

# 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.

[image.png](#)

	Field	Type	Description
<b>Required</b>	First Name	Field	First name of Contact
	Last Name	Field	Last Name of Contact
	Email	Field	Email address of Contact (for notification)
<b>Optional</b>	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**.

[image.png](#)

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