Contacts

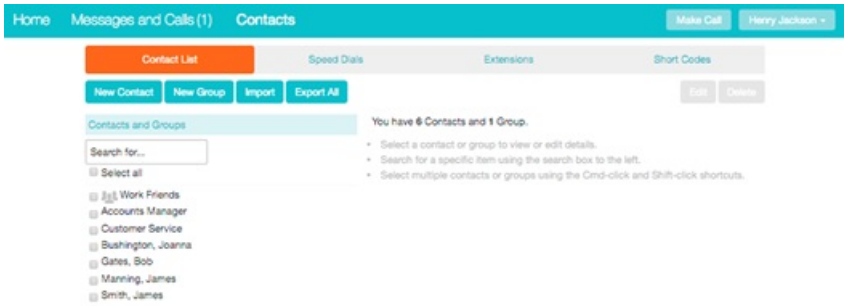
The Contacts page, accessed from the top banner of the Home page, consists of a number of different sections, which you can select by clicking on the tabs.

- Contact List
- Speed Dials

Contact List

The Contact List shows you all of your contacts:

Contacts – Contact List tab



Searching

To search, enter the letters you want to search for in the text box. CommPortal will narrow down the contacts displayed as you type, and the text that matches your search will be highlighted.

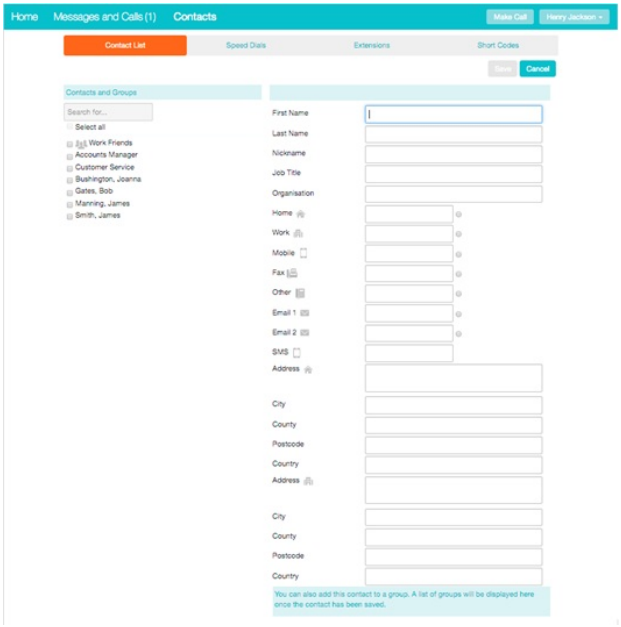
To cancel the search and view all of your contacts, delete the search text you entered.

Add New Contact

To add a new contact, follow these steps:

- Click on *New Contact* at the top of the screen.

CommPortal new contact page



- Enter the details for your new contact in the text boxes provided.
- Enter any phone numbers for your contact in the text boxes provided. You can select the radio button to the right of a number to indicate that it is the preferred number for this contact.
- Enter any addresses for your contact in the text boxes provided.
- Click Save.

Your new contact will now have been added.

Editing a Contact

To edit a contact, follow these steps:

1. Select the contact you wish to edit from the list on the left hand side of the screen.
2. Click **Edit**.
3. Modify or add any details.
4. Click **Save**.

Deleting a Contact

To delete a contact, follow these steps:

1. Select the contact you wish to delete from the list on the left hand side of the screen.
2. Click **Delete**.

Calling a Contact

To call a contact using Click To Dial, follow these steps:

1. Click on the number of the contact you wish to call.
2. Select the appropriate Dial

Calling a contact from the Contact List



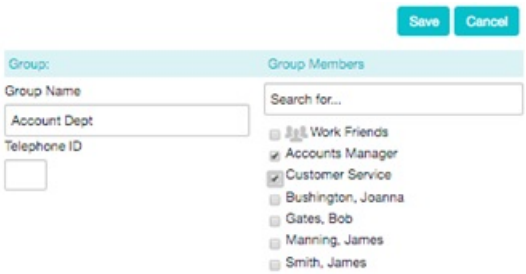
Groups

You can manage your contacts by assigning them to groups. For example you might have a group for "Work" contacts and another group for "Personal" contacts. Groups are distinguished by an icon and will appear at the top of your list of contacts.

To add a new group, follow these steps:

- Click on **New Group**

Adding a new group – entering details



- Enter a name for the group in the *Group Name*
- Enter an ID for the group in the *Telephone ID*
- Select any contacts you want to be in the group from the list on the right hand side by ticking the checkbox alongside a contact.
- Click on Save

The new group will now appear in the Contacts and Groups section.

