

BlackBerry PlayBook Tablet

Version: 2.0.1



# User Guide



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# Getting started

## New features and enhancements for BlackBerry PlayBook OS 2.0

BlackBerry PlayBook OS 2.0 brings together the best of BlackBerry communication applications, productivity tools, and your favorite apps, movies, and music to help you make the most out of every moment.



Watch the BlackBerry PlayBook tablet demo videos: [English](#)



### Email

You can add one or more email addresses to your BlackBerry PlayBook tablet. You can view all of your email (as well as messages from your social apps) in a single inbox, or you can organize your inbox to only view the messages for a specific address. Email management options allow you to customize your inbox view, set message alerts, include signatures and out-of-office notifications, and more. For more information, see the Messages section.



### Calendar

Quickly and easily set up multiple calendars that work seamlessly with many popular message service providers, such as Google Mail and Windows Live Hotmail. Switch between Day, Week, Month, and Agenda views, and customize the display for each of your calendars. Use the innovative People view to see the contacts you are meeting with on a specific day. For more information, see the Calendar section.



### Contacts








The Contacts app is a built-in mobile and social-centric contact app that enables you to synchronize contacts from many sources, such as Facebook, Twitter, and LinkedIn. You can view status updates for your contacts, get updated news feeds about a contact's company, and quickly see the people, places, and events that you have in common with a contact. For more information, see the Contacts section.



### Android apps

Access a large number of additional apps for your tablet. BlackBerry Runtime for Android apps allows Android applications that developers have repackaged, signed, and submitted to the BlackBerry App World storefront, to run on the BlackBerry PlayBook OS 2.0.

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	Home screen management	Organize your home screen by creating folders and by placing frequently used apps and folders in a dock for easy access. Just touch and hold an app icon and when it starts to blink, you can move it, delete the app, or drag it onto another icon to create a folder. For more information, see the Applications section.
	File Manager	Use the File Manager app to easily access pictures, videos, music, and documents that are stored on your tablet. If your tablet is paired with your BlackBerry smartphone using BlackBerry Bridge, you can also open files stored on your smartphone from your tablet. For information about connecting your tablet to your smartphone, see the BlackBerry Bridge section.
	BlackBerry Balance	If you have a single device for both work and personal use, BlackBerry Balance addresses corporate security concerns without limiting your use of personal applications. Your work and personal activities are separated using distinct perimeters that contain separate applications, data, network connections, and permissions. For more information, see the topic about BlackBerry Balance in the Getting started section.
	Reader mode for webpages	Reader mode allows you to select specific content within a website and extract and display it in a way that is easier to read. The surrounding website, ads, and other objects are removed from the screen view. The font size of the extracted text is increased and displayed on the screen in the same way as a book or magazine. To enter reader mode, simply tap the book icon above the webpage.
	Documents To Go	Now combined in one powerful app with new features and enhancements, Documents To Go enables you to view .pdf files and view, edit, and format Microsoft Word documents, Microsoft Excel spreadsheets, and Microsoft PowerPoint presentations. If your tablet is set up to use BlackBerry Balance, you can keep work documents secure in your work perimeter. If you pair your tablet with a Bluetooth keyboard, you can now work more quickly and accurately using the Documents To Go typing and navigation shortcuts. For more information, see the Documents To Go section.
	Print To Go	Print To Go enables you to wirelessly print a variety of files, including documents, webpages, and diagrams, from your laptop or computer directly to your tablet. You can view, sort, and manage digital files, such as documents, memos, or lists, as though they were physical sheets of paper. For more information, see the Print To Go section.
	Touch screen keyboard enhancements	The touch screen keyboard has been enhanced to help you to type email messages or communicate with your contacts on BlackBerry Messenger more quickly and easily. Settings include spell check, word prediction,

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and automatic word correction. For more information, see the Keyboard and typing section.



#### BlackBerry Bridge enhancements

With BlackBerry Bridge, you can now use your BlackBerry smartphone as a wireless mouse and keyboard for your tablet. Watch movies, surf the Internet, or present a slideshow on your tablet's screen or a connected HDMI display, such as a TV, projector, or computer monitor. Perfect for pausing a movie when your tablet is connected to your TV with an HDMI cable. For more information, see the BlackBerry Bridge section.



#### Video Chat enhancements

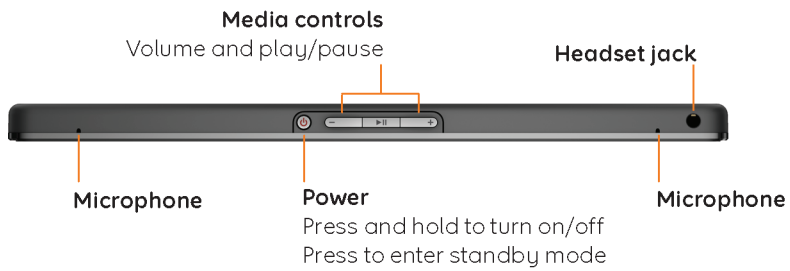
The Video Chat app includes improvements to the user interface and further integration with the Contacts app. Any existing video chat contacts are merged with the Contacts app and any new contacts are automatically added to the contact list in the Contacts app. You can now see a filtered view of favourite video chat contacts, invite a contact using a BlackBerry ID or tablet PIN, and display a video chat on an external display using an HDMI cable. For more information, see the Video Chat section.

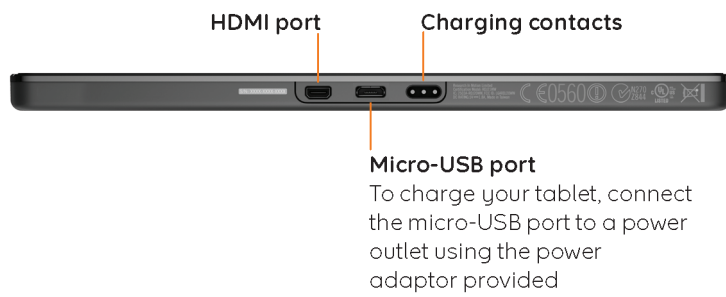
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## Getting to know your tablet



Watch a video about the tablet hardware: [English](#)







## Using the touch screen

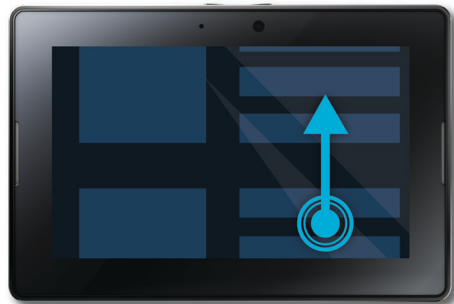


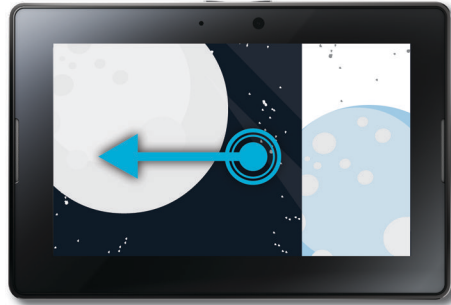
Watch a video about touch screen gestures: [English](#)

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### Scroll and move between items

To scroll through a list, pan a webpage, move between pictures, and more, slide your finger up and down or right and left.





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**Zoom in and zoom out**

To zoom in and zoom out of a webpage, picture, video, or other content, slide your fingers apart to zoom in or together to zoom out.



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**Move items from one place to another**

To move an item from one place to another, touch and hold the item. Slide your finger to where you want the icon to be.

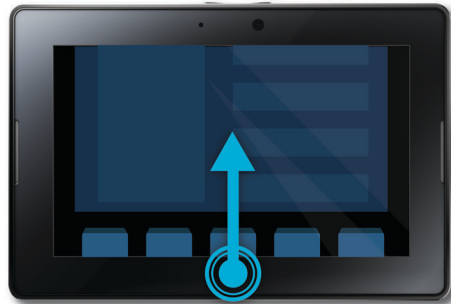




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**Show the home screen and minimize apps**

To show the home screen and minimize apps, swipe up from the bottom frame onto the screen.



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**Show the menu**

In many apps, you can find additional features, options, and help in the menu.

To show the menu while you are in an app, swipe down from the top frame onto the screen. To close the menu, tap anywhere on the screen outside the menu.



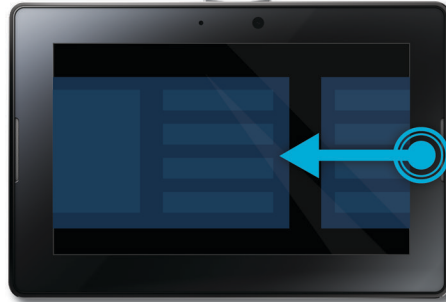


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**Switch between apps**

You can flip between your open apps without having to return to the home screen.

To switch between apps, swipe in from the left or right frame onto the screen.



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**Show the status bar**

You can peek at the status bar without leaving the app you're using. This is a great way to quickly check your notifications, see the time, keep an eye on your battery power level, change system options, and more.

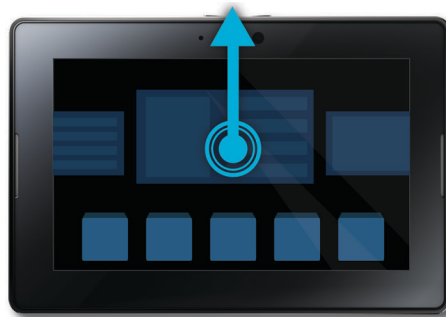
To show the status bar, swipe in from the top-left frame onto the screen.



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**Close an app**

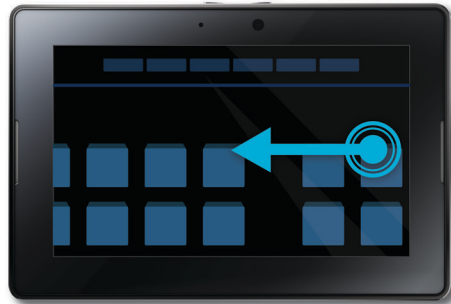
To close an app, show the home screen to minimize the app. Touch the minimized app and swipe up.



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**Switch between views on the home screen**

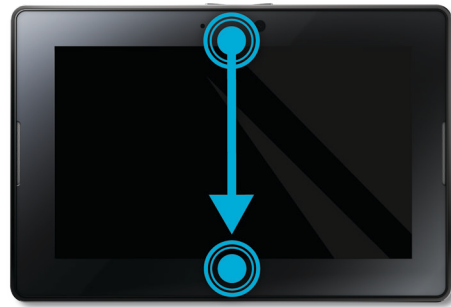
To switch between views, swipe left or right in the lower part of the home screen.



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**Wake up your tablet**

Your tablet enters standby mode after a certain period of time to conserve battery power. To wake it up, swipe from one side of the frame to the other.



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**Show the keyboard**

To show the keyboard, swipe in from the bottom-left frame onto the screen.



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### Zoom in and zoom out quickly

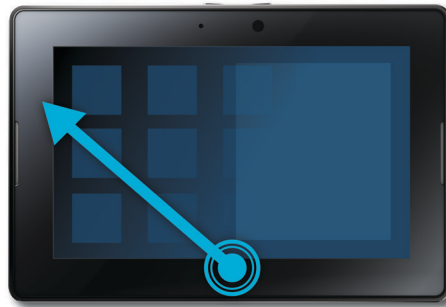
To zoom in and zoom out quickly, double-tap a webpage, picture, or other content.



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### Go back

To navigate within an application, you can swipe up from the bottom frame toward the left frame. For example, this would allow you to navigate from a picture to the picture gallery.

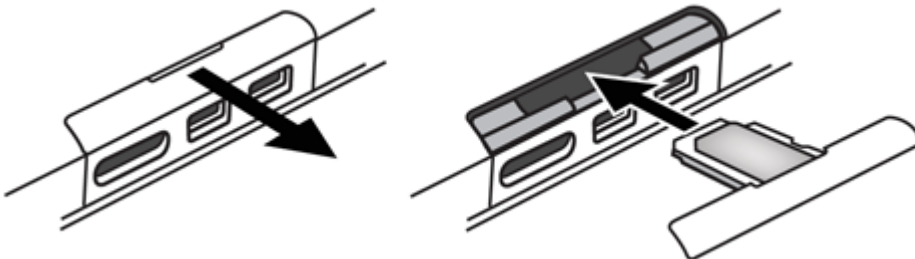


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## Insert a micro SIM card

**Before you begin:** Only use the micro SIM card provided by your wireless service provider.

If you have a BlackBerry PlayBook tablet that can connect to mobile networks, you need to insert a micro SIM card before the tablet can connect with a mobile network.



