<ul style="list-style-type: none"> <li>BlackBerry 10.3 OS</li> </ul>
Memory	<ul style="list-style-type: none"> <li>3GB LPDDR3 800MHz RAM</li> <li>32GB Flash, Hot-swappable MicroSD slot                             <ul style="list-style-type: none"> <li>(up to 128GB additional storage)</li> </ul> </li> </ul>
Processor	<ul style="list-style-type: none"> <li>Quad-Core 2.2GHz Qualcomm Snapdragon 801</li> </ul>
Battery Life <sup>1</sup>	<p><u>Talk Time</u> + GSM: up to 18 hours + UMTS: up to 23 hours</p> <p><u>Standby Time</u> + GSM: up to 18 days + UMTS: up to 18.5 days</p> <p><u>Audio Playback:</u> up to 84 hours      <u>Video Playback:</u> up to 12 hours</p> <p><u>Mixed Use:</u> Up to 30 hours<sup>2</sup>.</p>
Camera	<ul style="list-style-type: none"> <li>13MP auto-focus rear-facing camera                             <ul style="list-style-type: none"> <li>5x digital zoom, Optical Image Stabilization (OIS)</li> <li>1080p HD video recording</li> </ul> </li> <li>2MP fixed-focus front-facing camera                             <ul style="list-style-type: none"> <li>Image and video stabilization, 3x digital zoom</li> <li>720p HD video recording</li> </ul> </li> </ul>
GPS	<ul style="list-style-type: none"> <li>Assisted, Autonomous and Simultaneous GPS preloaded with BlackBerry Maps application</li> </ul>
Connectivity	<ul style="list-style-type: none"> <li>USB 2.0 compatible</li> <li>Works with SlimPort® accessories</li> </ul>
Bluetooth®	<ul style="list-style-type: none"> <li>Bluetooth 4.0 Low Energy (LE)</li> </ul>
Wi-Fi	<ul style="list-style-type: none"> <li>2.4GHz 802.11 b/g/n enabled, 4G Mobile Hotspot</li> </ul>
Network	<ul style="list-style-type: none"> <li>FD-LTE 1,2,3,4,5,7,8,13,17,20 (2100/1900/1800/1700/850/2600/900/700/700/800MHz)</li> <li>HSPA+ 1,2,4,5/6,8 (2100/1900/1700/850/900MHz)</li> <li>Quad band GSM/GPRS/EDGE (850/900/1800/1900MHz)</li> </ul>
Advanced Sensors	<ul style="list-style-type: none"> <li>Accelerometer, Magnetometer, Gyroscope, Time-of-Flight (ToF), Ambient light</li> </ul>

1. Based on GSMA PRD TW.09 Battery Life Measurement Technique.
2. Based on mixed usage scenario. Many factors affect battery life, including network, application usage, feature configuration and battery age. Actual results may vary.

## KEY FEATURES AT A GLANCE:

Large Square Touchscreen	<ul style="list-style-type: none"> <li>Virtually the same viewing space as a 5" all-touch smartphone, but in a size and shape that provides a better viewing experience.</li> <li>Designed for a better experience for web browsing, reading, editing and maps.</li> </ul>
Touch-enabled Keyboard	<ul style="list-style-type: none"> <li>The only smartphone to offer a large touchscreen with a physical keyboard that also has touch features built into it.</li> <li>The capacitive keyboard is responsive to touch so you can scroll web pages, flick to type with word predictions, swipe to delete or slide along the keys to move the cursor.</li> <li>The physical keyboard allows you the full screen for viewing.</li> </ul>
BlackBerry Blend™	<ul style="list-style-type: none"> <li>BlackBerry Blend™ gives you access to your personal and work information, all in one single dashboard, on any device.                             <ul style="list-style-type: none"> <li>Read work and personal emails, BBM™ and text messages on any device connected to BlackBerry Blend™.</li> <li>Save files to BlackBerry Blend™ so they are available on your BlackBerry, computer and tablet.</li> </ul> </li> <li>Get access to your work information without VPN.</li> </ul>
BlackBerry® Assistant	<ul style="list-style-type: none"> <li>BlackBerry Assistant responds to both text and voice commands.</li> <li>Allows you to access both Work and Personal info.</li> <li>Can be both hands-free and eyes-free over any Bluetooth connection. Access BlackBerry Assistant even when driving.</li> <li>Perform tasks all within the application without having to exit the app to complete tasks.</li> <li>BlackBerry Assistant learns and adapts to you.</li> </ul>
Battery	<ul style="list-style-type: none"> <li>BlackBerry is not only known for its keyboards but also its strong battery life.</li> <li>The power saving efficiencies and features built into the BlackBerry OS give BlackBerry Passport enough power to keep up with even the busiest professionals.</li> <li>The BlackBerry Passport has one of the largest batteries on the market at 3450 mAh and up to 30 hours of battery life<sup>1</sup>.</li> </ul>
Apps	<ul style="list-style-type: none"> <li>BlackBerry World™ offers native BlackBerry 10 apps.</li> <li>Amazon Appstore offers a huge assortment of Android apps.</li> </ul>
BlackBerry® Hub	<ul style="list-style-type: none"> <li>Organizes all messages and notifications into one spot, allowing you to peek into a consolidated message inbox.</li> <li>Always have access to messages in the Hub with a simple gesture without having to close, open, and then close numerous apps to see all messages.</li> <li>With Instant Actions in Hub, quickly delete or file multiple messages.</li> </ul>
Phone	<ul style="list-style-type: none"> <li>Powerful speakers and a quad microphone system.</li> <li>BlackBerry® Natural Sound BlackBerry® Blend™ Technology adapts the call sound depending on phone position and background noise.</li> </ul>

1. Based on mixed usage scenario. Many factors affect battery life, including network, application usage, feature configuration and battery age. Actual results may vary.

## Section II: Getting In-Depth with BlackBerry Passport 's Physical Features

### THE TOUCHSCREEN

While smartphones have provided professionals the ability to conduct business when mobile, many tasks are a challenge on the narrow all-touchscreens that we've become used to. With BlackBerry Passport, the goal was to create a smartphone that would break through the sea of all-touch devices and deliver a step-change in productivity. BlackBerry Passport shows there is a better, wider way to accomplish more.



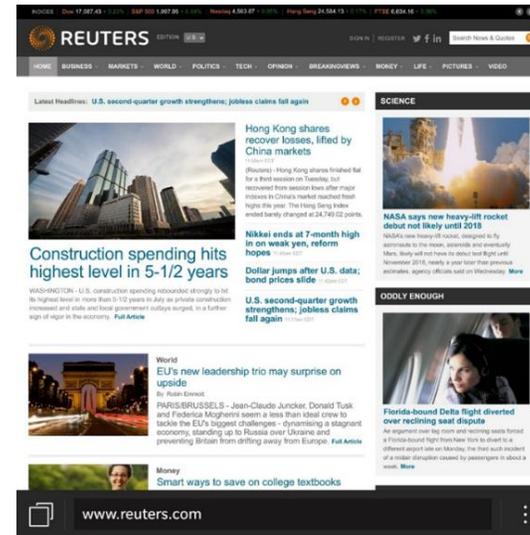
The large square touchscreen provides an amazing viewing and reading experience, giving you wider vision that unleashes your capabilities to do mobile business the way you've always wanted. It's designed for better web browsing, reading, editing, and maps experiences.

Finally, you can:

- Read an email without endless scrolling: Reading your whole email in one view allows you to both get the message and respond faster.
- Get the full web experience: Optimized for better web experience, you can see a full desktop web page on your screen.

- View all details on a map: You get the best possible map-viewing experience to figure out where you're and where you want to go faster.
- View and edit documents on the spot: The uncompromised view gives you the ability to review and edit documents on the spot so you don't have to wait until you're back on your computer.
- Schedule meetings faster: See all the details of your entire week's schedule without swiping left or right.

### Unparalleled Clarity



BlackBerry Passport 's capacitive screen is a sight to behold.

With a diagonal measurement of 4.5" and a resolution of an astonishing 1,440 x 1,440 pixels, BlackBerry Passport sports an uncompromisingly sharp screen.

That amounts to a PPI density of 453, and your photos, videos, documents and websites will look much better for it.

BlackBerry Passport's touchscreen is designed for fingertips as well as eyes. Pinching, swiping, flicking and tapping all benefit from accurate input, and the generous size of the display means less crowding for busy fingers.

*"One of the first experiences I had on Passport when I saw the first one come to life was maps. It was so different; so unique. It felt fresh – like it could breathe, and I think that just reaffirms what we've arrived at with this screen size, which is great for documents and reading, maps and website browsing. The width of the screen provided much more of a natural reading experience. Your eyes weren't jumping from line to line to line with these very short widths that maybe we've become used to. We weren't just 'different to be different'. We were creating something that was different but was also familiar and natural in many ways."*

-BlackBerry Passport Designer Joseph Hofer

## TOUCH-ENABLED QWERTY KEYBOARD

Innovation doesn't stop with the screen.

BlackBerry smartphones have always been known for their exceptional and distinctive physical keyboards that make for fast, accurate typing.

BlackBerry Passport takes our iconic keyboard to a new, unique level.



- At only 3 rows of physical keys, it uses the display to offer additional virtual keys that change in context with what you're doing. When composing a message, the dynamic row displays punctuation. When writing an email address in the "To" field of a message, the @ symbol will be displayed.
- In addition, the physical keyboard is touch-enabled and can recognize gestures.
- The backlit, sculpted keys are large and wide, with BlackBerry's signature frets separate the rows to help make typing easier, faster and more accurate.
- It also adds advanced capabilities with the very powerful BlackBerry 10 software, which learns what and how you type, integrates multiple dictionaries and languages, and is designed to work with the keyboard and display as an integrated, responsive input system.

## Faster, More Accurate Typing

BlackBerry Passport makes it easier for people to create polished, professional communications with high accuracy. According to internal research, users of BlackBerry Passport are 4x more accurate than users of devices with virtual keyboards, so there are fewer mistakes and typos to get in the way of what you're trying to say. All of the characteristics that enable fast, accurate typing on a physical keyboard are here, including the time-saving keyboard shortcuts that allow you to simply begin typing to initiate tasks.

For example, from the Home screen, you can start typing to search, or type "email John" to compose a message. Together, the keyboard and keyboard shortcuts make it easy for commands to be taken quickly and directly from the Home screen.



**TIP:** Don't tap on the display to select a word. Make a mental separation of the keyboard in 3 parts, and flick up along the left, middle or right part of the keyboard for the appropriate word.

To dictate (speak) what you want to compose, invoke Voice Control (part of the new BlackBerry Assistant discussed further on in this guide) by long pressing the virtual Period key. You can also long press the Play/ Pause button on the side of the smartphone.

Check out a video to learn more about the keyboard and typing [HERE](#).

## Predictive Phraseology

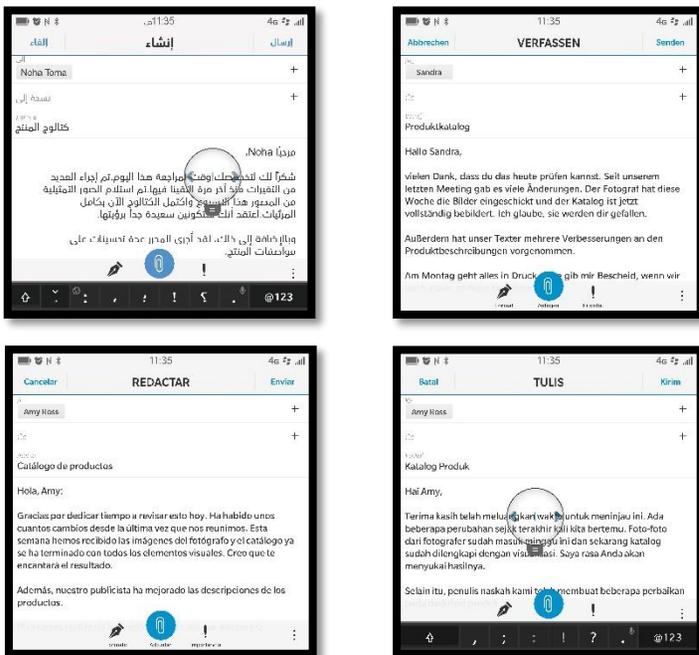
The BlackBerry 10 keyboard also learns which words you commonly use over time, then offers these words up on the display (just above the keyboard) as you type.

It goes beyond simply compiling a vocabulary of the words you use. It creates a phraseology to make predicting (and correcting) more accurate.

Predicted words appear as you begin typing. Up to 3 words will appear, and you simply select the word you want by flicking from the keyboard!

## Support for Multiple Languages

Passport features support for multiple languages.



Additionally, a large number of BlackBerry customers are fluent in multiple languages and often type in more than one language within a particular message. The keyboard dictionary in BlackBerry 10 supports multiple languages, and is able to handle inputs in up to 3 different languages at a time.



**The New Touch Keyboard.**

BlackBerry Passport takes our iconic keyboard to the next level. The touch-enabled keyboard lets you perform many functions right on the keyboard. It's responsive to touch so you can scroll web pages, flick to type or slide along the keys to move the cursor. All this right on your keyboard, leaving the full screen space for viewing. Only BlackBerry can take a perfect keyboard and make it better.

**Touch-enabled Keyboard Gestures.**

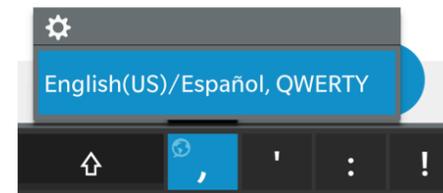
**Fast Scrolling.**

1. Open your **BlackBerry Browser** and type in a web page.
2. Gently brush your finger **up and down** the keypad to easily scroll up and down the page.
3. Now turn the device to one side and scroll **up and down** the page by gently brushing your finger across the keypad.

This can be applied to scrolling through long emails or spreadsheets as well for quick easy navigation.

**Fine Cursor Control.**

1. When you are typing a message or working on a document, double tap the keyboard to bring up the cursor control.
2. Drag your finger across the keyboard to move the cursor to where you want it.
3. To highlight text, hold down the virtual shift key and move the cursor by dragging your finger across the keypad.



**TIP:** Tap and hold the Globe icon (on the virtual comma key) and slide to access language settings.

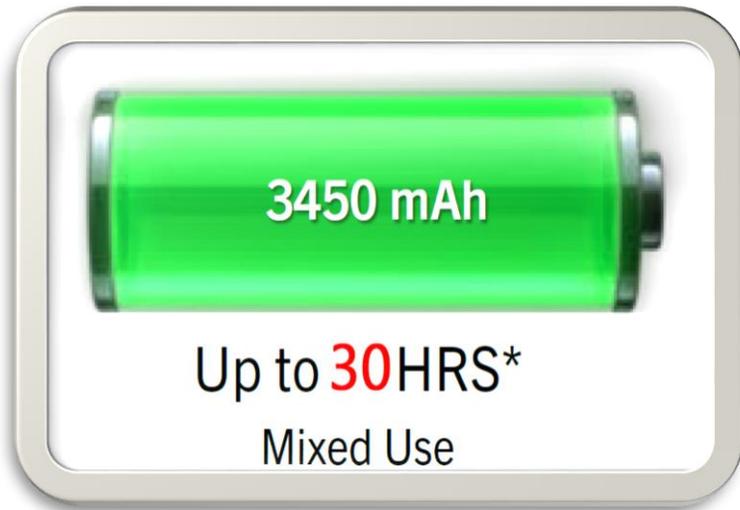
*"The keyboard is something BlackBerry is world-renowned for. Creating this beautiful, ergonomic and efficient keyboard was something we took very seriously, and something that we didn't want to redesign unless we could make it better."*

-BlackBerry Passport Designer Brian Paschke

## BATTERY POWER

Between off-site meetings, traveling, and long demanding days, you need confidence to get through the day with without having to constantly search for a power source.

