



## **BlackBerry Expert Training (3 hours)** **"Save Time, Save Money & Get Efficient"**

### **Overview**

Led by a Certified BlackBerry Support Specialist, this 3 hour hands-on advanced session is designed to take experienced BlackBerry users to the next level; go beyond the phone and email! Focus is on the more advanced functions of the BlackBerry device. Participants will:

- understand the more advanced features of their BlackBerry
- explore alternative methods of communication
- learn shortcuts and helpful tips that will increase their efficiency

The session is interactive; attendees use their own BlackBerry devices to 'watch and do'. Reference material is distributed at the beginning of the session to minimize the need to take notes.

### **Topics Covered**

#### **Module 1: Alternate Contact Methods**

- What is my PIN and how do I use it?
- Sending text (SMS) messages
- BlackBerry Messenger

#### **Module 2: Advanced Contacts**

- Adding Pauses & Waits in a phone number
- Add a personal picture for Contacts
- Activity Logs and notes for Contacts
- Apply and filter with Categories

#### **Module 3: The "Extras"**

- Tasks
- Memo
- Password Keeper
- Alarm

#### **Module 4: BlackBerry Maps & GPS**

- Getting directions
- Compiling a list of Favourites
- Search for "local locations"

#### **Module 5: Profiles**

- Setting default profile eg. Quiet mode, Loud, Vibrate Only
- Customizing Profiles to adjust notifications

#### **Module 7: Integrating with Outlook and BES (BlackBerry Enterprise Server)**

- Filing email messages in your Outlook folders from BlackBerry
- Ensuring Calendar, Tasks and Memos synchronize over-the-air

### **Pricing & Scheduling**

- On-site, maximum 8 participants: \$495 (+GST)
- To schedule your session, email [info@advancecomputertraining.ca](mailto:info@advancecomputertraining.ca) or call 416.917.7754