1. Remove the micro SIM card tray from the back of your tablet.
2. Place your micro SIM card into the tray. Make sure that the corners of the micro SIM card line up with the tray.
3. Slide the micro SIM card tray back into your tablet. Make sure it clicks into place.

## Personalizing your home screen



Watch a video about personalizing your tablet: [English](#)

You are unique; your BlackBerry PlayBook tablet should be too. There are many ways you can display your personality, such as arranging the icons on your home screen so they are just the way you like them, or changing the wallpaper. In addition to the personalization suggestions listed here, the Options menu provides many additional settings you can use to customize your tablet.

Move an app	Touch and hold an icon. When it starts to blink, drag the icon in any direction .
Add apps to your dock	Touch and hold an icon. When it starts to blink, drag the icon into the dock.
Set a picture as your wallpaper	Tap a picture. Swipe down from the top frame. Tap <b>Set as Wallpaper</b> .



## View your notifications


Your BlackBerry PlayBook tablet uses notifications to keep you informed about software updates, new messages, calendar reminders, battery power level, and much more. When new notifications come in, the top-left or top-right corner of the screen glows red.



Watch a video about updating your software: [English](#)

Do one of the following:

- If you're in an application, swipe in from the top-left frame onto the screen. Tap  .
- If you're on the home screen, on the status bar, tap  .

Return to what you were doing	Tap anywhere on the screen outside of the notification.
Dismiss a notification	Tap  .

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View a specific type of notification On the status bar, tap the icon for the type of notification that you want to see.

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Jump to the related app Tap the notification message. For example, if you tap an email notification, the email opens in the Messages app.


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## Status bar icons

The following icons appear on the status bar of the home screen. Tap the icon to change an option.



### Airplane mode

Turn off airplane mode to restore wireless connections. To turn on airplane mode, tap  > **Airplane Mode**. Set the switch to **ON**.



### Alarm

Turn on or turn off the alarm. To set an alarm, open the Clock app and tap a clock.




### Power

Check the battery power level and lower the screen brightness to extend your battery life. You can also put your tablet in standby mode, or turn off, lock, or restart your tablet.




### BlackBerry Bridge

Disconnect your BlackBerry smartphone and lock or unlock the contents of the smartphone that is connected to your tablet. To connect your tablet and smartphone using BlackBerry Bridge, tap  > **BlackBerry Bridge**.




### Bluetooth

Turn on or turn off Bluetooth connections. To pair your tablet with a different device, tap  > **Bluetooth**.



### Development mode

Turn off and turn on development mode . To turn on development mode in order to enable software development tools, tap  > **Security**. Tap **Development mode**.



### Music

Pause, fast-forward, or rewind the song that is currently playing.



### Presentation mode

Indicates that you are viewing a video or presentation in presentation mode and that your tablet is connected to an external display using an HDMI cable.



### Orientation lock

Set your tablet to landscape or portrait mode.



### Notifications

View your notifications, including app updates.



### Settings



### Software update

Access all of your tablet settings, such as BlackBerry ID, wireless connections, and security.

Download a wireless update.



### Wi-Fi turned on

Wi-Fi is turned on and you are connected to the Wi-Fi network shown.



### Wi-Fi not connected

Wi-Fi is turned on, but you are not connected to a Wi-Fi network. To connect to a Wi-Fi network, tap > **Wi-Fi**.



### Wi-Fi turned off

Wi-Fi is turned off. To connect to a Wi-Fi network, tap > **Wi-Fi**.



### Mobile network turned on

The mobile network is turned on and you are connected to the network indicated. The icon displayed depends on the type of mobile network you are connected to.



### Mobile network not connected

To connect to a mobile network, tap > **Mobile Network**.



### Mobile network turned off

To turn on the mobile network, tap the icon and set the switch to **On**.



### Roaming

To set options for roaming, tap > **Mobile Network**.



### Micro-SIM card not detected

Tap to watch a video about how to insert the micro-SIM card.



### BlackBerry Balance

Lock or unlock your enterprise (work) perimeter, if one has been created by your administrator.



### Calendar notification

Open the Calendar app to view the appointment.



### Email notification

Open the inbox to view the new message.

When you connect to a BlackBerry smartphone using BlackBerry Bridge, the following icons notify you of new email, appointments, and more. If you don't want to see notifications for specific apps, you can select which apps and accounts to display on your tablet from the **Device Properties** screen in the BlackBerry Bridge app on your smartphone. For more information, see the BlackBerry Bridge section of the Help.



Email



Calendar



BBM



Task

# Switch to a new tablet

## Before you begin:


If you want to start using a new BlackBerry PlayBook tablet, you can use the BlackBerry Desktop Software on your computer to move your media files, applications, and settings from your current tablet to your new tablet.

1. On your computer, in the BlackBerry Desktop Software, click **Help > Check for updates**. If an update is available, click the update to update your version of the BlackBerry Desktop Software.
2. Click **Device > Switch devices**.
3. Click the icon for your current tablet.
4. Select the media files, applications, or settings you want to transfer, and select the appropriate options.
5. Follow the instructions on the screen to back up your tablet data and connect your new tablet to your computer.
6. Click the icon for your new tablet to import your tablet data.

Remember to delete your tablet data before reselling it, giving it away, or recycling it. In an effort to help the environment, visit [www.blackberry.com/recycling](http://www.blackberry.com/recycling) for information about returning your tablet to RIM for recycling and safe disposal.

# Setting up your tablet

Once you have completed the setup wizard, you can further customize your tablet by changing your settings. There are several preferences you can change, such as the time, keyboard type, and language.

1. To personalize your tablet, on the status bar, tap  .
  - To set the date and time on the home screen, tap **Date & Time** and complete the fields.
  - To change the keyboard type, tap **Keyboard**.
  - To change the language, tap **Language**.
  - To set applications to run in the background, tap **General**. In the **Application Behavior** drop-down list, tap **Showcase**.
2. To set up a custom clock, on the home screen, tap the clock application.

## About your BlackBerry ID

BlackBerry ID gives you a single sign-in identity across BlackBerry products, sites, services, and apps, including the BlackBerry App World storefront. After you create a BlackBerry ID, you only need to use one email address and one password to log in to any products that use BlackBerry ID.

When you set up your BlackBerry PlayBook tablet, you are prompted to create your BlackBerry ID. You can choose the email address that you want to use for your BlackBerry ID. If you have a user name and password that you use for email accounts on your BlackBerry smartphone, that user name is different than your BlackBerry ID.

To update your BlackBerry ID information, go to <https://blackberryid.blackberry.com/bbid/login/>.

## About BlackBerry Balance


BlackBerry Balance addresses corporate security concerns without limiting your use of personal applications. Using distinct areas of your tablet called perimeters, you can separate your work and personal activities. A perimeter is a grouping of applications, data, and network connections that allows for targeted control and management. It has separate data storage, application permissions, and network routing rules.

By default, your BlackBerry PlayBook tablet uses a personal perimeter. Your corporate IT department can then create a work perimeter by enrolling in a management solution. You can also use a BlackBerry Bridge perimeter to create an insulated area to view data and applications on your BlackBerry smartphone.

Your personal perimeter provides the opportunity to use your tablet without impacting corporate security policies in your corporate perimeter. Your personal perimeter allows you to use your tablet for activities not sanctioned by your employer such as downloading videos, playing online multi-player games, and uploading personal photos and Facebook entries.

Your work perimeter can contain a modified version of BlackBerry App World that contains the applications you are allowed to download and use at work. It can also provide an area where you can create, edit, and save work documents and slide decks.

## Overview of tablet settings

Your BlackBerry PlayBook tablet includes a settings pane that you can use to change the settings on your tablet. To access settings, on the status bar, tap  .



For information about how to complete the tasks in the table, see the appropriate section of the Help.

Tab	Description
About	Find general, hardware, operating system, network, legal, and SIM card information.
Airplane Mode	Turn off all wireless network connections.
Wi-Fi	Set up your Wi-Fi network and use advanced features to manually connect or use WPS to connect to the network.
Mobile Network	Set up your mobile data services and access advanced settings to manually configure APN or VPN connections. See if you have a micro SIM card installed.
Software Updates	View the current software version running on your tablet and check for software updates.
Bluetooth	Turn on and set up Bluetooth connectivity, add new Bluetooth enabled devices, and see the current list of paired devices.
BlackBerry ID	View your current BlackBerry ID information, sign in to your BlackBerry ID account, and change your BlackBerry ID password.
Accounts	Create the accounts on your tablet that will be used by your perimeters as part of BlackBerry Balance.
BlackBerry Bridge	Complete the tablet portion of the BlackBerry Bridge setup.
BlackBerry Balance	Create and lock an area and change the password that you have assigned to that area.
Internet Tethering	Connect to a BlackBerry smartphone that supports Bluetooth in order to share the Internet connection.
Screen	Set up how your tablet screen appears when it is running on battery power and when it is plugged into an external power source.
HDMI	Connect your tablet to an HDMI display, such as a monitor, TV, or projector.
Sounds & Notifications	Adjust the overall volume on your tablet, turn on AUDIOBOOST for use with your headphones, and set audio and visual notifications.
General	Set up the behavior for applications running in the background.
Storage & Sharing	Set up access to the files stored on your tablet, including USB connections, network identification, file sharing, Wi-Fi sharing, and password protection for sharing files.
Security	Set up application permissions, certificates, passwords, VPN credentials, and SIM card settings. Enable development mode and delete all of the data from your tablet.
Language	Change the language and country/region settings for your tablet.

Tab	Description
Keyboard	Change the keyboard type and set up spelling and automatic word completion.
Date & Time	Change the time zone, time, and date display.


# Messages

## Add an email address and social networking account



Watch a video about using the Messages app: [English](#)

Save time by reading all of your messages from your email addresses and social apps in one inbox on your BlackBerry PlayBook tablet. Respond to work emails and Facebook messages all from the same place. If your organization is using BlackBerry Balance technology, you might need to set up a password to access your organization's email.


1. Tap  .
2. Tap **Accounts > Add New Account**.
3. Tap an account type.
4. Enter your account information.
5. Tap **Continue**.
6. Change any settings for the account, such as the account name and synchronization settings.
7. Tap **Save**.

## Add an email address manually

You might need to add more information than just your username and password to set up an email address on your BlackBerry PlayBook tablet. For example, if you're adding a Microsoft Exchange work email account, you might need to specify a domain or server address. To find out what information you need, check with your administrator.


If you're adding a POP or IMAP email account, make sure you know the following information from your 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
  - Whether push email is supported
1. Tap  .
  2. Tap **Accounts > Add New Account > Email, Calendar, and Contacts.**
  3. Tap **Advanced Setup.**
  4. Tap the type of address that you're adding.
  5. Enter your account information.
  6. Tap **Save.**

## View your messages






When you open the Messages application, the All Accounts message list appears. This message list includes all of your email messages and messages from your social apps, such as Facebook and Twitter. You can also view all of your messages for a specific email address.








1. Tap  .
2. Tap an email account.

## View your folders


1. Tap  .
2. Tap an email account.
3. Tap  .

## Send an email


1. Tap .
2. In the **To** field, enter an email address or a contact name.
3. Type a message.
  - To add an attachment, tap .
  - To set the importance level, tap .
  - To save a draft of the message, tap  > **Save**.
4. To send a message, tap .

Reply to a message	Tap  .
Reply all to a message	Tap  .
Forward a message	Tap  .
Flag a message	Tap  .
File a message	Tap  .
Search for a message	Tap  .
Delete a message	Tap  .

## Refresh your messages and folders



Refresh your message list	In your message list, drag down.
Refresh your folders	In a folder, if there are no messages, tap  . If there are messages in the folder, drag down.

## Messaging tips

Switch between drafting a message and viewing your message inbox	Swipe down from the top frame. Tap <b>Messages</b> .
Go to a draft message	Swipe down from the top frame. Tap a draft.
Compose a new message	Swipe down from the top frame. Tap <b>Compose</b> .
Compose a Facebook message, LinkedIn message, or direct Twitter message	In your message inbox, tap  . Tap an icon. Type part of a contact's name. Tap a contact.

## Conversation threads

Using the conversation threads feature, you can view all of the messages in an email thread. Messages are grouped by subject and the most recent message appears first.

View all of the messages in a conversation thread	In your message list, tap  .
Turn off conversation threads	Swipe down from the top frame. Tap  . Tap <b>Display and Actions</b> . In the <b>Display As</b> drop-down list, click <b>Single Message</b> .