By selecting a group you can search within it for the group members, by using the Search for box on the right hand side of CommPortal.

To edit a group, follow these steps:

1. Select the group by ticking the checkbox alongside it on the left hand side.
2. Click on **Edit**.
3. Change the group settings, or members.
4. Click on **Save**.

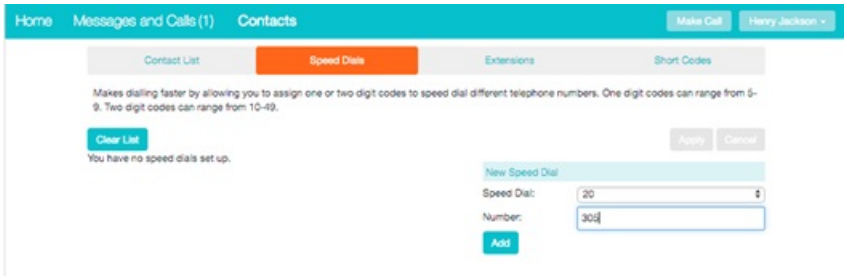
To delete a group, follow these steps:

1. Select the group by ticking the checkbox alongside it on the left hand side.
2. Click on **Delete**.

Speed Dials

The Speed Dials section allows you to configure numeric speed dials:

Contacts – Speed Dials tab



You use these speed dials by dialing ** then the one or two digit speed dial number from your phone. They are different from speed dials which are assigned to particular keys on your phone.

Adding a Speed Dial

To add a speed dial, follow these steps:

1. Select the number for the speed dial (5 – 49) you'd like to set up from the Speed Dial drop down list.
2. Enter the number this speed dial should call, as you would dial it. For example, if you dial 9 before a number, enter 9 and the number here.
3. Click on **Add**.
4. Repeat steps 1-3 for any other speed dials you want to set up.
5. Click on **Apply** to save your changes.

Deleting a Speed Dial

To delete a speed dial, follow these steps:

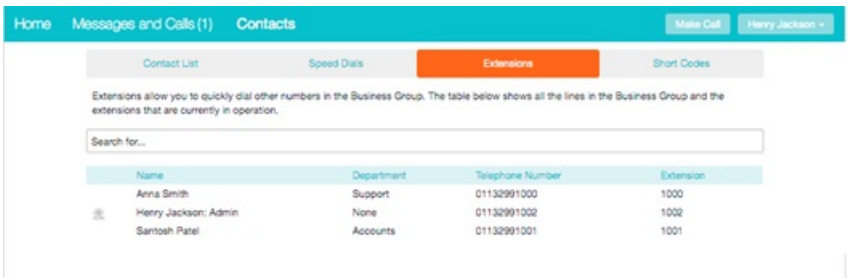
1. Click on the Trash icon to the right of the speed dial.
2. Click on **Apply**.

Alternatively to delete all of your speed dials, follow these steps:

1. Click on ClearList.
2. Click on **Apply**.

Extensions

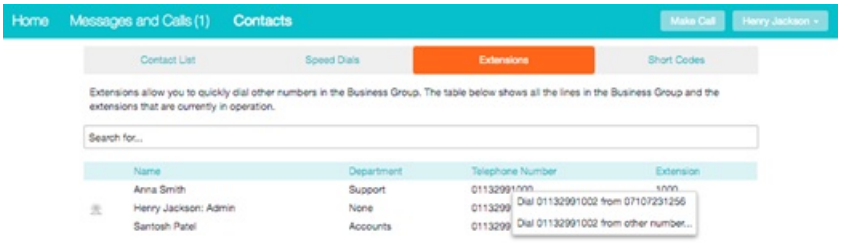
The Extensions section lists of all the extensions in your business:



To use **Click To Dial** to call any of these extensions, follow these steps:

1. Click on the number of the extension you wish to call.
2. Select the **Dial**

Using Click To Dial from the Extensions tab



Your administrator sets up these extensions.

Short Codes

The Short Codes section shows you all of the speed dials set up for all the phones in your business:

Short Codes tab



You can dial these short codes from any phone in the business to reach the destination. Your administrator sets up these short codes. Short codes may also include a name to help you identify them. These names will appear in your SIP phone’s address book alongside your Business Group contacts and in your CommPortal contacts. The name will also be used in Calling Name delivery if you have that configured and the short code corresponds to a full national or international number.