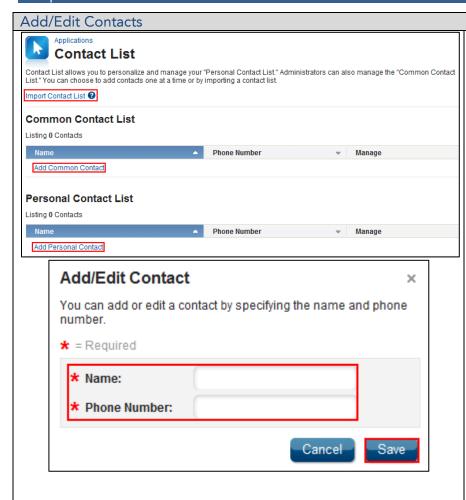## Feature Description

**Contact List** allows customization and management of a personal contact list. This feature is available with the VoiceManager Office and Anywhere packages, and IP Centrex service.

## Solution

Make fast work of managing business contacts! Quickly and easily personalize and manage a contact list using the Contact List feature. Administrators can also manage the Common Contact List that is accessible to all employees.

## Setup

### Add/Edit Contacts



1. Log in to **VoiceManager** MyAccount.
2. Click the **VoiceManager Tools** menu in the left navigation bar.
3. Click the **Applications** tab.
4. Under the **VoiceManager Toolbar** section, click the **Contact List** link.
5. To import a contact list from a saved file, click the **Import Contact List** link.
6. To add contacts one at a time as a User click the **Add Personal Contact** link.
7. Administrators, click the **Add Common Contact** link to add contacts one by one.
8. Enter the **Name** of the contact in the field provided.
9. Enter the associated **Phone Number**.
10. Click the **Save** button.

**Result:** A message indicates your contact added successfully.