



CALLISTO⁺

PHONEBOOK

USER MANUAL



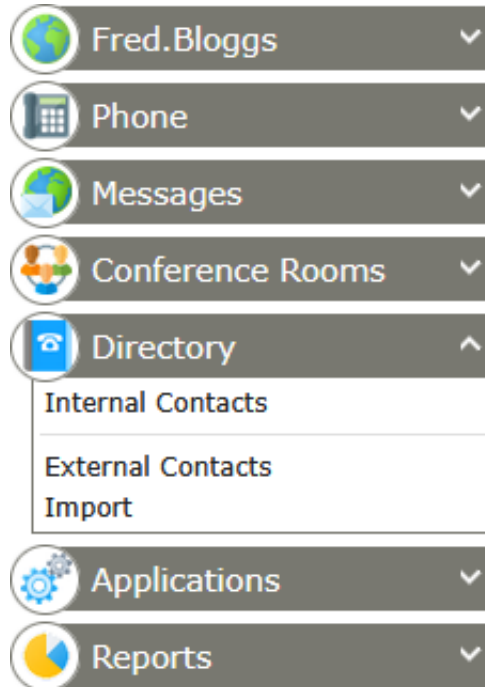
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User manual



Users can access contact directories by selecting the Directories menu.

Callisto provides two kinds of contact directories:

Internal contacts are the contacts connected to the call manager system.

External contacts are contacts saved and managed in Callisto. Two types of external contacts exist:

- Global entries are available to all internal users connected to Callisto. Users can only edit them if they are granted the corresponding permission by an administrator.
- Private entries can be created by any user and are only available to the user who created them. Administrators can access all private entries as well.

Callisto includes three kinds of directories:

- Global directory: available to all users and managed by the Callisto administrator
- Local directory: available to all internal users
- Private directory: managed by and only available to every individual user

Internal contacts

Parties connected to your company's telephony system (PABX) can be accessed by choosing Directory > Internal Contacts from the main menu and are listed in the *Internal Contacts* view.

Internal Contacts

Order by Last Name ▼ Search



Lilly Adamsen
Marketing
★★★★★

Phone Message Mobile SMS E-Mail



David Baker
Management
★★★★★

Phone Mobile E-Mail



Fred Bloggs
Management
★★★★★

Phone Message Mobile SMS E-Mail



Hermann Brandstätter
Sales
★★★★★

Phone Message Mobile SMS E-Mail



Phil Brook
R&D
★★★★★

Phone Message E-Mail



Jeff Cole
Design
★★★★★

Phone Message E-Mail



Ashley Cooper
HR
★★★★★



Sarah Degée
Management
★★★★★



Jane Doe
Marketing
★★★★★

External contacts

The *External Contacts* view lets you browse the directories (both Global and Private) and edit entries. You can directly dial a number, send an SMS, email, or fax message by clicking on the respective number or icon. Clicking an entry's name lets you edit it.

External Contacts

+ New Entry Search

Last Name ^	First Name	Company	Directory	VIP Status	Phone	Mobile			
 Brown	Paul	General Store Inc.	<Global>	★★	+1212XXXXX	+1917XXXXX			
 Dawson	Kathy	Widdmann Logistics	<Private>	★★★★	+4477XXXXXX	+4481XXXXXX			
 Dumont	Philippe	Matrix Architecture S.A.	<Global>		+33012XXXXX	+3361XXXXX			
 Erickson	Sarah	Monsource	<Global>	★★★★★	+4470XXXXXX	+4479XXXXXX			
 Gruber	Daniel	Media Machine GmbH	<Global>	★	+43522XXXXX	+43660XXXXX			
 Unsaved	Max	Widdmann Logistics	<Global>	★★	+4477XXXXXX	+4481XXXXXX			

Add a new entry

To create a new external contact, click the New Entry button at the top of the *External Contacts* pane.


<New Entry>

Drop image here

Last Name:

First Name:

VIP Status: ★★★★★

Category: Global ▼

Group: ▼

Company:

Department:

Street:

Zip:

E-Mail:

Phone:

Mobile:

City:

Home:

Fax:

Save

Cancel

Fill out all the information for your new directory entry. The Category drop-down menu determines in which directory the entry is stored. The contact is created when you click Save.

You can only choose between categories if your Callisto user account has the permission to edit the global directory. Otherwise, you can create entries in your local directory only.

Import

External contacts can be imported from CSV files or an LDAP server. From the main menu, choose Directory > Import and select the import method from the pane. Contact your administrator if you are not familiar with handling the import structures.

Import via CSV file

Click Import CSV File and choose a file to upload to Callisto. Set the delimiter used in the CSV file in the Delimiter drop-down list. Set the fields which correspond to the data from the respective drop-down menus. If the checkbox First row contains column headers is checked, the drop-down menus will show the names found in the header row, otherwise a list of numbers (*F1*, *F2*, *F3*...) will indicate the column inside the CSV file. You can also choose *Custom* from the drop-down menus to set custom values that will apply to all imported contacts.

Import from LDAP server

Click Import from LDAP Server and enter the access information to the server you want to import the contacts from. Set the LDAP attributes which correspond to the data from the respective drop-down menus. You can also choose *Custom* from the drop-down menus to set custom values that will apply to all imported contacts.

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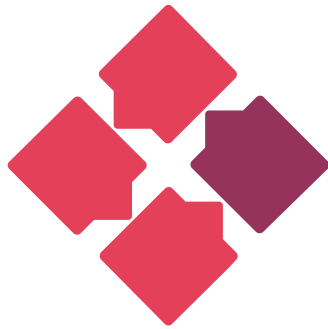
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