

Quick Reference Guide

Adding a number to our Private Contacts

This guide will explain how to add a contact to your Private Contacts List (Phonebook.) Please note that these contacts will only be available for you to see.

Adding a contact

1. Press the **“Phone Book”** button on your phone. This button has a small book icon on it.
2. Use the left hand side of the **Foxkey** to press **“Select”** on **Private Contacts**.
3. Use the left hand side of the **Foxkey** to press **“New”**.
4. Enter the name of the speed dial using the letters on the dial pad (i.e press the 5 key three times for the letter “L”)\
5. Enter the number of the speed dial using the dial pad.
6. After you have finished, use the left hand side of the **Foxkey** to press **“Save”**.
7. Press the **“C”** key to return to your private contacts.
8. If you wish to enter another contact, use the right hand side of the **Foxkey** to scroll across, they use the **Foxkey** to select **“New”**. Otherwise, press the **“C”** key again to return to the main screen.

© Telequip 2016