

Using the Address Book

Similar to a hardcopy address book or a software product's address book, the ViewStation provides an address book to store access names and numbers. With entries stored in the address book, a video call may be placed by name, instead of remembering or looking up a number and then manually dialing it. The ViewStation address book may hold up to 1000 entries. This section includes:

- Adding New Entries to the Address Book,
- Editing an Existing Entry in the Address Book
- Deleting an Entry from the Address Book

Adding New Entries to the Address Book

To add an entry to the address book:

1. From the **Main Calling** screen, select the **Address Book** icon. The **Speed Dial** screen is displayed when the SELECT button is pressed on the remote control.

Note The **Speed Dial** screen does not appear if the ViewStation's address book entries have been deleted or the ViewStation is recently installed from out of box.

2. Highlight the **Address Book** icon on the **Speed Dial** screen and press the SELECT button again. The **Address Book** screen is displayed.

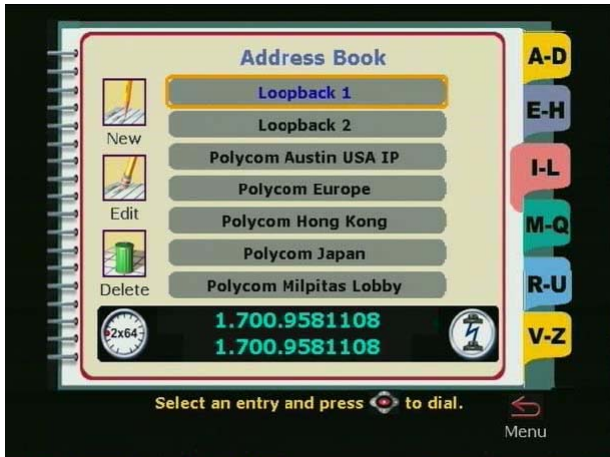


Figure 3-7. Address Book Screen

3. To display the **Add/Change Entry** screen, select the **New** icon and press the SELECT button on the remote control.

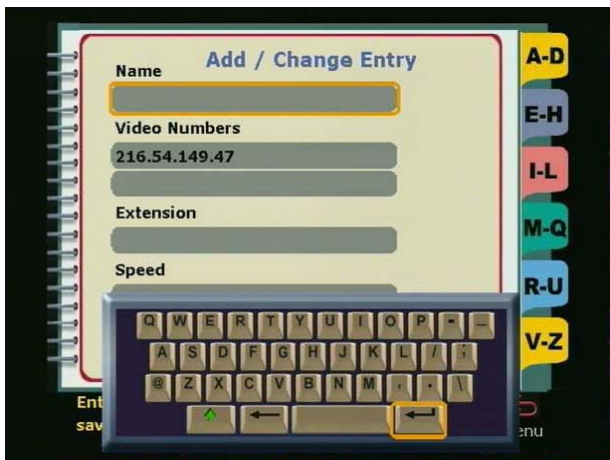


Figure 3-8. Add / Change Entry Screen

Note For ViewStations without multi-point enabled software, skip to step 9.

4. For ViewStations with multi-point: Highlight the **New** icon and press the SELECT button on the remote control. The **New Address Book Entry** screen appears (Figure 3-9.)

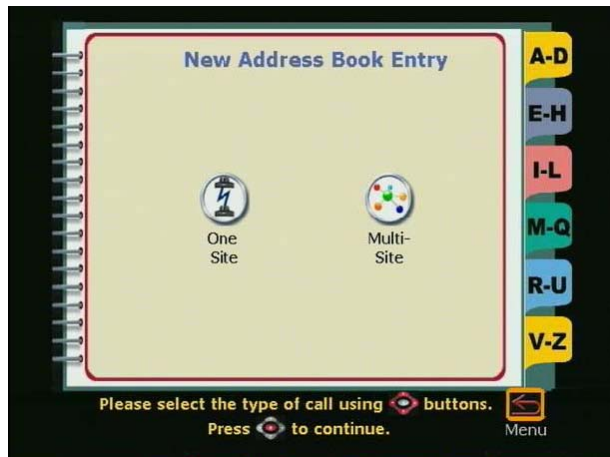


Figure 3-9. New Address Book Entry Screen for ViewStations with MP

5. If this new address book entry is only for a single site, highlight the **One Site** icon and continue with step 7. If the new address book entry is used to place video calls to a group, highlight the **Multi-Site** icon and press the SELECT button on the remote control.

