


Adding Contacts


You can add a contact manually or from a call list or from your corporate directory.

Adding Contacts Manually

New entries to the local contact directory are added to the top of the list.

To add a contact to the local contact directory manually:

1. Press the **Dir** soft key.
2. Select the local contact directory if it does not appear automatically by pressing .


3. Press .

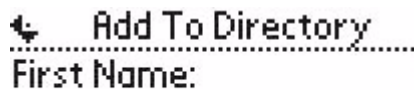
The Directory screen displays. **<New Entry>** displays at the top of the list.




Note

When adding the first contact, you do not need to press the **Up** arrow key.

4. Press  to add




5. Press  to enter a first name.
Entry to this field is alphabetic as denoted by **Abc**.







6. Enter the first name of the contact from the dial pad.




7. Press the **Ok** or **Cancel** soft keys to accept or cancel changes.
8. Press  to display the next field in the contact's entry.
9. Repeat steps 4 to 8 to enter the last name of the contact.
10. Repeat steps 4 to 8 to enter a contact number.
This is a required field and it must be unique (not already in the directory).
Entry to this field is number as denoted by **123**.




11. Repeat steps 4 to 8 to change the Speed Dial Index if desired.
It is automatically assigned to the next available index value.
For more information, refer to [Assigning Speed Dial Indexes](#) on page 3-14.
12. Repeat steps 4 to 8 to change the Ring Type and Divert Contact if desired.
These fields may be left blank.
For more information on setting the Ring Type field, refer to [Distinguishing Calls](#) on page 2-17.
For more information on diverting contacts, refer to [Diverting Calls](#) on page 2-18.
13. Repeat steps 4 to 8 to change the Auto Reject, Auto Divert, Watch Buddy, and Block Buddy if desired.

Use , , , or  to switch between Enabled and Disabled settings.

For more information on setting the Auto Reject field, refer to [Rejecting Calls](#) on page 2-17.





14. Press  to end contact's data entry.




15. Press the **Yes** or **Cancel** soft keys to accept or cancel changes.
16. Press  repeatedly to return to the idle display.

Adding Contacts From Call Lists



To add a contact to the local contact directory from a call list:

1. Do one of the following steps:
 - a Press the **Callers** soft key to view the Received Calls list.
 - b Press  to view the Placed Calls list.
2. Use  and  to scroll through the list to find the contact.
3. Press  to select the entry.



4. (Optional) Press the **Info** soft key.
- The name is displayed. The number, time and date when the call started, and call duration are accessible through use of .





5. (Optional.) Press  repeatedly to select the phone number.
6. Press the **Save** soft key to save the contact in the local contact directory.
7. Press  repeatedly to return to the idle display.

Note

At this point, you may want to go to the local contact directory, check whether the contact was saved correctly, and add missing fields.

Add Contacts From Corporate Directory


To add a contact to the local contact directory from the corporate directory:

1. Press the **Dir** soft key.
2. Press , then press  to select the corporate directory.
3. Search for the contact.
Refer to [Searching For a Contact](#) on page 2-15.

4. Press .




The contact's information appears on the graphic display.




5. Press the **Save** soft key to save the contact in the local contact directory.
“Entry saved” appears on the graphic display. Only the first name, last name, and phone number are saved.
If the contact already exists in the contact directory, “Entry already exists” appears.
6. Press  repeatedly to return to the idle display.

Editing Contacts

To edit a contact in the local contact directory:




1. Press the **Dir** soft key.
2. Select the local contact directory if it does not appear automatically by pressing .
3. Use  and  to scroll through the list to find the contact.

4. Press  to select the entry.



5. Press the Edit soft key.






6. Use  and  to scroll through the fields, then press  to select the field.




7. Make the desired changes.

The **Ok** soft key is not displayed until a change has been made. The **Cancel** soft key in this context will cancel the edit session for the entry and return to the screen before the **Edit** soft key was selected (see step 3).

Press  and  to place the cursor either at the beginning or end of the item respectively. Press  to move to the next field.



8. Press the **Ok** or **Cancel** soft keys to accept or cancel changes.

9. Press  repeatedly to return to the idle display.

Note

You can also edit a contact associated with a speed dial key by pressing and holding that speed dial key and then following the steps 5 to 7 above.