xln | for small business

xln | cloud voice
Phonebook
Set Up Guide

xln | cloud voice

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.

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

Click **Configure** next to Group Contacts.

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**.

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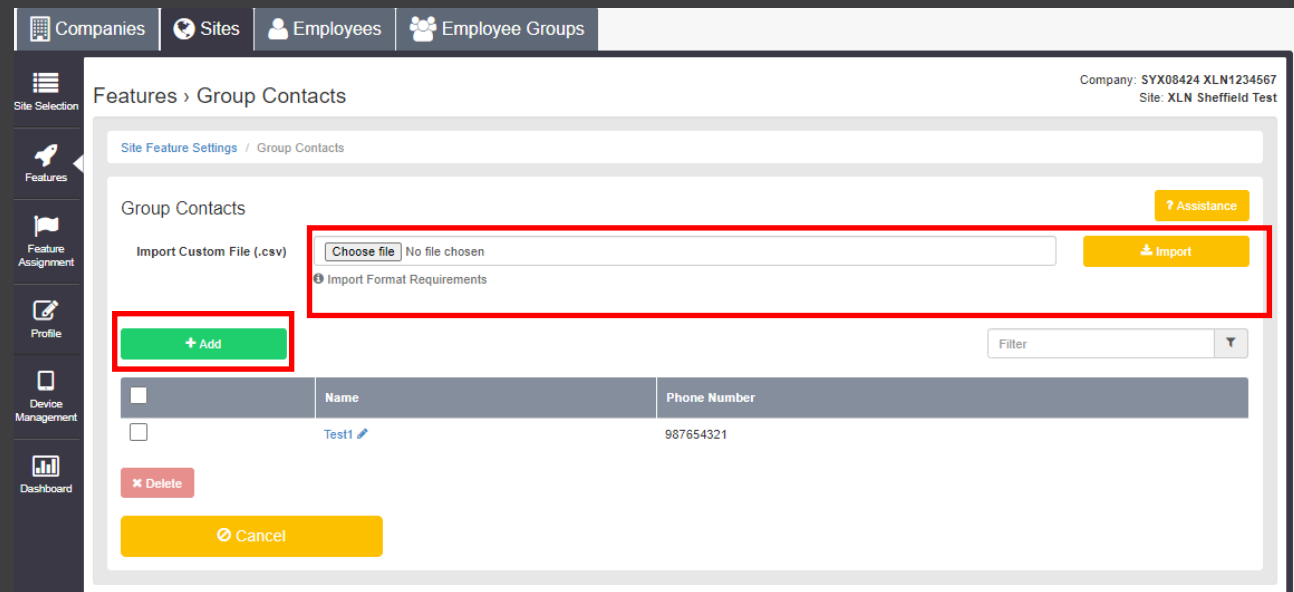
To input contacts one at a time, click on **Add**.

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