10. Using Address Book

The Address Book is a personal information management program that you can use to store names, street addresses, phone numbers, and [1]e-mail addresses.

As described in this chapter, you can:

- Enter data into the Address Book using the standard keypad or remote controller keypad.
- Transfer contact information from a Windows® CE based, handheld computer to the Joyride™ system, using the built-in Infrared (IR) port.
- Record and associate custom speech commands (voice tags) with individual contacts.
- Use a Custom speech command to quickly access and display information about that contact.
- Calculate a route to an address stored in the Address Book (with the optional Navigation program).
- Input new contact phone numbers copied from the Phone Book option of the Cell Phone program. (Cell Phone must be installed. Check availability with your Joyride™ system dealer.)

[1] E-mail requires installation of the optional Cell Phone program and subscription to a network operator, answering service.

Getting Started

To start the Address Book program—

Using speech commands—

• Say "Auto PC." Wait for the green "Listening" bar to appear, and then speak the next command.

• Say "Address Book."

Using the faceplate—

1. Press the **Start** key to select **Address Book**. OR press ◄|► (small screen) / (large screen) to select Address Book.

2. Press **ENT** to display the main **Address Book List** screen.

Using the remote controller—

1. Unsnap the lower half of the remote controller to display the inner keypad. Align the transmitter sensor (top end of the remote) with the Joyride™ system IR port.

2. Press the **Addr** button to launch Address Book and display the main screen.

Entering a New Contact

Address Book stores and lists contact information in alphabetical order.

To enter new contact information—
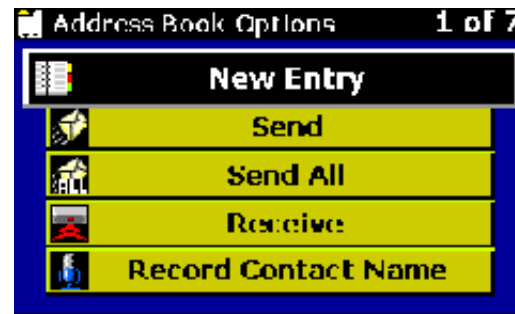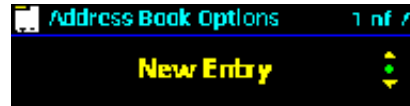
1. From the **Address Book List** main screen, press ◀▮▶ to select the letter tab representing the **first** letter of the **last** name of your contact (new entry).

2. **(Option 1)** The system prompts you to enter a new contact name: **<No entry. Add New?>** displays. Press **ENT** to enter the new contact name. A keypad graphic displays for data entry. Using the graphic may require a little practice.

Shortcuts: Press "#" to create a blank space and advance the cursor. Press "*" to backspace and delete an unwanted character
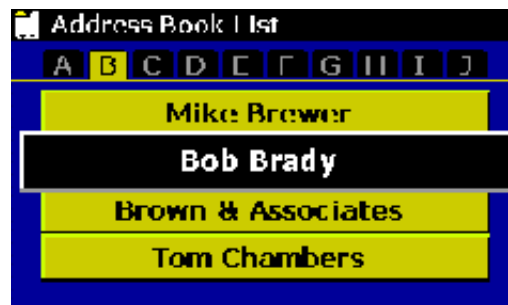
(Keypad Tips)

Press ◄► and ♣ keys to move between letters. Move to **Shift** and press **ENT** to deactivate capitalization. Select a bracket key (**<** or **>**) and press **ENT** to move the cursor left or right in the data entry bar. Press the "#" key to create a blank space or move to the **blank** block next to "Done." Press **ENT** to create a blank space. Press **Done** when finished. Press **HELP** at any time.

(Option2) Alternately, you can press **MENU**, then ♣ to select the **New Entry** option. The system prompts you to enter a new contact name. Press **ENT** to display the keypad graphic on large screen (small screen is a data entry form) and enter your contact information.

If the letter selection you make already has a contact stored, press ◄▮► to select the letter again, then use the menu method of entry: press **MENU**, and then press ▮ to select **New Entry**.

3. Once you have entered the entire name in the Text Input area, press and hold **ENT** to advance to **Done**. The system will next prompt you to enter a **Work** number.
(LARGE SCREEN) On **Large** screen, the prompt is for a **Home number**.

