



# BeamBerry 3.0 Quick Start Guide

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## 1.0 Product Overview

BeamBerry 3.0 consists of BeamView, BeamPrint, and BeamDisk. Our unique technology and approach makes it easy, efficient and natural to view, print, and store document attachments that you receive via e-mail on your BlackBerry device.

### BeamView:

BeamView allows you to view document attachments (PDF, Word, PPT, XLS, ZIP archives, etc.) that you receive via e-mail on your BlackBerry. These documents are displayed in their original form exactly how they would look on your computer. There are no extra steps for you to perform, simply open the document attachments when you receive your e-mails and the content is displayed on your screen in just a few seconds. With BeamView you can view your document attachments on virtually any type of BlackBerry device, not just the most advanced and latest kind.

### BeamPrint:

BeamPrint allows you to print your documents directly from your BlackBerry to a Bluetooth enabled printer. Simply pair your BlackBerry device with the printer and print your documents. If your printer is not Bluetooth enabled, you can still print your documents on it by connecting a Bluetooth adapter to your printer that connects either to the printer's USB port or the serial port. A key differentiator of BeamPrint is that it allows you to easily and transparently print to over 1500 compatible printers from virtually any BlackBerry device, not just the latest and the most powerful BlackBerry.

### BeamDisk:

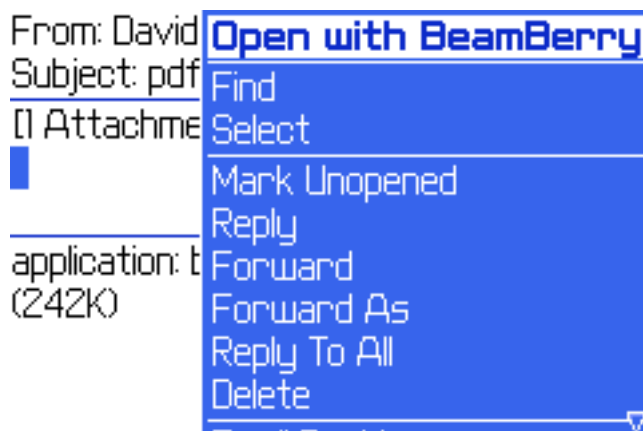
BeamBerry virtual file system can be accessed via a very convenient and intuitive BeamBerry file browser and allows BlackBerry users to store their documents on the BeamBerry server. Users can create various folders in which to organize their documents and perform various basic operations on the attachments (cut, copy, paste, rename). All documents stored on BeamDisk can be viewed and printed. Additionally, BeamDisk documents can be attached to new e-mails. The original e-mails containing these documents can be deleted from the mailbox thus preventing it from being cluttered. With this new release it is also possible to transfer documents between BeamDisk, memory card and the internal device memory.

## 2.0 Basic Functions

## 2.1 To Open an Attachment

To open a document attachment that is in any of the supported formats:

- 1) Go to your mailbox, find the e-mail with attachment and open the e-mail.
- 2) Click on the track wheel on your BlackBerry, a menu pops up. Select “Open with BeamBerry” from the menu as shown below:

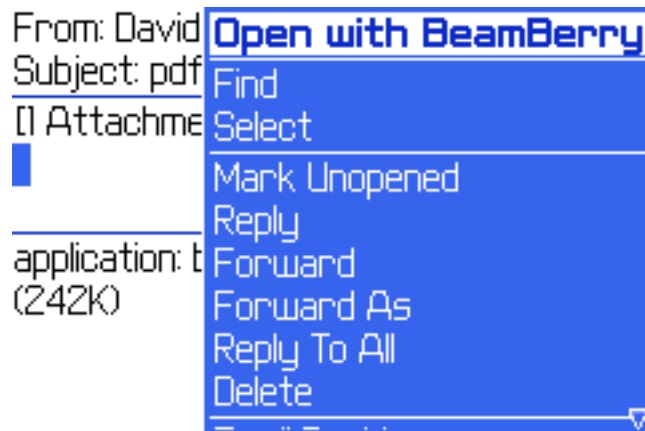


- 3) Then select “View” from another menu that pops up.
- 4) Your document will open in just a few seconds in the thumbnail view. You can then zoom in to any page.

