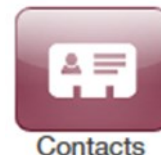


Hosted PBX by Golden West

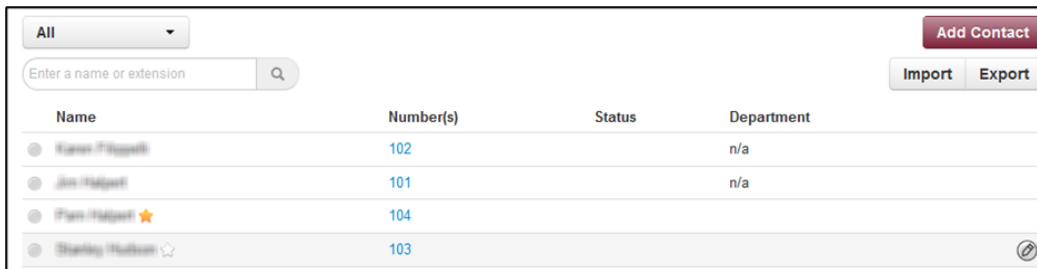
Contacts

By default, contacts contain all the extensions on your system. However, you can add contacts to enable easier access to everyone you need to reach.

You configure contacts using the Contacts page. To display this page, click the **Contacts** icon at the top of the page:



The following figure shows an example of a Contacts page. The sections following the figure describe the key areas on the page.

A screenshot of a web interface for managing contacts. At the top left is a dropdown menu set to "All". To its right is a search bar with the placeholder text "Enter a name or extension" and a magnifying glass icon. Further right are two buttons: "Add Contact" (red) and "Import" (grey). Below these is a table with four columns: "Name", "Number(s)", "Status", and "Department". The table contains four rows of contact data. The third row has a star icon next to the name, and the fourth row has a checkmark icon. A small circular icon with a plus sign is in the bottom right corner of the table area.

| Name | Number(s) | Status | Department |
|-------------------|-----------|--------|------------|
| Kevin Fitzgerald | 102 | | n/a |
| Jim Halpern | 101 | | n/a |
| Flan Halpern ★ | 104 | | |
| Stanley Halpern ✓ | 103 | | |