4. Enter a **Work** number using the Number (graphic) keypad.

5. When you are finished, press **ENT**. (To skip this step, press **ENT**.) The system will next prompt you to enter a **Home** number.
(LARGE SCREEN) On **Large** screen, the prompt is for a **Home address**.

6. Enter a **Home** number using the Number keypad.

7. When you are finished, press **ENT**. (To skip this step, press **ENT**.) You will be prompted with a question "Do you want to record the contact name?"

8. Press ◄►◄► to select "**Yes**," if you want to record the contact name, and then press **ENT**. The recording you assign to this name is known as a "voice tag."

   Important: If you prefer, choose "**No**" to accept the current entry without recording a contact name, and then skip the remaining steps in this procedure. Alternately, select **Cancel** to return to the previous screen.

9. The name to record appears at the top of the screen. Read the instruction "Say Command Word three times..." Press **ENT** to start recording.

10. Wait for the prompting tone after each repetition. Record the custom name 3 times as prompted by the tone.

Open-and-close quotes appearing above the name indicate you've created a "voice tag"

When you are finished, the display will read "Custom Command successfully recorded" and will be added to the Address Book List.

«" Record Name for Linda

Say Command Word...

«" Record Name for Linda

Say command word...
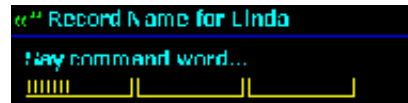
Press **BACK** or **ENT** to return to the Address Book List screen and to view the contact name. Open-and-close quotes, above the contact on the Address Book List screen, indicate you created a "voice tag" for later use as a speech command. To add additional information to your contact, like the city, state and postal code, press **ENT**. Additional categories of information are listed. Press **MENU** and select **All Contact Details** if additional categories do not show.

To add a contact category—
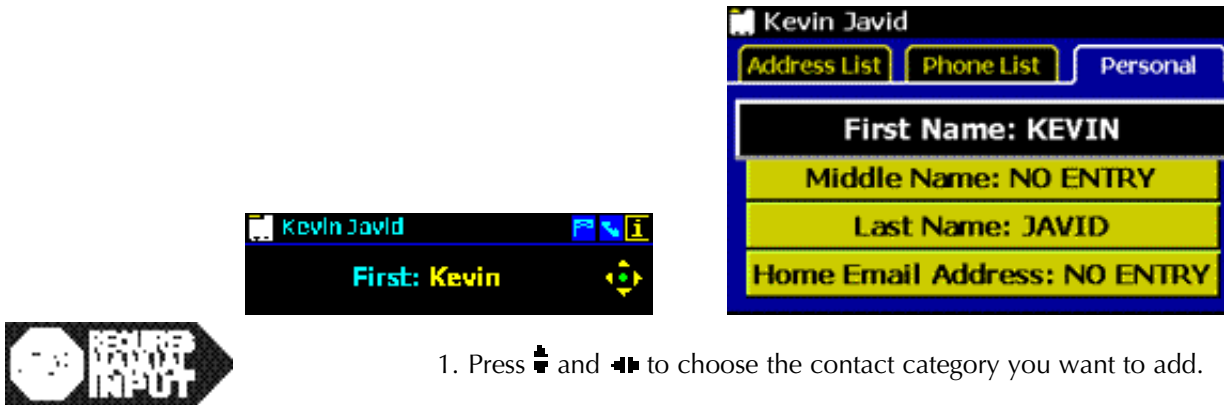
1. Press ⬍ and ◀▶ to choose the contact category you want to add.

2. **For Small screen**, press ◀▶ to highlight the Address icon (a destination flag), phone or "i" icon located in the upper, right corner of the display.

   For Large screen, press ◀▶ to select the **Address List** tab, **Phone List** tab or **Personal** tab, then scroll down to select the category to add and edit.

Entering Data Using the Keypad

You can enter data into the Address Book edit boxes using the hardware keypad or keypad graphic. Note that this method of entry requires some practice because:

(1) the letters and numbers will scroll rapidly when you press and hold a key.
(2) the cursor will move to the next edit box as soon as you release a key

To enter or change a letter, place the cursor on the character box you want to edit, and then press the desired keys on the keypad. Press ◀▶ to select a character within the edit box. Press "*" to delete a character. To insert a space, press "#". Upon completion press **ENT** (small screen) or select "Done" (large screen) when your entry is complete.