## Change your default email address

When you add an email address to your BlackBerry PlayBook tablet, that email address will become the default address used when you send email messages and calendar invitations. If you have added more than one email address to your tablet, you can change the default address to use with your Messages and Calendar applications.


Tap  > **Accounts** > **Default Accounts**.

- To change the default address you use to send email messages, in the **Email** drop-down list, tap an email address.
- To change the default address you use to send calendar invitations, in the **Calendar** drop down list, tap an email address.

## Change email account options

1. Swipe down from the top frame.
2. Tap  .
  - To change message list options and set message alerts, tap **Display and Actions**.
  - To add a signature or set an out-of-office reply, tap **Email Preferences**.

## Troubleshooting: Email

Issue	Possible cause or solution
I can't add an email address	<p>Check that you have entered the correct account information for your email address.</p> <p>If you are trying to add an enterprise email address, contact your administrator. You might need to manually add the email address.</p>
I can't send an email message	<p>Check that you are connected to a Wi-Fi network or try connecting to a different Wi-Fi network.</p>
I am not receiving email messages	<p>Check that you have turned on synchronization for your email address. On the status bar, tap  &gt; <b>Accounts</b>. Tap an account. Verify that <b>Sync Email</b> is turned on.</p> <p>Check that you are connected to a Wi-Fi network or try connecting to a different Wi-Fi network.</p> <p>Check that your email account password is correct.</p>
I can't see items in a folder	<p>By default, only Inbox, Sent Items, and Outbox folders are synced. To view messages in your other folders, you might need to refresh the folder.</p>

**Issue**

**Possible cause or solution**

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# Contacts

## Add, change, or delete a contact



Watch a video about using the Contacts app: [English](#)

1. To add a contact, tap  .
2. Enter the contact information.
3. Tap  .

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Change a contact      Tap  .




---

Delete a contact      Tap  .

---


## Merge your contacts

When you add multiple email accounts or social app accounts, like LinkedIn, to your BlackBerry PlayBook tablet, your tablet automatically merges contacts from those sources when it's clear that the contacts are the same person (for example, they have the same first and last name or mobile phone number). If duplicate contact entries still appear in your Contacts list, you can merge those contacts into one entry.


1. Tap a contact.
2. Tap  .
3. Tap **Add Link**.
4. Enter a contact's name.
5. Tap  beside the contact that you want to merge.
6. Tap  .

## Contact views


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View contact details, including phone numbers and email addresses. Tap  .


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View status messages from social apps, like Twitter. Tap  .


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View feeds about a contact's company. Tap the title to read the whole story. Tap  .


---

View upcoming and past meetings with a contact. Tap  .

---




View a list of people you have in common with a contact. Tap  .

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View a list of places you have in common with a contact. Tap  .


---

## Add a contact picture

1. Tap a contact.
2. Tap  .
3. Tap the picture area.
  - To use a picture from one of your social apps, such as Facebook, tap a picture from the list.
  - To browse your pictures, tap  . Tap a picture > **OK**.
  - To take a picture, tap  .

## Search for a contact

1. Tap  .

- To search for a contact in your contact list, type part or all of the contact name.
  - To search for a contact in your organization, type part or all of the contact name. Tap **Remote Lookup**.
2. To close the search panel, tap  .

## Sort your contacts


1. Swipe down from the top frame.
2. Tap **Sort**.
3. Tap how you want to sort your contacts.

## Filter your contacts

Tap  .

- To view contacts marked as favorites, tap **Favorites**.
- To view video chat contacts, tap **Video Chat**.

## I can't synchronize my contacts

Verify that you turned on synchronization for your contacts. On the status bar, tap  > **Accounts**. Tap an account. Check that **Sync Contacts** is turned on.

# Calendar

## Add, change, or delete an event



Watch a video about using the calendar: [English](#)

1. Tap .
  - Enter the event information.
  - To invite a participant, in the **Attendees** field, enter the name or email address of the participant.
2. Tap .

---

Change an event    Tap .

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Delete an event    Tap .

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## Respond to a meeting invite

In a meeting invitation, tap **Accept**, **Tentative**, or **Decline**.

- To send the response without adding comments, tap **Send**.
- To add a comment to your response, type a comment. Tap **Send**.

## Calendar views


You can view your calendar in multiple ways. To return to your appointments and events for today, tap .

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View your appointments and events for the week    Tap .

---

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View your appointments and events for today      In week view, tap  .

---

View your appointments and events for the month      Tap  .

---

## Change your calendar settings


1. Swipe down from the top frame.
2. Tap  .
  - To change meeting reminder settings, the day the week starts on, and other settings, tap **Display & Actions**.
  - To change the color of each of your calendars, tap **Preferences**. Tap a calendar. Tap a color.

## Switch calendars

If your BlackBerry PlayBook tablet is associated with multiple email accounts, you might have multiple calendars on your tablet. You can switch calendars, view all calendars at once, or select the calendars you want to view.

1. Swipe down from the top frame.
2. Tap the calendar or calendars you would like to view.

## Troubleshooting: Calendar

Issue	Possible cause or solution
I can't synchronize my calendar	Check that you have turned on synchronization for your calendar or calendars. On the status bar, tap  > <b>Accounts</b> . Tap an account. Check that <b>Sync Calendar</b> is turned on.
I can't sync with my Google Calendar	Check that your calendar has been enabled in Google Mail.

**Issue****Possible cause or solution**

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I can't reply to or send meeting invitations from my calendar

Check that you have added an email address that you can use with your calendar.

---







# Browser

## Browsing the web




Watch a video about using the browser: [English](#)


When you browse to a webpage using your BlackBerry PlayBook tablet, you might have the option of viewing either the mobile or the regular version of the webpage. Choose the regular view to take advantage of your tablet's full screen.

Search for or go to a webpage	In the address bar, type search terms or a web address. Tap <b>Go</b> .
Refresh a webpage	In the address bar, tap  .
Open a new tab for a webpage	Swipe down from the top frame. Tap  .
Switch between tabs	Swipe down from the top frame. Tap a thumbnail.
Save an image from a webpage	Touch and hold an image. Tap <b>Save Image</b> .
View your browsing history	Tap  .
Zoom	Slide your fingers apart to zoom in or together to zoom out. Double-tap to zoom in to an image or a column of text.
Open a file that you downloaded	Swipe down from the top frame. Tap  .
Hide the navigation bar	On the navigation bar, tap  .
Show the navigation bar	Swipe down from the top frame. Tap  .

## Bookmarking webpages

Bookmark a page in your browser      Go to the page. Tap  . Tap **Add to Bookmarks**.

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Add a bookmark on your home screen Go to the page. Tap  . Tap **Add to Home Screen**. Change the name of the shortcut.

---


View your bookmarks Tap  .

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Delete a bookmark On the **Bookmarks** screen, tap  . Beside the bookmark, tap  .

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## Change browser options

1. Swipe down from the top frame to show the menu.
2. Tap  .

---

Turn on private browsing When private browsing is turned on, the browser only temporarily stores your history, cached files, cookies, and other information. This information is deleted when you close the browser.  
Tap **Privacy & Security**. Set the **Private Browsing** switch to **On**.

---

Delete saved data Tap **Privacy & Security > Clear All**.

---

Share your location with websites Some websites use your location to show you customized content.  
Tap **Permissions**. Set the **Allow Websites to Access My Location** switch to **On**.

---

## I can't play a song or video on a webpage

The media format might not be supported or the link might be broken.



# BlackBerry Bridge

## About BlackBerry Bridge



Watch a video about BlackBerry Bridge: [English](#)



Watch a video about using BlackBerry Bridge to access BlackBerry Messenger: [English](#)

If you're running BlackBerry Device Software 5.0 or later on your BlackBerry smartphone, you can connect your BlackBerry PlayBook tablet to your smartphone to access your smartphone's email, calendars, BlackBerry Messenger, files, and other data directly from your tablet. Once connected, you can also use your smartphone as a wireless remote control for your tablet.

Your tablet connects to your smartphone using Bluetooth technology. To connect, you need BlackBerry Bridge installed on your smartphone. You can download it from the BlackBerry App World storefront.

When your tablet and smartphone are connected, these icons appear in the BlackBerry Bridge folder on your tablet home screen:



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### BBM

Communicate virtually instantly with your BlackBerry Messenger contacts. It's everything you love about chatting with BBM, on your tablet.



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### Messages

Take advantage of the reading pane and larger screen on your tablet to work through your smartphone's inbox more quickly. Attach files from your tablet or smartphone, or save attachments to your smartphone for later use. Open the File Manager app on your tablet to access your saved files.



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### Calendar

Keep on top of your schedule at a glance with Day and Month views or a convenient split-screen view.



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### Contacts

Connect with the people in your network through the Contacts app. Quickly jump to a contact to send an email, schedule a meeting, or start a BBM chat.

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### Tasks

Have a growing to-do list? Use the Tasks app to help you stay focused on important actions.



### Memos

Instead of jotting notes on scraps of paper that can be easily misplaced, use memos to keep your information organized and easy to find.



### Bridge Browser


Browse the Internet using your smartphone's connection to the Internet. If your administrator allows corporate intranet browsing, you can also browse your organization's intranet.

## New features and enhancements






Remote control	Use your BlackBerry smartphone as a wireless mouse and keyboard for your BlackBerry PlayBook tablet.
Switch between screens	Select an option in the menu on your smartphone to quickly view items such as websites, files, pictures, and videos on the larger screen of your tablet.
Hide apps or accounts	On the Device Properties screen in the BlackBerry Bridge app on your smartphone, select which BlackBerry Bridge apps and accounts display on your tablet.
Copy and paste	Copy and paste in all of your BlackBerry Bridge apps.
General improvements	Various bugs fixes and UI improvements have been made.


## Connect your tablet and smartphone using BlackBerry Bridge

**Before you begin:** To connect your BlackBerry PlayBook tablet to your BlackBerry smartphone, you need to download the BlackBerry Bridge app from the BlackBerry App World storefront on a smartphone running BlackBerry Device Software 5.0 or later.

1. On your tablet home screen, on the status bar, tap  > **BlackBerry Bridge**.
2. Tap **Setup > Next > Continue**.
3. On your smartphone, in BlackBerry Bridge, click **Add New Tablet > Continue**.
4. Point your smartphone camera at the barcode that appears on your tablet to scan the barcode.
5. On your smartphone, confirm the items to display on your tablet and click **Continue**.


## BlackBerry Bridge basics

Change the font size in email	Swipe down from the top frame. Tap  .
View email for a specific address	If you have multiple email addresses on your BlackBerry smartphone, such as an enterprise address and a Yahoo! Mail address, you can view all email together or you can view email for each address separately.  At the top of your message inbox, tap <b>All Messages</b> or the name of the address currently displayed. Tap the email address you want to view.
View email in a folder	At the top of your inbox, tap <b>All Messages</b> or the name of the address currently displayed. Tap <b>View Folder</b> .
Move an email to a folder	View the message. Below the message, tap  .
Multiselect email	At the bottom of your inbox, tap  . Select the checkbox beside each email you want to select. Tap an icon at the bottom of your inbox to perform an action, such as marking your email as opened or filing your email.
View a single calendar	At the bottom of the screen, tap  .
Start a BBM multiperson chat	At the bottom of your BBM contact list, tap  . Tap the people you want to include.
View your BBM profile or display your barcode	Tap your name or your profile picture.
Switch between screens	You can quickly view many items that are on your smartphone, such as websites, files, pictures, and videos, on your tablet's larger screen.

Highlight an item on your smartphone. Press the  key and click **View on PlayBook** or the corresponding option.

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#### Hide apps or accounts

On the **Device Properties** screen in the BlackBerry Bridge app on your smartphone, clear the checkbox beside each app or account you don't want to show on your tablet. Press the  key > **Save**.

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#### Lock BlackBerry Bridge

You can lock BlackBerry Bridge to prevent unauthorized access to your smartphone data. Your smartphone password is required to unlock BlackBerry Bridge.

On the home screen, on the status bar, tap  > **Lock**.

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## Remote control

### Use your smartphone as a remote control

With BlackBerry Bridge, you can use your smartphone as a wireless mouse and keyboard for your BlackBerry PlayBook tablet. Watch movies, surf the Internet, or present a slideshow on your tablet's screen or a connected HDMI display, such as a TV, projector, or computer monitor.

1. On your smartphone, click the BlackBerry Bridge app.
2. Verify that your tablet is connected. If necessary, connect your tablet and smartphone.
3. Click **Use Remote Control**.

To disconnect the remote control, press the  key a few times and click **Disconnect**.

