

## BlackBerry Enterprise Server (BES) Activation Authorization Form

Please read the information below before connecting to the Kansas State University BlackBerry Enterprise Server (BES). The BES is a proprietary service required if complete synchronization of a BlackBerry device is desired. The service is only available on BlackBerry devices and cannot be used on any other mobile device. This document only pertains to the BlackBerry's connectivity to the BES.

**The BES service is needed if you want full, real-time synchronization of your K-State Zimbra Collaboration Suite.** If you only need e-mail access on your BlackBerry you do not need the BES service.

### COSTS

Using the BES is an industry standard method of syncing e-mail, calendar, and contact data between BlackBerry Smartphones and mail systems. The costs and other items listed in this document are standard fees and feature/limitations.

- The BlackBerry Enterprise Server (BES) license will cost \$120 per year. This is a licensing fee originating with RIM, the makers of the BlackBerry. This is a nonrefundable annual payment billed to K-State departments by Information Technology Services (ITS).
- Any BlackBerry accessing the BES also will need a corporate BES data plan from your phone service provider. The corporate BES data plan costs more than the standard plan and varies by provider. For example, Sprint charges an additional \$20 a month to add the BES data plan and AT&T charges an additional \$15 a month for the "Business" 2GB data plan. Therefore, **connecting your BlackBerry to the BES will cost an additional sum per year on top of your current wireless bill. Please talk with your provider about options and costs.**
- These costs will apply to every device connected to the BES.

### BLACKBERRY ENTERPRISE SERVICE & ADDITIONAL INFORMATION

The activation service will sync all contact, calendar and e-mail data within a certain timeframe from K-State Zimbra to the BlackBerry. Users must contact their technical support personnel for assistance with the BES Activation process. It is recommended that you not complete this process on your own.

- The BlackBerry needs to be reset back to the factory settings before connecting to the BES. **This process DELETES all data on your BlackBerry.** Data backup prior to resetting the phone is essential to preserve any data on the phone.
- After the BlackBerry is reset the user will be sent an activation **password** via e-mail that is used to connect the BlackBerry to the BES. **Please do not enter this password yourself.** Technical staff should assist you with this process.
- Attaching a BlackBerry to the BES cedes a large portion of personal control of your device over to K-State ITS. Once the device is connected to the BES, K-State will have the ability to wipe the BlackBerry remotely, and change the quantity of data being sent to the BlackBerry among other capabilities.

### PROCEDURE

**1.** Contact your local technical support staff, and complete the information below and send to the ITS Business Office. **2.** Contact your cell phone provider to have your rate plan changed to a BES or corporate e-mail enabled data plan. **3.** Back up all data on your BlackBerry (your technical support staff will assist you). **4.** You will receive an e-mail from K-State with your BlackBerry activation password, do not enter this yourself. **5.** Contact your technical support staff to complete the activation process.

By signing below, you are authorizing the **nonrefundable yearly fee of \$120** to be charged to your university account. You also are agreeing to the technical parameters associated with syncing your BlackBerry and you understand that this process requires the assistance of technical support staff.

\_\_\_\_\_  
BlackBerry Customer Name

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Dept Head Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Billing Contact

\_\_\_\_\_  
Billing Contact Phone Number

Fax or mail this signed copy to the ITS Business office at 401 KSU Foundation Center Manhattan, KS 66506 or fax to 532-0822.