Entering Contacts from a Personal Device Assistant (PDA)

If you have another mobile device powered by Windows® CE, such as a Handheld PC or Palm-sized PC, you can quickly transfer your contacts to the Joyride™ system through the infrared port. Limit the number of contacts to 25 at one time.

To transfer contacts from a mobile device—

1. Press the **Start** key to select **Address Book**. OR press ◀▶ (small screen) / ▲▼ (large screen) to select Address Book. Press **ENT** to display the Address Book main screen.

2. Press **MENU** to display additional Address Book options.

3. Press ▲▼ to select **Receive**, and then press **ENT**.

4. Select all contacts you want to be sent from your mobile device and select **Send** under the file menu.

5. Align your mobile device's infrared port with the Joyride™ system's infrared port to send the contact information from your hand held device. Hold until the Joyride™ system confirms the contact has been transferred.

If you are having trouble transferring data, be sure that your infrared ports are aligned. If the problem persists, change your infrared transfer speed in the Setup program.

Recording a Custom Name for an Existing Contact

If you did not record a Custom Command when you entered a contact, follow the steps below to record a custom name for an existing contact entry. You can then use the custom name as a voice command for quickly locating and selecting the contact.

To record a custom name for an existing contact—

1. Press the **Start** key to select **Address Book**. OR press ◀▮▶ (small screen) / ▲▼ (large screen) to select Address Book. Press **ENT** to display the Address Book main screen.

2. Press ▲▼ to find the desired contact entry.

3. Press **MENU**, then press ▲▼ to select **Record a Contact Name** (verify option), and then press **ENT**.

4. At the display "Say Command Word three times at the tone prompt" press **ENT**.

5. Record the custom name (e.g., "Patrick Chevalier") three times when prompted on the tone (♪). Wait for the prompting tone (♪) after each repetition.

When you are finished, the display will read "Custom Command successfully recorded." After 5 seconds, the display will return to the Address Book List. Quote marks to the side of a contact on the Address Book List screen indicate a Custom Command Word now exists for this entry. This custom command is now known as a "voice tag."

Navigating the List of Contacts

The following steps describe how to use speech commands to navigate the list of contacts.

To go to the next tab and select a contact—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Next"—OR—"Previous."

Manually: You can also use ▲ or ◀▶ to scroll through contacts.

To select a contact and retrieve information—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Select."

To read the current name—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Read."

To find a contact with previously recorded custom command word—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Locate + <pre-recorded name>."

To hear all names starting with a specific letter—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Letter" followed by a letter (e.g., "P…").

• Say "List."

To stop the list operation, press ENT.

Browsing Contacts

You can browse contacts using speech commands or the navigation keys; however, using your voice is much faster and easier. The following steps describe how to use speech commands to browse and locate a contact.

To have the Joyride™ system read names—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Address Book."

• Say "List" (to hear all contact names alphabetically).

— OR —

• Say "**Read**" (to hear the currently selected contact).

The Joyride™ system starts reading names beginning from the tab (A, B, C,) that you select. Press **ENT** to stop reading names.

To locate a pre-recorded contact—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Address Book."

To be able to have the Joyride™ system read all contacts by name, you must have recorded all names when you input them to Address Book

• Say "Locate."

• Say "<prerecorded name>."

To browse one contact at a time—

Using speech commands—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Address Book."

• Say "Next" or "Previous."

• Say "Select."

Using the faceplate—

1. Press the Start key to select **Address Book**. OR press ◀▮▶ (small screen) / ▮ (large screen) to select Address Book. Press **ENT** to display the Address Book main screen.

2. Press ▮ and ◀▮▶ to browse contacts.

3. Press **ENT** to select a contact.

To browse alphabetically by letter—

Using speech commands—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Address Book."

• Say "Letter <P>", for example "P" to go to the letter P.

• Alternately, say "Next" or "Previous" to advance from letter to letter.

Important: You can also use ✚ or ◀▶ to scroll through contacts.

