

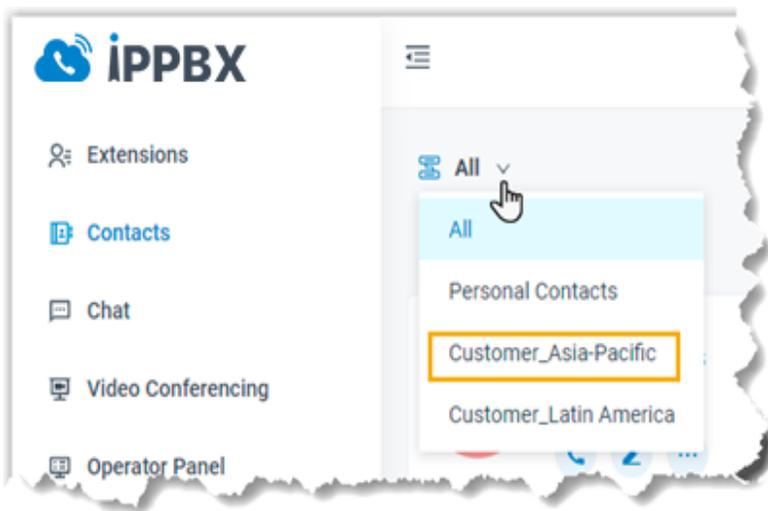
View and Manage Company Contacts

This topic describes how to view, add, edit, or delete company contacts in specific phonebooks on Network PBX Web Client.

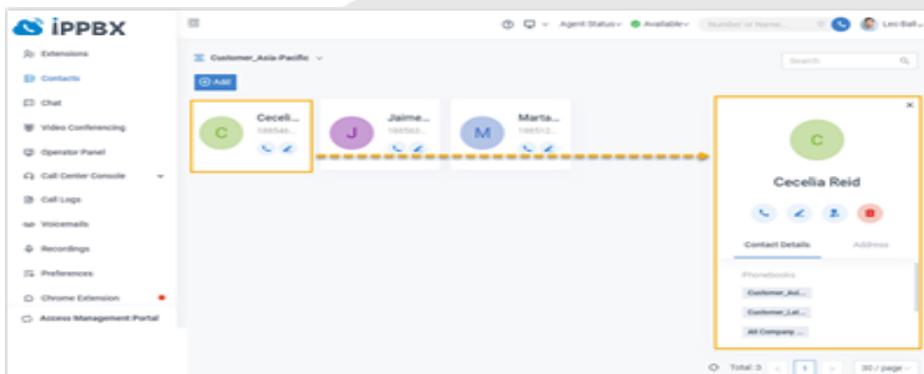
View a company contact

Before you get started, make sure system administrator has granted **View Phonebooks** permission to your extension.

1. Log in to Network PBX Web Client, click **Contacts**.
2. At the top-left corner of workspace, select a phonebook from the drop-down list of .



3. To view details about a specific contact, click the contact card.



Add a company contact

View and Manage Company Contacts

There are several ways for you to add a company contact:

[Add a company contact in a phonebook](#)

[Add a company contact from personal contacts list](#)

[Add a company contact from Call Logs](#)

[Add a company contact from Voicemail's list](#)

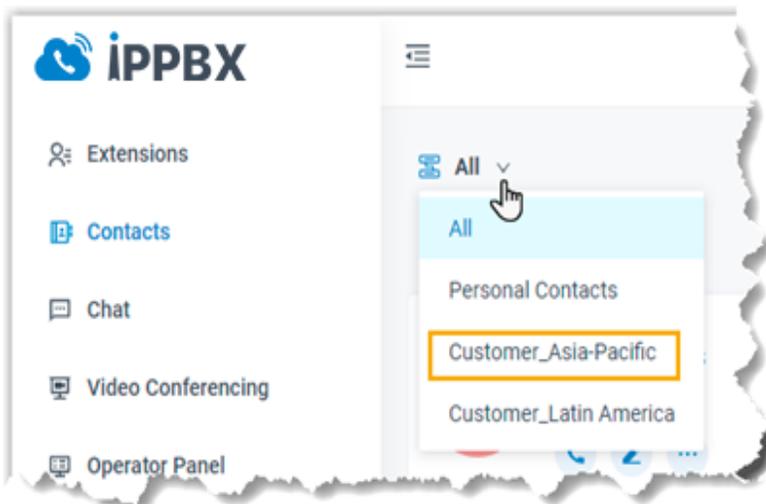
[Add a company contact from Recording's list](#)

