

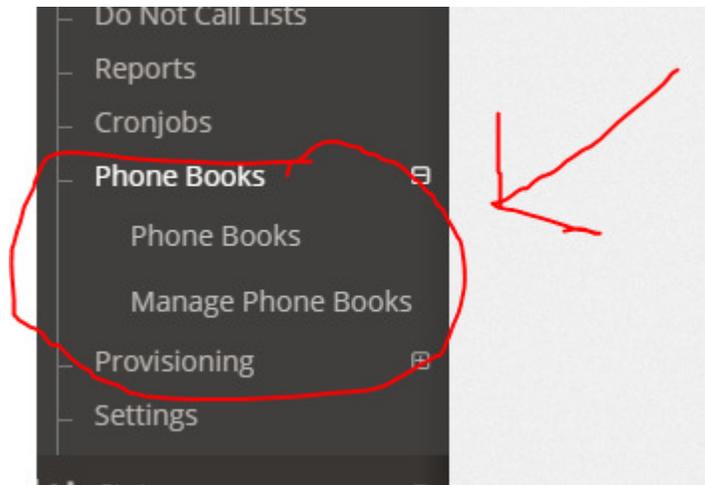


## Manage Phone Books

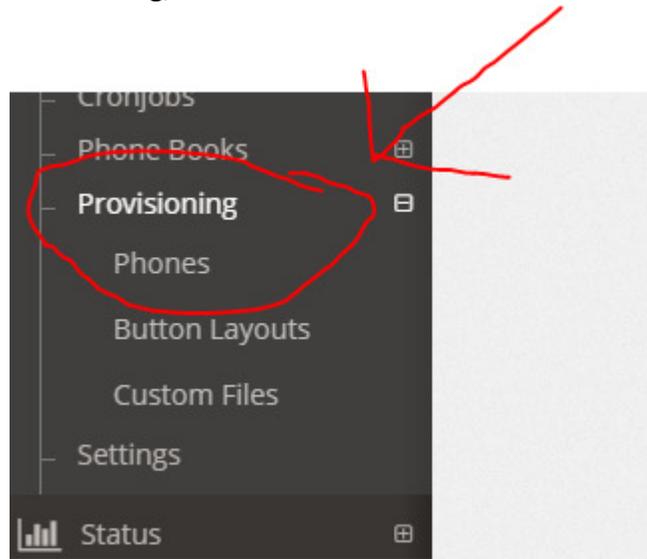
Phone Books are now managed from the PBX on a global basis. You can have as many different phone books as you wish and manage which extensions have access to the different phone books. The only exception is the "Default" phone book which is made up of all extensions in your PBX and will be available on all phones.

1. You will need your PBX Management Login, then visit our website at [www.themobilepcguys.com](http://www.themobilepcguys.com), then Support, then Logins and then select your Cluster number to login.

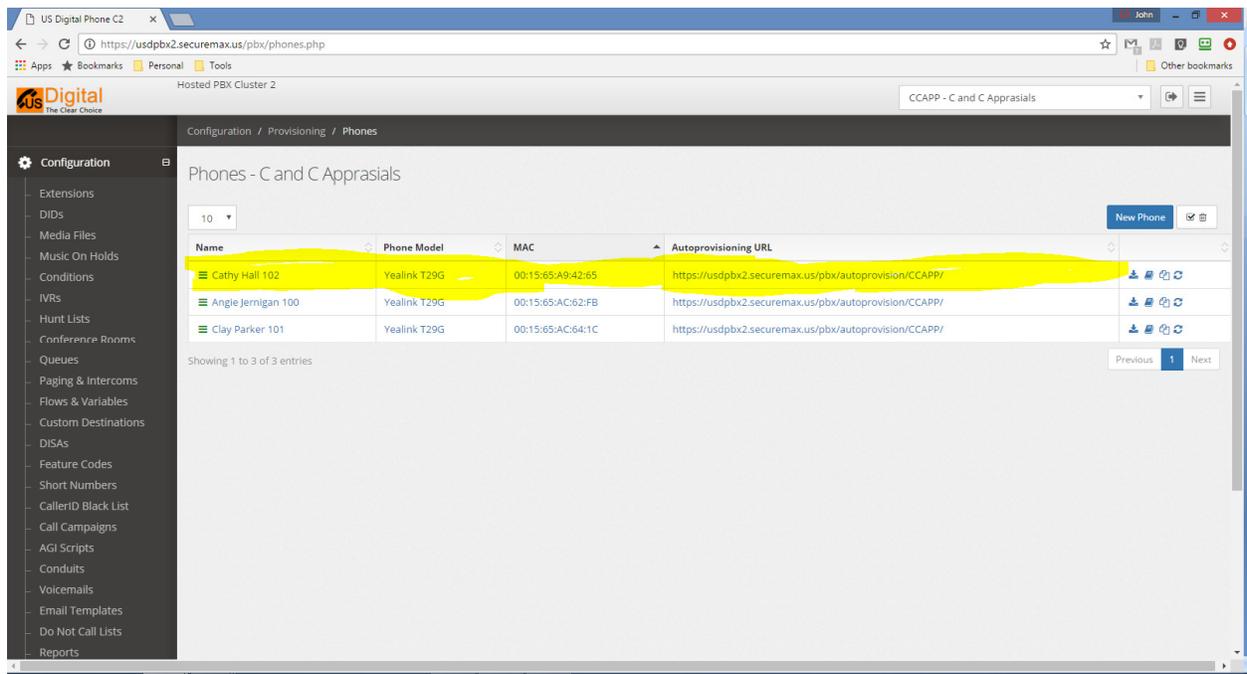
2. Once you have logged into the PBX, go to Configuration, then Phone Books. Once on this tab you will have two choices Phone Books and Manage Phone Books. From here you can create and manage numerous phone books.



3. You will need to decide which phones can see certain phone books. For this step, we will go to Configuration, then Provisioning, then Phones



4. Next click on the Phone you wish to manage.



Then drill down on the equipment settings.

Add the Phone Books that you want this phone set to have access. Then Save. Remember Desk Phones show the different phone books you allow them to access. However Cordless phones combine all allowed phone books together into one.