BlackBerry Passport delivers our best battery performance to date with an impressive 3450 mAh battery, made possible by the square size.



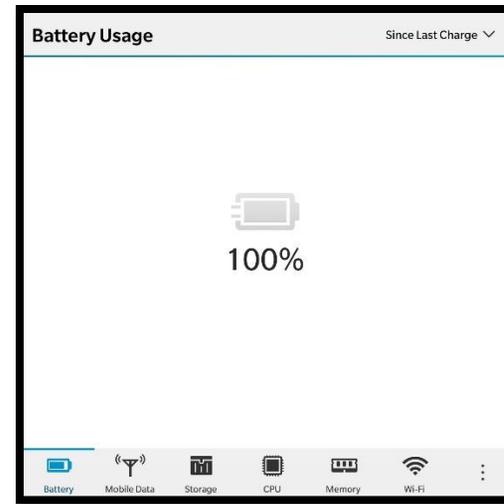
That, plus the power-saving efficiencies built into the BlackBerry OS, give BlackBerry Passport enough power to keep up with even the busiest Power Pros.

A new-and-improved device monitor provides you with essential details on battery usage, the impact of installed apps on battery life and memory, data and storage usage, and CPU stats.

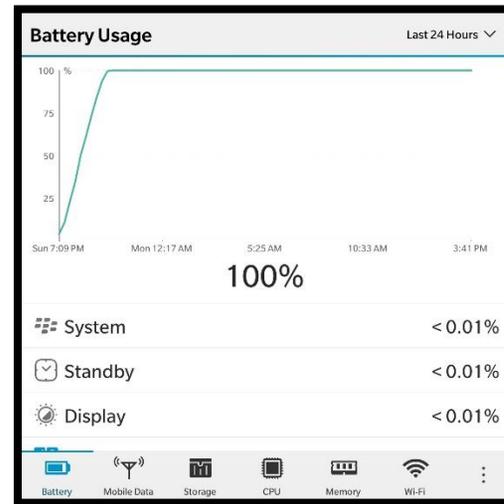


**TIP:** A solid-red LED can indicate that your BlackBerry device is turning on or restarting.

Learn more about Battery Management in [THIS VIDEO](#).



**TIP:** You can look at battery statistics in chart form, and can select from Last 48, 24 (as seen below) or 12 Hours, or "Since Last Charge," as seen above. If your device is still plugged in and fully charged, you'll see the above screen upon selecting "Since Last Charge."



## BLACKBERRY CAMERA

BlackBerry Passport's camera is designed to be extremely fast at capturing images and easily accessible, because you never know when the "right" moment will suddenly happen. Tapping on the camera icon instantly captures a picture with the Pictures app, and the camera is then ready to shoot again. For quick access, the camera is always accessible from the Home screen.

The BlackBerry Passport smartphone features two cameras, each capable of capturing HD video.

- The rear-facing camera has autofocus and can capture 13MP shots in an instant.



- It includes a bright LED flash that can be set to activate automatically or not at all.

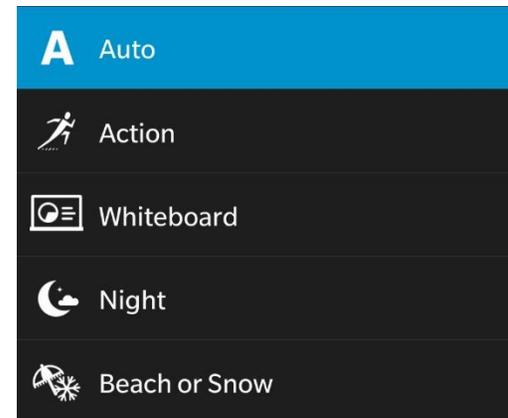


- The 2MP front-facing camera is ideal for selfies and quickly sharing pictures on social media sites, or for video chatting over BBM™.
- The BlackBerry Passport smartphone's camera includes a new Panorama mode.
- Launch the camera if the smartphone is in standby (from the Lock screen) – simply touch and hold the icon to launch it.

There are now more ways to ensure you capture the best picture.

- Automatic camera mode recommendations – Focus on the 'what' and not the 'how'. The camera will automatically recommend modes and settings such as recommending 'Time Shift mode' when detecting faces, 'HDR' when detecting many variations in lighting, or 'HDR off' when detect normal conditions, etc.
- Off line Time Shift mode – Don't miss those moments. With the Camera, when a user takes a photo using Time Shift mode, they can edit the image right away or they now have the option to 'Save for Later.' This will save the entire Time Shift capture burst to memory for edit at a more convenient time.
- Panorama – Get the whole picture. Panorama allows users to sweep their device horizontally (e.g., left to right) taking multiple photos and stitching them together to provide a single panoramic image.

Learn more about taking pictures with the BlackBerry Camera in [THIS VIDEO](#).



Non-default settings show up here. You can tap the icon to immediately return to the default setting.

You can touch anywhere on the display to change the focal area.

Tap the camera icon to take a picture

Tap the icon to instantly switch between the rear and front cameras.

The most recent picture taken shows up as a thumbnail. You can drag up from the thumbnail across the screen to see the full image or tap on the thumbnail to launch it in the Pictures app.

When you drag the thumbnail to see the full image, you can immediately share or delete it.



You can depress either of the Volume keys to snap a picture, instead of tapping on the camera icon.

You can zoom the camera in and out with a two-finger pinch. A progress bar indicates the zoom level.

Tap the video icon to switch to video recording.

Tapping the menu lets you access a number of camera controls. You can adjust for a variety of shooting modes (Normal, Time Shift, Burst and Panorama), the type of scene, such as Action or Night, and whether you want 16:9, 4:3 or 1:1 ratio pictures, as well as other features and settings.

You can press the space bar to snap a picture.

You have plenty of options when it comes to choosing front or rear cameras, selecting capture modes, or setting a timer, so you always take great photos.

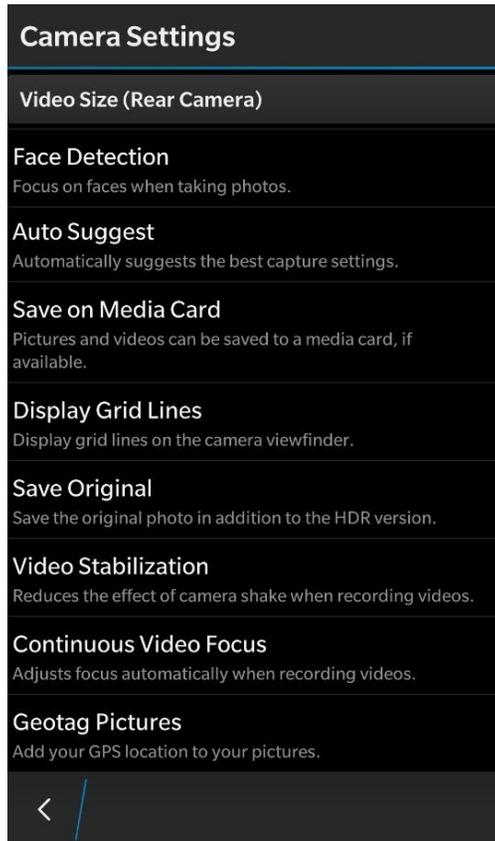
You can select from a variety of Scene modes that are optimized for different lighting conditions and environments.

You can change camera default settings.

HDR (High Dynamic Range) takes 3 shots at various exposures (overexposed, underexposed and balanced) that are combined into a single image.

It's ideal for taking shots of landscapes and outdoor portraits to bring out more of the details and soften the harsh contrast between areas of bright light and dark shadow.

The rear video camera can capture up to 60 fps (frames per second) in 1080p, which is beneficial for recording fast-moving objects.



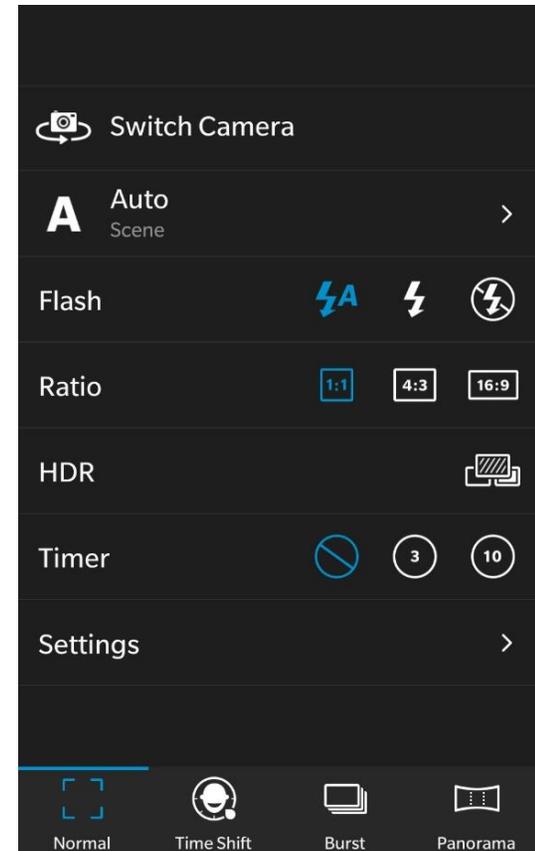
Burst rapidly captures a sequence of shots. Simply tap and hold your finger on the icon to take as many sequential shots as you want.

Whether shooting still objects or something in motion, all the settings you need are right there.

Select  to switch between the rear and front cameras.

You now have a self timer: .

Between Panorama and Time Shift, you'll have plenty of opportunities to capture memorable photos.



## Panorama Mode



**TIP:** Panorama is a new feature. When you start the capture, the display will guide you to align for the next shot and automatically capture it. Simply pan until the solid box fits into the frame. You can choose where you want to focus. Where you touch is where it will focus, then you take the picture

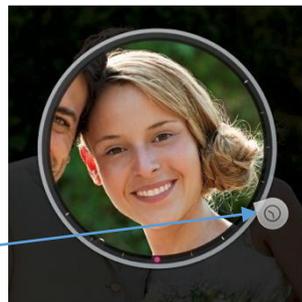


Time Shift is a unique and fantastic feature for getting a shot with all the subjects smiling with their eyes open.



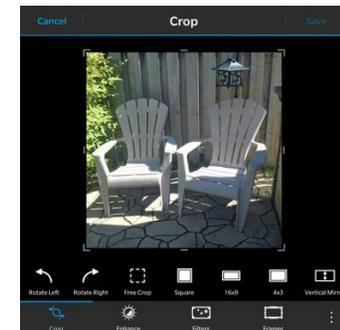
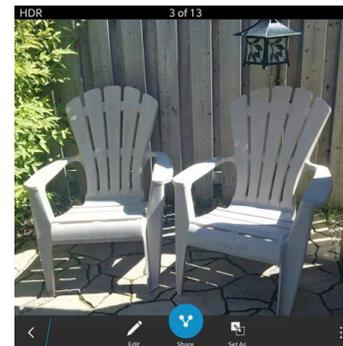
**TIP:** You now have the option to save a Time Shift capture for editing at a later time.

The camera will detect faces in the scene. Simply tap on an individual's face, then drag the slider to adjust for the best frame.



## Robust Photo-Editing Tools

BlackBerry 10 is intelligent enough to determine the context you're shooting in, so it can know if you're working with a face or some other picture. For example, Red Eye Reduction, one of the many image enhancements (Enhance) you can make, is only active if you're editing a picture of someone's face, and would not come up when photographing a rose or waterfall.

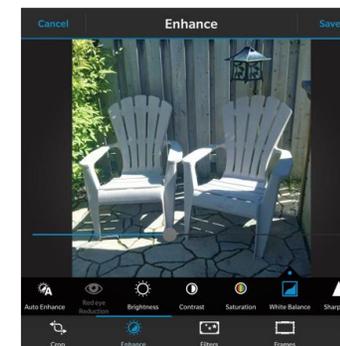
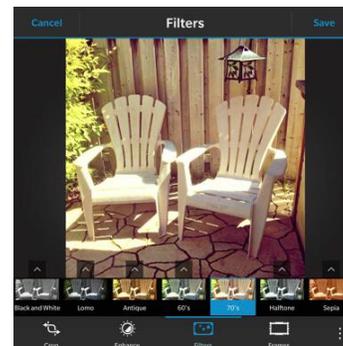


**TIP:** Tap the pencil icon to edit an image.

Filters lets you apply preset filters over the original image. There are 10 filters available.

**TIP:** While editing, tap the image to zoom in.

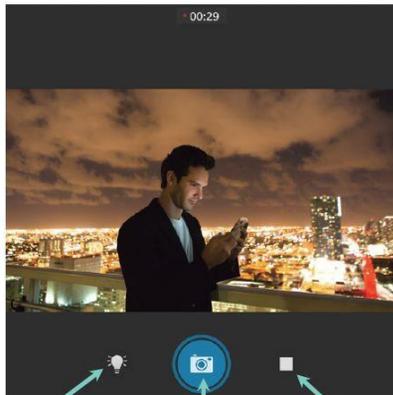
You can select from 7 different Frames.



## STORY MAKER

Story Maker is a powerful wizard-driven app that lets you combine pictures and videos, along with a music track of your choice, to create a fun, impactful movie.

**Tip:** You can zoom the video camera in and out with a two-finger pinch.



To turn the flash on, tap the light bulb button.

**NEW:** You can capture a picture while recording video at any time by tapping the camera button or pressing the space bar on the keyboard.

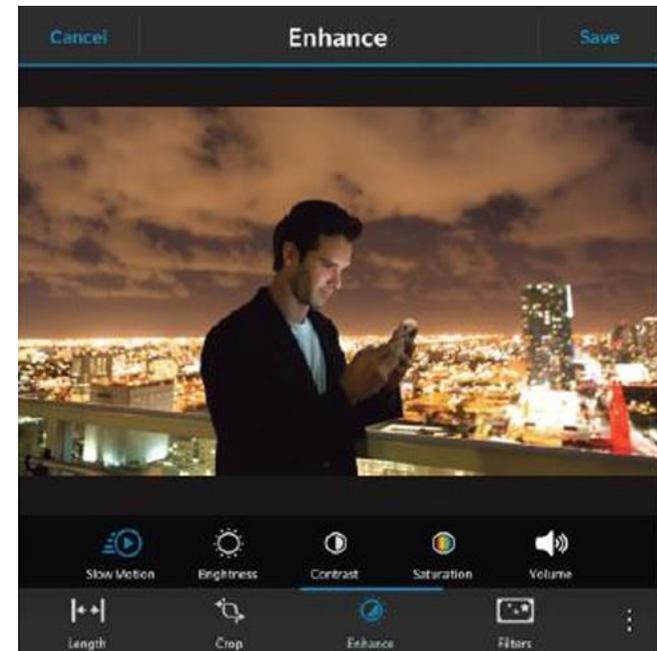
Tap the stop button to stop recording.