## 2.2 To Save an Attachment

To save a document attachment that is in any of the supported formats:

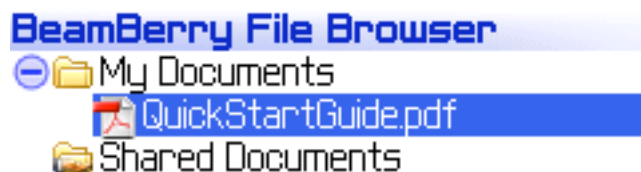
- 1) Go to your mailbox, find the e-mail with attachment and open the e-mail.
- 2) Click on the track wheel on your BlackBerry, a menu pops up. Select “Open with BeamBerry” from the menu as shown below:



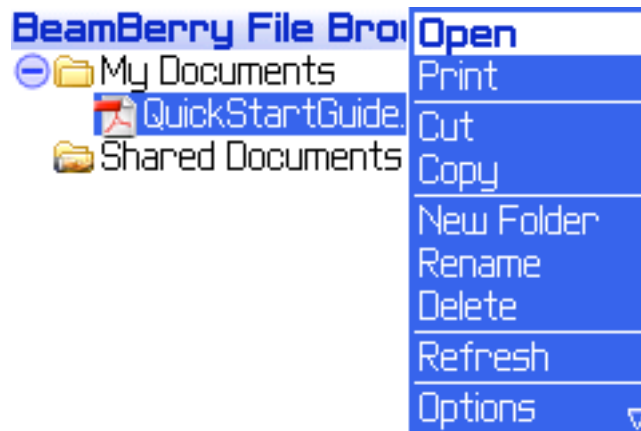
3) Then select "Save" from another menu that pops up. The document is saved in your "My Documents." You are presented with an option to go directly to the "My Documents" folder.

### **2.3 To Manage Stored Attachments (View, Copy, Rename, Delete, Cut)**

- 1) Click on the BeamBerry icon on your BlackBerry's desktop (home screen)
- 2) You will see your BeamDisk below, your virtual file system with unlimited storage. By default you will have two folders created: My Documents and Shared Documents (see below).



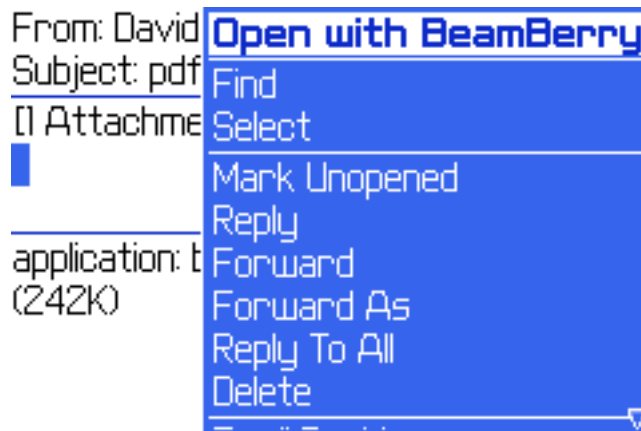
3) You can create additional folders, move your documents around (cut/paste), rename them, delete them and of course open them.



## 2.4 To Print Your Documents to Bluetooth Enabled Printer

To print a document attachment that is in any of the supported formats:

- 5) Go to your mailbox, find the e-mail with attachment and open the e-mail (you can also print from BeamDisk)
- 6) Click on the track wheel on your BlackBerry, a menu pops up. Select "Open with BeamBerry" from the menu as shown below:



- 7) Then select "Print" from another menu that pops up. If you already printed to that particular printer before, then you can most likely skip directly to step 9.
- 8) **One Time Only:** Go to "Setup Printer" on the next menu. Select your Bluetooth printer device (from the list of paired Bluetooth devices\*) and select your printer manufacturer and model (from over 1500 possibilities). Click on the

track wheel and then click on “Close” followed by “Save”.

