

**xln** | cloud voice  
Phonebook  
Set Up Guide

You will have received username and password and a link to the Cloud Voice portal via email from a member of the XLN team.


**Log-in** to the portal using the link, username and password provided.

Please Login

Username

Domain

Password

 Login

Once you have logged in, click **Sites** on the top navigation bar followed by the **green search button**.

You should then see the name of the site that has been created for you.

Choose the site name by pressing the **Select** button and then click the **Features** button on the navigation bar on the left.

Companies Sites Employees Employee Groups

Company: SYX08424 XLN1234567  
Site: Sheffield Test2

Site Selection Site List

Features

Feature Assignment

Profile

Device Management

Dashboard

✓ Success: Successfully set site.

Search By Site Name...

3 Sites found. Displaying all Sites.

Site Name	Service ID	
Sheffield Test2	Sheffield Test2	Select
TEST BED NEW	TEST BED NEW	Select
XLN Sheffield Test	XLN Sheffield Test	Select

On the features list, scroll down to **Group Contacts**.  
Click **Configure** next to Group Contacts.

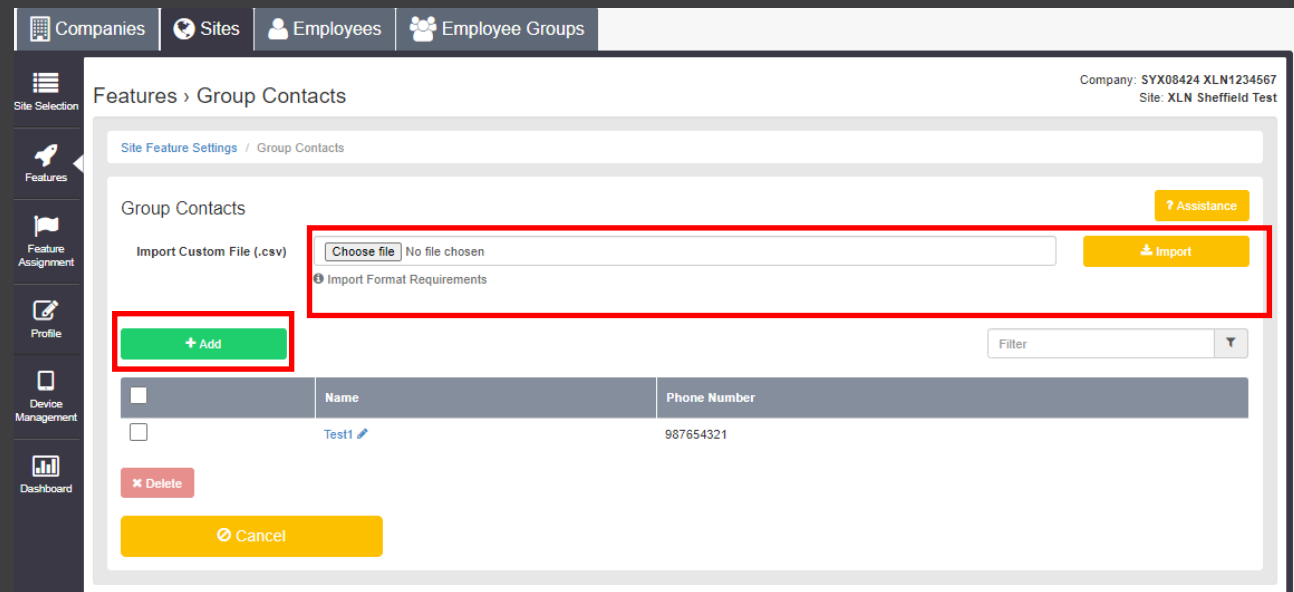
The screenshot displays the 'Features' configuration page in the Phonebook Set Up Guide. The page is divided into several sections:

- Navigation Bar:** Includes 'Companies', 'Sites', 'Employees', and 'Employee Groups' tabs.
- Header:** Shows 'Features' and 'Company: SYX08424 XLN1234567 Site: XLN Sheffield Test'.
- Left Sidebar:** Contains navigation icons for 'Site Selection', 'Features' (highlighted with a red box), 'Feature Assignment', 'Profile', 'Device Management', and 'Dashboard'.
- Main Content Area:**
  - Call Groups:** A list of features including Auto Attendants, Call Centres, Call Pickup Groups, Flexible Seating Host, Group Paging, Hunt Groups, and Series Completion. Each item has a 'Configure' button.
  - Contacts:** A list of features including Company Contacts, Group Contacts (highlighted with a red box), and Phone Services. Each item has a 'Configure' button.

If you have a file, with all the names and numbers already, you can upload them by selecting **Choose file**.

Hover over the 'I' where it will advise what format the file needs to be in.

Once you have selected the file, click **Import**.



To input contacts one at a time, click on **Add**.

Enter the name and the number of the contact and click **Save**.

