

## INSTRUCTIONS AND TIPS


How do I...

### 1) Turn on the alarm?

- Tap Alarm Clock.
- Set the Alarm switch to On.
- Touch and hold the dial outside of the clock face.
- Slide the dial around the clock face to your desired time.

**TIP:** The dial only allows you to set the alarm for five-minute increments. To set the alarm for a specific minute, tap the time that appears beside the alarm switch. Scroll up or down to adjust the time that the alarm is set for.

### 2) Silence the phone?

- On the home screen, swipe down from the top of the screen.
- Tap the  icon to activate Silent Mode.

**TIP:** Tap on the word Notifications to switch between other notification settings.

### 3) Improve battery life?

When turned on, battery saving mode monitors the battery strength. When your battery strength starts getting low, the application automatically adjusts some options in the phone. Some options the phone adjusts to extend battery strength include:

- Reducing the brightness of the backlight to its lowest level.
- Reducing the length of time before the backlight turns off.
- Turning on the option to automatically dim the backlight.
- Reducing the setting for the Mobile HotSpot automatic shutdown timer.

**TIP:** If you are not using the suretap™ payment capability with your BlackBerry® Z10 device, turn NFC setting off to improve battery life.

### 4) Adjust the volume?

- On the home screen swipe down from the top of the screen.
- Tap Settings Settings > Notifications.
- To change your global notification settings, change the Sound, Vibrate, LED or Volume settings.

### 5) Change the default volume for voice calls?

- To change the notifications for a particular app, for example the Phone, in the Notifications/Alerts section, tap an application. Change the settings.

### 6) Answer or end a call?

When you receive a call, the name and phone number of the caller appears in the middle of your screen.

- To answer a call, touch and hold the name or phone number and swipe down to the bottom of the screen.
- To dismiss a call, touch and hold the name or phone number and swipe up to the top of the screen.

**TIP:** If you have to dismiss a call but you still want to contact the caller, you can send a text or BBM to the caller. To turn on this feature, swipe down from the top of the screen. Tap Settings > Quick Reply.

#### **7) Change the ring tone, notifiers or alerts?**


- On the home screen, swipe down from the top of the screen.
- Tap on the word Notifications.
- To change your global notification settings, change the Sound, Vibrate, LED or Volume settings.
- To change the notifications for a particular app, for example the Phone, in the Notifications/Alerts section, tap an application. Change the settings.

#### **8) Use a picture as wallpaper?**

- Open a picture.
- Tap More > Set as Wallpaper.

**TIP:** If you zoom in to the picture and then set it as your wallpaper, the zoomed in part of the screen is what will appear as your wallpaper.

#### **9) Set up speed dial for a contact?**

- Tap on the phone icon.
- To add a number to your speed dial list, tap Contacts.
- Tap the contact to display the contact's phone number.
- Tap and hold on the phone number.
- Tap the  icon to add to Speed Dial.

**TIP:** You can find your speed dial list at the top of the Calls screen.

#### **10) Display the keyboard?**

- In any screen, swiping up with 2 fingers will reveal a keyboard.
- Swipe up again with 2 fingers to hide the keyboard.

#### **11) Create folders for my icons?**

- Press down on an icon and drag it over top of another icon to create a folder.

#### **12) View the progress when my device is booting up?**

- In the boot screen, press and hold down the screen to see boot progress.