## Navigating and scrolling


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#### Navigate your BlackBerry PlayBook tablet







It's easy to switch apps, minimize apps, show the menu, and show the status bar on your tablet.

On a BlackBerry smartphone with a physical keyboard, move the cursor to the edge of your tablet screen. Click the trackpad.

On a touch screen, you can use tablet swiping gestures on your smartphone's screen to navigate your tablet.

Scroll	Press and hold the <b>alt</b> key and slide your finger up or down on the trackpad. On a touch screen, place two fingers on the screen and slide your fingers up or down.
Browser tip	With the remote control, you can open links in a new tab or save images from web pages.  Press and hold the <b>alt</b> key while clicking the trackpad. On a touch screen, using two fingers, tap the screen.
Zoom in and out	Open a picture. Double-tap.
Move an item	Using the cursor, press and hold an item, such as an app icon on your tablet home screen. Drag the item to a new location. Click the trackpad or tap your touch screen to release the item.
Change the input sensitivity	You can adjust the cursor and scrolling speed to make it easier to move around your tablet's screen or an HDMI display that's connected to your tablet.  Press the  key > <b>Settings</b> . Change the option for the input speed.

## Switching modes

Switch to keyboard mode	Start typing on your BlackBerry smartphone keyboard or tap  on your touch screen. To return to cursor mode, press the  key.
Use the presenter mode	You can use the presenter mode on your smartphone to quickly move to the next slide in Slideshow To Go on your BlackBerry PlayBook tablet.  Press the  key > <b>Presenter</b> . To move between slides, click  or  .
Automatically switch to cursor mode	You can change the setting so that as soon as you touch the trackpad on your smartphone after typing, the app automatically switches from keyboard mode to cursor mode.  Press the  key > <b>Settings</b> . Select the <b>Always use trackpad as mouse</b> checkbox.

## Do data charges apply?

Data charges might apply if you aren't on a Wi-Fi network while BlackBerry Bridge is connected.

If a Wi-Fi connection is not available while BlackBerry Bridge is connected, applications on your BlackBerry PlayBook tablet can use your BlackBerry smartphone's mobile connection to access the Internet.

To avoid incurring data or roaming charges, make sure that you're connected to a Wi-Fi network on your tablet or smartphone before using applications on your tablet that use the Internet, such as the Browser.

## About synchronizing Wi-Fi and VPN profiles

When you connect your BlackBerry PlayBook tablet to your BlackBerry smartphone using BlackBerry Bridge, your saved Wi-Fi profiles and VPN profiles on your smartphone are automatically added to your tablet to make connecting to the networks you use easier. Then, when you use your tablet in a Wi-Fi coverage area where you've previously used your smartphone, your tablet connects to the access point.

For security reasons, Wi-Fi profiles and VPN profiles that are associated with a BlackBerry Enterprise Server are not synchronized. Passwords for secure networks are also not synchronized.

If a profile requires a client authentication certificate, you must import the certificate manually.



**Tip:** You can edit your network profiles to reorder how quickly your tablet attempts to connect to a network or to add other information, such as passwords for secure networks.

## About using BlackBerry Bridge in your organization

To help protect your organization's data, when you use BlackBerry Bridge to connect your BlackBerry PlayBook tablet to a BlackBerry smartphone, the following restrictions might apply:

- You can only open files on your smartphone through the Files application or from an email attachment.
- You can't save files that you create in a work perimeter into a personal perimeter.
- You can't copy and paste information from a work perimeter to a personal perimeter.
- You can browse your organization's intranet only if your administrator has turned on corporate intranet browsing.

# Troubleshooting: BlackBerry Bridge

Issue	Possible cause or solution
I can't pair my BlackBerry PlayBook tablet with my BlackBerry smartphone	<p>Verify that the BlackBerry Bridge app is installed on your smartphone and that the <b>BlackBerry Bridge</b> field is set to <b>On</b>. You can download the application from the BlackBerry App World storefront.</p> <p>Verify that the Bluetooth connection on your smartphone is turned on and that your smartphone is within range.</p> <p>If the <b>Add New Tablet</b> button is missing from your smartphone, your organization might prevent you from using BlackBerry Bridge or Bluetooth technology.</p>
I can't reconnect to my smartphone	<p>Verify that the Bluetooth connection on your smartphone is turned on, that your smartphone is within range, and that the <b>BlackBerry Bridge</b> field is set to <b>On</b>.</p> <p>Try opening the BlackBerry Bridge app on your smartphone and connecting manually.</p> <p>If necessary, you can delete the paired device from your tablet (tap  &gt; <b>Bluetooth</b> &gt; ) and from your smartphone (in the BlackBerry Bridge app), and try pairing again.</p>
An icon is missing	<p>Verify that the missing app is selected on the <b>Device Properties</b> screen in the BlackBerry Bridge app on your smartphone.</p> <p>If the Bridge Browser icon is missing, you might need a smartphone data plan that supports tethering, or this feature might not be supported by your wireless service provider. For more information, contact your wireless service provider.</p>
My password is incorrect	<p>Many passwords are case sensitive. If you're having trouble unlocking BlackBerry Bridge using the BlackBerry Bridge remote or a Bluetooth keyboard, verify that each character you type is the correct casing.</p>
I can't find a draft message I saved	<p>Draft messages appear with a draft icon. If you have multiple email addresses, look for the draft message in the inbox of the address you are sending the message from. If you received a lot of email since you saved the draft, it might appear far down in the inbox.</p>

<b>Issue</b>	<b>Possible cause or solution</b>
I can't find a memo	You can search only the titles of memos, not the contents.




# Connections

## Connect to a mobile network

**Before you begin:** To connect to a mobile network, insert a micro SIM card that is set up for data service into your BlackBerry PlayBook tablet. Depending on your tablet model, you might not be able to connect to a mobile network. For more information, contact your wireless service provider.

1. On the home screen, swipe down from the top frame.
2. Tap **Mobile Network**.
3. Set the **Data Services** switch to **ON**.

Turn off the mobile network connection when you are roaming	In the <b>Data services while roaming</b> drop-down list, tap <b>Off</b> .
Change the type of mobile network that your tablet connects to	Change the <b>Network Mode</b> drop-down list.
Manually connect to an available mobile network	In the <b>Network Selection Mode</b> drop-down list, tap <b>Manual</b> . Select a mobile network from the list.
Change advanced settings	Tap  .


## Wi-Fi

### Connect to a Wi-Fi network




Watch a video about connecting to a Wi-Fi network: [English](#)


Your BlackBerry PlayBook tablet can connect to the Internet using Wi-Fi. Public Wi-Fi networks are available in many public places, such as libraries, airports, hotels, coffee shops, and so on. When you connect to a Wi-Fi network, your tablet saves the network and connects to it automatically the next time you're within range.

1. On the Status bar, tap  > **Wi-Fi**.
2. Tap the network you want to connect to.  
To only see networks that don't require a password, in the **Networks** drop-down list, select **Open Networks**.
3. If necessary, type the network password.
4. Tap **Connect**.

---


Connect using a Wi-Fi Protected Setup button Tap  > **Wi-Fi** > **Use WPS** > **Press WPS Button on Router**. On your wireless router, press the button. On your tablet, tap **Start**.

---

Connect using a Wi-Fi Protected Setup PIN code Tap  > **Wi-Fi** > **Use WPS** > **Enter PIN into Router** > **Start**. On the administration screen for your router, type the PIN displayed.

---




Connect manually If you want to connect to a hidden Wi-Fi network or save the settings for a network that's not currently available, you can connect manually.

Tap  > **Wi-Fi** > **Connect Manually**. Type the name of the network. If the network is hidden, select **Hidden SSID**. Select the security type and specify any additional information. Tap **Connect** to connect now or tap **Save** to save without connecting.

---

## Change, delete, or reorder saved Wi-Fi networks

Your BlackBerry PlayBook tablet remembers the Wi-Fi networks you connect to and automatically connects whenever you're in range. If multiple networks are available, your tablet connects to the one closest to the top of your list of saved networks.

1. On the status bar, tap  > **Wi-Fi**.
2. In the drop-down list, tap **Saved Networks**.
  - To change options for a saved network, tap the network.
  - To move a saved network up or down in the list, touch and hold the network. Drag it to where you want it.
  - To delete a saved network, tap  . Beside the network, tap  .
  - To stop your tablet from automatically connecting to a saved network, tap the network. Clear the **Enable Profile** checkbox. Tap **Save**.

## Wi-Fi network options

For most Wi-Fi networks, you won't need to change the network options. If you're having trouble connecting or if you need to connect manually, you can set the network options yourself.


The options available depend on the type of network you're connecting to. To find out what settings to use, if you're connecting to a home network, see the information that came with your wireless router; if you're connecting to an enterprise Wi-Fi network, talk to your administrator; if you're connecting to a hotspot, see the information provided about the hotspot or talk to an employee at the hotspot who might have details about how to connect.



Option	Description
Name	Enter the name that you want to see in your list of saved Wi-Fi networks.
SSID	If the Wi-Fi network is hidden, type the SSID (the name the network uses to identify itself). Your BlackBerry PlayBook tablet uses this name to find the network.
Hidden SSID	If the Wi-Fi network is hidden, select this checkbox. Hidden networks don't appear in the list of available networks.
Security Type	Set the security type that the Wi-Fi network uses.
Security Sub Type	If you're connecting to an enterprise Wi-Fi network, set the security subtype that the Wi-Fi network uses.
VPN Profiles	To use a VPN Profile when connecting to this network, select the profile you want to use. For more information, see the Security section of the help.
Automatically Obtain IP Address	Clear this checkbox if you need to manually specify an IP address for your tablet. When you clear this checkbox, additional options appear. To find out what information to enter, talk to your administrator.
Enable IPv6	Set whether the network uses the IPv6 protocol.
Use HTTP Proxy	Select this checkbox if you want to connect to a proxy server. When you select this checkbox, additional options appear. To find out what options to use, see the information provided for the proxy server.
Allow inter-access point handover	If the network spans multiple access points, set whether your tablet should remain connected when you move from one access point to another.
CA Certificate	If necessary, set the root certificate that your tablet should use to verify that it's connecting to the correct Wi-Fi network. If the network requires a certificate, you

Option	Description
Client Certificate	<p>need to transfer it to your tablet before you can connect. For more information, talk to your administrator.</p> <p>If necessary, set the authentication certificate that your tablet should use to connect to the Wi-Fi network. If the network requires a certificate, you need to transfer it to your tablet before you can connect. For more information, talk to your administrator.</p>

## I can't connect to a Wi-Fi network

Try one of the following actions:

- On the status bar, tap  and verify that the switch is set to **On**.
- The connection might have timed out. Try connecting again.
- Your BlackBerry PlayBook tablet might be too far away from the wireless access point or wireless router to connect. Move your tablet closer and try connecting again.
- Verify that you're in a Wi-Fi coverage area. If you're connecting to a home network, see if other wireless devices are able to connect. If you're connecting to an enterprise Wi-Fi network or a hotspot, talk to your administrator or an employee at the hotspot.
- The wireless connection may not be strong enough to display any content. Move closer to the router, or switch to a network with a stronger signal.
- Verify that the time on your tablet is synchronized with the network time. If the times are different, it could prevent your tablet from connecting (for example, if connecting to the network requires you to have a certificate on your tablet and the certificate has an expiration date).
- If the Wi-Fi network doesn't appear in the list of available networks, the network might be hidden. If you know the network name, try connecting to it manually.
- Verify that the options for the Wi-Fi network are correct. To find out what options to use, for a home network, refer to the information that came with your router; for an enterprise Wi-Fi network, talk to your administrator; for a public hotspot, refer to any information provided for the hotspot or talk to an employee at the hotspot who might have details about how to connect.
- If you switched Wi-Fi networks manually, try switching to another Wi-Fi network.
- If you are using the Push Button Setup method, verify that the access point uses Wi-Fi Protected Setup, and that it has been set to send its profile. Verify that another device is not also attempting to connect at the same time, and that not more than one access point within range is in this mode. For more information, see the information that came with your router.
- If you use PEAP, EAP-TLS, EAP-FAST, or EAP-TTLS to connect to a Wi-Fi network, verify that you have installed the root certificate for the certificate authority server that created the certificate for the authentication server. The certificate must be transferred to your tablet before you can connect to the network. For more information, talk to your administrator.

- If you use EAP-TLS to connect to a Wi-Fi network, verify that you have added your authentication certificate to your tablet. The certificate must be transferred to your tablet before you can connect to the network. For more information, talk to your administrator.
- To view details about your tablet and the network you're connected to that might help with advanced troubleshooting, on the status bar, tap  > **Wi-Fi**. In the bottom-left corner, tap .