Begin with Create New Story, and then pick the pictures and videos you want for your story.

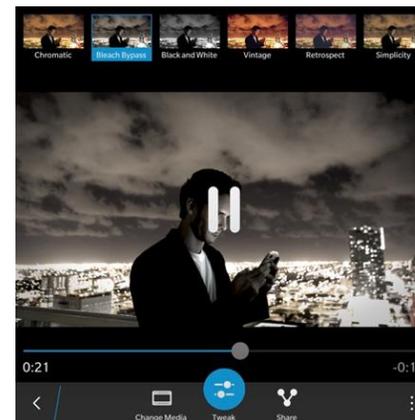
Next, select the music track you want to play in the background. Preloaded tracks are included, but you can use your own music.

In the final panel of the wizard, you can give your creation a Title and Subtitle, as well as two lines for the Credits. When you tap **Next**, Story Maker will play the creation.

Once you shoot a video, you have the option to edit it. You can trim the video to only the part you want, adjust the brightness, contrast and color and play with the sound volume. The video editor now includes a Slow Motion feature. To launch the editor, tap Edit to open the video editor. When you're happy with the edits you've made to a video, tap **Save** to keep the changes.



As your story plays, you can select one of six theme effects to apply to your creation.



Tap **Tweak** to reorder the sequence of pictures and videos, make trimming adjustments and change your music selection.

You can also optionally edit the content.

When you're happy with what you have, tap **Save** and your creation will be rendered as a standard HD movie that you can play in the BlackBerry 10 video player, and share with friends on sites like YouTube.

## THE BLACKBERRY PASSPORT PHONE

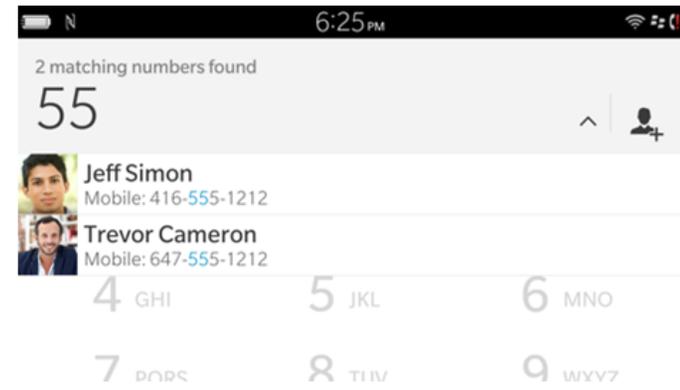
BlackBerry Passport is built for mobile professionals who need to rely on a quality-sounding phone to be able to stay productive and connected when talking to clients or their bosses when on the go and in different environments from normal to noisy.



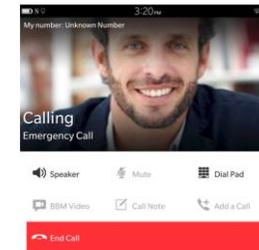
BlackBerry Passport 's phone features:

- Powerful speakers
- Quad microphone system
- BlackBerry Natural Sound Technology adapts the call sound, depending upon phone position and background noise. The result is unmatched sound quality that can make you feel like you're in the same room even if you're worlds apart.
- Powerful stereo speakers and Natural Sound technologies result in a BlackBerry Passport call experience optimal for mobile conference calling.

Watch a video to learn more about making calls on the BlackBerry Passport phone [HERE](#).



**NEW:** BlackBerry 10 OS 10.3 includes a dial pad look up. Type the first few letters of the name or phone number to access a list of matching contacts.



**NEW:** The BlackBerry Passport smartphone has an excellent speakerphone, providing clarity and volume in a small package. The phone uses a third-generation virtual back volume technology that makes audio louder and clearer without significantly increasing the physical size of the speaker box.

## Section III: Setting Up Your BlackBerry Passport

### INSERTING THE SIM AND MEDIA CARD

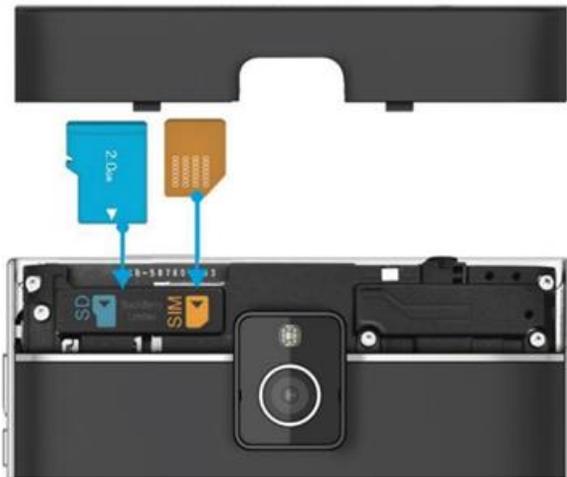
If you have a personal device, contact your wireless service provider to request a nano SIM card. The wireless service provider will transfer your existing phone number to the new SIM card. If your device is managed by your work, contact your administrator and request a nano SIM card. The administrator will transfer your existing phone number to the new SIM card.

Depending on your service provider and where you purchased BlackBerry Passport, the SIM card might already be inserted. The access for inserting a nano SD card (media card) is the same, except the media card (micro SD card) is inserted into the slot on the far left.

1. With the back of your device facing you, use the indentation on top of the device to pull the top part of the cover toward you.



2. With the metal contacts facing away from you, insert the nano SIM card into the right slot.



### Sim Card pre-setup

Before you begin switching to your new BlackBerry 10 device, take a moment to make sure you have completed the following checklist.

Complete all of the instructions in the Setup app that opens the first time your BlackBerry 10 device starts after you insert the battery.

If you have information saved to your SIM card, such as contacts, save the data to the storage space on your previous device or your media card before you begin to switch devices.

If you have any user names or passwords saved on your previous device, such as your BlackBerry ID, consider temporarily writing this information down so you have it when you're ready to add accounts to your new device.

#### TIP: Transfer contact info using a SIM card.

Your BlackBerry Passport device uses a nano SIM card. As such, this data transfer method is only available if you're switching from a BlackBerry Passport to another BlackBerry Passport.

1. On your previous device, tap **Contacts**.
2. Swipe down from the top of the screen.
1. Tap .
2. Under SIM Card, tap **Copy Contacts from Device to SIM Card**.
3. When your contacts are copied to your SIM card, remove the SIM card and insert it into your new device.
4. On your new device, tap **Contacts**.
5. Swipe down from the top of the screen.
6. Tap .
7. Under SIM Card, tap **Import Contacts from SIM Card**.

## THE OUT-OF-BOX EXPERIENCE

BlackBerry 10 is designed to make it fast and easy to get started. As part of the Out-Of-Box-Experience, when you power on the BlackBerry Passport smartphone for the first time, you will be presented with a series of panels (wizards). To get fully set up, you will select your language of choice, agree to the software license agreement, get connected on the mobile network and/or set up a Wi-Fi connection and set up your BlackBerry ID. The smartphone will also check to see if there are any software updates to be downloaded.

The screen below shows the password-entry field for joining a secured Wi-Fi network.

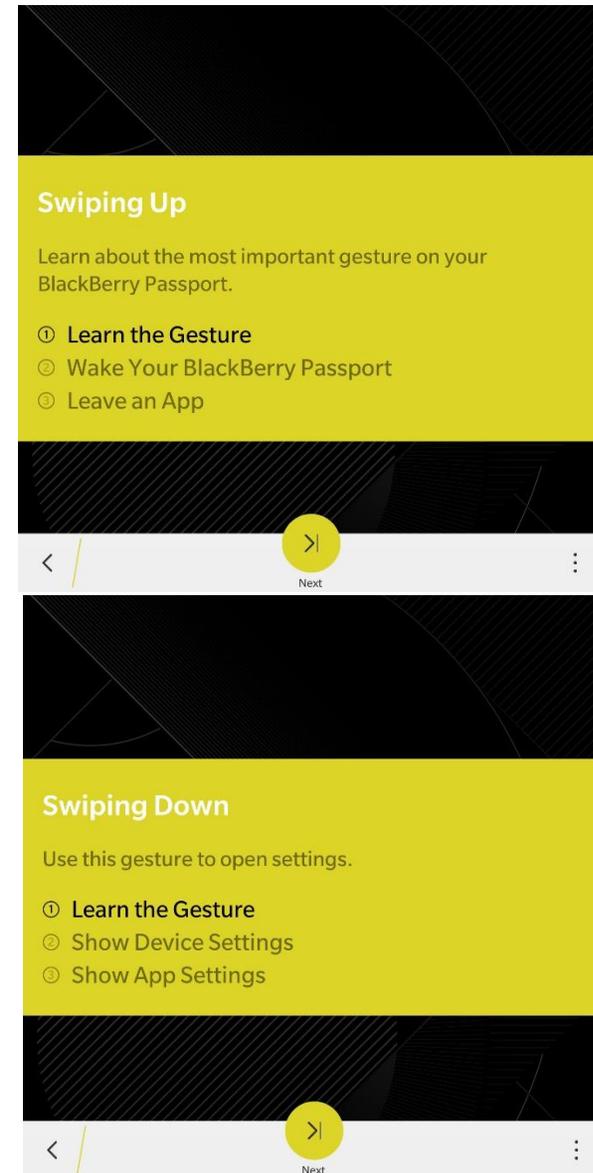


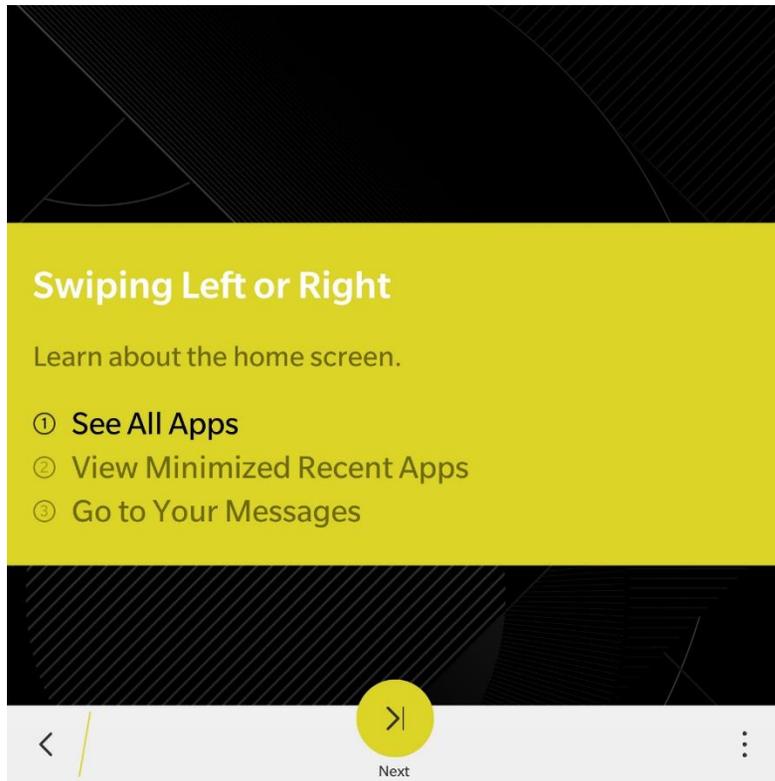
**TIP:** To see the password you're typing, tap the eyeball icon. This feature applies to all the password dialog boxes in BlackBerry 10.



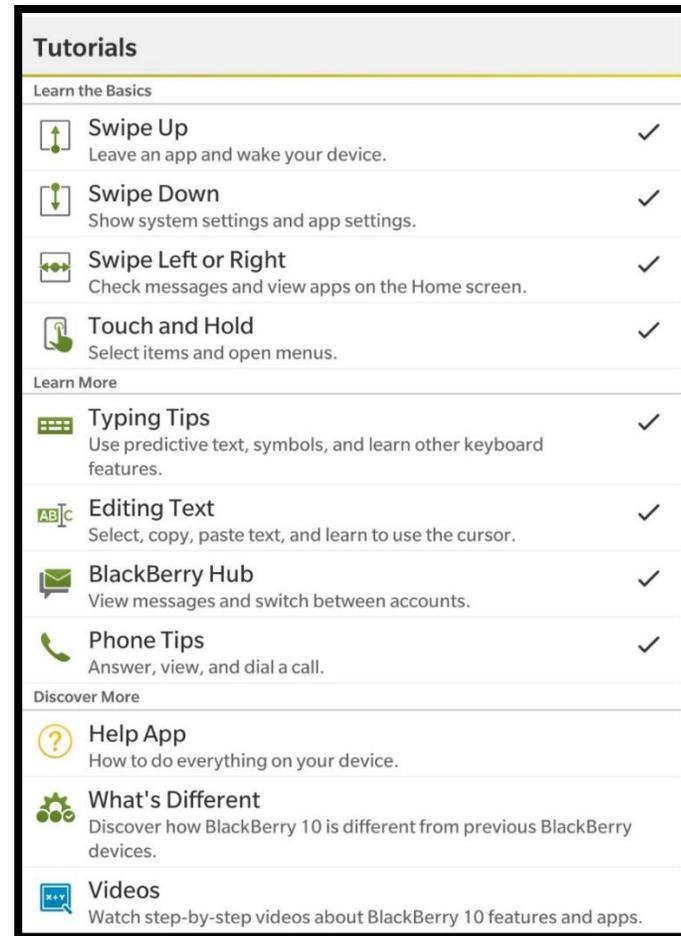
A Setup app is preinstalled on the smartphone, and found on the 3rd app panel. You can set up your email and social media accounts, as well as other settings.

After the initial setup, you will be introduced to some of the phone's basic functionality through interactive tutorials:





An on-device tutorial app is also available. The app is found on the 3rd app panel.



**TIP:** As seen in the screenshot above, there are a number of helpful tutorials on the device available to you right away. These range from navigating the OS to pointers on typing, editing text, using BlackBerry Hub and utilizing the phone's features.

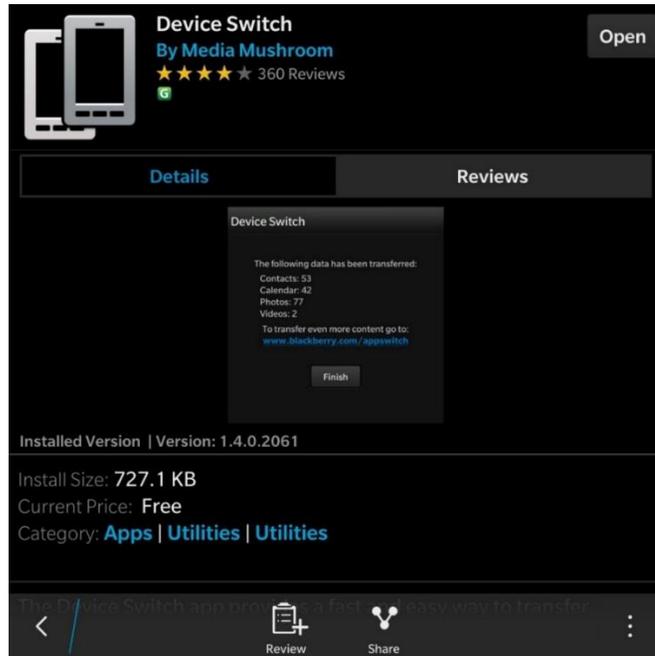
These are interactive – not static – so they can ease the learning curve for new users.

