


Personal Contacts

Overview

This section covers adding contacts that can be quickly added to new conference rooms. The personal contacts included are specific to the **User's** account that is logged into the web portal, so depending on the **User's** permission they may or may not be able to view or modify other people's contacts.

Adding a New Personal Contact

- 1) Start by navigating to the **Personal Contact** screen from the navigation panel.
- 2) Next, click the **New Contact** button and enter the information as defined in the table below.

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	Field	Type	Description
Required	First Name	Field	First name of Contact
	Last Name	Field	Last Name of Contact
	Email	Field	Email address of Contact (for notification)
Optional	Phone Number	Numerical Phone Number	Phone number of contact (as shown on their Caller ID)

- 3) Click the **Save New Contact** button. Afterwards, you will see a message stating **Changes Saved.**

Removing a Personal Contact

- 1) Click on the red **X** under the delete column corresponding to the **Personal Contact** you wish to delete.
- 2) A confirmation pop-up will appear confirming that this is the **Personal Contact** you wish to delete. Click **OK**. Afterwards, you will see a message stating **Changes Saved**.

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