## Bluetooth technology


### Connect a Bluetooth enabled device



Watch a video about using Bluetooth technology: [English](#)

You can use Bluetooth technology to connect your BlackBerry PlayBook tablet to a wireless keyboard, mouse, mobile phone, headset, or other device that uses a supported Bluetooth profile. The first time you connect to a device, you pair it with your tablet. Your tablet remembers paired devices and usually connects to them automatically whenever they're in range.

For information about connecting your tablet to a BlackBerry smartphone, see the BlackBerry Bridge section of the Help.

1. On the status bar, tap  > **Bluetooth**.
2. Set the **Bluetooth** switch to **On**.
3. Tap **Add New Device** > **Search**.
4. Tap a device.
5. If necessary, do one of the following:
  - Type a pairing passkey of your choice on both the device you're pairing with and on your tablet.
  - On your tablet, type the pairing passkey that appears on the device you're pairing with or in the information that came with the device. If you don't know the passkey, try **0000**.

---

Reconnect to a paired device

In the list of paired devices, tap the device > **Connect**.

After 10 minutes of inactivity, Bluetooth enabled keyboards may automatically disconnect. To reconnect, turn off and turn on the keyboard.



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Change options for a paired device

In the list of paired devices, tap the device.

---

**Delete a paired device**

In the list of paired devices, tap the device >  >  .

---

**Make your tablet discoverable**

To allow other Bluetooth enabled devices to search for your tablet and attempt to connect to it, you can make it discoverable. Set the **Discoverable** switch to **On**.

To help protect your tablet against unauthorized access, you can make it discoverable for 2 minutes only. Tap **Add New Device** > **Listen**.

---

## Supported Bluetooth profiles

Your BlackBerry PlayBook tablet uses Bluetooth profiles to communicate with different types of Bluetooth enabled devices. To find out if your tablet supports a specific Bluetooth enabled device, you can check the information available for the device to see what profiles it uses. Your tablet supports the profiles listed here.

Profile	Description
Dial-up Networking (DUN)	Your tablet uses this profile to connect to a tethered mobile phone or other Internet-enabled device to access its Internet connection.
Human Interface Device (HID)	Your tablet uses this profile to connect to a wireless keyboard.
Serial Port Profile (SPP)	Your tablet uses this profile to connect to your BlackBerry smartphone through the BlackBerry Bridge application.

---

## I can't connect to a Bluetooth enabled device

Try the following actions:

- Verify that the Bluetooth enabled device is compatible with your BlackBerry PlayBook tablet. Check the information that came with the Bluetooth enabled device to find out what Bluetooth profiles it uses and verify that your tablet supports those profiles.
- If you don't know the passkey for the Bluetooth enabled device, see the information that came with the device. If you can't find any passkey information, try **0000**.
- If your tablet can't detect the Bluetooth enabled device, try making the Bluetooth enabled device discoverable, or try making your tablet discoverable and searching for your tablet from the Bluetooth enabled device.


# My list of paired Bluetooth enabled devices doesn't appear


Verify that the Bluetooth connection on your BlackBerry PlayBook tablet is turned on.

## Tether your tablet to a Bluetooth enabled device

Need Internet on the go, but you're not near a Wi-Fi hotspot? When there's no other way to access the Internet, you can tether your BlackBerry PlayBook tablet to a Bluetooth enabled smartphone.

In order to tether your tablet to a Bluetooth enabled device, your smartphone must have a data plan that supports tethering, and your wireless service provider must allow tethering. Your smartphone must also be Bluetooth enabled, and the IT policy for Bluetooth DUN must be enabled. For more information about any of these requirements, contact your wireless service provider or administrator, check your wireless service plan, and consult the documentation that came with your smartphone.

1. On your tablet, tap  > **Internet Tethering**.
2. Select a Bluetooth enabled smartphone from the list.
3. To assign an Internet tethering profile, do one of the following:
  - Select a wireless service provider from the list.
  - To create a custom profile, tap **Add** and complete the fields.
4. Tap **Connect**.

When you're not using the tethering connection, you should disconnect the session. To disconnect, tap  > **Internet Tethering** > **Disconnect**.



While your smartphone is tethered to your tablet, you might not be able to use your smartphone's Phone application, Messaging applications, or applications that use the Internet. To receive a phone call, your smartphone might turn off the tethered internet connection. In addition, when your tablet is tethered to a smartphone, you cannot send messages from your tablet to the tethered smartphone.

# Share files between your computer and tablet using Wi-Fi



Watch a video about ways to share files: [English](#)

Want an easy way to connect your BlackBerry PlayBook tablet for easy file sharing? By using the file-sharing option with Wi-Fi, you can drag and drop documents, pictures, videos, music, and other files from your computer to your tablet. If you set a password to help protect your files, you are prompted to enter it before you can move files between your tablet and your computer.

1. On your tablet, tap  > **Storage and Sharing**.
2. Set the **Wi-Fi Sharing** switch to **On**.
3. To set a password to help protect your files, tap **Password**.
4. On your tablet, tap  > **About**.
5. In the drop-down list, tap **Network** and make note of the Wi-Fi IPv4 address for your tablet.
6. Do one of the following:
  - If your computer uses a Windows operating system, click **Start** > **Run**. Type your tablet IP address in the following format: \\xx.xxx.xxx.xxx.
  - If your computer uses a Mac operating system, select **Go** > **Connect to Server**. Type your tablet IP address in the following format: smb://xx.xxx.xxx.xxx.
7. Drag a file from a location on your computer to a folder on your tablet.




# Share files between your computer and tablet using a USB connection



Watch a video about ways to share files: [English](#)



There's no need to leave your favorite pictures, videos, music, and other files behind! By connecting your BlackBerry PlayBook tablet to your computer using a USB cable, you can move the files you need between your tablet and computer. To perform this task, you must have the BlackBerry Desktop Software installed on your computer. To install the latest version, visit [www.blackberry.com/desktop](http://www.blackberry.com/desktop). If you set a password to help protect your files, you are prompted to enter it before you can move files between your tablet and your computer.

1. On your tablet, tap  > **Storage and Sharing**.
  2. Set the **File Sharing** switch to **On**.
  3. To set a password to help protect your files, tap **Password**.
  4. On your tablet, tap  > **About**.
  5. In the drop-down list, tap **Network** and make note of the USB IPv4 address for your tablet.
  6. Connect your tablet to your computer using a USB cable. Your computer automatically maps your tablet to a drive on your computer.
  7. Drag a file from a location on your computer to a folder on your tablet.
- After you disconnect the USB cable, the drive for your tablet no longer appears on your computer.
  - If you want to browse to the **Certs** folder, on your computer, use the file browser to navigate to your tablet USB IPv4 address. To find your tablet IPv4 address, tap  > **About > Network**.

## Turn on airplane mode

You should turn off the network connections on your BlackBerry PlayBook tablet in certain places, such as on an airplane or in a hospital.

1. In the status bar, tap  > **Airplane Mode**.
2. Set the switch to **ON**.

## Connect your tablet to an HDMI display



Watch a video about playing content on an HDMI display: [English](#)

When you connect your BlackBerry PlayBook tablet to an HDMI display, you need to change the default aspect ratio settings. Depending on the display you have, the setting may be called Full Pixel, Screen Fit, or something similar. If you are viewing videos, change the setting to 16:9. If you are using other applications, such as games, viewing pictures, or using the Docs To Go presentation mode, change the setting to fit the screen.

1. Using an HDMI cable, connect the tablet to the HDMI display.
2. On the tablet, swipe down from the top frame.
3. Tap **HDMI**.
4. Change the appropriate settings.

Option	Description
Default to Mirror Mode	Mirror mode shows the same display on the tablet and the display. If you do not turn this mode on, you will see a separate display on the tablet and HDMI display. This feature can be helpful if you don't want to share your whole tablet home screen on the HDMI display; only the application that you want to view appears on the monitor or TV.
Aspect Ratio	Set the aspect ratio to the correct ratio for your HDMI display. Usually, the correct ratio for a high definition television is 16:9 and a monitor is 4:3. You may also need to set the aspect ratio depending on the application you are viewing.
Display Mode	Set display mode to the same setting as the display mode option on your HDMI display. You may need to consult with the documentation that came with the HDMI display to determine which display modes are supported.
HDMI Audio	By default, when your tablet is connected to an HDMI display, the audio is routed through the HDMI cable. If you prefer to have the sound remain on the tablet, set <b>HDMI Audio</b> to <b>Off</b> .

## Troubleshooting: HDMI connections

If you experience issues with the connection between your BlackBerry PlayBook tablet and an HDMI display, such as a TV, projector, or computer monitor, try the following actions:


- Check the resolution settings on the HDMI display. These settings are printed in the user guide for your TV, projector, or computer monitor
- Verify that the HDMI mode setting is correct.
- Check the scale mode in the HDMI settings.
- Verify that the cable is connected directly to the HDMI display and not a home theater receiver.
- Use a different HDMI cable.

# Keyboard and typing

## Using the keyboard



Watch a video about typing on the touch screen: [English](#)

Show the keyboard	Tap a text field or swipe in from the bottom-left frame onto the screen . If you have a Bluetooth keyboard attached to your BlackBerry PlayBook, you must swipe in from the bottom-left frame onto the screen to show the keyboard on the tablet.
Hide the keyboard	Tap the <b>Hide Keyboard</b> icon on the lower-left corner of the keyboard, or tap outside the text edit field.
Change the keyboard type	On the status bar, tap  > <b>Keyboard</b> > <b>Keyboard type</b> .

## Typing tips

Capitalize a letter	Tap the <b>Shift</b> key. Tap the letter.
Turn on CAP lock	Touch and hold the <b>Shift</b> key. To turn off CAP lock, tap the <b>Shift</b> key again.
Type a symbol	Tap the <b>123 sym</b> key. If the symbol you're looking for isn't displayed, tap the <b>More Symbols</b> key.
Type an accented or special character	Touch and hold a letter key to display a list of accented versions of the letter and special characters. Tap the accented or special character.
Type a number in a text field	Tap the <b>123 sym</b> key. Tap the number. To show the standard keys again, tap the <b>ABC</b> key.

# Copy and paste

---

**Copy text** Touch and hold the text. Tap **Copy**. Touch the cursor and slide it to select the text you want.

---

**Paste text** Touch and hold where you want to paste the text. Tap **Paste**.

---

**Note:** If you are using BlackBerry Balance, you cannot copy and paste between perimeters. For example, you can't copy text from your work perimeter and paste it into your personal perimeter.


# Setting spelling checker options

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**Turn on spelling checker** Tap  > **Keyboard**. Set the **Check spelling** switch to **ON**.

---

**Customize spell checker** You can customize the spelling checker to ignore acronyms, ignore letter case, and ignore words that contain numbers. By default, all of these options are turned on.

On the Status bar, tap  > **Keyboard** > **More**. Set the switches for the settings that you want to customize.

---

**Turn off spelling checking** On the Status bar, tap  > **Keyboard**. Set the **Check spelling** switch to **OFF**.

---

**Turn off automatic correction** On the Status bar, tap  . Tap **Keyboard**. Set the **Automatically correct as I type** switch to **OFF**.

---

# Troubleshooting: Keyboard and typing

Issue	Possible cause or solution
I cannot use the spell checker	You can only use the spell checker on the text that you type.
The keyboard is not displaying	If you have a Bluetooth keyboard connected to your BlackBerry PlayBook tablet, the keyboard on your tablet will not automatically display. To show the keyboard, swipe in from the bottom-left frame onto the screen.

## BlackBerry Mini Keyboard

### Using the touchpad on your BlackBerry Mini Keyboard










Watch a video about using the Mini Keyboard: [English](#)

Left-click	Using one finger, tap the touchpad.
Right-click	Using two fingers, tap the touchpad.
Scroll	Using two fingers, slide your fingers up or down on the touchpad.

### Navigating using your BlackBerry Mini Keyboard

Use the touchpad on your BlackBerry Mini Keyboard to open menus, move quickly between apps, and perform other common tasks on your BlackBerry PlayBook tablet.

Switch between open apps	Using the touchpad, point to the right or to the left of the screen. When the pointer changes to  or  , click the touchpad.
Show the home screen	Using the touchpad, point to the bottom of the screen. When the pointer changes to  , click the touchpad.
Show the status bar	Using the touchpad, point to the upper-left or upper-right of the screen. When the pointer changes to  or  , click the touchpad.
Show the menu	Using the touchpad, point to the top of the screen. When the pointer changes to  , click the touchpad.
Show the tablet keyboard	Using the touchpad, point to the lower-left corner of the screen. When the pointer changes to  , click the touchpad.