Note: Before you get started, make sure system administrator has granted **Manage Phonebooks (Add, Edit, Delete)** permission to your extension.

Add a company contact in a phonebook

Select a phonebook that you are authorized to manage, and then add a company contact.

1. Log in to Network PBX Web Client, click **Contacts**.
2. At the top-left corner of workspace, select a phonebook from the drop-down list of .



3. Click **Add**, enter contact information, and then click **Save**.

Note: If your organization has a phonebook that contains all the company contacts, the contact will be automatically added to the phonebook.

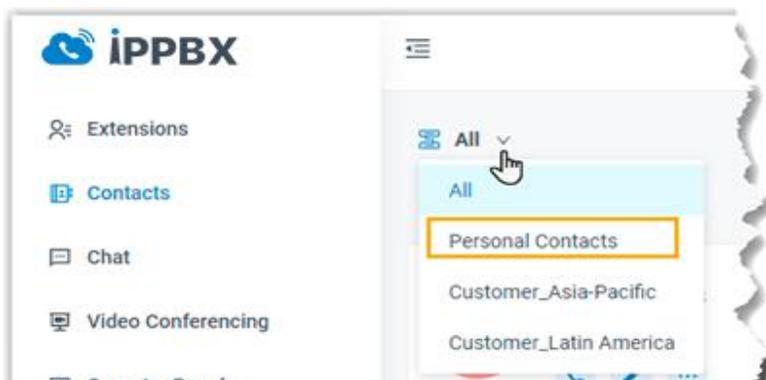
The contact is added to the relevant phonebooks.

View and Manage Company Contacts

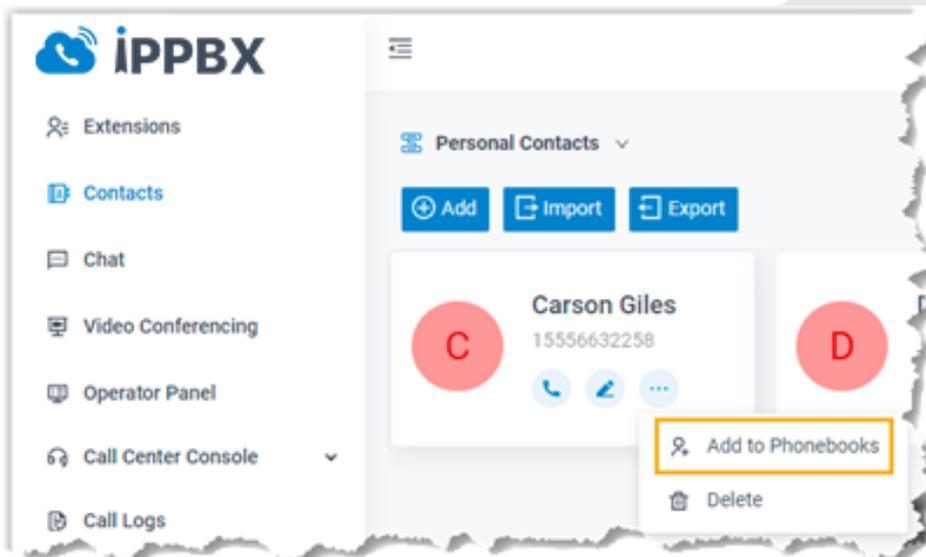
Add a company contact from personal contacts list

If you want to share a personal contact within your organization, you can add the contact to a company phonebook. Anyone who is allowed to view or manage the phonebook can see and reach the contact.

