



CHAPTER 7

Address Book

This section describes how to use the Address Book windows.

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Overview of the Address Book



Note

The Address Book section is hidden by default. It can be enabled in Admin > Advanced Settings > Look and Feel, by choosing **Enable Personal Address Book** feature

All your personal and public contacts, and the groups to which these contacts belong, are contained in the address book. The Address Book section includes the following tabs

- Private—Lists all of your personal contacts
- Public—Lists all of your public contacts
- My Groups—Lists all of your group contacts

Accessing the Address Book

To access the Address Book section in the User sidebar menu, click **Address Book** button.

Using the Private Tab

The Private tab lists your personal contacts. On the Private tab, the following information is displayed

- Name—Name of contact
- Terminal—Terminal of contact
- E-mail—Email address of contact
- Group—Group to which the contact belongs

- On the status bar, the current number of personal contacts and the maximum number of personal contacts allowed by the administrator are displayed

**Note**

To sort column contents, click the column header.

Searching for a Contact

You can search for a contact within all groups in your organization.

Procedure

- Step 1** On the Private tab, in the Name field, enter the full or partial name of a contact.
- Step 2** From the In Groups list, choose **All Groups** or a group in which to search for the contact.
- Step 3** Click **Search**.
Search results are listed on the Private tab.

Adding or Modifying a Contact

**Note**

Different entries cannot include the same first name, last name, e-mail address, or phone number.

To add a new contact or modify an existing contact, use the following procedure:

Procedure

- Step 1** On the Private tab, click **Add**.
- Step 2** In the Add or Modify Contact window, in the First Name field, enter the first name of the new contact.
- Step 3** In the Last Name field, enter the surname of the new contact.
- Step 4** In the E-mail field, enter the new e-mail address of the new contact.

**Note**

If you provide a phone number for the contact, inclusion of an e-mail address in the E-mail field is not mandatory.

- Step 5** From the Terminal Type list, select a terminal type used by the contact.
Fields and options are active depending on the terminal type you select.
- Step 6** If you select the terminal type IP (H.323), provide the following information
 - IP Phone Number—Enter the E.164 number of the new terminal.
 - Bandwidth—From the list, select the maximum speed for the terminal's video meeting connection to the network.
- Step 7** If you select the terminal type PSTN/ISDN, provide the following information:

- ISDN Phone Number
- Country Code—Enter the international access code for the ISDN terminal.
- Area Code—Enter the local area code of the ISDN terminal. If the local area code begins with 0, do not include the 0 in the area code.

Number—Enter an ISDN phone number.

- Bandwidth—From the list, select the maximum bandwidth for the terminal's connection to the network for video meetings.
- Restricted Mode—To apply restricted mode (the convention of using multiples of 56 Kbps instead of multiples of 64 Kbps), check **Restricted Mode**.

Step 8 If you select the terminal type Dual (H.320 and H.323), provide the following information

- IP Phone Number—Enter the E.164 number of the new terminal.
- ISDN Phone Number
- Country Code—Enter the international access code of the ISDN terminal.
- Area Code—Enter the local area code of the ISDN terminal. If the local area code begins with 0, do not include the 0 in the area code.
- Number—Enter the ISDN phone number.
- IP Bandwidth—From the list, select the maximum bandwidth for the IP terminal's connection to the network for video meetings.
- ISDN Bandwidth—From the list, select the maximum bandwidth of the ISDN terminal's connection to the network for video meetings.
- Restricted Mode—Check **Restricted Mode** apply Restricted Mode (the convention of using multiples of 56 Kbps instead of multiples of 64 Kbps).

Step 9 If you selected IP (SIP), provide the following information

- SIP URI—Enter an SIP URI for the user.
- Bandwidth—From the list, select the maximum bandwidth of the terminal's connection to the network for video meetings.

Step 10 To associate a contact with a group, in the Group field, enter the name of a group.

Step 11 If you want to select from a list of existing groups, click the **Select Groups** button.

Step 12 On the Select Groups window, from the Available Groups list, select a group(s) and then click the right-pointing arrow to include the group(s) in the Selected Groups list.

Step 13 To remove a group from the Selected Groups lists, select the group(s) from the list and then click the left-pointing arrow.

Step 14 To close the Select Groups window, click **OK**.

Step 15 The contact appears in the relevant Group list and is added to your personal address book.

Deleting a Contact

You can delete contacts from your personal address book at any time.

Procedure

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- Step 1** On the Private tab, in the Name column, select the check box next to the name of the contact you want to delete.
- Step 2** Click **Delete**.
- The contact is permanently deleted from your address book.
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Using the Public Tab

The Public tab lists all the public contacts in your organization. On the Public tab, the following information is displayed

- Name—Contact's name
- Terminal—Contact's terminal
- E-mail—Contact's e-mail address
- Group—Group to which the contact belongs
- On the status bar, the current number of public contacts and the maximum number of public contacts allowed by the administrator are displayed



Note

To sort column contents, click the column header.

Searching for a Public Contact

You can search for a public contact from within all the groups in your organization.

Procedure

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- Step 1** On the Public tab, in the Name field, enter the full or partial name of a contact.
- Step 2** In the In Groups field, from the list, select **All Groups** or a specific group in which to search for the contact.
- Step 3** Click **Search**.
- Search results appear on the Public tab.
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Adding a Public Contact to your Personal Address Book

You can add a public contact to your personal address book.

Procedure

- Step 1** On the Public tab, in the Name column, select the check box next to the name of the contact you want to add to your personal address book.
- Step 2** Click **Add to Private**.
The Private tab opens and the contact appears in the list.
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Using the My Groups Tab

The My Groups tab lists all your group contacts. The following information is provided

- Group Name—Name of the group.
- On the status bar, the current number of groups and the maximum number of groups allowed per user as defined by the administrator.

Searching for a Group

You can search for a group at any time.

Procedure

- Step 1** On the My Groups tab, in the Name field, enter the full or partial name of a group.
- Step 2** Click **Search**.
The search results appear on the My Groups tab.
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Adding or Modifying a Group

You can add a new group or modify an existing group at any time.

Procedure

- Step 1** On the My Groups tab, click **Add**.
- Step 2** In the Add/Modify Group window, in the Group Name field, enter the name of the group.
- Step 3** From the Available Contacts list, select the contact(s) that you want to include in the group, and then click the right-pointing arrow to include them in the Selected Contacts list.
- Step 4** Click **OK**.
The group appears in the My Groups window. All selected contacts are included in the group. On the Private and Public tabs, the My Groups list includes the new group.
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Deleting a Group

You can delete contact groups at any time.

Procedure

Step 1 On the My Groups tab, in the Name column, select the check box next to the name of the group you want to delete.

Step 2 Click **Delete**.

The group is permanently deleted from your address book.
