Adding a contact into phone's contact directory

1. **Access Contacts App**: Locate and open the Contacts application on your Grandstream phone. It may be labeled as "Contacts" or "Address Book."
2. **Create New Contact**: Look for an option to add a new contact. This is typically represented by a "+" or "Add" button. Select this option to begin adding a new contact.
3. **Enter Contact Information**: You'll be prompted to enter the contact's information. This typically includes the contact's name, phone number, and any other relevant details such as email address or organization. Use the phone's keypad or on-screen keyboard to input the information.
4. **Save Contact**: After entering the contact's information, look for a "Save" or "Done" button to save the contact. Press this button to save the contact to your phone's address book.
5. **Verify Contact**: Once the contact is saved, you should see it listed in your contacts list. You may be able to view and edit the contact details if needed.
6. **Optional: Assign Speed Dial or Group**: Depending on your phone's features, you may have the option to assign the contact to a speed dial number or group. This can make it easier to quickly access the contact when needed.
7. **Repeat for Additional Contacts**: If you have more contacts to add, repeat the above steps for each new contact you want to add to your phone.

That's it! You've successfully added a contact into your Grandstream phone. You can now easily access and call this contact whenever needed.

SM Communications
10 Spire Chase, Sudbury, Suffolk
CO10 1PZ

T: 01787 736047 EXT: 301
E: support@smcommunications.uk
W: www.smcommunications.tech