To set up an account in BlackBerry 10, you typically only have to enter your User Name and Password, and the system will determine the right settings for you automatically. You can also access **Advanced Settings**.

## SWITCHING TO BLACKBERRY PASSPORT USING THE DEVICE SWITCH APP

You can wirelessly switch from a BlackBerry 7, Android, or iPhone to your new BlackBerry 10 device using the **Device Switch** app.

For Android, click [HERE](#), or for iOS, click [HERE](#).

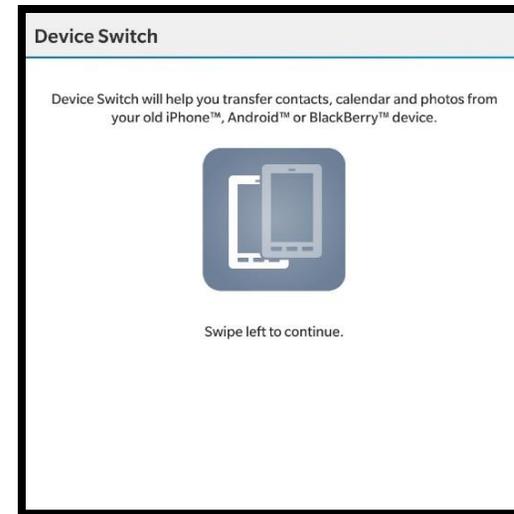


Check out [THIS VIDEO](#) for a quick overview.)

Install this app on your old and new devices, complete a few steps, and you can transfer the following information:

- Contacts (*including contact photos, birthdays, etc.*)
- Calendar items (*including recurring entries*)
- Camera photos
- Camera videos

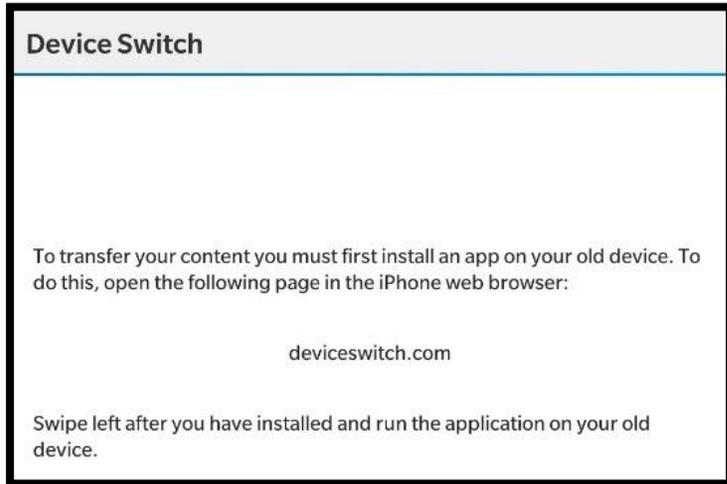
In general, the above can be transferred via the Device Switch app, although functionality may vary by device,



### Step 1 – Install the Device Switch app on your old and new devices.

Using the web browser on each device, navigate to <http://www.deviceswitch.com>. Doing so opens the respective store on your device and allows you to install the Device Switch app.

After you complete the installation, connect each device to the same Wi-Fi network.

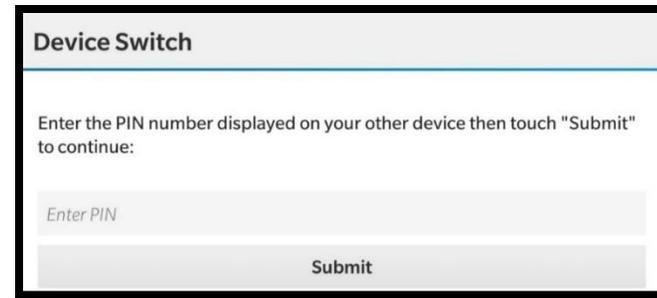


**Step 2 – Open the Device Switch app on your old and new devices.**

After connecting both devices to the same Wi-Fi network, open the Device Switch app on each device, review the instructions and you'll notice that your devices automatically discover each other.

***NOTE:** Corporate, academic, or public networks may be configured to prohibit devices from connecting to each other, so you may need to use Wi-Fi at home.*

After your old device discovers your new device, select your new device and enter the PIN that appears on your old device. After you verify your PIN, select the information on your old device that you would like to transfer.



After you select the information, tap **Next** to start the transfer process. Progress of the transfer will appear on each device.

***NOTE:** Transferring a lot of data may take some time, but you can still multitask and use your device while the transfer occurs.*

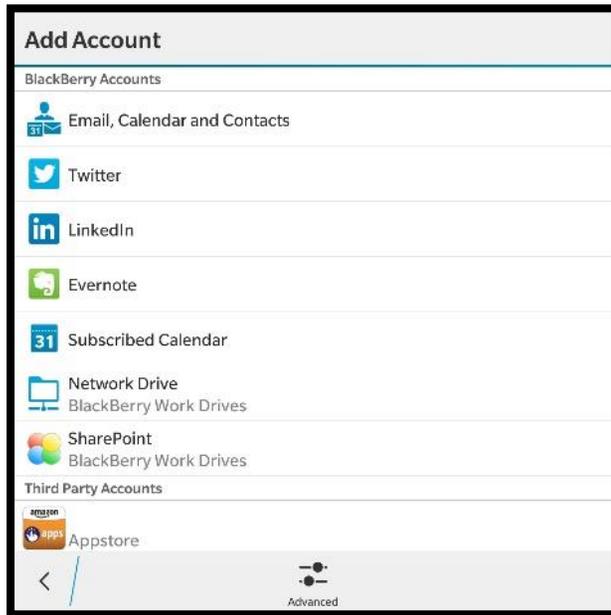


After the transfer process is complete, you will be able to find the new content or data in the same places as the same type of content or data generated on or inputted into BlackBerry Passport.

## ADD YOUR EMAIL AND SOCIAL NETWORKING ACCOUNTS

### Add an Email Account

After you successfully transfer your data, all that's left to do is set up your email and social network accounts on your new BlackBerry Passport.



Tap  **Settings** followed by **Accounts**, and then select the type of account you want to add.

1. On the **Add Account** screen, tap **Email, Calendar and Contacts**.
2. Enter the email address
3. Tap **Next**.
4. Enter the password for the account.
5. Tap **Next**.
6. Change any additional settings (for example, the types of content to sync with your device).
7. Tap **Done**.

### Add a Social Networking or Evernote Account

You can add a Facebook, Twitter, LinkedIn or Evernote account to your device. When you add an Evernote account to your device, your Evernote notebooks are available in BlackBerry Remember.



1. On the **Add Account** screen, tap **Facebook, Twitter, LinkedIn** or **Evernote**.
2. Enter your account information.
  - If necessary, change any sync settings.
  - If you're adding a Facebook account, to change when you're reminded about friends' birthdays, in the **Birthday Reminders** drop-down list, tap a reminder option.
3. Tap **Done**. If necessary, tap **Authorize**.

### Add a BlackBerry Email Account

1. On the **Add Account** screen, tap **Email, Calendar and Contacts**.
2. Enter the email address
3. Tap **Next**.
4. Enter the password for the account.
5. Tap **Next**.
6. On the **Forwarding** screen, complete the fields to add a forwarding email address.
7. Tap **Next**.

**NOTE:** It can take 5 to 15 minutes before your email is forwarded to the forwarding email address.

To receive your BlackBerry email on your device, make sure you add the forwarding email account to your device.

## Add a Work Account Supported by BES10

If your organization uses BlackBerry Enterprise Service 10, you can add your work account to your device and take advantage of features like BlackBerry® Balance™ (covered later in this guide). If your organization hasn't upgraded to BlackBerry Enterprise Service 10 and is using a BlackBerry Enterprise Server 5 or earlier, you can still add your work account and have it use Microsoft Active Sync. For more information, contact your administrator.

Make sure you know the following from your administrator:

- Your username
- Your enterprise activation password
- Server name

1. On the **Add Account** screen, tap > **Work Account**.
2. Enter the username, activation password, and server address for your account.
3. Tap **Done**.

After you add a work account, follow the prompts to set a work space password to use with BlackBerry® Balance™ and to enter your work network password.

## Add an Email Account Supported by Microsoft Exchange ActiveSync

Make sure you know the following from your administrator or your email service provider:

- Your username and work network password
- Server address

When you add an email account that's supported by Microsoft Active Sync, the messages, calendar events, contacts, tasks and notes associated with the account are synced with your BlackBerry device.

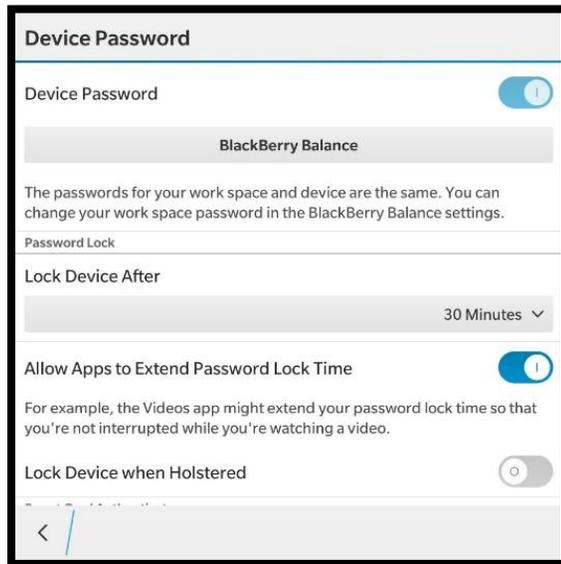
1. On the **Add Account** screen, tap > **Microsoft Exchange ActiveSync**.
2. Enter the username, activation password, and server address for your account.
  - To turn off push email, turn off the **Push** switch. To set how frequently your device checks for new messages, in the **Sync Interval** drop-down list, tap an option.
  - To use your organization's VPN, turn on the **USE VPN** switch.
  - To change how far back in time your device syncs messages, in the **Sync Timeframe** dropdown list, tap an option.
3. Tap **Next**.

**TIP:** When you flag an email message in your Microsoft Active Sync account, it is also flagged in the **Remember** app.

## SECURITY AND ENCRYPTION

### Set Device Password

When you have finished setting up your accounts and adding your personal information to your new device, take a moment to set a device password. Doing so can prevent unwanted access if you leave your device unattended, and in the event you misplace your device, no one can view your personal information.



To set up a device password, complete the following steps:

1. On the home screen, swipe down from the top of the screen
2. Tap  **Settings**, followed by **Security and Privacy**
3. Tap **Device Password**.
  - To set a device password comprising characters and numbers, set the **Device Password** switch to **On**, and then enter your desired password twice.
  - To set a quick device password comprising only numbers, set the **Simple Password** switch to **On**, and then enter your desired password twice.

You can also quickly unlock your phone using a combination of a picture and a number (0-9) of your choice, which you place at a particular point on the image. When you try to unlock the phone, the picture will appear along with a grid of random numbers. To unlock, simply drag the grid so the number you selected overlays the particular point on the image.

After you set a device password, turn on BlackBerry Protect. Doing so can save you a lot of frustration if you ever misplace your device. To learn more, check out [how to find a lost BlackBerry 10 smartphone using BlackBerry Protect](http://docs.blackberry.com).

### Learn More and Where to Find Help

The easiest way to learn more about your new BlackBerry Passport is by opening the Help app, which contains a lot of useful information ranging from tips and tricks to how-to overviews. You can also view, or optionally download and save the user guide for your device by visiting <http://docs.blackberry.com>.

### Turn on Encryption

1. Your BlackBerry device creates an encryption key when you turn on encryption. Your device uses this encryption key to access encrypted files on your media card, which will make your data much more secure. On the home screen, swipe down from the top of the screen.
2. Tap  **Settings > Security and Privacy > Encryption**.
3. Do any of the following:
  - Turn on the **Device Encryption** switch.
  - Turn on the **Media Card Encryption** switch.

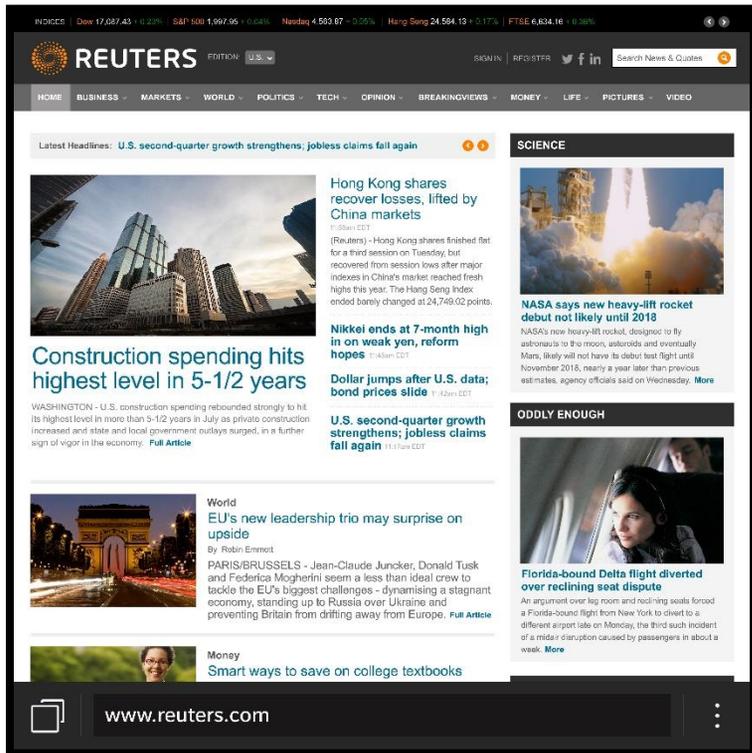


## Section IV: Going Deep with BlackBerry OS 10.3

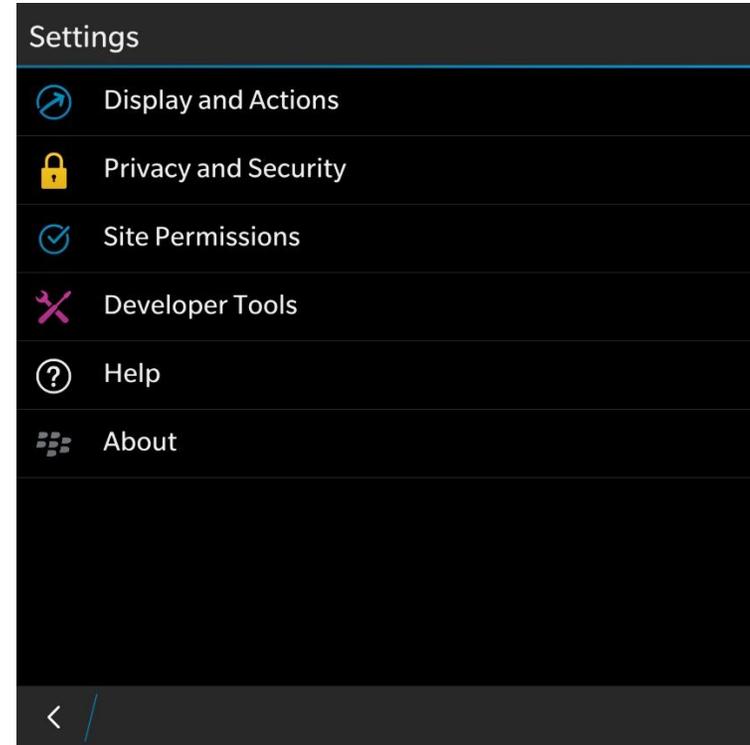
Now that we've covered the physical features of the device, as well as setup processes and the fundamentals of navigating the OS, we can start to get into the primary features of the OS itself.

