Contacts

Contacts Overview

Depending on configuration, the conference station provides corporate and personal contacts directories:

- Corporate Contacts: Supports a global corporate directory that you can access on the conference station. Your system administrator sets up and maintains this feature.

- Personal Contacts: If available, supports a personal address book. You can configure and access entries from your conference station and from Cisco Unified Communications Manager Self Care Portal.

Corporate Directory

You can use a corporate directory to place calls to coworkers. You can dial a call from the corporate directory even if you are on another call.

The system administrator sets up and maintains the directory.

Tips

Use the numbers on your keypad to enter characters on the conference station screen and use the Navigation bar to move between input fields.

Dial Contact from Search

Procedure

Step 1   Press **Contacts**.

Step 2   Use the Navigation bar and Select button to scroll and select **Corporate Directory**.

Step 3   Select any of these criteria to search for a coworker:

- First name

- Last name

- Number

Step 4 Enter the search criteria information, press **Search**, and select a contact.

Step 5 To dial a contact, perform one of these actions:

- Press **Dial**.

- Press the contact label number.

- Press the **Call** key on the DCU.

Dial Contact from Search During an Active Call

Procedure

Step 1 Press **Contacts**.

Step 2 Use the Navigation bar and Select button to scroll and select **Corporate Directory**.

Step 3 Select any of these criteria to search for a coworker:

- First name

- Last name

- Number

Step 4 Enter the information, then select **Search** > **Dial**.

Step 5 Perform one of these actions to handle the original call:

- Dial the second call to automatically put the first call on hold.

- Press **Transfer** to transfer the first party to the second and drop yourself from the call. To complete the action, press **Transfer** again after dialing.

- Press **Conference** to create a conference call with all parties, including you. To complete the action, press **Conference** again after dialing.

- Press **End Call** to disconnect the first call and dial the second.

Personal Directory

The personal directory, or address book (PAB), contains a list of your personal contacts.

The PAB supports a maximum of 99 entries. For each entry you can store:

- Contact name
- Phone number

There are two ways to set up and maintain your personal directory:

- Directly on the conference station
- Using Cisco Unified Communications Manager Self Care Portal

The system administrator provides the user ID and the PIN that you use to log into the personal directory.

Tips

- Personal Directory automatically logs you out after a certain amount of time. This time limit can vary. For more information, contact your system administrator.
- Use the numbers on the keypad to enter characters on the conference station screen.
- Use the Navigation bar button on the conference station to move between input fields.

The conference station may be set up for international call logging, which is indicated by a plus (+) symbol on the call logs, redial, or call directory entries. For more information, contact your system administrator.

Personal Directory Options

The following sections describe the personal directory options.

Sign In and Out of Personal Directory

The conference station automatically logs you out of the PAB after a certain amount of time. This time limit can vary. For more information, contact your system administrator.

Procedure

Step 1	Press **Contacts**.
Step 2	Use the Navigation pad and Select button to scroll and select **Personal Directory**.
Step 3	Enter the user ID and PIN provided by your system administrator and press **Submit**.
Step 4	To logout, select **Log Out**, press **Select**, and then press **OK**.

Add Personal Directory Entry

Procedure

Step 1	Press **Contacts**.
Step 2	Sign in to Personal Directory.

Step 3	Select **Personal Address Book**. The Search for an entry screen displays.
Step 4	Press **Submit**.
Step 5	Press **New**. You may need to press **More** first.
Step 6	Enter the Name information.
Step 7	Press **Phones** and enter the phone numbers. Make sure you include any required access codes, such as 9 or 1.
Step 8	Press **Submit** to add the entry to your personal directory.

Related Topics

Search for Entry in Personal Directory

Procedure

Step 1	Press **Contacts**.
Step 2	Sign in to Personal Directory.
Step 3	Select **Personal Address Book**.
Step 4	Select the search criteria and press **Submit**.

Related Topics

Dial Number from Personal Directory

Procedure

Step 1	Press **Contacts**.
Step 2	Sign in to Personal Directory.
Step 3	Select **Personal Address Book** and search for an entry.
Step 4	Select the personal address book entry that you want to dial.
Step 5	Press **Select**.
Step 6	Press **Dial**.

Delete Personal Directory Entry

Procedure

Step 1	Press **Contacts**.
Step 2	Sign in to Personal Directory.
Step 3	Select **Personal Address Book** and search for an entry.
Step 4	Press **Select**.
Step 5	Press **Edit**.
Step 6	Press **Delete**.
Step 7	Press **OK** to confirm the deletion.

Edit Personal Directory Entry

Procedure

Step 1	Press **Contacts**.
Step 2	Sign in to Personal Directory.
Step 3	Select **Personal Address Book** and search for an entry.
Step 4	Press **Select**.
Step 5	Press **Edit**.
Step 6	Modify the entry information.
Step 7	Press **Phones** to modify a phone number.
Step 8	Press **Update**.

Fast-Dial Codes with Personal Directory

Fast-Dial codes enable you to place calls quickly. You can assign a fast-dial code to an existing PAB entry, or you can assign a code directly to a phone number. Fast-Dial codes that are assigned to numbers rather than to PAB entries are labeled "raw" in Cisco Unified Communications Manager Self Care Portal. The following sections describe using the fast-dial codes with Personal Directory.

Assign Fast-Dial Code to PAB from the Phone

Procedure

Step 1	Sign in to Personal Directory.
Step 2	Use the Navigation bar and Select button to scroll and select an option.
Step 3	Enter the name information and press **Submit**.

Step 4   Select the name, then press **Select**.

Step 5   Press **FastDial**.

Step 6   Use the Navigation bar combined with **Next** and **Previous** to scroll and select a code.

Step 7   Press **Select** for a new fast-dial code that you want to assign to the number.

Place Call Using Fast-Dial Code

Procedure

Step 1   Sign in to Personal Directory.

Step 2   Select **Personal Fast Dials**.

Step 3   Scroll to the fast dial code that you want to dial.

Step 4   Press **Dial**.

Delete Fast-Dial Code

Procedure

Step 1   Sign in to Personal Directory.

Step 2   Select **Personal Fast Dials** and search for a fast-dial code.

Step 3   Select the fast-dial code to delete.

Step 4   Press **Remove**.