6. Enter the name of the group in the NAME text field as shown in Figure 3-10.

7. Choose the desired speed.

8. Choose the parties to be included with the group from the address book entries.



Figure 3-10. Multi-Site Meeting Screen

9. The yellow highlight box automatically appears in the **Name** field. A name must be entered before any additional information can be entered. Use the ARROW buttons on the remote control to move to a letter on the keyboard. Press the SELECT button on the remote control to select that letter. The letter selected is displayed in the **Name** field. Continue selecting letters until finished. Use the space bar on the keyboard to insert a space. When the first letter is entered or a letter is entered after selecting a space, the letter is automatically entered in uppercase. Subsequent letters are in lowercase. If a specific letter is to be capitalized, first move to the **Shift** key, which is on the lower left of the keyboard and is signified by an up arrow. Select the **Shift** key. Then move to and select the next letter. That letter is displayed in uppercase. For shift-lock, highlight the **Shift** key and press the select button on the remote control twice.

Editing an Existing Entry in the Address Book

To edit an existing entry in the address book:

1. From the **Main Calling** screen, select the **Address Book** icon and press the SELECT button on the remote control. The **Speed Dial** screen is displayed.
2. Select the **Address Book** icon on the **Speed Dial** screen and press the SELECT button again. The **Address Book** screen is displayed.
3. Using the ARROW buttons on the remote control, select the address book entry to be changed.
4. Use the LEFT ARROW button on the remote to select the **Edit** icon. Press the SELECT button on the remote control. The **Add/Change Entry** screen is displayed.
5. Use the ARROW buttons on the remote control to select the field to be changed. If the on-screen keyboard is not displayed, press the SELECT button on the remote control. To enter numbers, use the remote control. To enter letters, spaces, and punctuation, use the on-screen keyboard. To enter a dot, press the RIGHT ARROW button on the remote control. 6. To save the changes, select the **Save** icon and press the SELECT button on the remote control.

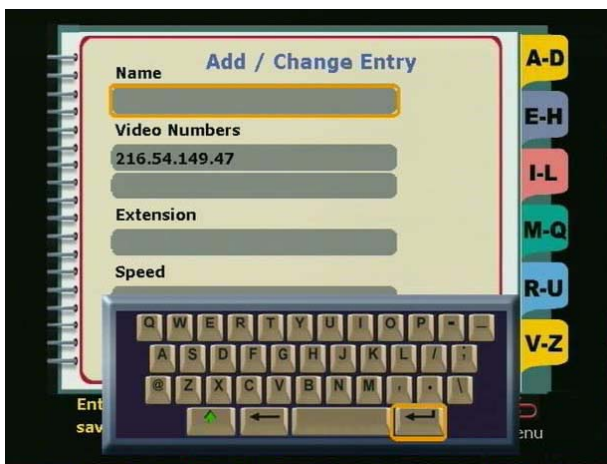


Figure 3-11. Add / Change Entry Screen

Deleting an Entry from the Address Book

To delete an existing entry from the address book:

1. From the **Main Menu**, select the **Address Book** icon and press the SELECT button on the remote control. The **Speed Dial** screen is displayed.
2. Select the **Address Book** icon on the **Speed Dial** screen and press the SELECT button again. The **Address Book** screen is displayed.
3. Using the ARROW buttons on the remote control, select the address book entry to be deleted.
4. Use the LEFT ARROW button on the remote control to move to the **Edit** icon.
5. Use the DOWN ARROW button on the remote control to move to the **Delete** icon. Press the SELECT button on the remote control to delete the entry.