Dialing a Phone Number (Optional)

The following examples illustrate commands to initiate dialing a number from an existing Address Book entry. This function requires an (optional) phone interface. (See your Joyride™ system dealer for details.)
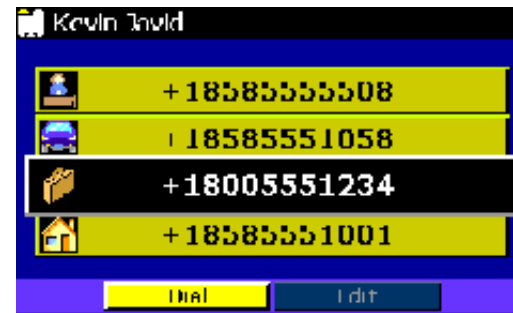
Using the Address Book List

To dial a number from the Address Book List—

Using speech commands—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Address Book."

• Say "Letter <P> (e.g., to go to the letter P, if you have a contact stored there.)

• Say "Next" or "Previous" until the desired contact is shown.

• Say "Select."

• Say "Dial." The system will launch the Cell Phone program and dial the "preferred" telephone number. (For more information, see Specifying Preferred Phone Numbers and Addresses later in this chapter.)

Using the faceplate—

1. Press the **Start** key to select **Address Boo**k. OR press ◄▮► (small screen) / ▮ (large screen) to select Address Book. Press **ENT** to display the Address Book main screen.

2. Press ◄▮► to step through the alphabet.

3. Press ▮ to find the next entry under the letter if you have several contacts under a specific letter.

4. Press **ENT** to select a contact.

5. Press ◄▮► to select the Phone icon located in the upper right corner of the display (small screen) or the Phone List tab (large screen).

6. Press ⬍ to select the phone number to be dialed, and then press **ENT**.

7. Press ◀▮▶ to highlight **Dial**, and then press **ENT**.

Once you select an entry and highlight the Phone icon (small screen) or the Phone List (large screen), the display shows the phone number for the selected contact. You can use the **"Read"** speech command to have the Joyride™ system read the number to you before dialing. If this is not the number you wish to dial for this person, say "**Next…**" to review another number. Make sure the Phone icon is selected to review all stored phone numbers.

To return to the Address Book List, press **BACK**.

Using a Custom Name

To dial a number using the custom name—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Address Book."

• Say "Locate <custom command word>" (e.g., "Bob James"). The display shows the selected contact, as shown below. The unit then "reads" the name to you.

• Say "Select."

• Say "Dial." The Joyride™ system screen changes to the Cell Phone program and the "preferred" telephone number is dialed.

Calculating a Route to a Contact (Optional)

Calculating a route from the Address Book requires the optional small screen / large screen Navigation package. See your Joyride™ system dealer for details.

Using the Address Book List

To calculate a route from the Address Book List—

Using speech commands—

• Say "Auto PC." Wait for the green "Listening" bar to appear.

• Say "Address Book."

• Say "Letter <P> (e.g., to go to the letter"P".)

• Say "Next" or "Previous" until the desired contact is shown.

• Say "Select."

• Say "Go There." The system will launch the Navigation program and calculate a route to the preferred address. (For more information, see Specifying Preferred Phone Numbers and Addresses later in this chapter.)

Using the faceplate—

1. Press the Start key to select **Address Book**. OR press ◀▮▶ (small screen) / ▮ (large screen) to select Address Book. Press **ENT** to display the Address Book main screen.

2. Press ◀▮▶ to step through the alphabet.

3. Press ▮ to find the next entry under the letter if you have many contacts under a specific letter.

4. Press **ENT** to select a contact.

5. Press ◀▮▶ to select the **Address** icon located in the upper right corner of the display.

6. Press ▮ to select the address to which a route should be calculated, and then press **ENT**.

7. Press ◀▮▶ to highlight the **Calculate** tab, and then press **ENT**. (Alternatively, to view additional information about the entry, highlight **Detail**, and then press **ENT**. To modify the entry, highlight **Edit**, and then press **ENT**.)

Once you select an entry and select the Address icon (small screen) or the Address List tab (large screen), the display shows the address for the selected contact.

You can use the "Read" voice command to have the Joyride™ system read the addresses to you before you calculate a route. If this is not the appropriate address for this person, say "Next " to review another address. Make sure the Address icon is selected to review all stored addresses.

