

# Adding a New Contact to your Phone Book

You can save 97 names and phone numbers in the *CapTel* 840i Phone Book. To add a new contact to the Phone Book:



1. With the handset hung up, press the **YES** button to see the Options menu.



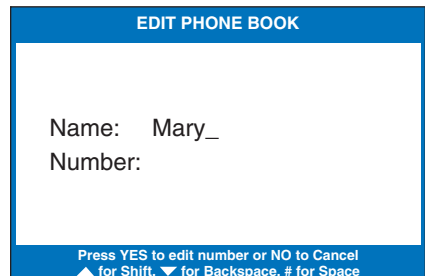
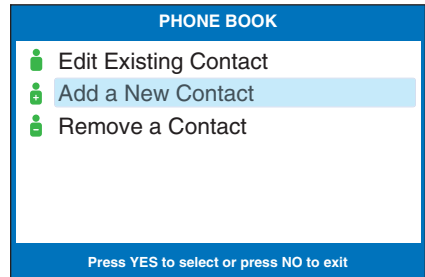
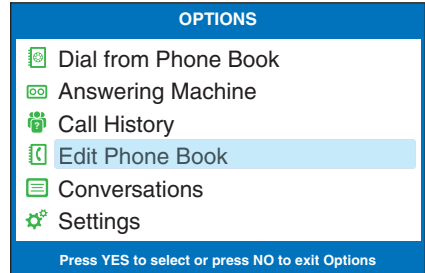
2. Press the **DOWN** arrow button repeatedly until **Edit Phone Book** is highlighted. Press the **YES** button to select.



3. Press the **DOWN** arrow button until **Add a New Contact** is highlighted. Press the **YES** button to select.



4. Use the dialing pad to enter the letters of the name of the person you wish to add. Look for the letters listed on the number keys to know which number key to press. For some letters, press the number key several times until the correct letter appears on the display screen.



**Example:** To enter the letter “L”, press the number 5 key three times until you see “L” on the display screen.

**Example:** To enter the name “Mary”, press the 6 key for the letter “M”, the 2 key for the letter “a”, the 7 key three times for the letter “r”, then the 9 key three times for the letter “y”. You may need to wait for the cursor to change from | to \_ when entering letters that are on the same number key.

**TIP:** Press the DOWN arrow button for a backspace. Press the # button to add a space. Press the UP arrow button to shift lock for capital letters. Press UP again to return to lower case.



5. Once you have entered the contact name, press the **YES** button to advance to the Number section.



6. Enter in the phone number by using the dialing pad. Use the **DOWN** arrow button to backspace. *CapTel* automatically inserts a hyphen as you enter the phone number.

A screenshot of a phone's "EDIT PHONE BOOK" screen. The title bar is blue with white text. The main area is white and contains "Name: Mary" and "Number: \_". At the bottom, a blue bar contains white text: "Press YES to accept or NO to exit" followed by a downward arrow for "Backspace" and an upward arrow for "2 second delay".

**NOTE:** If a dialing prefix is required to get an outside line, enter in the dialing prefix first, then the phone number. Use the **UP** button to add a 2-second delay.



7. When you are done entering the phone number, press the **YES** button to save your new contact information.

A screenshot of a phone's "EDIT PHONE BOOK" screen. The title bar is blue with white text. The main area is white and contains "Name: Mary" and "Number: 555-1234\_". At the bottom, a blue bar contains white text: "Press YES to accept or NO to exit" followed by a downward arrow for "Backspace" and an upward arrow for "2 second delay".

Press the **YES** button to enter more contact names/phone numbers, or press the **NO** button repeatedly to exit the menu system.



**NOTE:** Phone book entries are stored alphabetically by the first letter of the name.