## Accents and symbols: BlackBerry Mini Keyboard

You can type the following accents and symbols when you connect your BlackBerry Mini Keyboard to your BlackBerry PlayBook tablet.

### Accents

Press the following keys, one at a time, to get these accents:

Accent	Action	Example
Acute	Press the <b>Alt</b> key and ' and a letter.	á, é, í, ó, ú, ý
Cedilla	Press the <b>Alt</b> key and , and a letter.	ç
Circumflex	Press the <b>Alt</b> key and ^ and a letter.	â, ê, î, ô, û
Diaeresis	Press the <b>Alt</b> key and " and a letter.	ä, ë, ï, ö, ü, ÿ
Grave	Press the <b>Alt</b> key and ` and a letter.	à, è, ì, ò, ù
Slash	Press the <b>Alt</b> key and / and a letter.	ø
Tilde	Press the <b>Alt</b> key and ~ and a letter.	ã, ñ, õ

## Symbols

Press the following keys, one at a time, to get these symbols:

Symbol	Action	Example
Copyright sign	Press the <b>Alt</b> key and <b>C</b> and <b>O</b> .	©
Registered trademark sign	Press the <b>Alt</b> key and <b>R</b> and <b>O</b> .	®
Inverted exclamation mark	Press the <b>Alt</b> key and <b>!</b> and <b>!</b> .	¡
Inverted question mark	Press the <b>Alt</b> key and <b>?</b> and <b>?</b> .	¿
Cent sign	Press the <b>Alt</b> key and <b>C</b> and <b>/</b> .	¢
Pound sign	Press the <b>Alt</b> key and <b>L</b> and <b>-</b> .	£
Yen sign	Press the <b>Alt</b> key and <b>Y</b> and <b>-</b> .	¥
Paragraph sign	Press the <b>Alt</b> key and <b>P</b> and <b>!</b> .	¶

# Documents To Go

## Getting started with Documents To Go



Watch a video about using Documents To Go: [English](#)

Using Docs To Go, you can view .pdf files and view, edit, and format Microsoft Word documents, Microsoft Excel spreadsheets, and Microsoft PowerPoint presentations on your BlackBerry PlayBook tablet.

Create a file	To create a new document, tap  . To create a new spreadsheet, tap  .
Open a file	Tap <b>Browse</b> . Tap the file that you want to open. Tap <b>OK</b> .
Open a link to a webpage in a file	Double-tap a link.
Save a file	Swipe down from the top frame. Tap the <b>Save</b> icon.
Save a document, spreadsheet, or presentation email attachment	Open an attachment in an email message. Swipe down from the top frame. Tap the <b>Save as</b> icon.
Delete a file	On the <b>Documents To Go</b> screen, tap  . Tap  .
Access work files	On the <b>Documents To Go</b> screen, tap the <b>Work</b> icon. Enter your password.
Open a Docs To Go file on a computer	Connect your tablet to your computer. On your computer, in Microsoft Word, Microsoft Excel, or Microsoft PowerPoint, click <b>File &gt; Open</b> . Click <b>PlayBook &gt; Documents</b> .



## Using Word To Go

Using your BlackBerry PlayBook and Word To Go, you can edit, update, and save your documents in one convenient location.



Change the font or formatting Tap .



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Change the text alignment Tap  or  .


---

Increase or decrease indentation Tap  or  .



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Copy and paste text Touch and hold the text that you want to copy. Tap **Copy**. Touch and hold where you want to paste the text. Tap **Paste**.

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Obtain the word count Tap  .

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Insert a bulleted or numbered list Tap  or  .

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Search the text Tap  .

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## Using Sheet To Go

Using your BlackBerry PlayBook tablet and Sheet To Go, you can view, create, and edit spreadsheets.

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Change the font Tap  >  .

---

Change the formatting Tap  >  .



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Copy and paste a cell, row, or column Touch and hold a cell, row, or column. Tap **Copy**. Touch and hold where you want to paste the cell, row, or column. Tap **Paste**.

---

Insert a formula Tap  .

---

Hide or show a column or row Tap a column or row. Tap  . To show a column or row, tap  .











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Clear a cell Tap a cell. Tap  .

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## Using Slideshow To Go

Using your BlackBerry PlayBook tablet and Slideshow To Go, you can view, edit, and play slideshows.

Move to the next slide	Tap  .
View in presentation mode	Tap  .
View the presentation notes	Tap  .
View the slide sorter	Tap  .
Switch to edit mode	Double-tap the text you want to edit.
Change the font or formatting	Tap  .
Increase or decrease the indentation	Tap  or  .
Insert a bulleted or numbered list	Tap  or  .
Undo changes	Tap  .
Exit edit mode	Tap outside the area of text you were editing.

## Shortcuts: Documents To Go

If you have a Bluetooth keyboard connected to your BlackBerry PlayBook tablet, you can use the following shortcuts with Documents To Go.

Undo an action	Press CTRL+Z.
Repeat an action	Press CTRL+Y.
Extend a selection by one cell	Press and hold SHIFT. Use the arrow keys to select a cell.
Clear the content of selected cells	Press DELETE.
Start a presentation from the first slide	Press F5.
End a presentation	Press ESC.

## Typing shortcuts

Bold text	Press CTRL+B.
Italicize text	Press CTRL+I.
Underline text	Press CTRL+U.
Cut	Press CTRL+X.
Copy	Press CTRL+C.
Paste	Press CTRL+V.
Select text	Press and hold SHIFT. Use the arrow keys to select text.
Select an entire document	Press CTRL+A.

## Navigating shortcuts

Go to the top of a document or spreadsheet	Press CTRL+HOME.
Go to the bottom of a document	Press CTRL+END.
Move one word to the left	Press CTRL+LEFT ARROW.
Move one word to the right	Press CTRL+RIGHT ARROW.
Move up one paragraph	Press CTRL+UP ARROW.
Move down one paragraph	Press CTRL+DOWN ARROW.
Go to the beginning of a row in a spreadsheet	Press HOME.

# Print To Go


## Using Print To Go



Watch a video about using Print To Go: [English](#)

You can use Print To Go to print a variety of files, including documents, webpages, diagrams, and more, from your computer over the wireless network to your BlackBerry PlayBook tablet.

**Note:** To use Print To Go, you must have Windows XP or later installed on your computer, and your computer and your tablet must share the same wireless network.

Download the Print To Go software	On your computer, browse to <a href="http://www.blackberry.com/PrintToGo">www.blackberry.com/PrintToGo</a> . Complete the instructions on the screen.
Send a file to your tablet	On your computer, print the file and select <b>Print To Go</b> as the printer. In the fields that appear on the screen, enter your BlackBerry ID and password. Click <b>Sign In</b> . When printing is complete, on your tablet, tap the <b>Print To Go</b> icon. Select the file that you would like to view.
Move a file to a folder	In the Print To Go application, touch and hold the file that you want to move. Drag the file to the folder that you want to save it in.
Create a new folder	Swipe down from the top frame. Tap <b>New Folder</b> . Enter a name for your folder. Tap <b>OK</b> .
Filter your results	Tap  . Select the type of files that you want to view.
Delete a file from Print To Go	Swipe down from the top frame. Tap the <b>Edit</b> icon. Select the checkbox beside the file that you want to delete. Tap the <b>Delete</b> icon.


## Troubleshooting: Print To Go

Issue	Possible cause or solution
I received a message that says my login information has expired, or that my BlackBerry ID connection has timed out when printing for the first time.	Turn off AVG Anti-Virus software if you have it installed on your computer. Print the file to your tablet using Print To Go when printing for the first time.

Issue	Possible cause or solution
	Go. When printing is complete, turn the anti-virus software back on.
I upgraded the software on my BlackBerry PlayBook tablet but I can't print to my tablet.	Go to <a href="http://www.blackberry.com/printtogo">www.blackberry.com/printtogo</a> and verify that you have the latest desktop software installed on your computer.
I installed Print To Go on my computer, but I can't print to my tablet	Try one of the following: <ul style="list-style-type: none"><li>• Check that your tablet and computer are connected to the same Wi-Fi network and that another device is not interrupting the connection.</li><li>• If you are logged in to either your computer or tablet using a VPN connection, turn the connection off while you print. When printing is complete, turn your VPN connection back on.</li></ul>
I received a message that says Print To Go can't locate my tablet	Try one of the following: <ul style="list-style-type: none"><li>• Check that your tablet is connected to a Wi-Fi network and that you can use the browser.</li><li>• Ensure that you are logged in with the same BlackBerry ID on your computer and tablet.</li><li>• Restart your tablet, and try again.</li></ul>
I can't download and install the Print To Go software on a Mac computer	Currently, Print To Go only supports computers running Windows XP or later.

# Facebook




## Navigating Facebook for BlackBerry PlayBook tablets

Go to a different screen	Tap  .
Refresh your News Feed	In your News Feed, drag down.
Log out of Facebook for BlackBerry PlayBook tablets	Swipe down from the top frame. Tap <b>Log out</b> .



## New features

New with Facebook for BlackBerry PlayBook tablets 2.1, you can now view your Facebook groups, write on a group wall, and upload photos to a group.




## Contacting your friends

Send a message to a friend	Tap  > <b>Messages</b> > <b>New Message</b> .
Write on a friend's Wall	Tap a friend's profile picture. Tap <b>Write on Wall</b> .
Chat with a friend	Tap  > <b>Chat</b> . Tap a friend's name.
Turn off chat	Swipe down from the top frame. Tap  . Set the <b>Chat</b> switch to <b>Off</b> .



## Posting and tagging photos and videos

Post a photo or video	Tap <b>Media</b> . Tap a photo or video. Tap <b>Open</b> .
Tag friends in a photo or video	Open a photo or video. Tap the photo or video. Tap  .
Change your photo and video permissions	Swipe in from the top-right frame. Tap  > <b>Security</b> > <b>Application permissions</b> Facebook.

## Posting comments and liking items




Post a comment	On a News Feed item, tap  > <b>Comment</b> .
Comment on a photo	Open a photo. Tap  . Tap the <b>Write a comment</b> field.
Like an item	Tap  > <b>Like</b> .

## Adding friends and pages

Send a friend request	Tap  > <b>Everyone</b> . Type a name. Tap the person's profile picture. Tap <b>Add as friend</b> .
Add a Page to your Pages list	Tap  > <b>Pages</b> . Type a page name. Tap the page. Tap <b>Like</b> .

## Keeping up with events

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Respond to an event invitation	Tap  > <b>Events</b> . Next to an event, tap <b>Respond</b> .
View the Wall and details for an event	Tap  > <b>Events</b> . Tap an event.
Write on the Wall for an event	Tap  > <b>Events</b> . Tap an event. Tap <b>Write on Wall</b> .

---

## Check in to a place

1. On the **News Feed** screen, tap **Check in**.
2. Do one of the following:
  - Tap a place.
  - Type a place name and tap **Add <place>**.
3. Tap **Check in**.

---

View a place on a map	Tap  > <b>Places</b> . Tap a place. Tap the map.
Stop sharing your location with Facebook	Swipe in from the top-right frame. Tap  > <b>Security</b> > Facebook.

---



# BlackBerry App World

## Download apps with BlackBerry App World

Enhance your BlackBerry PlayBook tablet with the many games and apps that are available through the BlackBerry App World storefront. You can search for apps or browse the top downloaded and best-selling apps, and you can pay for apps using your credit card or PayPal account. The My World screen shows an overview of all of your apps and statuses, so you can quickly see which apps are installed or deleted.

After you download an app, you can find it on the home screen of your tablet.

1. If prompted, enter your BlackBerry ID password.
2. Search for an app or tap the app that you want to download.
  - To download a free or trial version of an app, if available, tap **Install** or **Download Trial**.
  - To buy an app, tap **Purchase** > **Buy Now**.

Update an app	Tap <b>My World</b> > <b>Upgrade</b> . Complete the instructions on the screen.
Delete or remove an app	Tap an app. Tap <b>Delete</b> .
Change your default payment method	Swipe down from the top frame. Tap <b>Payment Options</b> .
Update your BlackBerry ID account information	Go to <a href="https://blackberryid.blackberry.com/bbid/login/">https://blackberryid.blackberry.com/bbid/login/</a> .

Additional terms and conditions might apply to software and services made available through BlackBerry App World. Data charges might apply when you add or use an application over the wireless network.

