

# HOW TO ADD PERSONAL PHONEBOOK/ CONTACTS ENTRIES

Ncontrol enables the individual extension user the ability to customise some of the programmable features of their extension without the need for configuration change by an Administrator. Access to Ncontrol is an option in the Admin Portal. Fig 1

Ncontrol access is through a web portal:  
<https://ncontrol.nfon.com/en/login>

Identifier is Customer K account

Extension No

Voicemail Password

Tick

Select

Once logged in:

Select 'PHONEBOOK'

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## CONTACTS:

The 2<sup>nd</sup> tab from the left, there are Two Contact Options:

**ALL:** composed of the System Directory (Phonebook) and includes Internal Extension numbers

**PRIVATE:** entries made by that Extension and only visible by this Extension (and Administrator).

Both offer 'Click2Dial' by selecting the Entry and clicking on the 'dial' symbol

If I select the PRIVATE tab, I get the option to select 'Add Contact' where I can enter a name and telephone number. The ALL section cannot be changed through Ncontrol. **Please note the telephone number format.**