



CHAPTER 5

Managing Your Resource Manager Address Book

The address book facility allows you to store a list of personal and organization contacts that you can quickly retrieve when scheduling meetings. Only you can view your personal contacts. All organization users can view your organization contacts.

You can also define contact groups to divide users into groups for easier management and quicker access.

- [How to Manage Your Personal Contacts List, page 5-1](#)
- [How to Manage Your Organization Contacts List, page 5-3](#)
- [How to Manage Contact Groups, page 5-4](#)

How to Manage Your Personal Contacts List

- [Creating or Modifying a Personal Contact, page 5-1](#)
- [Removing a Personal Contact, page 5-3](#)
- [Searching for a Personal Contact, page 5-3](#)

Creating or Modifying a Personal Contact

The Address Book section is hidden by default. If you cannot see this section, contact your system administrator.

Procedure

- Step 1** Click **Address Book** in the sidebar menu.
- Step 2** Click **Private**.
- Step 3** Click the link in the Name column for the contact you require, or click **Add** to create a new contact profile.
- Step 4** Enter the first name, last name and e-mail address of the contact in the relevant fields.

If you provide a phone number for the contact, you do not have to enter an e-mail address in the E-mail field.

- Step 5** Select a terminal type used by the contact.
Available fields and options vary according to terminal type.
- Step 6** If you select the IP (H.323) terminal type:
- Enter the E.164 number or IP address of the new terminal in the **IP Phone Number** field.
 - Select the maximum speed for the terminal connection to the network for video meeting in the **Bandwidth** field.
- Step 7** If you select the PSTN/ISDN terminal type:
- Enter the international access code for the ISDN terminal in the **Country Code** field.
 - Enter the local area code of the ISDN terminal in the **Area Code** field. If the local area code begins with 0, do not include the 0 in the area code.
 - Enter an ISDN phone number in the **Number** field.
 - Select the maximum speed for the terminal connection to the network for video meeting in the **Bandwidth** field.
 - Select **Restricted Mode** to apply the convention of using multiples of 56 Kbps instead of multiples of 64 Kbps.
- Step 8** If you select the Dual (H.320 and H.323) terminal type:
- Enter the E.164 number or IP address of the new terminal in the **IP Phone Number** field.
 - Enter the international access code for the ISDN terminal in the **Country Code** field.
 - Enter the local area code of the ISDN terminal in the **Area Code** field. If the local area code begins with 0, do not include the 0 in the area code.
 - Enter an ISDN phone number in the **Number** field.
 - Select the maximum speed for the IP terminal connection to the network for video meeting in the **IP Bandwidth** field.
 - Select the maximum speed for the ISDN terminal connection to the network for video meeting in the **ISDN Bandwidth** field.
 - Select **Restricted Mode** to apply the convention of using multiples of 56 Kbps instead of multiples of 64 Kbps.
- Step 9** If you select the IP (SIP) terminal type, provide the following information:
- Enter a SIP URI for the user.
 - Select the maximum speed for the terminal connection to the network for video meeting in the **Bandwidth** field.
- Step 10** Click **Group** to associate a contact with a group defined under Address Book > My Groups.
- Step 11** Click **Select Groups** and use the arrow buttons to move entries between the Available Groups and Selected Groups lists.
- Step 12** Click **OK** to save your changes.
The contact appears in the relevant group list and is added to your personal address book.
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Removing a Personal Contact

Procedure

- Step 1** Click **Address Book** in the sidebar menu.
- Step 2** Click **Private**.
- Step 3** Select the check box next to the name of the contact you want to delete.
- Step 4** Click **Delete** and then **OK**.
- The contact is permanently deleted from your address book.
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Searching for a Personal Contact

Procedure

- Step 1** Click **Address Book** in the sidebar menu.
- Step 2** Click **Private**.
- Step 3** Enter the partial or complete name of the contact in the **Name** field.
- Step 4** From the **In Groups** list, select **All Groups** or a group in which to search for the contact.
The groups displayed in this list are defined at Address Book > My Groups.
- Step 5** Click **Search**.
Search results are listed.
- Step 6** To return to the complete list of contacts, clear the Name field, and then click **Search**.
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How to Manage Your Organization Contacts List

- [Viewing All Users in Your Organization, page 5-3](#)
- [Searching for a Contact in Your Organization, page 5-4](#)
- [Adding an Organization Contact to your Personal Address Book, page 5-4](#)

Viewing All Users in Your Organization

Procedure

- Step 1** Click **Address Book** in the sidebar menu.
- Step 2** Click **Public**.
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Searching for a Contact in Your Organization

Procedure

- Step 1** Click **Address Book** in the sidebar menu.
 - Step 2** Click **Public**.
 - Step 3** Enter the partial or complete name of the contact in the **Name** field.
 - Step 4** From the **In Groups** list, select **All Groups** or a group in which to search for the contact.
 - Step 5** Click **Search**.
Search results are listed.
 - Step 6** To return to the complete list of contacts, clear the Name field, and then click **Search**.
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Adding an Organization Contact to your Personal Address Book

You cannot edit a public contact record. You can add a public contact to your personal address book.

Procedure

- Step 1** Click **Address Book** in the sidebar menu.
 - Step 2** Click **Public**.
 - Step 3** Select the check box next to the name of the contact you want to add to your personal address book.
 - Step 4** Click **Add to Private**.
The **Private** tab opens and the contact appears in the list.
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How to Manage Contact Groups

- [Creating or Modifying a Group, page 5-4](#)
- [Removing a Group, page 5-5](#)
- [Searching for a Group, page 5-5](#)

Creating or Modifying a Group

Procedure

- Step 1** Click **Address Book** in the sidebar menu.
- Step 2** Click **My Groups**.
- Step 3** Click the link in the Name column for the group you require, or click **Add** to create a new contact profile.

- Step 4** Enter a name for the group and use the arrow buttons to move entries between the Available Contacts and Selected Contacts lists.
- Step 5** Click **OK**.
- The group appears in the My Groups tab. All selected contacts are included in the group. The In Groups list on the Private and Public tabs includes the new group.
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Removing a Group

Procedure

- Step 1** Click **Address Book** in the sidebar menu.
- Step 2** Click **My Groups**.
- Step 3** Select the check box next to the name of the group you want to delete.
- Step 4** Click **Delete** and then **OK**.
- The group is permanently deleted from your address book.
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Searching for a Group

Procedure

- Step 1** Click **Address Book** in the sidebar menu.
- Step 2** Click **My Groups**.
- Step 3** Enter the partial or complete name of the group in the **Name** field.
- Step 4** Click **Search**.
- Search results are listed.
- Step 5** To return to the complete list of groups, clear the Name field, and then click **Search**.
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