### THE BLACKBERRY BROWSER

The BlackBerry 10 Browser is an extremely fast, feature-rich HTML5 browser. It offers an exceptional mobile experience on the BlackBerry Passport smartphone's large square display and breathtaking resolution, loading pages extremely fast.



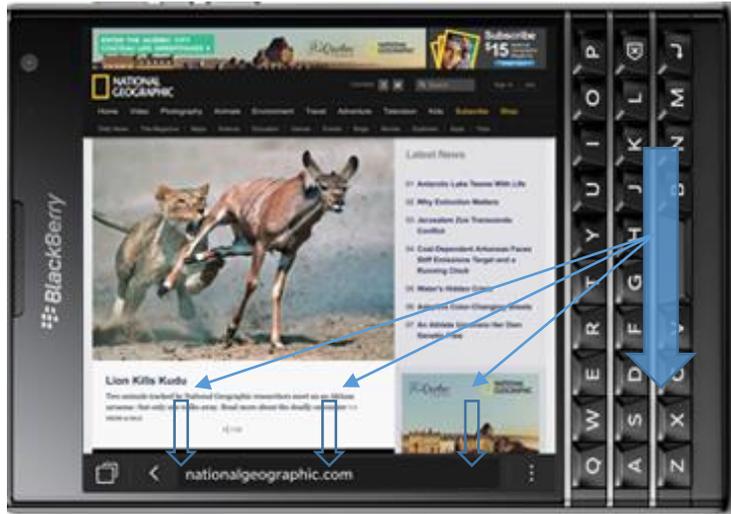
It's very smooth and responsive when scrolling and pinching to zoom, and includes many advanced features that help you quickly navigate a page and read its content. It supports multiple tabs, lets you browse sites privately, and easily save pages as bookmarks or Home screen icons and share them with your contacts.



TIP: The browser supports Private Browsing, under the Privacy and Security settings.

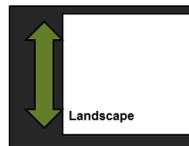
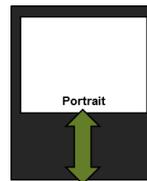
Learn more about browser basics in [THIS VIDEO](#).

**TIP:** Rotate the BlackBerry Passport smartphone to one side and use the touch-enabled keyboard vertically to scroll web pages. To quickly navigate press “T” to jump to the top of a page or “P” to jump back to the previous page.



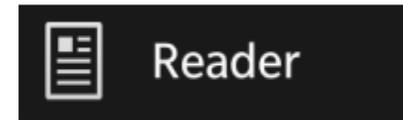
### Fast Scrolling

1. Open your **BlackBerry Browser** and select a site, such as CNN or BBC.
2. With the screen in “**Portrait mode,**” notice how you can scroll up and down the page by dragging your finger **up and down** the keypad.
3. Turn the phone so you now have the screen in “**Landscape mode.**” Notice how you can scroll up and down the page by dragging your finger **across** the keypad.



- This can be applied to scrolling through **long emails or spreadsheets**, as well for quick, easy navigation.

Select Reader to launch a convenient reading mode. You can adjust the font size, search for text on the page, and invert the display colors between white-on-black and black-on-white.



1. In the bottom right-hand corner of the Browser, screen click on the “more” menu (3 dots).
2. From the “**More**” menu select “**Reader Mode.**”
  - Notice the easy-to-read 60 characters-per-line that get displayed on the screen.
3. Again click the “**More**” menu this time, and select **Share**. Notice all the options to easily share your browsing experience, including **BBM™**.



Tapping the **pages** icon lets you access your bookmarks or open another tab.



You can set Bing, Google or Yahoo as your default search engine.

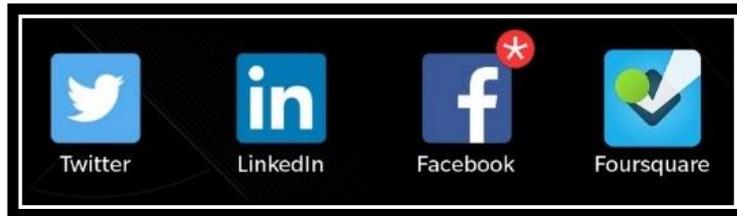
The browser automatically offers search suggestions.

You can set your own browser defaults through **Settings**.

Tap to get Settings. You can save the current web page you’re on for later (offline) viewing.

## PRE-INSTALLED SOCIAL APPS

While there are a great many social apps available on BlackBerry World™ and the Amazon Appstore (we'll discuss both of those later), and other features with social functionality built in, BlackBerry Passport also comes with several top social apps native to BB OS 10.3 preinstalled. Let's have a look at a few:



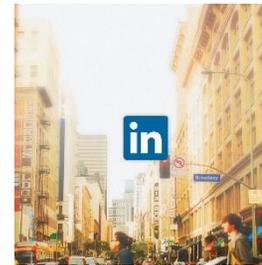
### Twitter



Twitter is the best way to connect, express yourself and discover what's happening.

- Connect with people and your interests to get unfiltered access and unique behind-the-scenes perspectives.
- Express yourself with photos, videos and comments.
- Discover what's happening and get real-time stories, pictures, videos, conversations, ideas and inspiration – all in your timeline.

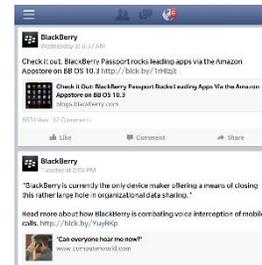
### LinkedIn



Get on-the-go access to your professional network with the LinkedIn app. Designed with you in mind, the app makes it easy to:

- Find and connect with more than 300 million members worldwide.
- Stay up-to-date with people in your network.
- Read the latest industry news.
- Share content with your network from anywhere.

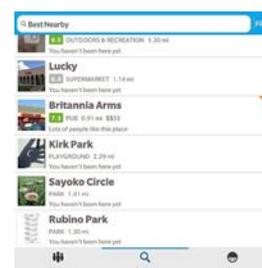
### Facebook



Facebook for BlackBerry smartphones makes it even easier to connect with friends and share your news while you're on the go.

- Share updates from your friends or pages on your wall, on a friend's wall, in a group, in a list, or in a message.
- Do more with chat: Add a friend to a group chat, and see when your chat messages have been read.
- Keep up with family, friends and events easier than ever.
- Follow companies, bands, causes and more, all intelligently piped into your feed.

### Foursquare



Foursquare helps you and your friends make the most of where you're. Over 25 million people are already on Foursquare!

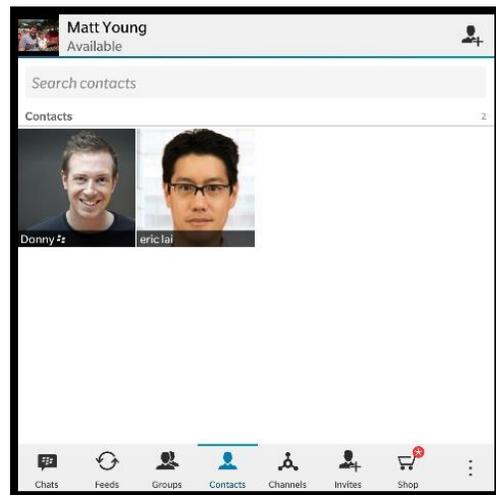
- Share and record the places you visit.
- Search for the best places to go.
- Get personalized recommendations and deals based on where you and friends have been.
- Discover insider tips and lists from local experts, brands, and celebrities.

## BLACKBERRY MESSENGER (BBM™) AND BBM™ FOR BUSINESS

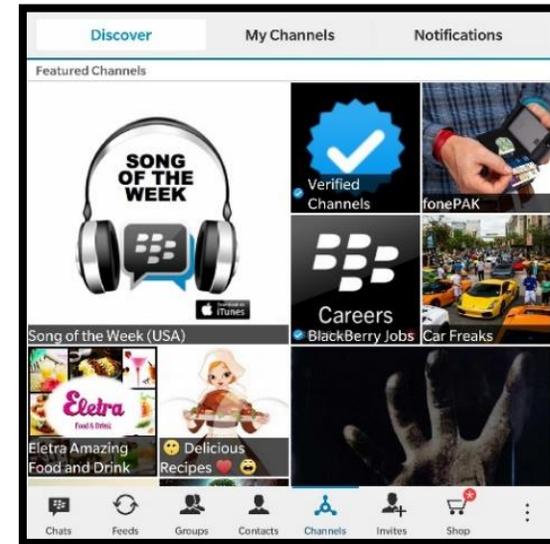


With its large (and growing) number of features, BlackBerry Messenger, or BBM™, could warrant its own guide. It's the best way to connect and share instant messages, pictures and more for free.

As a pre-installed app on BlackBerry 10 devices, including BlackBerry Passport, BBM™ is the messaging platform you've always wanted:



- **Communicate in Real-Time:** Send and receive messages of up to 2,000 characters in seconds, and know when your messages are delivered and read.
- **Share with Friends:** Share photos, videos, voice notes and files up to 6MB, and show others what you're listening to on your BlackBerry Passport.
- **Build Your Network:** Connect with new people by scanning barcodes, swapping PINs, or using BlackBerry Tag to add BBM™ friends.
- **Make it Your Own:** Choose your picture or animated avatar, add a personal message, and customize chat bubble colors to make BBM™ reflect you.

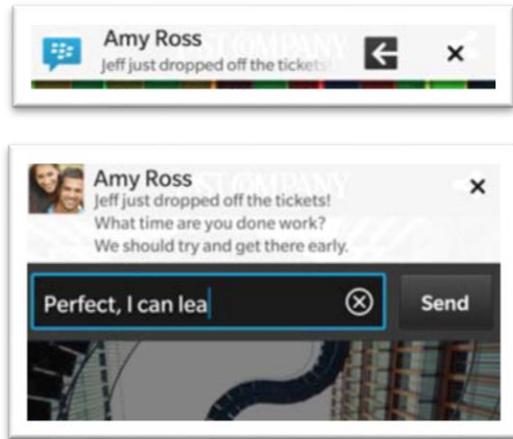


- **Get Connected with BBM™ Channels:** Meet BBM™ Channels. A new place to join conversations happening right now between people, brands and communities. BBM™ Channels lives on your smartphone, right inside of BBM™, so they're always with you, complete with the privacy and control you expect from BBM™.
- **Location Sharing:** Location Sharing, powered by Glympse, is a great way to share your live location for a specific amount of time. Choose how long you want to share your location for by setting the timer. When the timer runs out your location is private again.
- **Integration with BlackBerry Hub:** After you add instant messaging apps to your device, you can access your chats through the BlackBerry Hub.

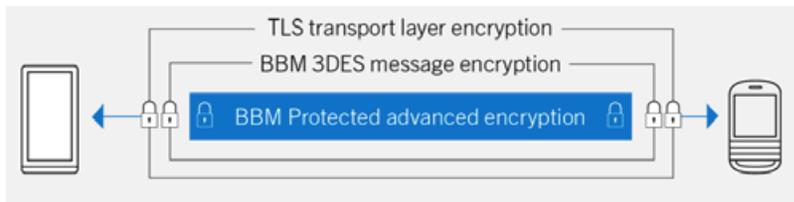
Learn more about BBM™ in [THIS VIDEO](#).

## BBM™ for Business

An enterprise version of BBM™, BBM™ Protected, is now available. BBM™ Protected is for enterprise customers that want secure instant messaging. It provides full end-to-end message encryption, incorporating three layers of security.



**NEW:** You can instantly reply to a BBM™ without even leaving the app you're in, including from within the Hub and email. Tap the < to reply or the X to dismiss the message. If you dismiss the BBM™ message, it will continue to show as "delivered but unread" to your contact.



**NEW:** BBM™ Protected adds a new layer of encryption to the existing BBM™ security model. Messages between BBM™ Protected users are encrypted using a PGP-like model. The sender and recipient have unique public/private encryption and signing keys that are generated on the phone using the FIPS 140-2 certified cryptographic library, and are only accessible by the enterprise.

Each message uses a new random symmetric key for message encryption. A Triple DES 168-bit BBM™ scrambling key encrypts messages on the sender's smartphone, and is used to authenticate and decrypt messages on the recipient's phone. TLS encryption between the smartphone and BBM™ infrastructure helps protect BBM™ messages from eavesdropping or manipulation.



To initiate a voice or video chat, tap the icon. The icon will grey out if voice or video chat is not available for that contact.

**TIP:** To "Ping" a contact, open the menu and tap Ping. Ping causes your contact's phone to vibrate, regardless of what notifications they have set.

Tap here to start a group chat.

Tap the paperclip icon to attach a picture, voice note, your location or other files.



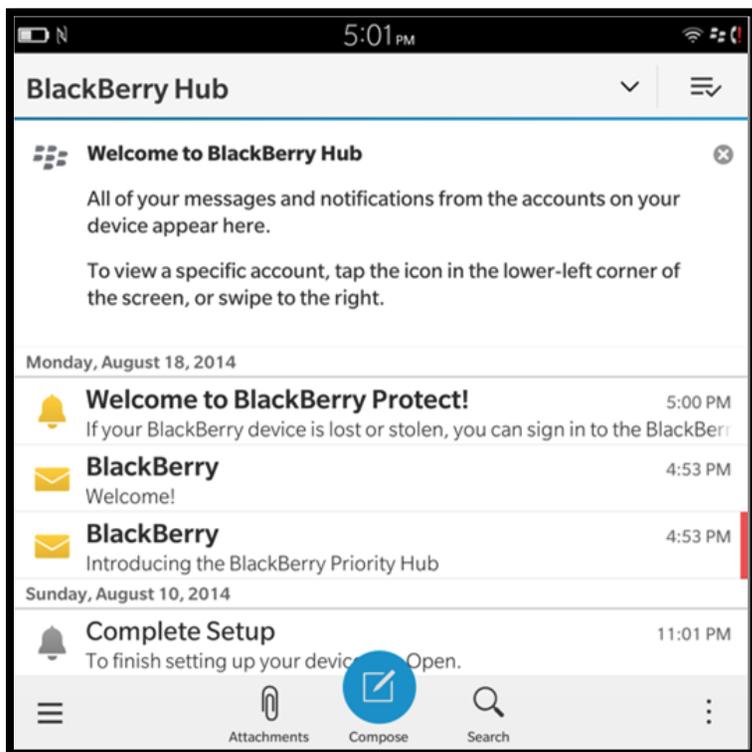
BBM™ Voice supports screen share, helping you collaborate quickly and easily.

