

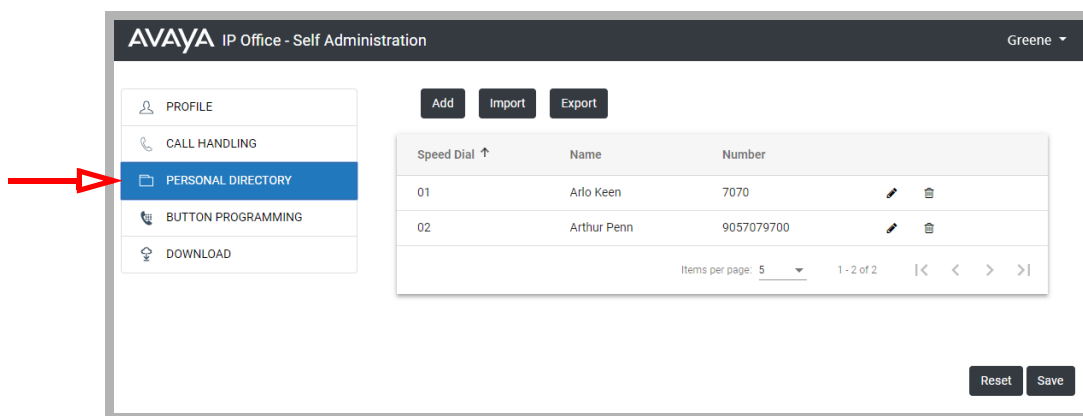
## Your User Directory

### I WOULD LIKE TO...

You can setup a personal directory through the Self Administration console. This allows you to more easily connect with your most common contacts.

### USER PROFILE: USER DIRECTORY

- Launch Web Manager and login using your Self Administration credentials.
- On the personal account details page, go to the **Personal Directory** tab.



### ADDING A CONTACT TO THE DIRECTORY

- Click **Add**, or the **Edit** icon  beside an existing contact.

The 'Personal Directory' form has three input fields: 'Speed Dial' with a dropdown menu showing '01', 'Name' with a text box containing 'Arlo Keen', and 'Number' with a text box containing '7070'. At the bottom right are 'Cancel' and 'Save' buttons.

**Speed Dial:** This field allows you to select a quick code that you can use to dial this contact. Choose a code from the list. To call this contact, just dial this 2-digit code.

**Name:** Put the contact's name in this field.

**Number:** Enter the telephone number or the extension for this contact. When you select their name from the directory, or when you use the Speed Dial code, this is the number that will be dialed.

- When you are ready, click **Save**.

## IMPORTING A CONTACT LIST

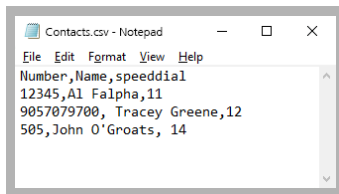
If you already have a contact list that you want to use, possibly exported from an older phone system, you can easily import those contacts into Avaya Cloud.

A contact list can be imported if it has been exported / saved in the CSV\* (comma delimited) format. The first line of the file must include the titles for each field: Name, Number, SpeedDial. No additional fields can be included.

The file can be created in Windows Notepad, Microsoft Excel (Save as CSV), or exported from another program providing it follows these rules.

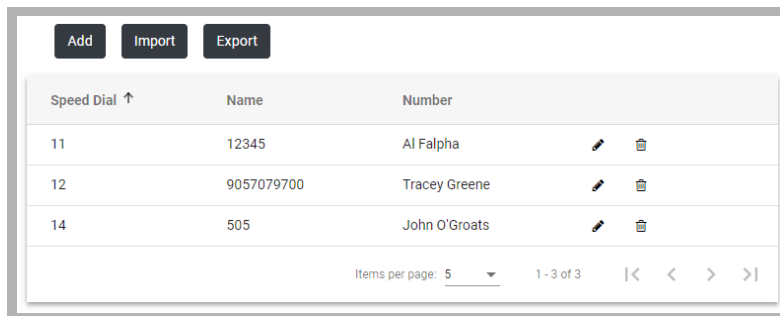
\* **CSV**: Files in this format have a single data record on each line (i.e. all of the data for one contact), with each piece of data separated by a comma (i.e. name, number, email).

For example:



|   | A          | B             | C         |  |
|---|------------|---------------|-----------|--|
| 1 | Number     | Name          | speeddial |  |
| 2 | 12345      | Al Falpha     | 11        |  |
| 3 | 9057079700 | Tracey Greene | 12        |  |
| 4 | 505        | John O'Groats | 14        |  |
| 5 |            |               |           |  |

- Click **Import**, and direct the program to the CSV file that contains your contact data. If the file has been formatted correctly, the data will be imported to Avaya Cloud.



- When you have added all of your contacts, click **Save**.