## Hide items intended for adult, mature, or teen audiences

Each item in the BlackBerry App World storefront is assigned a rating based on the audience that it is intended for. You can filter what content you see in BlackBerry App World and lock your settings using a four-digit password.

1. Swipe down from the top frame. Tap **Content Settings**.

2. Choose the type of content that you want to see.
3. To lock the settings, set the lock switch to **On**. Enter a four-digit password.

## I can't find an app in the BlackBerry App World storefront

Some apps and games are only available on BlackBerry smartphones, so those apps and games do not appear in the BlackBerry App World storefront on your BlackBerry PlayBook tablet.

# Camera

## Taking pictures



Watch a video about taking pictures: [English](#)

Your BlackBerry PlayBook tablet has a 5 megapixel rear-facing camera that you can use to capture memorable moments. The 3 megapixel front-facing camera is perfect for quickly taking a self-portrait or creating a profile picture. Pictures that you take are saved in the Pictures app. For more information, see the Pictures section of the Help.

Take a picture	Tap  .
Switch between the front-facing camera and the rear-facing camera	Tap  .
Change the camera scene mode and settings	Swipe down from the top frame until more modes appear. Tap the one you want to use.
Turn on geotagging	Tap  .
Look at pictures you took	Swipe down from the top frame. Tap <b>Camera Pictures</b> .
Zoom in or zoom out on a subject	Tap  .
Show more camera options	Tap the screen.
Record a video from the camera screen	Tap  .

## Recording videos



Watch a video about recording videos: [English](#)

Record crisp, clear, 1080p high definition videos with your BlackBerry PlayBook tablet, no matter what the occasion. You can instantly switch between the video camera and camera to capture a moment in time.

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Record a video

Tap  >  . To stop recording, tap  .


---

Switch between the video camera and camera

Tap  .

---

Record a video from the Videos app

Swipe down from the top frame. Tap  .

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# Pictures

## Viewing your pictures



Watch a video about viewing pictures: [English](#)



Watch a video about moving your pictures between your tablet and computer: [English](#)

Your BlackBerry PlayBook tablet is the perfect way to capture moments as they happen and share them with friends and family on a high-resolution screen. Pictures that you take are saved in the Pictures app.

Zoom in to a picture	Pinch out. Double-tap to fit the picture to the screen.
Move between pictures	Swipe left or right.
Pan a picture	When you are zoomed into a picture, touch and drag in any direction.
Delete a picture	Tap a picture. Swipe down from the top frame. Tap <b>Delete</b> .
Set a picture as your wallpaper	Tap a picture. Swipe down from the top frame. Tap <b>Set as Wallpaper</b> .
Play a slideshow	Tap an album. Tap a picture. Tap ► .
Move pictures between your tablet and your computer	Connect your tablet and computer using a USB cable. On your computer, open the BlackBerry® Desktop Software. Click <b>Pictures</b> and complete the instructions on the screen.
Take a screen shot	Press the <b>Volume Up</b> key and the <b>Volume Down</b> key at the same time.

# Videos

## Playing videos



Watch a video about playing videos: [English](#)



Watch a video about moving your videos between your tablet and computer: [English](#)

Watch videos wherever you go with your BlackBerry PlayBook tablet. Your tablet plays high-resolution videos and supports a variety of video formats, such as AVI, ASF, Fv4, MP4, and WMV. For information about recording videos, see the Camera section of the Help.

Stop playing a video	Tap the screen. Tap  .
Delete a video	Swipe down from the top frame. Tap  . Tap a video. Tap  .
Play a video using HDMI	Connect your tablet and an HDMI display, such as a TV, projector, or computer monitor, using the HDMI cable.
Mute a video	Press and hold the <b>Play/Pause</b> key on the top of your tablet.
Record a video	Swipe down from the top frame. Tap  .
Move videos between your tablet and your computer	Connect your tablet and computer using a USB cable. On your computer, open the BlackBerry® Desktop Software. Click <b>Videos</b> and complete the instructions on the screen.








# Music

## Playing your music



Watch a video about playing music: [English](#)

Your BlackBerry PlayBook tablet supports popular types of audio formats, including MP3, M4A, WMA, and WAV. Plug in your headphones, use the built-in stereo speakers, or take it a step further and hook up your tablet to a home entertainment system using HDMI.

Change the volume	Touch and drag the volume bar.
Mute a song	Press and hold the <b>Play/Pause</b> key on the top of your tablet.
Shuffle or repeat songs	Tap  or  .
Switch to a different music category	Swipe down from the top frame. Tap a category.
See what's next in a playlist	Tap  beside the album art of the song that is currently playing.
Search your music	Tap <b>Search All</b> . Enter the title or artist you're looking for.
Jump to a specific song or album	On the <b>All Songs</b> or <b>Album</b> screen, swipe up from the bottom-left corner. Enter the first letters of the song or album. Click <b>Return</b> to jump to that section of your music list.
Control music from the status bar	Tap  . Tap  ,  , or  .

## Creating playlists and organizing your music



Watch a video about moving your music between your tablet and computer: [English](#)

Your BlackBerry PlayBook tablet comes with an empty PlayBook Playlist that you can use to add your favorite songs and artists. You can also use the BlackBerry® Desktop Software on your computer to add music to your tablet that you have on your computer or BlackBerry smartphone.

PlayBook Playlists are limited to 5000 items.

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Add a song to your PlayBook Playlist	Tap a song, artist, album, or genre. Swipe down from the top frame. Tap <b>Edit &gt; Add</b> .
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Delete a song from your PlayBook Playlist	Tap <b>PlayBook Playlist &gt; Edit</b> . Tap a song or songs. Tap <b>Remove</b> .
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Add playlists from your computer to your tablet	Connect your tablet and computer using a USB cable. On your computer, open the BlackBerry Desktop Software. Click <b>Music</b> and complete the instructions on the screen to add playlists that you created using a music library, such as Windows Media Player or iTunes.
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# Music Store

## Buy and download music

Buy and download your favorite music on the go. If you don't already have a Music Store account, when you first visit the Music Store, you can create one to download music.

Before you buy or download music, make sure that the time and date on your BlackBerry PlayBook tablet are correct.

1. Tap a song or album.
2. Tap the price button.
3. If prompted, enter your login information and click **Sign In**.
4. Confirm your payment method and tap **Buy Now**.

Preview a song	Tap the song.
Sign in to your Music Store account	Swipe down from the top frame. Tap  > <b>Sign In</b> .
Turn off explicit content	Swipe down from the top frame. Tap  . Clear the <b>Allow explicit content</b> checkbox.
Create a Music Store account	Swipe down from the top frame. Tap  > <b>Sign In</b> > <b>Create account</b> . Enter your information. Tap <b>Sign Me Up</b> .
Add or change your payment method	Swipe down from the top frame. Tap  > <b>Sign In</b> . Enter your login information. Tap <b>Update</b> .
Access your music	Tap the <b>Music</b> icon > <b>My Purchases</b> .

Additional terms and conditions might apply to content made available through the Music Store. Data charges might apply when you download content over the wireless network.

# I accidentally deleted music that I purchased

You can download music purchases up to three times.




1. Tap the **Music** icon > **My Purchases**.
2. Find the music that you want to download again.
3. Tap **Download**.

# Battery and power

## Turning off your tablet and using standby mode



Watch a video about standby mode: [English](#)

Check the battery power level	On the status bar, tap  . When the battery power level is low, your BlackBerry PlayBook tablet notifies you.
Enter standby mode	Tap  . Tap <b>Standby</b> .
Exit standby mode	Swipe down from the top frame to bottom frame.
Turn off your tablet	Tap  . Tap <b>Shut Down</b> .

## Battery power level icons

Tap the icon to see what percentage of battery power remains on your BlackBerry PlayBook tablet.



The battery is charging. Your charger is plugged into your tablet's USB port.



The battery is not charging. Your charger is not plugged into your tablet's USB port.









The battery is not charging. The USB port is connected to a power source, but there isn't enough power to charge the battery. Charge using the charger that came with your tablet.

## Extending your battery life



Watch a video about extending your battery life: [English](#)

To help extend your BlackBerry PlayBook tablet battery life, charge it regularly, close applications that you're not using, and keep it out of the sun and other hot places. Also consider the following guidelines:

Dim the screen	On the status bar, tap  > <b>Screen</b> . Change the <b>Brightness</b> setting.
Turn off the screen automatically	On the status bar, tap  > <b>Screen</b> . Change the <b>Backlight Time-out</b> field.
Enter standby mode automatically	On the status bar, tap  > <b>Screen</b> . Change the <b>Standby Time-out</b> field.
Turn off Wi-Fi	On the status bar, tap  . Set the <b>Wi-Fi</b> switch to <b>Off</b> .
Turn off Bluetooth connectivity	On the status bar, tap  . Set the <b>Bluetooth</b> switch to <b>Off</b> .
Pause apps when you show the home screen or switch between apps	On the status bar, tap  > <b>General</b> . Set the <b>Application Behavior</b> switch to <b>Paused</b> .

## Charge your tablet



Watch a video about charging your tablet: [English](#)

**CAUTION:** Charge your BlackBerry PlayBook using the BlackBerry Premium Charger provided by RIM in the box that your tablet came in. Other charging cords may not provide adequate power and may damage your tablet. Also, you cannot charge your tablet using a USB cord connected to a computer.


1. Connect the BlackBerry Premium Charger to your tablet with the BlackBerry logo facing upward and the USB icon facing downward.
2. Plug the other end of the BlackBerry Premium Charger into an electrical outlet.

# Applications

## Delete an app

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Delete one or more apps

Touch and hold an icon. When it starts to blink, tap  .

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## Move applications to the dock

You can place frequently used applications and folders in the dock on your BlackBerry PlayBook tablet. There is no limit to the number of applications you can move to the dock. Six icons appear when the tablet is in landscape mode and you can swipe to the left or right to scroll through the items in the dock.

1. Tap and hold an application or folder icon.
2. When the icon starts to blink, drag the icon into the dock.

## Add or rename a folder on the tablet home screen

You can use folders to organize applications on your home screen. Create as many as you need to group your applications in a way that makes sense to you.

1. Tap and hold an application icon.
2. When the icon starts to blink, drag the icon on top of another application icon that you want to add to the folder.

The two application icons appear in a new folder icon and you can drag other icons into the folder.

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Rename a folder

Tap and hold the folder title to enter edit mode. Enter the new folder name.

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# Deleting folders and icons from the tablet home page

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Remove an icon from a folder on the home page	Tap the folder. Touch and hold the icon. Drag it outside of the folder
Delete an empty folder from the home page	Close the empty folder to automatically delete it.
Delete a folder from the home page	Touch and hold the folder. Tap  .
Remove an icon from a folder in the dock.	Touch and hold the folder and drag it out of the dock. Remove the icon from the folder.

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# Clock

## Setting the clock

You can add multiple clocks to your BlackBerry PlayBook tablet to keep track of different time zones. Your tablet also includes a stopwatch and a timer.

Set an alarm	Tap a clock. Tap <b>Alarm</b> . Set the alarm options. Tap <b>On</b> .
Display the date	Swipe down from the top frame. Set the <b>Date</b> switch to <b>On</b> .
Edit a clock	Tap a clock. Change the options.
Add a new clock	Swipe down from the top frame. Tap <b>New Clock</b> . Set options for the time zones and clock face. To close the menu, tap anywhere on the screen outside of the menu.
Delete a clock	Tap a clock. Tap <b>Delete</b> . You can't delete your Home Clock.
Time laps with the stopwatch	Tap the stopwatch. Tap <b>Start &gt; Lap</b> .
Set the timer	Tap the timer. Set the options. Tap <b>Start</b> .

# Video chat

## About video chats



Watch a video about using video chat: [English](#)

See your friends, colleagues, or family members in high-resolution, real-time video as you chat with them directly from one BlackBerry PlayBook tablet to another. You can easily share your surroundings by switching between the front-facing and rear-facing cameras. If you prefer, you can turn off video altogether at the beginning of the call for a voice-only chat.

To start a video chat, both BlackBerry PlayBook tablets must be connected to a Wi-Fi network.

All incoming and outgoing video chats, including unanswered video chat requests, are recorded in the video chat history on both tablets.

## Starting video and voice-only chats

Start a video chat using an email address or PIN	Enter a person's BlackBerry ID email address or PIN. Tap <b>Call</b> .
Start a video chat with an existing contact	Tap  . Tap a contact. Tap  >  .
Start a voice-only chat	Tap  . Tap <b>Contacts</b> . Tap a contact.
Accept a video chat request	Tap <b>Accept</b> or <b>No Video</b> .
End the video chat	Tap  .
Switch between the front-facing camera and rear-facing camera	Tap  .
Move the preview image	Touch and hold your preview image and drag it to a different corner of the screen.
Turn on or turn off mute (outgoing sound)	During a video chat, tap the screen. Tap  . Tap  again to enable the sound.