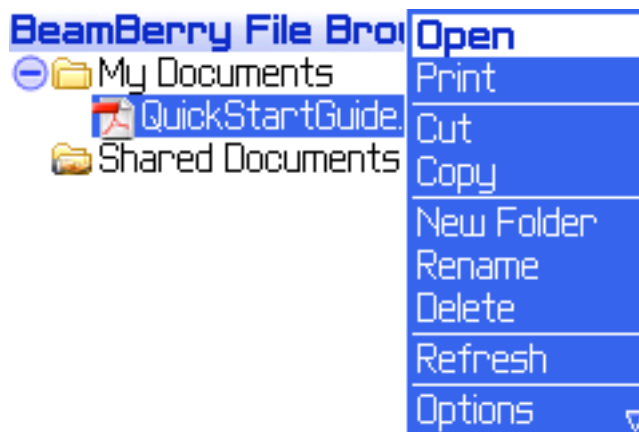
**\*Note: You must first pair your BlackBerry and your printer. That is typically done from your BlackBerry’s “Options”, under the “Bluetooth” section. This only needs to be done once.**

9) Click on the “Print” button again and select printing options. Your document will print shortly (make sure that your printer is on and has paper).

If you do not have a Bluetooth enabled printer, please refer to the “Bluetooth Adapter” section of this document.

## **2.5 Configuring BeamBerry Options**

1) Click on the BeamBerry icon on your BlackBerry’s desktop then click on the track wheel again, the following menu appears:



2) Select “Options”.

3) From the options menu you can change the document viewer options (zoom level, cache size, etc.), perform printer setup, perform registration (e.g. buy the BeamBerry service, change password, etc.) and modify the browsing options for the files on your memory card.

## **2.6 Attaching Documents from BeamDisk to E-mails**

1) Open the e-mail message

2) Click on the track wheel and select “Attach from BeamDisk”

3) Click on the track wheel and select “Add Attachment”





and processing power. Please consult your printer's documentation to determine whether you have a host-based printer.

## 4.0 Support

Should you have any questions, comments or experience any issues please contact our support team at: [support@beamberry.com](mailto:support@beamberry.com)

Reporting problems to us is greatly appreciated and we will work quickly and aggressively to resolve them. When reporting an issue please provide us with as much detail as possible to help us reproduce and diagnose the problem.

When using the BeamPrint feature please be advised that it was not possible for us to test it with over 1500 different printers that should be compatible. Consequently, if you encounter an issue with a particular printer, please provide us with detailed information on that printer.

Please find the most updated FAQ on our website at: <http://www.beamberry.com/faq.html>

## 6.0 About Us

BeamBerry Solutions Inc. is a privately held company headquartered in Northern Virginia and founded in 2006. The company's mission is to provide the most advanced and innovative

solutions for viewing, printing, and storing document attachments on BlackBerry devices. We firmly believe that in order to get the full value of their BlackBerry devices business users require sophisticated document management capabilities to which they have become accustomed without the loss of quality or productivity. Therefore, our guiding design principles have always been high quality, reliability, security and transparency.

As business users ourselves we know the value that a Blackberry device can bring to an employee out in the field. We also know that collaboration and productivity tools are essential as they allow our users to stay connected and reap full benefits of the "office anywhere" concept. When you try our solutions you will experience the value that our software can bring to your business by unlocking the document management power you have not previously seen from a BlackBerry,



## 7.0 Contact Us

The best way to contact us is via e-mail. Please choose the e-mail address most appropriate for your request:

[info@beamberry.com](mailto:info@beamberry.com)

[support@beamberry.com](mailto:support@beamberry.com)

[sales@beamberry.com](mailto:sales@beamberry.com)

[comments@beamberry.com](mailto:comments@beamberry.com)