## CORE FEATURES

### BlackBerry® Hub

The BlackBerry® Hub gathers all of the messages, notifications and events you receive from your different accounts into one convenient location. In the BlackBerry Hub, you can receive and respond to email, text messages or BBM™ chats all in the same place.

Additionally, you can see and respond to direct messages and notifications from your social networking accounts, glance at your upcoming events, and more.



### Staying Connected with the BlackBerry® Hub

- **Email:** You can add practically any existing email account to your device – both work and web-based email.
- **Text Messages:** If text messaging is a part of your wireless service plan, you can find and respond to your text messages in the BlackBerry Hub.
- **Social Networking:** If you add a Facebook account to your device, you can receive and respond to notifications, update your status, and send Facebook messages – all from within the BlackBerry Hub. If you add a Twitter account, you can compose tweets, stay up-to-date on your mentions, and send direct messages. And if you add a LinkedIn account, you can accept invitations to connect with business contacts, send messages to your connections, and update your LinkedIn status.
- **BBM™ and Instant Messaging:** After you add instant messaging apps to your device, you can access your chats through the BlackBerry Hub.
- **Calls and Voice Mail:** You can make calls directly from the BlackBerry Hub. It shows you the calls that you've made and received, including any missed calls and voice mail messages.
- **Upcoming Events:** Without leaving the BlackBerry Hub, you can peek at upcoming meetings, events, and – If you add your Facebook account – friends' birthdays.
- **Notifications:** The BlackBerry Hub collects all your notifications about new PIN messages, time zone changes, software updates, third-party apps and more. Your service provider might send you SIM Toolkit notifications that appear in the BlackBerry Hub.

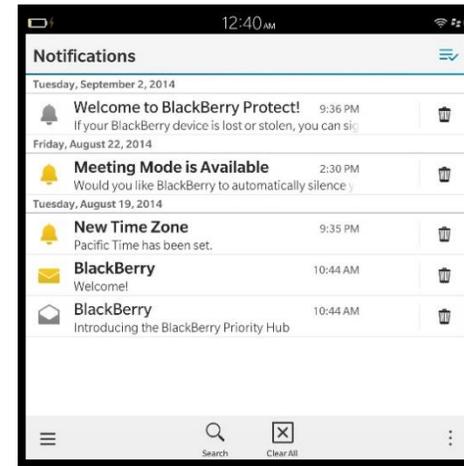
### Manage All Conversations

1. From the Home screen, swipe **left to right** to go into the Hub
2. Open any app, such as calendar, then open up the Hub by swiping **up from the bottom of the screen and to the right**.



3. In Hub, select bottom left icon (3 horizontal lines) to view every received communication type.
  - You can select each message type individually increasing prioritization capabilities.

## Instant Actions



1. Back in the Hub screen, there is a toggle on the top right corner of the screen. Click on the toggle to bring up Instant Actions mode.
2. The default "File" and "Delete" options are revealed and you can quickly take action from the message list without having to open each message.
  - You can also customize the Speed Sort action under **Settings > Display and Action > Hub Instant actions:** Email Action 1 and Email Action 2
  - Tap the Hub icon to access individual accounts. When something new arrives, you'll see the **Spark** icon.

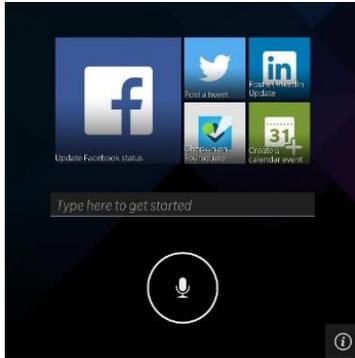
Priority Hub makes it fast and easy to find the most important messages and information.

It learns what conversations and people are important to you, then collects priority messages across your email, social networking and other accounts to give you instant access to the conversations most important to you, helping you stay organized and focused on your most essential tasks.



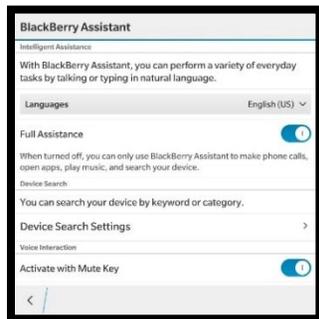
## BlackBerry® Assistant

BlackBerry Assistant on the BlackBerry Passport smartphone allows you to manage your work and personal email, contacts, BBM™, calendar and other native BlackBerry 10 applications through both voice and typed commands. It helps you execute essential tasks quickly in any situation, whether at your desk, in your car or in a meeting.



BlackBerry Assistant features deep integration with BlackBerry Hub, Calendar and Contacts, with unique capabilities such as having your email read to you and replying by hands-free and eyes-free in a car, or saying “book a meeting” to schedule an event.

BlackBerry Assistant has a best-in-class architecture and new language processing that yields a very high rate of accuracy and recognizes voice commands in English, French, German, Spanish and Italian.



**TIP:** Swipe down from the top of the display to get the BlackBerry Assistant settings.

Learn more about BlackBerry Assistant in [THIS VIDEO](#)

The app learns what you do most often, then presents those actions to you when you launch it.

The icons are step-by-step widgets, a mini version of the app that quickly walks you through the task to completion.

Tap to enter voice commands. You can also long press the Play/Pause button on the right side of the phone, located in-between the Volume Up and Volume Down buttons.

BlackBerry Assistant supports a wide variety of query subjects. Tapping the information icon will give you more details on what you can say.

Tap an icon to get more details on which commands are available for that function.



## BlackBerry® Blend™

BlackBerry® Blend™ seamlessly brings messaging and content that's on your BlackBerry smartphone to your computer and tablet. Get instant notifications, read and respond to your work and personal messages, and access your documents, calendar, contacts and media in real time on whatever device you're on, powered by your BlackBerry.



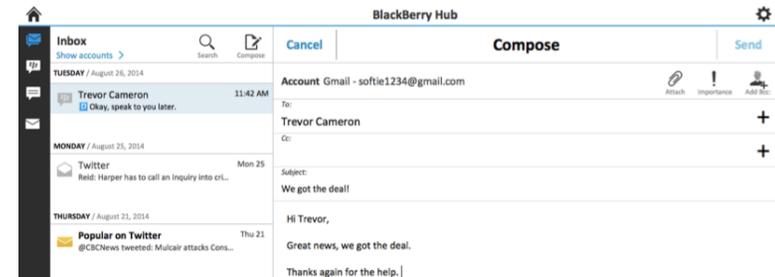
- BBM™ and Text on your computer and tablet
- Integrated message hub and instant notifications for your email, BBM™ and texts
- Quick and secure access to your work information and files without VPN
- Access your work Intranet without having to be logged into your company's network
- File management
- Easy to set up and sign in using BlackBerry ID
- Works across multiple devices
- Easy to use

iOS 7+ Windows Vista+    MAC OSX 10.7+ and iOS 7+    Android 4.4+

BlackBerry Blend can connect wirelessly via Wi-Fi or cellular connection, or wired through the USB port on your PC. Once connected, use your BlackBerry® ID on your computer and tablet to connect to BlackBerry Blend™ and you're set to go.



You can view messages from your BlackBerry smartphone on your computer and tablet.



You can compose messages from the computer and attach files from either device. If you're on BES10, you can also access the corporate email. You can view and edit the address book. In addition to BlackBerry Hub, BBM™ and text messaging, you can instantly access your calendar, contacts, media and other files on your BlackBerry smartphone. If you're on BES10 you can securely access your company Intranet and other corporate resources through your work browser.



You can view and edit your agenda.

## BlackBerry® Balance™

BlackBerry® Balance™ is a feature available for customers that are connected to BES10, allowing personal information to be separated from work data.

Corporate data remains within a work perimeter that can be managed by administrators, while personal data like apps downloaded from BlackBerry World™, personal email accounts and photos are yours to enjoy.

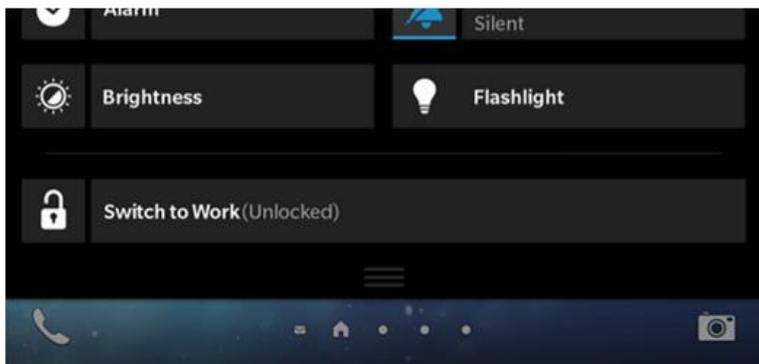
Beyond accessing the Personal and Work spaces on the device, the experience is further integrated.

The Hub of BlackBerry 10, as well as the Calendar app, can contain both personal and work information, allowing you to freely interact with both.

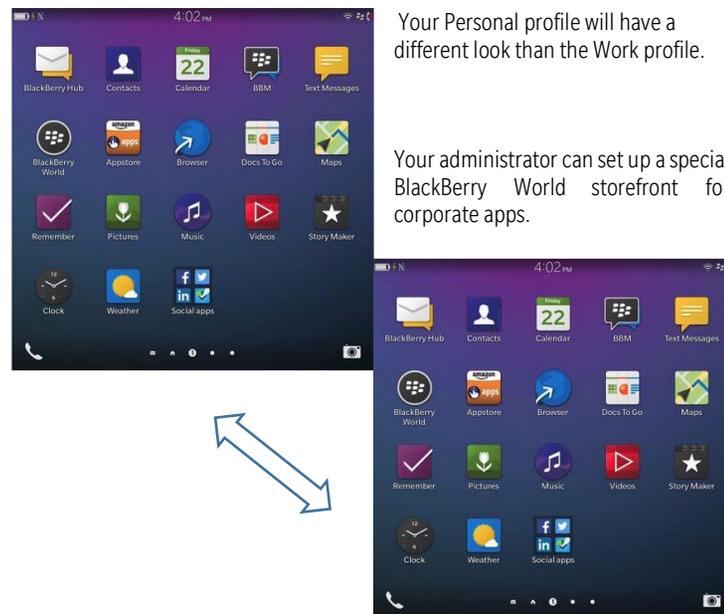
BlackBerry® Balance™ automatically locks the work accounts after a set period of time, providing protection for work information without interrupting the personal experience.

Currently running applications appearing on the Active Frames panel can include both work and personal apps. You're able to launch apps from both the Personal and Work perimeters and seamlessly multitask between them.

Currently running work apps are labeled with a small briefcase icon overlaid onto the Active Frame.



You switch between the Personal and Work perimeters from the Quick Settings menu. Data, apps and content in the Work perimeter are secured with 256-bit AES encryption.



Your Personal profile will have a different look than the Work profile.

Your administrator can set up a special BlackBerry World storefront for corporate apps.

Personal and Work apps can run simultaneously. Minimized business apps have a suitcase icon.

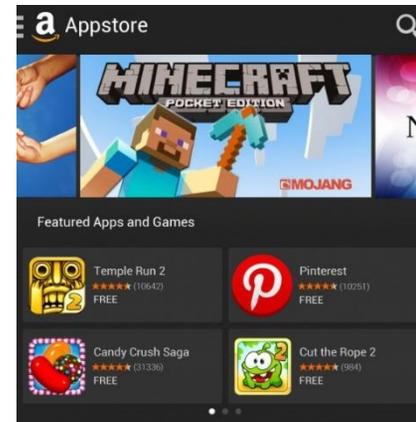
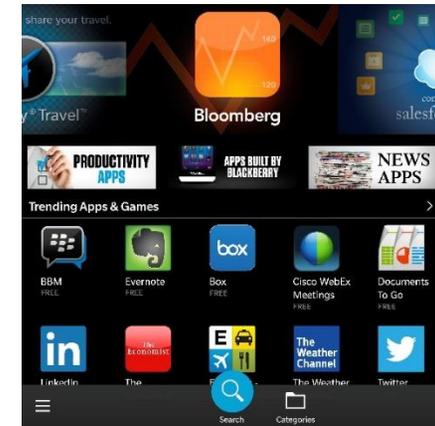


## BlackBerry World™ and the Amazon Appstore

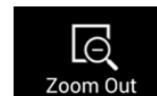
BlackBerry 10 OS 10.3 supports native apps and HTML-based apps, as well as Android apps. With BlackBerry 10 OS 10.3, in addition to the BlackBerry World storefront – which provides you with access to a wide variety of apps and games, the Amazon app store (an Android app store) is preinstalled on the phone.

You can also download other third-party Android app stores to the phone. However the apps in the Amazon store are known to be compatible with BlackBerry 10 OS 10.3 and are also scanned for malware by BlackBerry Guardian.

**NEW:** The Amazon app store is preinstalled. You can simply download and run Android apps directly from the store.



**TIP:** If an Android app does not display properly on the BlackBerry Passport smartphone, you can swipe down from the top of the display to access the Zoom button. You can Zoom the app's display out.

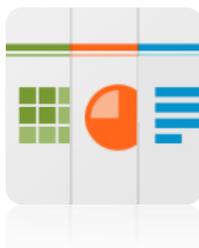


**TIP:** Swipe down from the top of the display for additional options, including the ability to scan a QR code.



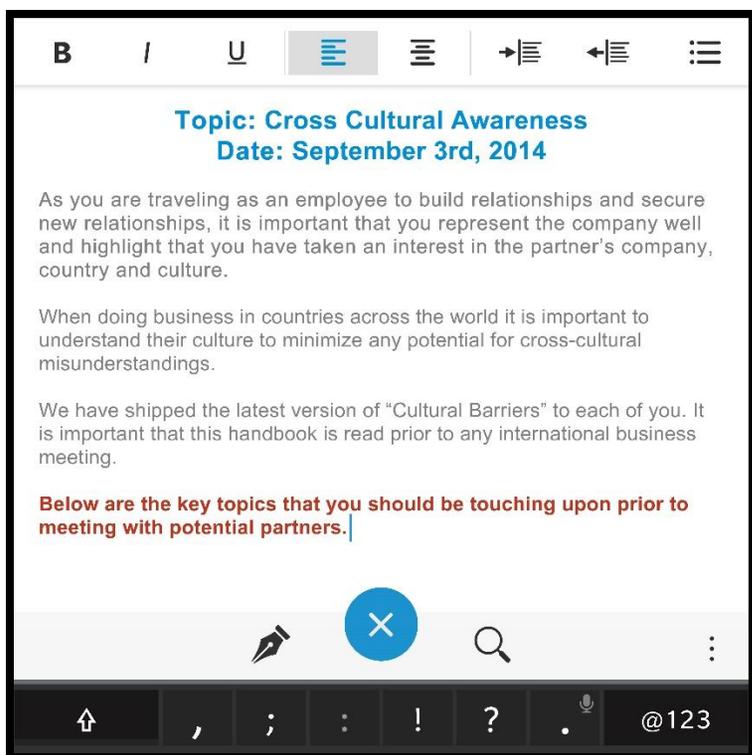
BlackBerry Guardian scans Android Apps for viruses – an additional safeguard.