8. When you are finished, press **BACK** to return to the Address Book List.

Editing Contact Information

When you are in the Address List, the display shows the contact with three icons representing the three categories of information stored in the Address Book: Address, Phone, and Information.

Showing All Available Fields

To show all available fields (categories) for a contact—

1. Press the **Start** key to select **Address Book**. OR press ◄❙► (small screen) / ♦ (large screen) to select Address Book. Press **ENT** to display the Address Book main screen.

2. Press ♦ and ◄❙► to select a contact, and then press **ENT**.

3. Press **MENU** and press ◄❙► to choose **All Contact Details**.

4. Press ◄▮► to select "**Yes**."

5. Press **Back** to exit.

Editing Contacts

To edit contact telephone numbers—

1. Press the **Start** key to select **Address Book**. OR press ◄▮► (small screen) / ▮ (large screen) to select Address Book. Press **ENT** to display the Address Book List main screen.

2. Press ▮ and ◄▮► to select the contact you want to edit, and then press **ENT**.

3. Press ◄▮► to highlight the **Phone** icon in small screen or **Phone List** in large screen.

4. Press ▮ to highlight the phone number to be edited, and then press **ENT**.

5. If the field does not already have a phone number entered, press **ENT** to display the keyboard for editing.

6. When you are finished, press **ENT** to accept. To cancel changes press **BACK**.

7. If the field already has a phone number entered, press ◀▮▶ to highlight the **Edit** tab.

8. Press **ENT** to start editing.

9. When you are finished, press **ENT** to accept. To cancel changes, press **BACK.**

The following procedure only details how to edit or add the address - not the city, state, postal code, or country. To edit the latter, see To edit Information other than Phone numbers or Addresses.

To edit contact addresses—

1. Press the **Start** key to select **Address Book**. OR press ◀▮▶ (small screen) / ▮ (large screen) to select Address Book. Press **ENT** to display the Address Book main screen.

2. Press ◀▮▶, then press ▮ to choose the contact you want to edit, and press **ENT**.

3. Press ◀▮▶ to highlight the **Address** icon located in the upper, right corner of the small screen display or the **Address List** tab of the Large screen display, and press **ENT**.

4. Press ▮ to highlight the address to be edited, and then press **ENT**.

5. If the field does not already have an address entered, input the address information into the Edit Record boxes using the keypad.

6. When you are finished, press **ENT** (small screen) or **Done** (large screen) to save. To cancel changes, press **BACK**.

7. If the field already has an address entered, press ◀▮▶ to highlight the **Edit** icon in small screen or **Edit** tab in large screen.

8. Press **ENT** to edit the address information using keys on the faceplate.

9. When you are finished, press **ENT** to accept. To cancel changes press **BACK**.

To edit information other than phone numbers or addresses—

1. Press **the Start** key to select **Address Book**. OR press ◀▮▶ (small screen) / ▮ (large screen) to select Address Book. Press **ENT** to display the Address Book List main screen.

2. Press ▮ and ◀▮▶ to choose the contact you want to edit.

3. Press ◀▮▶ to select the "**i**" (Information) icon located in the upper, right corner of the display (small screen) or the **Personal** tab (large screen).

4. Press ◆ to select the field to be edited and press **ENT**.

Kevin Javid	7 of 12

Address List | Phone List | Edit

Home Address: 15240 Ventura Blvd

Work Address: 20 Empire Drive

Home City: Encino

Work City: Lake Forest

Kevin Javid's Contact

H Addr: 15240 Ventura Blvd, Apt # 202

5. Press **ENT** to start entering information.

6. When you are finished, press **ENT** to save (small screen) or **Done** (large screen). To cancel changes press **BACK**.

Showing a Complete Address

To view the address for an entry—

1. Press the **Start** key to select **Address Book**. OR press ◀▶ (small screen) / ◆ (large screen) to select Address Book. Press **ENT** to display the Address Book List main screen.

2. Press ⬍ and ◀▶ to select a contact.

3. Press ◀▶ to select the **Address** icon in small screen or the **Address List** in large screen .

4. Press ⬍ to select the address, and then press **ENT**.

5. Press ◀▶ to select the **Detail** tab.

6. Press **ENT** to view the complete address for the entry.

7. Press **BACK** to return to the previous screen.

Specifying Preferred Phone Numbers and Addresses

If the (optional) Navigation program is installed, the Preferred Address option can also be used to calculate a destination route. The preferred phone numbers are used to dial a contact.

