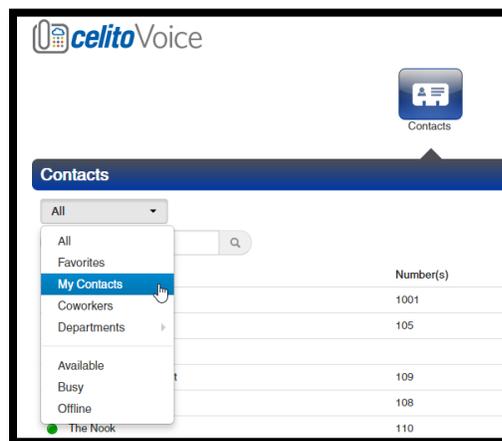


How To: Add Entries to Company Contacts

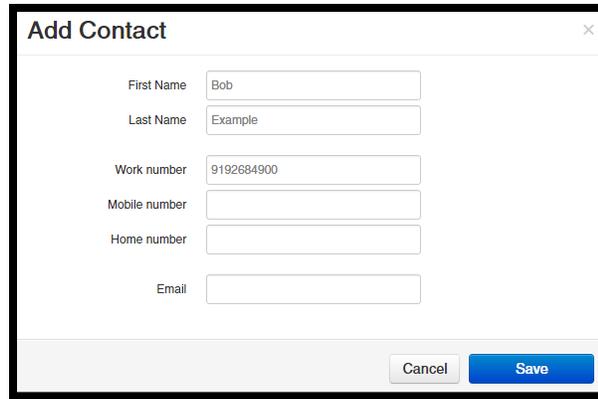
Company Contacts is a shared directory that is visible on all phones throughout your company. It is intended for you to add contacts that your company frequently calls, or that frequently call you.

It can take up to 2 hours for a new contact to show up on all phones.

1. Browse to the celito voice web portal at <http://login.celitovoice.net>.
2. Log in to the web portal using the dedicated Company Contacts account.
 - a. Rather than logging in with your account, you will be provided a separate account that is used only for adding contacts. You can share this login information with anyone that you want to have access to add/remove/edit company contacts.
3. After logging in you will see a list of all of your internal contacts, as well as any company contacts that you may have already added. You may hide the list of internal contacts from view by selecting the dropdown for "ALL" and changing it to "My Contacts."



4. To add contacts one at a time, simply click "Add Contact," fill out the necessary information, and click "Save."
 - a. First Name and Last Name are required fields, but it does not have to be an actual person's name.
 - b. Work number, mobile number, and home number will all show up as different numbers tied to the same contact, however the phone won't indicate which one is work, mobile, or home.



Add Contact [X]

First Name

Last Name

Work number

Mobile number

Home number

Email

5. To add contacts in bulk from a CSV click on “Import,” select your file, and then click “Import.”
 - a. The system will attempt to match up your imported file to the required fields. If it is failing to do so then you may need to try a different file format, or it may be necessary to add them one at a time.