

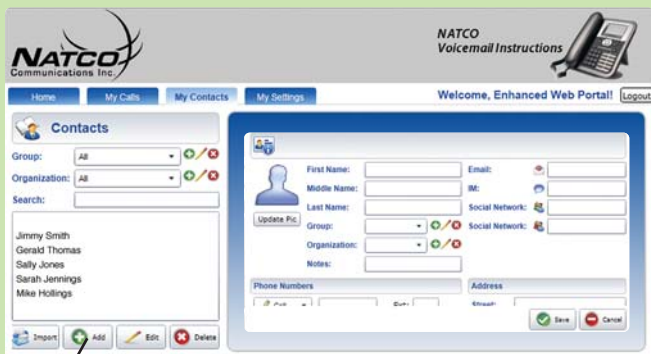
NATCO'S ONLINE VISUAL VOICE MAIL PORTAL

My Contacts Tab

Want To See How It Works?
Check out the voice mail portal demo video
online at www.natconet.com/vmportal

The “My Contacts” tab is where you manage your address book. Every contact in the address book can be associated with valuable contact information.

- Multiple land and wireless numbers
- Email addresses
- Contact photos
- Associate contacts by group and/or organization
- Contacts address can link with Google Maps™ mapping service



To create a new contact - click the “Add” button (lower left of page.) A form will appear (on right) that allows you to enter contact information. To add a contact photo, you must first save the new contact. Then click the person image. Select the file you would like to add and follow the prompts. Once you enter a contact address, it will appear as an underlined link. To open the address in Google Maps™ mapping service, double-click the link.

To create a Group or Organization (to associate the contact with), click the green “+” button, select an existing Group or Organization (scroll down the drop-down menu). To delete the associated Group or Organization click the red “x.” Click the save button (lower right of screen) to add the new contact.

(continued on reverse)

To import an existing address book or contact - click the "Import" button (bottom left of screen.) Select the file you would like to import and follow the prompts.



To edit a contact - highlight the contact name in the name list (lower left). Click the "Edit" button below the list, and make changes to the entries at the right and click save.



To delete a contact - highlight the contact name in the name list (lower left). Click the "Delete" button below the list. A confirmation box will come up; click "okay" to delete the contact from your address book.

A shortcut to the Calls screen (bottom right) can be utilized for the other Call list features and will bring you to the Home tab if you click on an item in the list.

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