

## Answer a call

connect



To answer a call, press **C**ONNECT.

Manual answer of a call is needed if the autoanswer facility is switched off. See 'Utilities' in 'Advanced use'.

## End a call

disconnect



To end a call, press **D**ISCONNECT.

---

**TIP** **ENDING A CALL:** SWITCHING OFF THE MONITOR(S) WILL NOT DISCONNECT A CALL. TO DISCONNECT A CALL YOU SHOULD PRESS THE DISCONNECT KEY.

---

## Correcting keying mistakes

delete



To delete the last digit (or character) entered, press **D**ELETE.

## Directory

The directory is a local phone book that stores up to 100 directory entries including the last number dialed. The entries are sorted alphabetically. The entries can be point-to-point entries or MultiSite entries (see menu below). The MultiSite entries will not be displayed when you are in a call.

By using the dataport file system or external management systems like the TANDBERG Management Suite, it is possible to store 400 additional entries. These entries can only be changed from the dataport or the management system.

When the system receives an incoming call and the calling party's number is found in the directory, the calling party's name will be displayed instead of the number on the status line.

directory Press **DIRECTORY** to bring up the following menu:



**Directory**

Last Number Dialed  
Chicago  
Monday meeting (MultiSite 3)  
New York  
TANDBERG

Number:  
Quality: Net: Auto

Press **CONNECT** to start call, **OK** to modify

Add New Entry Store Entry Exit

---

**TIP** WHEN LAST NUMBER DIALED IS HIGHLIGHTED, THE SECOND QUICK KEY STATES 'STORE ENTRY'. THIS MAKES IT POSSIBLE TO STORE LAST DIALED NUMBER.

---

To find an entry, key in the first letter, for example T, and scroll with the up/down arrows.

---

**TIP** THE LEFT/RIGHT ARROWS WILL MOVE ONE PAGE UP/DOWN.

---

connect To dial the selected entry press **CONNECT**. To edit the selected number before dialing, press **OK** (only point-to-point entries).