## Productivity Apps

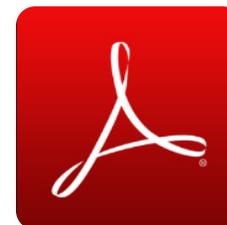


Documents To Go® has been a staple application enjoyed by BlackBerry customers since long before BlackBerry made the investment to acquire DataViz. In BlackBerry 10, the popular app continues to come preinstalled and is free. It is fully Microsoft Office compatible, allowing you to view and edit Microsoft Word, Excel, and PowerPoint files, as well as Adobe PDF files. It also lets you Create a Word doc or Excel sheet from scratch.

Watch a video on Documents To Go [HERE](#).



**TIP:** To create a PowerPoint file from scratch, you can edit an existing one. Create a blank PowerPoint on your computer and save it to your BlackBerry Passport smartphone. Use the blank file to "create" PowerPoint files on the smartphone saving (use "Save As") with a different name each time.



You can now fill in PDF forms, including adding a signature, with the Adobe Reader app.



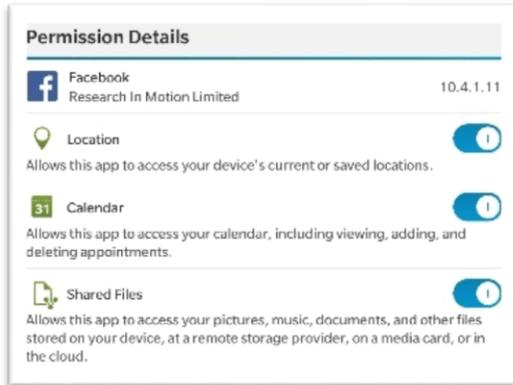
Remember has been redesigned to be simpler and make it easier to create and manage tasks.



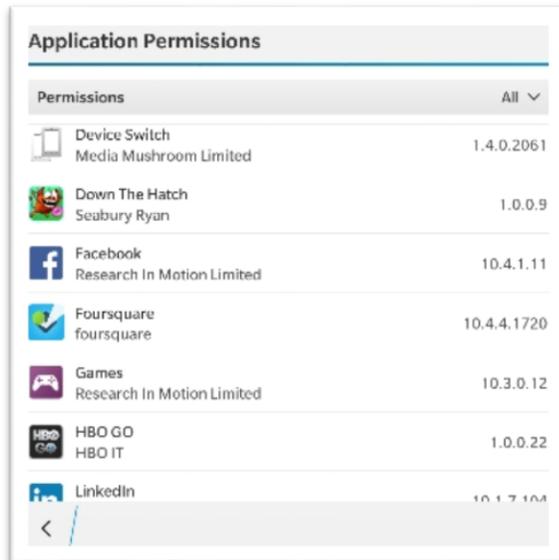
The highly rated and popular Evernote app comes preinstalled.

## BlackBerry Safeguard

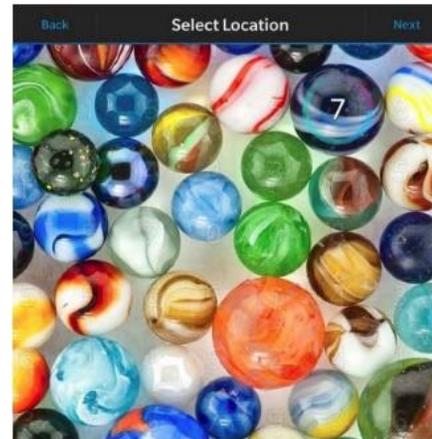
BlackBerry has always maintained a reputation for privacy and security, giving you peace of mind, and BlackBerry 10 continues the long tradition of helping you keep your personal information secure with the renowned BlackBerry security you know and trust.



Collectively called BlackBerry Safeguard, BlackBerry 10 has many built-in features that are designed to help protect your information, manage your on-line privacy, encrypt personal data and files on your handset, and remotely locate or lock your smartphone in the event you misplace it.

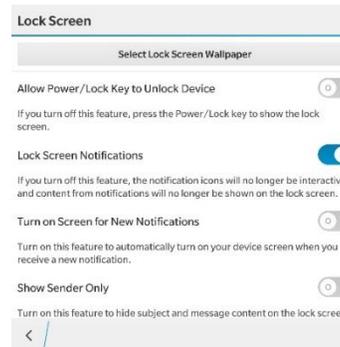


You can set Application Permissions by app or type of function, such as Location.



You can protect access to your BlackBerry 10 smartphone by setting a password. Simple numeric passwords are supported. You can also quickly unlock your phone using a combination of a picture and a number (0-9) of your choice, which you place at a particular point on the image.

When you try to unlock the phone, the picture will appear along with a grid of random numbers. To unlock, simply drag the grid so the number you selected overlays the particular point on the image.



You can encrypt your data, both on the device and on removable storage using 256-bit AES.

## Section IV: Productivity Power Tips and OS-Switch Pointers

For those seeking a section on productivity “power tips,” or for those who are changing platforms from iOS or Android and just want to get from “zero to sixty” in as little time as possible, this is your section. We’ll take a look at some core functions on BB OS 10.3, and in some cases we’ll compare that vs. what you’ve likely been doing up to now if you’re coming to BB OS 10.3 on Blackberry Passport from a different mobile platform.

*Note: Because Android is a highly-fragmented OS spread across multiple versions and devices, there are often more ways than one to accomplish a certain task. Pointers may or may not apply to a specific Android device.*

### TOUCHSCREEN AND GESTURES

BB OS 10.3 is navigated through the use of gestures, and there are a number of simple gestures for navigating BB OS 10.3 on Blackberry Passport.

#### Power TIP: Waking Your Passport:

**Switch Pointers:** On both Android and iOS, a quick tap of the power button will wake the devices, and on iOS, a quick press of the Home key does the same thing.



On Passport, just slide your finger up the screen from the bottom bezel, right above the keyboard. The gesture looks like this:

Under **System Settings**, go to **Advanced Interaction** and flip the switch for **Lift to Wake**. This setting wakes your device when you pick it up from a flat surface.

No buttons to become unresponsive or break, and no recalibrating.

#### Power TIP: Peek into the Hub

**Switch Pointers:** BlackBerry Hub is a bit unique in the depth of its functionality. However, iOS has a “recent notifications” screen in iOS 7 which is accessed by sliding your finger straight down from the top of the screen. The same gesture brings up the notifications screen in Android.



On BlackBerry, there’s a unique gesture shortcut to getting into the Hub: Slide your finger up the screen from the bottom bezel, right above the keyboard, and curve toward the right side of the screen, in one quick motion. And there you’re.

No other smartphone organizes all your messages and notifications into one spot, allowing you to peek into a consolidated message inbox. And you always have access to your messages in the Hub with a simple gesture without having to close, open, and then close numerous apps to see all your messages.

#### Power TIP: Minimize an App

**Switch Pointers:** On iOS, you press the Home button, which closes the app. Double-tapping the Home button brings up the multi-tasking menu, where you can close the paused apps that are likely bogging down the phone. On Android, hitting the Back/Escape button takes you back one step, with any open apps continuing to run in the background.

To minimize or leave an app on BlackBerry Passport, you use the same gesture as the one you wake your device with:



The minimized apps will be in frames on the screen, and you can close them by tapping the “X” in the lower right corner of a given frame. Otherwise they keep your place, and can be accessed again by tapping their icons or the specific frame for the running app – no buttons to worry about. Simple gestures and easy access to everything.

## KEYBOARD AND TYPING

There are so many innovative aspects to the touch-enabled keyboard on BlackBerry Passport that it could have its own guide. It lets you perform many functions right on the keyboard, and is responsive to touch so you can scroll web pages, flick to type, or slide along the keys to move the cursor. All this right on your keyboard, leaving the full screen space for viewing.

### Power TIP: Flick to Type

This is unique to BlackBerry, and BlackBerry Passport makes this easier than ever. You'll never look at "predictive text" the same way again: The BlackBerry 10 keyboard learns which words you commonly use over time, then offers these words on the display (just above the keyboard) as you type.

**Switch Pointer:** There really isn't anything quite like this on other platforms, but there are predictive text features on iOS and Android. On iOS, typing a long word will bring up a single predicted option, as will an obviously mistyped word, which you tap to select.

On Android, you get three options for predictive text, and you tap the word you want.

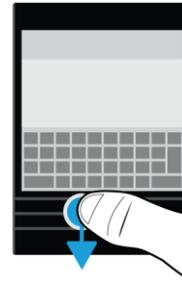


On BlackBerry Passport, you will see three boxes just above the keyboard appear - these are **predictions** for the word you're starting to type. To select one of the predicted words, "Flick" or swipe from the **bottom** of the keyboard to the **top**, under the word you want to select.

### Power TIP: Add Symbols

**Switch Pointer:** On iOS, tapping the "123" button at the bottom left corner of the virtual keyboard brings up the symbol menu, while a long press on one of the virtual number buttons displays a number of symbols. On Android, you'd select the Number and Symbol mode by pressing , and would tap  to select from additional symbol characters.

It's easy on BlackBerry Passport:



On the keyboard itself, swipe down to open the symbol picker.

When the symbol picker opens, the keyboard characters map to the symbols, and swiping down again scrolls to the next page of the symbol picker. Tap the corresponding key to use the mapped symbol on the screen, or just tap the symbol on the screen (which will close mapped mode as well).

### Power TIP: Turn to Landscape for Different Navigation Control

**Switch TIP:** With the candy bar form factor, iOS and Android devices are usually flipped sideways for media consumption, since the tall-and-narrow portrait mode often renders text too small for comfortable reading.

On BlackBerry Passport, the screen is purposefully set at a 1-to-1 ratio, so you don't need to flip it to see better. However, flipping it into landscape mode can give you different navigation options.



If you turn the phone to landscape mode, you can scroll up and down the page by dragging your finger across the keypad.

This can be applied to scrolling through long emails or spreadsheets as well for quick easy navigation. Also applies to e-books and the web browser.

### Power TIP: Other Ways the Keyboard Makes Input Easier

**Uppercase Letters:** Simply hold down the letter key for a moment - it'll give you an uppercase letter. Much easier than hitting the shift button on other phones' virtual keyboards.

**Automatic Periods:** At the end of a sentence, double-tapping the spacebar will add a period and automatically make the first letter of the next sentence uppercase.

## BLACKBERRY ASSISTANT

With BlackBerry Assistant, you're able to access and interact with BB OS 10.3 in a brand new way, and it really opens up the capabilities of the phone. Instead of navigating to a specific app, you can simply open the BlackBerry Assistant and speak your requests.



### Power TIP: Perform Various Tasks within Apps and Services

**Switch Pointer:** On iOS, Siri has been around for a while, while Android has Google Now. Both offer similar functionality. On both iOS and Android, holding down the Home button will bring up the respective services.

On BlackBerry Passport, just press the Mute button (in between the volume buttons) to bring up the BlackBerry Assistant. When you speak your requests through a Bluetooth-enabled device such as a headset, the BlackBerry Assistant responds with more detailed information and instructions to help you complete tasks without looking at the screen.

You can use the BlackBerry Assistant to perform various tasks within the following apps and services:

App or Service	Tasks
	<b>Email</b> Send an email, reply to an email, and search your email messages.
	<b>BBM™</b> Send a BBM™ message, reply to a BBM™ message, and search your BBM™ messages.
	<b>Phone</b> Make a call by using a contact name or phone number, and check or return your missed calls.
	<b>Calendar</b> Create a calendar event, edit a calendar event, invite colleagues to a meeting, and search your calendar.
	<b>Knowledge</b> Get answers to thousands of questions with the help of Wolfram Alpha.

	<b>Text Messaging</b> Send a text message, reply to a text message, and search your text messages.
	<b>Apps and Settings</b> Open apps and change some of your device settings.
	<b>Search</b> Search the Internet with your preferred search engine, or search your device by keyword.
	<b>Navigation</b> Get directions to a specific address, city center, or point of interest.
	<b>Alarm</b> Set a new alarm, change existing alarms to a new time or frequency, and turn off alarms.
	<b>Facebook</b> Send a Facebook message, search your messages, and update your Facebook status.
	<b>Twitter</b> Post a tweet, find out what topics are trending, search your Twitter direct messages, and send a direct message.
	<b>Foursquare</b> Check in to your favorite locations with Foursquare.
	<b>Music</b> Search your music library, play your favorite songs or playlists, and pause, shuffle, or skip songs while they play.
	<b>Reminders</b> Create tasks, notes, and reminders in BlackBerry Remember, and search your tasks, notes, and reminders.
	<b>Weather</b> Check your local forecast, a different city's forecast, and other weather information.
	<b>Places</b> Find businesses and points of interest nearby, or find businesses and points of interest in a different city.
	<b>Sports</b> Check scores, schedules, standings, and other info for various professional sports leagues in North America and Europe.
	<b>Movies</b> Check movie times for a specific movie, or check what's playing at a specific theater.

## BLACKBERRY HUB

Once you've seen the powerful streamlining that BlackBerry Hub offers you for keeping track of messages, notifications, social media and so much more, you won't want to settle for anything else.

### Power TIP: Learn BlackBerry Hub Keyboard Shortcuts

In the list of Messages:

Action	Shortcut
Compose a message	Press <b>C</b>
Search the BlackBerry Hub	Press <b>S</b>
Go to the next unread message in the list	Press <b>U</b>
Move to the top of your list of messages and notifications	Press <b>T</b>
Move to the bottom of your list of messages and notifications	Press <b>B</b>

In a message:

Action	Shortcut
Reply to a message	Press <b>R</b>
Reply to all messages	Press <b>L</b>
Forward a message	Press <b>F</b>
Flag a message	Press <b>W</b>
File a message	Press <b>I</b>

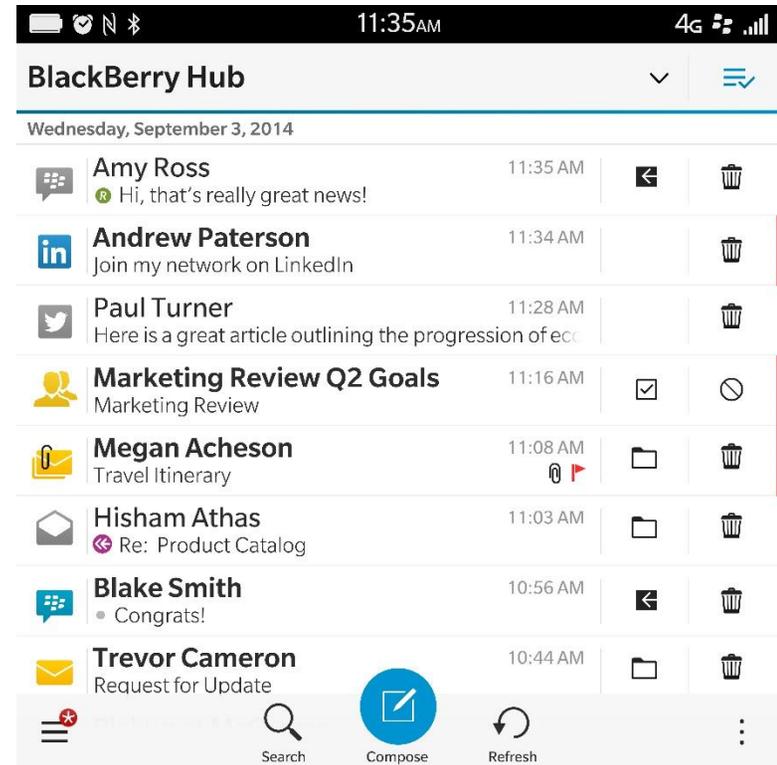
### Power TIP: Add an IMAP or POP Email Account

Make sure you know the following information from your administrator or email service provider:

- Messaging server type (POP or IMAP)
- Incoming and outgoing messaging server address
- Incoming and outgoing messaging server port numbers
- Incoming and outgoing messaging server SSL settings

**NOTE:** To increase the activation speed of IMAP email accounts, it is recommended that you enter the **IMAP Path Prefix**. For more information, contact your administrator.