1. Log in to Network PBX Web Client, click **Contacts**.
2. At the top-left corner of workspace, select **Personal Contacts** from the drop-down list of .



3. Find the desired contact, click **...** and select **Add to Phonebooks**.



4. In the pop-up window, select the checkbox of a phonebook and click **Confirm**.

Note: Only the phonebooks that you are authorized to manage will be displayed on the page.

View and Manage Company Contacts

Phonebook Name	Phonebook Name
<input checked="" type="checkbox"/> Customer_Asia-Pacific	3

Total: 1 < 1 > 20 / page

Cancel Confirm

The page prompts "Added successfully", which indicates that the contact is added and phonebook is updated.

Add a company contact from Call Logs

1. Log in to Network PBX Web Client, click **Call Logs**.
2. Right click a record to add a company contact.
3. To add a new contact, do as follows:
 - a. Click **Add New Contact**.
 - b. In the **Add to** drop-down list, select **Company Contacts**; In the **Phonebook List** drop-down list, select a phonebook.
 - c. Enter contact information.
 - d. Click **Save**.
4. To add to an existing contact, do as follows:
 - a. Click **Add to Existing Contact**.
 - b. Select a phonebook from the drop-down list of .

Note: Only the phonebooks that you are authorized to manage will be displayed.

View and Manage Company Contacts

Add to Company Contacts/Phonebooks

Customer_Asia-Pacific ▾

All

Personal Contacts

Customer_Asia-Pacific

Search Search

	Email	Business
<input type="checkbox"/>		15556632258
<input type="checkbox"/>	cecelia@sample.com	18854690863
<input type="checkbox"/>	jaime@sample.com	18856302145
<input type="checkbox"/>	marta@sample.com	18851254209

Total :4 < 1 > 10 / page ▾

Cancel Confirm

- c. Select the checkbox of an existing contact.
- d. Click **Confirm** and **Save**.

Add a company contact from Voicemail's list

1. Log in to Network PBX Web Client, click **Voicemails**.
2. Right click a record to add a company contact.
3. To add a new contact, do as follows:
 - a. Click **Add New Contact**.
 - b. In the **Add to** drop-down list, select **Company Contacts**; In the **Phonebook List** drop-down list, select a phonebook.
 - c. Enter contact information.
 - d. Click **Save**.
4. To add to an existing contact, do as follows:
 - a. Click **Add to Existing Contact**.
 - b. Select a phonebook from the drop-down list of .

Note: Only the phonebooks that you are authorized to manage will be displayed.

View and Manage Company Contacts

Add to Company Contacts/Phonebooks

Customer_Asia-Pacific ▾

All

Personal Contacts

Customer_Asia-Pacific

Search Search

	Email	Business
<input type="checkbox"/>		15556632258
<input type="checkbox"/>	cecelia@sample.com	18854690863
<input type="checkbox"/>	jaime@sample.com	18856302145
<input type="checkbox"/>	marta@sample.com	18851254209

Total: 4 < 1 > 10 / page ▾

Cancel Confirm

- c. Select the checkbox of an existing contact.
- d. Click **Confirm** and **Save**.

Add a company contact from Recording's list

1. Log in to Network PBX Web Client, click **Recordings**.
2. Right click a record to add a company contact.
3. To add a new contact, do as follows:
 - a. Click **Add New Contact**.
 - b. In the **Add to** drop-down list, select **Company Contacts**; In the **Phonebook List** drop-down list, select a phonebook.
 - c. Enter contact information.
 - d. Click **Save**.
4. To add to an existing contact, do as follows:
 - a. Click **Add to Existing Contact**.
 - b. Select a phonebook from the drop-down list of .

Note: Only the phonebooks that you are authorized to manage will be displayed.