Adjust the video chat volume  
(incoming sound)

During a video chat, touch and drag the volume bar.

## Add, change, or delete a contact

Video chat contacts are automatically added to the Contacts app. Any existing video chat contacts are merged with the Contacts app and any new contacts are automatically added to the contact list in the Contacts app. You are not required to add contacts in order to start video chats. However, adding contacts means that you don't have to type the BlackBerry ID email address or PIN, or search your chat history for the contact every time you want to start a video chat.



Add a contact

Tap  . Enter the contact information. Tap  .



View contacts that use the Video Chat app

In your contact list, tap the **Video Chat** tab.


Add a contact from your video chat history

In the  , beside a contact, tap  .



Change a contact

Tap  . Tap a contact. Tap  . Change the contact information.

Add or change a contact picture


Tap  . Tap a contact. Tap the contact picture. Browse to a new picture. Tap a new image.

Delete a contact


Tap  . Tap a contact. Tap  .

## View chat history

In the video chat history, you can view a list of incoming and outgoing video chats.

To view your video chat history, tap  .


Add a contact from your video chat history

Tap  . Enter the contact information. Tap **Done**.

Start a chat from your video chat history

Tap a contact.

# Turn off the Accept Calls feature

Don't want to be interrupted by a video chat request? If you turn off the Accept Calls feature, you won't receive notifications of incoming video chat requests, but the notifications will still be recorded in your chat history. If you turn off the Accept Calls feature, the caller receives a message that you're unavailable. So you don't forget your status,  appears in the top-right side of the preview window when the Accept Calls feature is turned off.

1. To turn off the **Accept Calls** feature, swipe down from the top frame.
2. Set **Accept Calls** to **Off**.





## Troubleshooting: Video chat

Issue	Possible cause or solution
I can't start a video chat	Verify that you are connected to a Wi-Fi network or try connecting to a different Wi-Fi network.
My video chat was dropped	The Wi-Fi signal may have dropped or was too weak. Try connecting to a different Wi-Fi network. You cannot switch Wi-Fi networks during a call.
I want to improve the video chat quality	You or the person you are having the video chat with may not have a sufficiently strong Wi-Fi signal. Try a different Wi-Fi network with a stronger connection or move closer to the wireless access point.

# Video Store

## Downloading videos






You can use the Video Store to download and watch movies or TV shows wherever you go.

Buy a movie or TV show	Tap a movie or TV show > <b>Buy</b> > <b>Place Order</b> .
Rent a movie or TV show	Tap a movie or TV show > <b>Rent</b> > <b>Place Order</b> .
Sign in to the Video Store	Tap the  icon > <b>Sign In</b> . Enter your user name and password. Tap <b>Sign In</b> .
Create a Video Store account	Tap the  icon > <b>Register</b> . Complete the fields on the screen. Tap <b>Next</b> . Enter your credit card information. Tap <b>Submit</b> .
Stay signed in	Tap the  icon. Select the <b>Keep Me Signed In on This Device</b> checkbox.
Only show rentals	Tap the  icon. Select the <b>Only Show Movie Rentals When Browsing</b> checkbox.
Add a movie or TV show to your Wish List	Tap a movie or TV show > + <b>Wish List</b> .


**Note:** For more information and support from the video store content provider, please visit: [blackberry.roxionow.com](http://blackberry.roxionow.com)


# Bing Maps

## Finding a location or business

Search for a business or location	In the <b>search</b> field, type the name of a business or an address. Tap <b>Return</b> .
Filter search results using current location	Tap  .
Search for a coffee shop, restaurant, or bar	Swipe down from the top frame to show the quick search icons. To search for a coffee shop, tap  . To search for a restaurant, tap  . To search for a bar, tap  .
View a business or location by category	Tap  > <b>view businesses</b> > category.


## Get directions

1. Tap  > **get directions**.
2. In the **location** field, type the name of a business or an address.
3. Tap **Get directions**.

Find your current location	Tap  .
Change route options	Tap <b>Edit route</b> . Select the checkbox beside the route option you want to change.
Add another location to your route	Tap <b>Edit route</b> > <b>Add to route</b> . In the <b>location</b> field, type the name of a business or an address. Tap <b>Get directions</b> .
Change units of measure	Tap <b>Edit route</b> > <b>Settings</b> .

# I can't find my current location


Try one of the following:

- Verify that you turned on the Wi-Fi connection.
- Verify that you're in a Wi-Fi coverage area.
- Reload your current location by tapping  .

# BlackBerry News


## Getting started with the BlackBerry News app

Using the BlackBerry News app, you can receive important and current information in one location on your BlackBerry PlayBook tablet. The BlackBerry News app displays articles similar to how they are displayed in newspapers, making the articles easy to read and scroll through.

View a feed	On the home screen of the BlackBerry News app, tap a feed.
View feed information	Swipe down from the top of the frame. Tap <b>Feed Info</b> .
Scroll through the contents of a feed	In landscape view, touch the screen and slide your finger right and left.
Switch feeds	Swipe down from the top of the frame. Tap a feed.
Return to the home screen	Tap  .
Update feeds	On the home screen of the BlackBerry News app, swipe down from the top of the frame. Tap <b>Update</b> .
Delete a feed	On the home screen of the BlackBerry News app, swipe down from the top of the frame. Tap <b>Edit</b> . Tap a feed. Tap <b>Delete</b> .

## Customizing the BlackBerry News app

With the News Library in the BlackBerry News app, you can sort through news feeds in the same way that you can sort through sections of a newspaper. You can customize the feeds that appear on your BlackBerry PlayBook tablet to suit your personal tastes. Whether it's kittens or the economy, with the BlackBerry News app, you can subscribe to the feeds that interest you the most.

Open the News Library	Tap  .
Subscribe to a feed	Tap a feed. Tap <b>Subscribe</b> .
Subscribe to a feed by entering an RSS URL	Enter an URL in the search field. Tap a feed. Tap <b>Subscribe</b> .
Open a new feed	Tap <b>View Feed Now</b> .
Unsubscribe to a feed	Tap a feed. Tap <b>Unsubscribe</b> .
Import Google Reader feeds	Swipe down from the top of the frame. Tap <b>Import from Google</b> . Follow the instructions that appear on the screen.

## Reading articles in a news feed

You can use the BlackBerry News app to organize the articles in a news feed. You can mark articles as unread and delete articles that you've already read or that don't interest you.

Open an article	Tap an article.
Close an article	Tap <b>Back</b> .
Delete an article from a feed	Swipe down from the top of the frame. Tap <b>Edit &gt; Delete</b> . Tap an article. Tap <b>Done &gt; Delete</b> .
Delete all read articles	Swipe down from the top of the frame. Tap <b>Edit &gt; Delete all read &gt; Delete</b> .
Mark an article as unread	Swipe down from the top of the frame. Tap <b>Edit &gt; Mark unread</b> . Tap an article. Tap <b>Done</b> .
Mark all articles in a feed as read	Swipe down from the top of the frame. Tap <b>Edit &gt; Mark all read</b> .

# Security

## About tablet passwords

You can set different passwords to help protect the data and information on your BlackBerry PlayBook tablet.

You are required to enter your BlackBerry ID login information the first time you turn on your tablet, and again if you clear all the data on your tablet. You also use your BlackBerry ID as authentication when you purchase apps from BlackBerry App World, and when you sign into the Video Chat application.

Setting a password for your tablet is optional, and it allows you to automatically lock your tablet after the set amount of time has passed. When your tablet automatically locks it goes into standby mode. This type of password security ensures that if your tablet is lost or stolen, the information on it remains secure. If an incorrect password is entered ten times, the tablet data is automatically deleted. For more information about setting a tablet password, see the help topic about setting a password.

Storage and Sharing Password protection is optional, and allows you to set a password to use when sharing files. The file sharing password prevents someone from connecting to your tablet over a wireless network, and accessing files on the computer that the tablet is mapped to. If you intend to share files over a Wi-Fi network, it is recommended that you use a password to protect the data on your tablet. For more information about storage and sharing password protection, see the help topics about File Sharing.

BlackBerry Balance Perimeter passwords allow you to secure areas of your tablet as work-only, or personal-only.

## Set or change a password


To prevent someone from accessing the information on your BlackBerry PlayBook tablet without your permission, set a password. After you set the password, you'll need to enter it to unlock your tablet.

**Note:** This password is different from your BlackBerry ID password.

1. On the home screen, swipe down from the top frame.
2. Tap **Security > Password**.
  - To set a password, set the **Enable Password** switch to **On**.
  - To change your password, tap **Change Password**.
3. Complete the fields.
4. Tap **OK**.





## Managing VPN profiles

Add a new VPN profile	Swipe down from the top frame. Tap <b>Security</b> > <b>VPN</b> > <b>Add New</b> . Complete the fields. Tap <b>Save</b> .
View the details of a VPN profile	Swipe down from the top frame. Tap <b>Security</b> > <b>VPN</b> >  .

## Managing certificates



Import a certificate	Swipe down from the top frame. Tap <b>Security</b> > <b>Certificates</b> > <b>Import</b> .
View details for a certificate	Swipe down from the top frame. Tap <b>Security</b> > <b>Certificates</b> . Tap a certificate.

## Import a certificate from your computer using a Wi-Fi connection

1. If Wi-Fi file sharing is not turned on, on your BlackBerry PlayBook tablet, tap  > **Storage and Sharing**. Set the **Wi-Fi Sharing** switch to **On**. To set a password to help protect your data, tap **Password**.
2. On your tablet, tap  > **About**.
3. In the drop-down list, tap **Network** and make note of the USB IPv4 address for your tablet.
4. On your computer, navigate to your tablet IPv4 address.
5. In a separate file browser window, navigate to and copy the certificate.

6. On the tablet drive on your computer, navigate to the **Certs** folder and paste the certificate.
7. Tap **Next**.
8. On your tablet, swipe down from the top frame.
9. Tap **Security > Certificates > Import**.

## Import a certificate from your computer using a USB connection

1. If USB file sharing is not turned on, on your BlackBerry PlayBook tablet, tap  > **Storage and Sharing**. Set the **USB Sharing** switch to **On**. To set a password to help protect your data, tap **Password**.
2. Connect your tablet to your computer using a USB cable.
3. On your tablet, tap  > **About**.
4. In the drop-down list, tap **Network** and make note of the USB IPv4 address for your tablet.
5. On your computer, navigate to your tablet IPv4 address.
6. In a separate file browser window, navigate to and copy the certificate.
7. On the tablet drive on your computer, navigate to the **Certs** folder and paste the certificate.
8. Tap **Next**.
9. On your tablet, swipe down from the top frame.
10. Tap **Security > Certificates > Import**.

## Delete all your tablet data

Before you delete all the content off your tablet, consider backing up your data using the BlackBerry Desktop Software so that you have a copy on your computer. If you do not back up your data before you delete it, you are not able to recover the deleted data.

**Note:** If you delete your tablet data, the BlackBerry ID association with the tablet is also cleared. When you turn on your tablet, you need to enter your BlackBerry ID again.

1. Swipe down from the top frame.
2. Tap **Security > Security Wipe**.
3. Complete the field.




4. Tap **Wipe Data**.

# Podcasts

## Downloading and subscribing to podcasts

You can use the BlackBerry Podcasts app to download or subscribe to your favorite podcasts. When you download a podcast, it appears on the Downloads screen.

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Download a podcast	Tap a podcast > <b>Download</b> .
Display an indicator when new podcasts have downloaded	Tap  . Select the <b>Display new Podcast alerts</b> checkbox.
Turn off explicit content	Tap  . Clear the <b>Allow explicit content</b> checkbox.
Set how many podcast episodes your BlackBerry PlayBook tablet keeps	Tap  . Change the <b>When new episodes arrive, keep</b> field.
Subscribe to a podcast channel	Tap a podcast channel. Tap <b>Subscribe</b> .





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# Voice notes

## Recording voice notes

Record a reminder or audio from your lectures or meetings with a single tap. Voice notes are listed by the date and time that you record them.

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Record a voice note	Tap  . To stop recording, tap  .
Stop or pause the playback	Tap  or tap  .
Delete a voice note	Swipe down from the top frame. Tap <b>Edit</b> . Tap a voice note. Tap <b>Delete</b> .

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