

BlackBerry Bold smartphone Media Manager Job Aid



Designed for
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Step-by-step instructions enabling music and video with the Roxio Media Manager included with BlackBerry® Desktop Manager

The Roxio Media Manager for BlackBerry® smartphone is designed to let you...

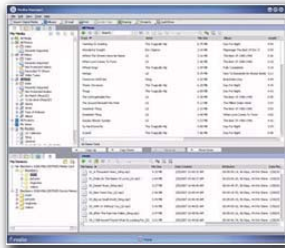
- Transfer media files between your computer and your BlackBerry® Bold™ smartphone or the media card (recommended) in your BlackBerry smartphone
- Convert media files into a format that is compatible with your BlackBerry smartphone
- Browse the contents of your BlackBerry smartphone and media card
- Manage music playlists
- Edit audio information tags
- Share media files across a home computer network or the Internet
- Monitor your computer for new media files

1. To launch the Roxio Media Manager for BlackBerry smartphones

- Ensure that you have installed the BlackBerry Desktop Manager from the in-box CD or from <http://na.blackberry.com/eng/services/desktop/>
- Open BlackBerry Desktop Manager and double-click the **Media Manager** icon.
- You can also also access the Media Manager using the taskbar. Click **Start > Programs > Media Manager 9 > My Media > Media Manager**.

Understanding the Roxio Media Manager for BlackBerry smartphones user interface

The **My Media** section lists files stored on the computer. Media files are automatically organized into Smart Views, which are collections of files based on common characteristics, such as media type, keywords, or date.



The **My Devices** section lists media files stored on your media card or your BlackBerry smartphone.

2. How to transfer media files from your BlackBerry Bold smartphone to your Computer

Transferring files from your BlackBerry smartphone to your Computer

- Open BlackBerry Desktop Manager and select the **Media Manager** icon.
- Roxio Media Manager will launch. Once open select the option **Import Digital Media** located in the upper left corner.
- Roxio Media Import will launch and you must select the smartphone or source to import from. Select the **Removable disk option**.

- Your photos or video will appear and you can select which ones to import to your desktop
- Select where on your computer the imported files should go and click **Import Now**.
- Alternatively, you can move files one at a time once Roxio Media Manager is loaded by the following steps:
 - Ensure your smartphone is connected via USB and select the area on your BlackBerry smartphone to import from. You will have the option of smartphone Storage or Media Card (if applicable).
 - Choose the location on your computer where the media from your smartphone should be imported to. The options will be listed under **My Media**.
 - Select images one at a time and click **Copy Up**.

3. How to transfer media files from the Desktop Manager to the BlackBerry Bold smartphone

Transferring files from your computer to your BlackBerry smartphone

To transfer files from your computer to your BlackBerry smartphone, follow these steps:

- Attach your BlackBerry smartphone via USB to your computer.
- Open BlackBerry Desktop Manager and select the icon **Media Manager**.
- In **My Media**, select the media files you want to transfer to your BlackBerry smartphone.
- In **My Devices**, select the folder on your BlackBerry smartphone where you want to save the files and transfer (*Note: transfer to a media card recommended*).
- Click **Copy Down**. You can also drag files from the My Media section to the My Devices section.
- Select a conversion option from the dialog box to begin the file transfer:
 - To automatically convert the files to the optimal format and size for your BlackBerry smartphone, select **Convert for optimal playback**, and click **OK**.

- To copy the files with the existing format and size, select **Copy with no conversion**, and click **OK**.
- To select a destination format and size, select **Advanced conversion options**, and click **OK**. Change the options as needed, and click **OK**.

4. How to play the files once loaded on the BlackBerry Bold smartphone

Creating new playlists

To create a new playlist, follow these steps:

- In the Browse area in the upper-left pane, click **My Playlists**.
- Click **Create a New Playlist**.
A new playlist is created with a default name of New Playlist.
- Type your own unique name for the new playlist.



*Note: You can rename the playlist at any time by clicking **Rename Playlist**.*

Adding music files to playlists

To add music files to a playlist, follow these steps:

- In the Browser area in the upper-left pane, click **My Playlists**.
- Select the playlist to which you want to add audio files.
- Click **Add to Playlist**.
- In the window, browse to and select the audio files you want to add to the playlist.
- Click **Add**.

*Note: You can also click the **All Music** folder to view audio files and then drag audio files to a playlist.*

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