1. On the **Add Account** screen, tap > **IMAP** or **POP**.
2. Enter the account information.
  - To set how frequently your BlackBerry device checks for new messages (if push email isn't supported), in the **Sync Interval** drop-down list, tap an option.
  - To change the amount of time that messages can be retrieved on your device, in the **Sync Timeframe** drop-down list, tap an option.
3. Tap **Done**.



## BATTERY AND POWER-MANAGEMENT TOOLS

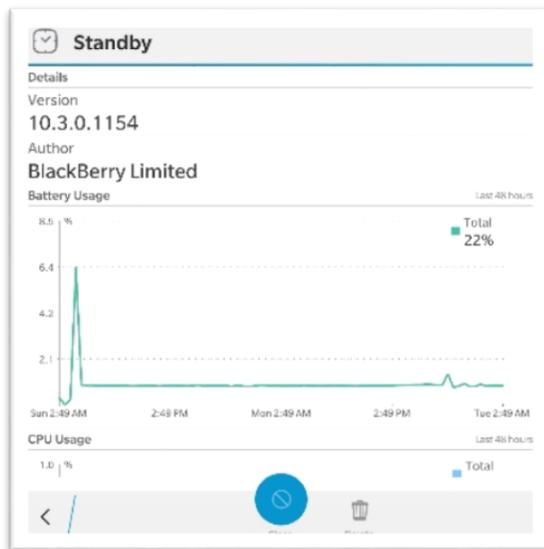
Your BlackBerry device includes a number of features designed to help monitor your battery life and get the most out of your device. You can learn how to extend battery life, monitor which apps are using the most battery power, and charge your device in the most efficient way.

### Power TIP: Monitor the Battery Life

**Switch Pointer:** In the area of power management, Android offers power management options and other features.

You can check how much battery time and power you have remaining and also monitor which apps and services are using the most battery power. In iOS, you're limited to turning off features, such as Location Services, 3G and 4G, Push Notifications, Bluetooth and even Wi-Fi.

On BlackBerry Passport, you have powerful tools in Device Monitor. For example, if you were to check Standby mode, it might look something like this:



Between the 3,450 mAh battery and all of the power management tools, Passport users have the control they want over their workdays.

### Power TIP: Keep Track of the Battery and Charging Icons

The battery power level icons appear at the top of the Home screen on your BlackBerry device.

Icon	Description
	The battery is charging.
	The battery is fully charged.
	The battery isn't charging because the power source isn't providing enough power. Use the charger that came with your BlackBerry device to charge the battery.
	The battery charge is low, and your wireless connections might turn off to conserve power. If the battery charge gets too low, your device might turn off. Save any work in progress and charge your device.
	There is a problem with the battery, and the battery might need to be replaced. Only use a battery that is approved by BlackBerry for your device model. To replace the battery, contact your service provider.
	The battery isn't connected. For assistance, contact your service provider.

### Power TIP: Check your Battery Power Level

On the home screen, swipe down from the top of the screen. Tap **Settings > App Manager > Device Monitor**.

**NOTE:** To quickly check the percentage of battery power remaining, from the bottom of the screen, slide your finger up to the middle of the screen. The battery percentage appears in the upper-left corner of the screen.

## BLACKBERRY CAMERA

You can use the Camera on the BlackBerry Passport to take high-quality pictures and videos, even in adverse conditions. Time Shift mode makes it easy to take group pictures where everyone looks their best, and you can take panoramic pictures and capture the whole vista in one shot. Your device can also detect the lighting conditions and suggest the best mode and setting to use. The 13MP rear-facing camera will capture incredible detail.

### Power TIP: Learn the Camera Icons

Icon	Description
	Switch between the front-facing and the rear-facing cameras.
	Take a picture.
	Record a video.
	Turn on the flash while recording a video.
	Stop recording a video.
	Touch and hold anywhere on the screen to permanently lock the focus on that area of the screen. Tap anywhere on the screen to unlock the focus.
	Access more options like flash, shooting modes, settings, and more.

### Power TIP: Take Pictures and Record Video

Your BlackBerry Passport analyzes the current lighting conditions and suggests the scene or mode best suited to those conditions. To accept the suggestion, tap the suggestion at the top of the screen.

To zoom in or zoom out, slide your fingers apart or together on the screen.

**NOTE:** Zoom only works in Normal and Stabilization shooting modes. Tap the area of the screen you want to focus on. When the focus box turns green, to take one picture, tap , or to take continuous pictures when you have Burst shooting mode turned on, touch and hold . The number of pictures you took in Burst mode appears in the lower-left corner of the screen. The camera stops taking pictures when you take your finger off of the icon.

**NOTE:** You can turn on grid lines to help you center items in your picture or to make sure your picture is straight. To turn on grid lines, in the Camera app, tap  > **Settings**. Turn on the Display Grid Lines switch.

### Power TIP: Set the Timer to Take a Picture

In Normal and Time Shift modes, you can use the timer on your BlackBerry device to delay taking a picture for 3 seconds or 10 seconds. The timed delay allows you to get ready for the picture and even get into the shot yourself.

In the Camera app, tap . To set the timer for 3 seconds, tap . To set the timer for 10 seconds, tap . Then, just tap .

### Power TIP: Replace a Person's Expression Using Time Shift Mode

In the Camera app, tap  > . To take a picture, tap . Hold the camera steady until the picture appears. Drag the slider at the bottom of the screen back and forth until you find the best picture. Tap a recognized face, and use the dial to browse the available expressions. Tap anywhere on the screen, and when done, tap .

### Power TIP: Set the Video Size

You can set the video size for the rear-facing camera on your BlackBerry device, allowing you to take videos in different conditions. For example, you can set the camera to record 720p at 60 fps to capture fast-moving objects.

1. In the Camera app, tap  > **Settings**.
2. Tap the **Video Size (Rear Camera)** drop-down list.
3. Tap an option.

## CALENDAR

The BlackBerry Calendar app on your BlackBerry device combines the calendar info from the email and social networking accounts that you add to your device. The Calendar app presents the info so that you can view all your meetings, appointments, tasks, alarms, and events in one place.

If you subscribe to public calendars, such as movie theater calendars or school calendars, the events from those calendars can also appear in the Calendar app. Even if you don't add any accounts to your device, you can still use the Calendar app to create and manage meetings, appointments, and events.

### Power TIP: Calendar App Keyboard Shortcuts

Action	Shortcut
Go to today.	Press <b>T</b> .
Go to a date.	Press <b>G</b> .
Go to the week view.	Press <b>W</b> .
Go to the month view.	Press <b>M</b> .
Go to the previous day, week, or month.	Press <b>P</b> .
Go to the next day, week, or month.	Press <b>N</b> .
Go to the schedule view.	Press <b>D</b> .
Go to the agenda view.	Press <b>A</b> .
Create a new event.	Press <b>C</b> .
Search your events.	Press <b>S</b> .
Edit an event.	Open an event and press <b>E</b> .

### Power TIP: Create an Event in the Calendar App

1. In the Calendar app, tap .
2. Enter the information for the event.
3. Tap **Save**.

**NOTE:** In any schedule view (for example, in the day schedule view or in the week schedule view), you can create an event by just tapping a spot on the schedule. Tap the new event block that appears, to change the event.

### Power TIP: Subscribe to a Public Calendar on Your Passport

Make sure you have the address for the public calendar in iCalShare (ICS) format.

You can add a public calendar that uses the ICS format to your BlackBerry device so you can see it in the Calendar app. When the owner of the calendar makes changes to events, the changes are synced to your device. Only the owner can change events in a public calendar. You can also open public calendar links in the BlackBerry Browser or in an email and quickly add them to the calendar in the Calendar app.

1. On the Home screen, swipe down from the top of the screen.
2. Tap  > **Accounts** >  > Subscribed Calendar.
3. In the **Calendar Name** field, enter a name for the calendar.
4. In the **Server Address** field, enter the address for the public calendar in ICS format.
5. Tap **Done**.

### Power TIP: View Your Events

You can view your calendar events for a day, week, or month. You can also go to a particular date in any calendar view by tapping .

1. In the Calendar app, tap .
2. Do one of the following:
  - To view events for a single day, tap .
  - To view events for a week, tap . Try using the pinch gesture to zoom in and see a more detailed view.
  - To view events for a month, tap .
  - To view a year, in month view, swipe left.
  - To see an agenda view, tap .

**NOTE:** To scroll through multiple months in your calendar, in the month view, swipe up or down on the screen.

## CONTACTS

When you add contacts to the Contacts app on your BlackBerry Passport, connecting with them is easy. The Contacts app is integrated with the BlackBerry Hub, the BlackBerry Calendar, and other apps, so you can quickly add contacts to relevant messages and events or share your pictures and videos.

If you added an email account or social networking account to your device, contacts from those accounts can appear in your contact list. It's simple to find the people you want to connect with because your device automatically merges contacts who share first and last names, email addresses, or mobile phone numbers.

### Power TIP: Keyboard Shortcuts Associated with Contacts

Action	Shortcut
Search for a contact.	In the contact list, start typing a contact's name.
Edit a contact.	In the contact list, tap a contact. Press <b>E</b> .
Go to the top of a contact's details.	In a contact's details, press <b>T</b> .
Go to the bottom of a contact's details.	In a contact's details, press <b>B</b> .

### Power TIP: Add a Contact to the Contacts App

1. In the Contacts app, tap .
2. Enter the information for the contact. For additional fields, tap .
3. If you have a work account and BlackBerry® Balance™ is set up on your BlackBerry device, to save the contact in your work space, at the top of the screen, tap **Work**. After you start adding the contact information, you can't save the contact in your personal space.
4. Tap **Save**.

**Note:** To choose the account or storage location for a contact, tap the **Save to** button at the top of the screen. Select the checkbox beside an account or storage location.

### Power TIP: Copy Contacts to and from Your SIM Card

Your SIM card can store contact names and phone numbers. Copying contacts to and from your SIM card allows you to easily transfer contacts from one device to another. When you insert a SIM card into your BlackBerry device, you can view contacts that are stored on the SIM card in your contact list. You can copy the SIM card contacts to your device memory so that the contacts are available to you even if the SIM card is removed.

You can also use BlackBerry Link to back up your contacts on a computer.

**NOTE:** If you added a work account to your device and your administrator turned on BlackBerry Balance, you can't copy work contacts to your SIM card.

1. In the Contacts app, swipe down from the top of the screen.
2. Tap .
- To copy all the contacts from your SIM card to your device memory, tap **Import Contacts from SIM Card**.
- To copy all the contacts from your device memory to your SIM card, tap **Copy Contacts from Device to SIM Card**.
- To view your SIM card contacts and decide which ones you want to copy to your device, tap **Manage SIM Card Contacts**.

### Power TIP: Add a Contact from the Calls Screen

1. In the Phone app, tap .
2. Touch and hold a phone number.
3. Tap .
- To add the phone number to an existing contact entry, tap a contact from the list.
- To add the contact as a new contact, tap .
4. Tap **Save**.

## FILE MANAGER

You can use File Manager to view, save, zip, and share files and folders on your BlackBerry device. You can also access files that are saved in the cloud.

### Power TIP: View Files

To view a file in File Manager:

1. Tap a folder.
2. Tap a file that you want to view.

To go back, tap .

**NOTE:** If BlackBerry® Balance™ is enabled on your device and you want to access your work files, on the home screen, swipe down from the top of the screen. Tap **Switch to Work**.

### Power TIP: Search for an Item in File Manager

1. Tap .
2. Enter all, or part, of the name of the item you're searching for. **NOTE:** To search for an item on a connected device, you must perform the search when the device is open in File Manager.

### Power TIP: Sort Files and Folders

You can view your files and folders in order by name, date, type, or size. You can also decide whether to view your files and folders in ascending or descending order.

**NOTE:** To change the way you view your files and folders, tap  to view them as a list or  to view them as a grid.

Tap  > .

- To change the way files and folders are sorted, tap **Sort > Name, Date, Type, or Size**.
- To change the order of your files and folders, tap **Order > Ascending, or Descending**.

### Power TIP: Transferring Files

There are a number of ways to transfer your files: **Sharing, Moving or Copying and Pasting**.

Share Files:

1. Touch and hold a file.
2. Tap .
3. Choose a destination. **NOTE::** To share multiple files, tap  > . Tap the files you want to share. Tap .

Move a File:

1. Touch and hold a file or folder.
2. Tap .
3. Navigate to where you want to move the file.
4. Tap **Move**.

Copy a File:

1. Touch and hold a file or folder.
2. Tap .
3. Navigate to where you want to copy the file or folder.
4. Tap **Paste**.

## BLACKBERRY BALANCE

BlackBerry® Balance™ technology helps address corporate security concerns without limiting personal use of your BlackBerry device. If your administrator turns on BlackBerry Balance, the device data, apps, and network access are separated so that you have a work space and a personal space. The separate spaces help you avoid activities such as accidentally copying work data into a personal app, or displaying confidential work data during a BBM™ Video chat. If your administrator turns on BlackBerry Balance, your administrator can also specify security policies that turn on and turn off features on your device. For information about the security policies set on your device, contact your administrator.

By default, your device uses the personal space. You can use it for activities such as taking pictures, downloading videos, playing games online, saving files to a media card, and posting on a social network.

In your work space, you can access your work email, contacts, and calendar, create work documents, and browse to corporate Intranet sites. Your work space can include a separate version of BlackBerry World that contains the applications you're allowed to download and use at work. If your work space is protected with a password, you must unlock your work space to reveal the details about your work data.

You can access both personal data and work data from certain places, such as Search.

**NOTE:** To differentiate between your personal space and work space, you can set a different wallpaper for your personal space.

### Power TIP: Switch between Your Personal Space and Work Space

1. From the Home screen, to switch between spaces, swipe down from the top of the screen. Tap **Switch to Personal** or **Switch to Work**.
2. From your personal space or work space, do any of the following:
  - To switch between your personal pictures and work pictures, in the Pictures app, tap . Tap **Open Personal Pictures** or **Open Work Pictures**.
  - To switch between your personal files and work files, in Adobe Reader, Documents To Go, or File Manager, tap . Tap **Personal Space** or **Work Space**.

When you switch between personal files and work files, the app opens a second instance of the application in the personal space or work space you're currently in.

