



Use of Blackberry Device Quick Reference Card

Accepting Calls / Updating Call Status:

1. Open the message
(press scroll wheel twice)
2. Reply to the message
(press scroll wheel twice)
3. Type "a" for **accept**
Type "e" for **en-route**
Type "o" for **on-site**
4. Send the message
(press scroll wheel twice)

Completing Calls:

1. Open the message
2. Reply to the message
3. Type "c↵"
4. Type **Invoice #** and "↵"
5. Type Payment Type:
"ca" for **cash**
"cc" for **credit card**
"ck" for **check**
"chg" for **road club**
6. Send the message



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