Telephony Personal Address Book
User Guide

1. Access your Personal Address Book [PAB] by pressing the COG button on the left hand side. Scroll down until Personal Address Book is highlighted and press the centre button on the scroll.

2. You will see:-

   Last Name:
   First Name:
   Nickname:

3. On first access, there will be no entries, to program, at this stage, press Submit, you will see the message:-

   There are no entries in your address book…

   Select New and complete the following entries using the keypad

   This is similar to text messaging, use the << if you make a mistake

   > Last Name
   > First Name
   > Nickname

   > [this will need at least a single character]

   > Note:- It is the nickname that will be displayed.

4. Select Phones and complete the entries using the keypad

   i. Note:- Don't forget 9 for a line if the number is external

      Submit
   Exit.

5. Repeat for additional entries (you will need to select the more key to see New).

Using the entries

1. Access your Personal Address Book [PAB] by either pressing the button that the service is allocated to, or selecting the "services" button where Personal Address Book will be listed, press the corresponding number to open PAB.

2. Here you have a choice:-

   a. Either fill in all or part of any or all of the entries and select Submit

   b. Or Select Submit, this will display all entries.

3. Select the entry that you require by highlighting with the arrow up/down key and pressing Select, or using the corresponding keypad number. This will then display all the numbers you have stored for this entry.

4. To dial the chosen number, highlight and Dial, or press the corresponding keypad number.

Quick Guide

1. Access **Personal Address Book**

2. Enter search criteria and press **Submit**

3. You can choose **Previous** or **Next** to move through listings

4. Highlight the PAB listing that you want and press **Select**.

   Dial from a PAB entry

1. Search for a listing

   2a. Press the corresponding index number **or**

   2b. Highlight the listing and press **Select**

3a. Press the corresponding index number of the listing you wish to dial.

3. Highlight the number you wish to dial

3. Press **Dial**.

Delete a PAB entry

1. Search for a listing

2. Highlight the listing and press **Select**

3. Press **Delete**

4. Choose **OK** to confirm the deletion.

Edit a PAB entry

1. Search for a listing

2. Highlight the listing and press **Edit** to modify a name or email address

3. If necessary, choose **Phones** to modify a phone number

4. Press **Update**.