View and Manage Company Contacts

Add to Company Contacts/Phonebooks

Customer_Asia-Pacific ▾

All

Personal Contacts

Customer_Asia-Pacific

Search Search

	Email	Business
<input type="checkbox"/>		15556632258
<input type="checkbox"/>	cecelia@sample.com	18854690863
<input type="checkbox"/>	jaime@sample.com	18856302145
<input type="checkbox"/>	marta@sample.com	18851254209

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Cancel Confirm

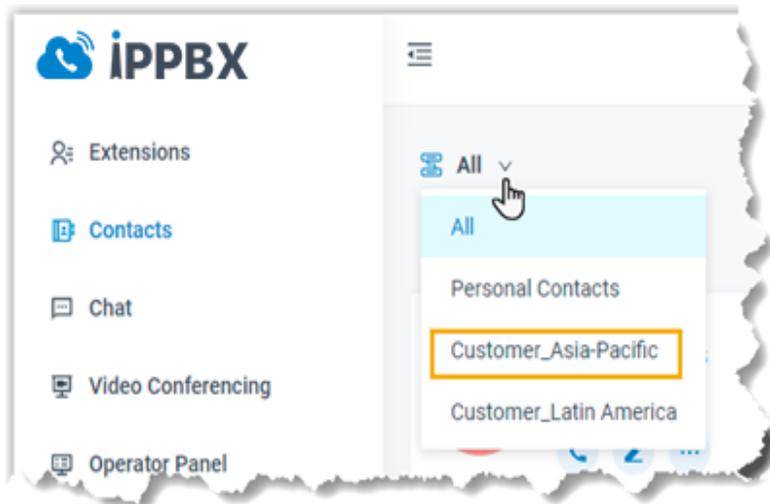
- Select the checkbox of an existing contact.
- Click **Confirm** and **Save**.

Edit a company contact

Before you get started, make sure system administrator has granted **Manage Phonebooks (Add, Edit, Delete)** permission to your extension.

- Log in to Network PBX Web Client, click **Contacts**.
- At the top-left corner of workspace, select a phonebook from the drop-down list .

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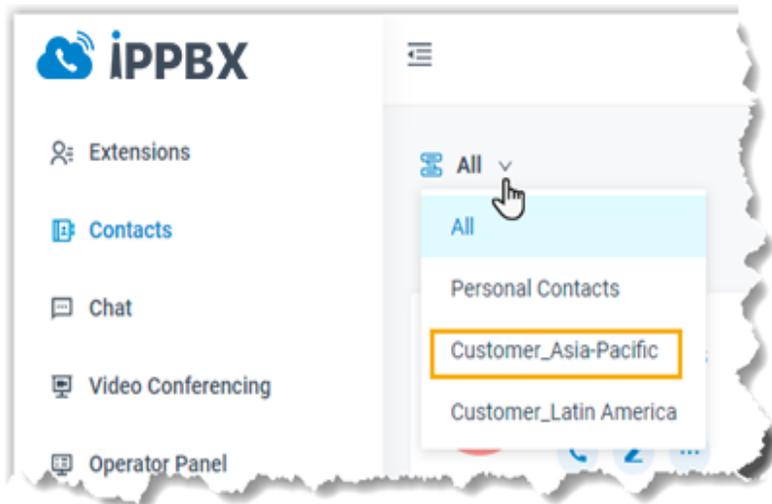
3. Find the desired contact, click  to edit the desired contact.
4. After you edit contact information, click **Save**.
The contact's information is updated.

Delete company contacts

Before you get started, make sure system administrator has granted **Manage Phonebooks (Add, Edit, Delete)** permission to your extension.

1. Log in to Network PBX Web Client, click **Contacts**.
2. At the top-left corner of workspace, select a phonebook from the drop-down list of .

View and Manage Company Contacts



3. Find the desired contact, click **...**, click **Delete** and **OK**. The contact is removed from the PBX system.