Specifying the Preferred Phone

If the optional Cell Phone program is installed, use Preferred Phone as the default phone type.

To select the preferred phone number—

1. After you have entered contacts, press **ENT** to display other contact details.

2. Press **MENU,** then press ⬍ to select **Preferred Phone** and choose between the options, **Work, Home, Mobile,** and **Pager**. Press **BACK** to save this setting and exit this option.

Specifying the Preferred Address

The Preferred Address is also a default address used to calculate a route, if Navigation is installed.

To select the preferred address—

1. After you have entered contacts, press **ENT** to display other contact details.

2. Press **MENU** then press ⬍ to select **Preferred Address** and choose between the options: **Work** or **Home**. Press **BACK** to save this setting and exit this option.

Deleting Contacts

Contacts can be deleted from the Address Book. The Address Book allows you to either delete all the contacts, or individually delete specific contacts.

To delete a contact—

1. Press **the Start** key to select **Address Book**. OR press ◀▶ (small screen) / ▲▼ (large screen) to select Address Book. Press **ENT** to display the Address Book main screen.

2. Press ▲▼ and ◀▶ to select a contact, and then press **ENT**.

3. Press **MENU** and press ◀▶ to choose **Delete** or **Delete All** depending if you wish to delete the current contact or all contacts.

4. Press **ENT**. A delete confirmation screen appears next.

5. To confirm the deletion, press ◀▶ to highlight "**Yes**." Otherwise, choose "**No**" to cancel the deletion.

6. Press **ENT**.

WARNING: **To avoid accidentally deleting all of your contact information pay attention to the Delete option you choose.**

Transferring (Sending) Data to a Personal Device Assistant (PDA)
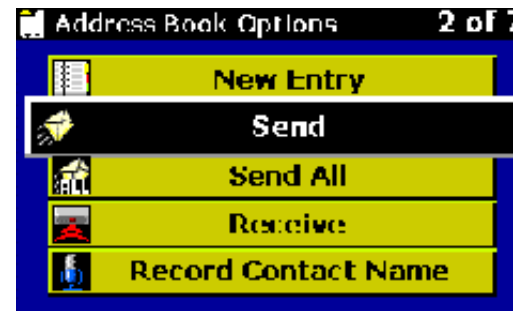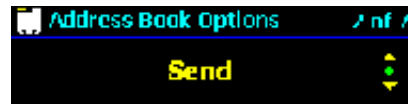
If you have another mobile device powered by Windows® CE, such as a Handheld or Palm-sized PC, you can quickly transfer your contacts to your Joyride™ system through the infrared port.

To transfer contacts to a PDA—

1. Press **the Start** key to select **Address Book**. OR press ◄▮► (small screen) / ▮ (large screen) to select Address Book. Press **ENT** to display the Address Book main screen.

2. Press ▮ to select the contact name to send, and then press **MENU**. Press ◄▮► to select **Send** or **Send All,** depending on whether you send a current contact or all contacts.

3. Select "Receive" in your hand-held device.

4. Align the hand-held device transmitter with the Joyride™ system infrared port to transfer data.

5. Press **ENT**. Hold until the Joyride™ system confirms the contact has been transferred.

Receiving Data from a Personal Device Assistant (PDA)

To receive contacts from a mobile device—

1. Press the **Start** key to select **Address Book**. OR press ◀▮▶ (small screen) / ▮ (large screen) to select Address Book. Press **ENT** to display the Address Book List main screen.

2. Press ▮ to select **Receive,** and press **ENT**.

3. Select "Send" in the menu of your hand held device and align your mobile device transmitter with the Joyride™ system infrared port. Hold until the Joyride™ system confirms the contact has been transferred.

If you are having trouble transferring data, be sure that your infrared ports are aligned. If the problem persists, change your infrared transfer speed in the Setup program.

Protecting Address Book Information

If you have phone numbers and addresses in the Joyride™ system that you don't have backed up on another mobile device, you may want to back up the information in case it is lost or corrupted. You also may want to password protect your data to prevent unauthorized access. For more information, see Setting a Password in Chapter 8, Using the Setup Program.