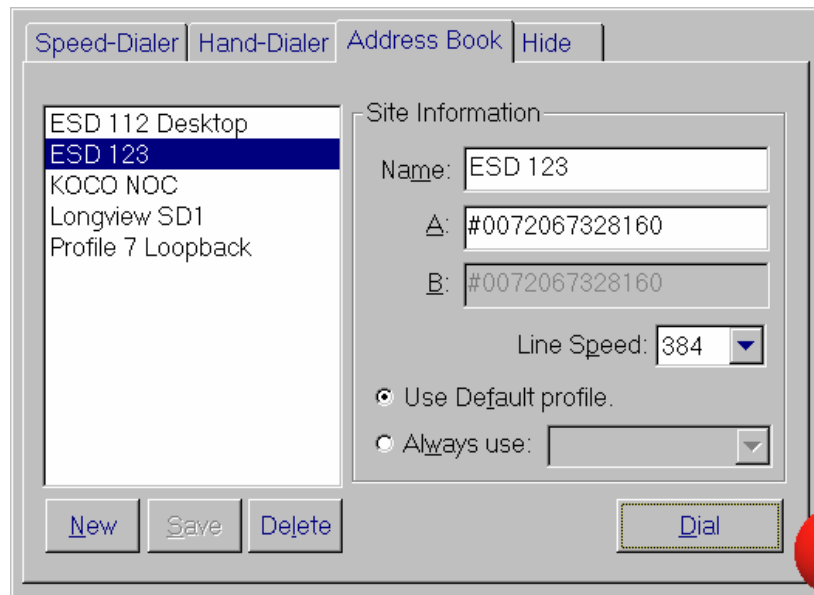


Using the Address Book

Accessing the Address Book

Click the *Call* button on the toolbar or press the *Call* button on the tablet. Select the “Address Book” tab.



Entering a new site in the Address Book

Follow these steps to add a site:

1. Click on “New”.
2. Using the keyboard, enter the name of the site in the “Name” field.
3. Use the keyboard to enter the site's number in the “A” field (and the “B” field, if necessary).
4. Select a line speed.
5. Select “Use Default profile”.

Note: Default and alternate dialing profiles are set up by your system administrator.

6. Click “Save” to save the new entry.

The site name is now listed in the Address Book.

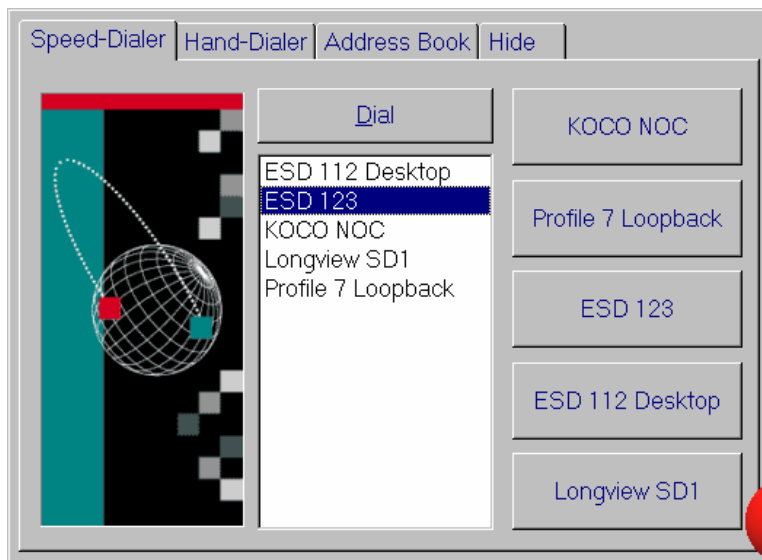
Deleting a Site from the Address Book

1. Highlight the site's name in the list.
2. Click “Delete” at the bottom.

Changing Site Information in the Address Book

Follow these steps to change an entry:

1. Click on “Address Book” tab.
2. Click on the site to change.
3. Under “Site Information” click on “A” (and the “B” field, if necessary).
4. Change the number to the correct number using the mouse & keyboard.
5. Click on “Save”.
6. Continue with the list of sites and check to make sure all numbers are correct.
7. You may want to delete name/address(s) you no longer use. To do so click on the site name on the left and then on “Delete” at the bottom.



Speed-Dialer

1. Click on the “Speed-Dialer” tab.
2. To make a site a speed dial number drag it with your mouse to one of the buttons on the right hand sides of the window. You can have 5 speed dial numbers.
3. You may replace a speed dial number by dragging another site from the left sides to one of the buttons on the right.