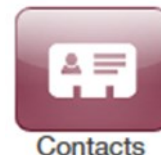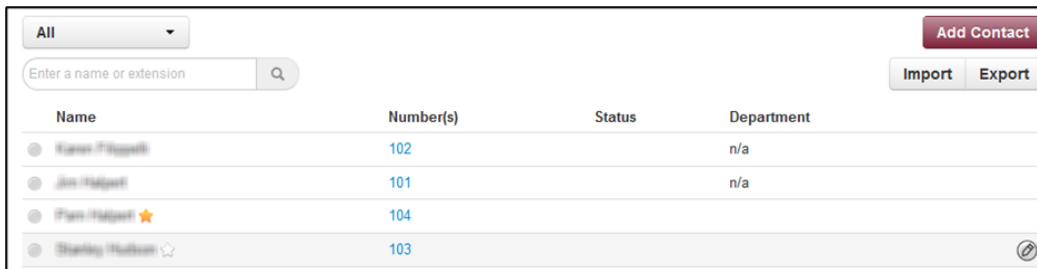# Hosted PBX by Golden West

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.

Contacts

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.