

Edit the Personal Address Book on the SPA525G and SPA525G2 Series IP Phones

Objectives

The personal address book is used to quickly identify and call people on the SPA525G and SPA525G2 IP phone.

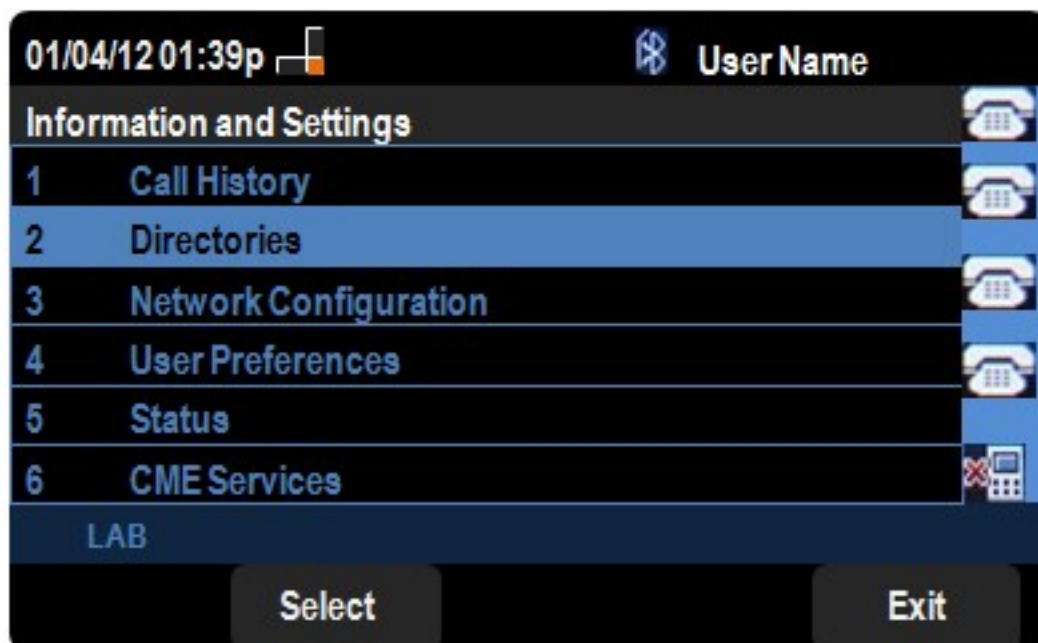
This document explains how to add and edit contacts on the SPA525G and SPA525G2 IP phones.

Applicable Devices

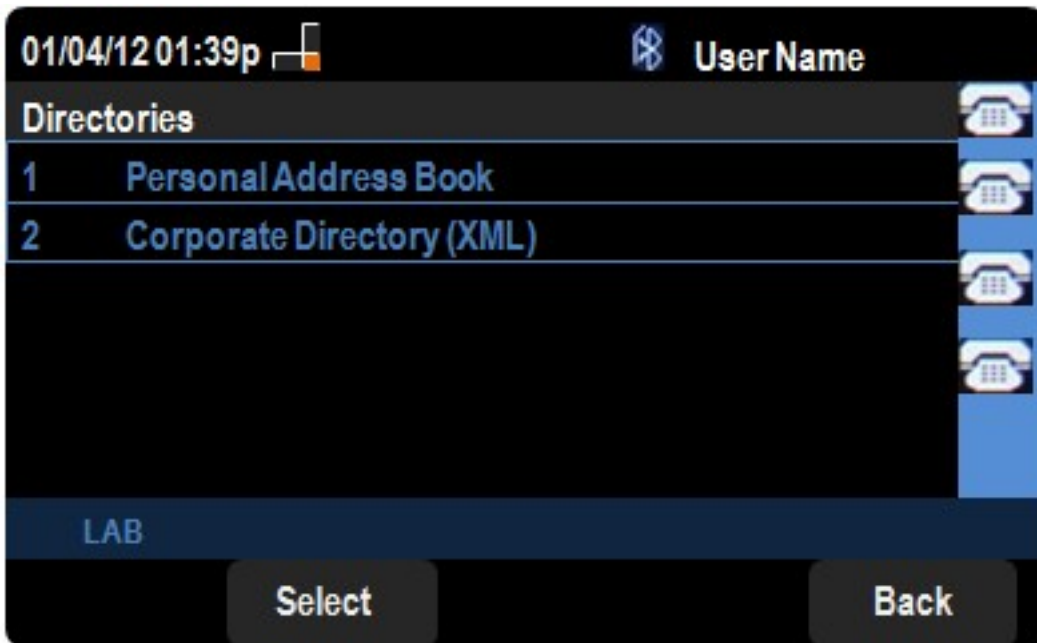
- SPA525G
- SPA525G2

Configure Call Control Settings

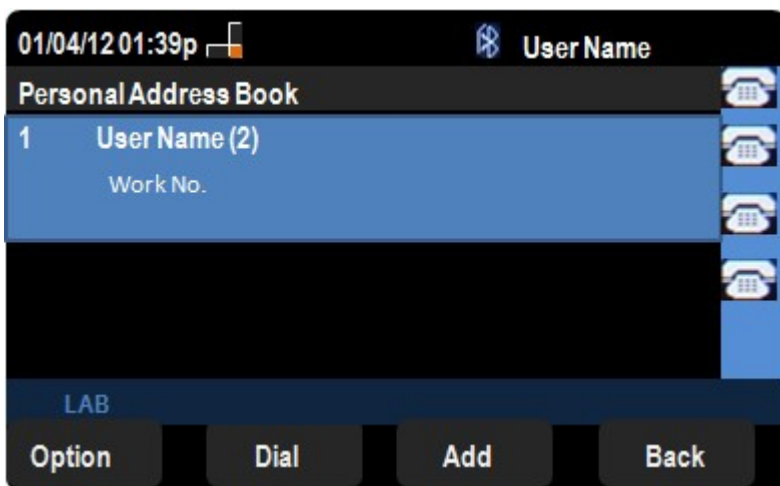
Step 1. Press the **Setup** button to open the Setup menu.



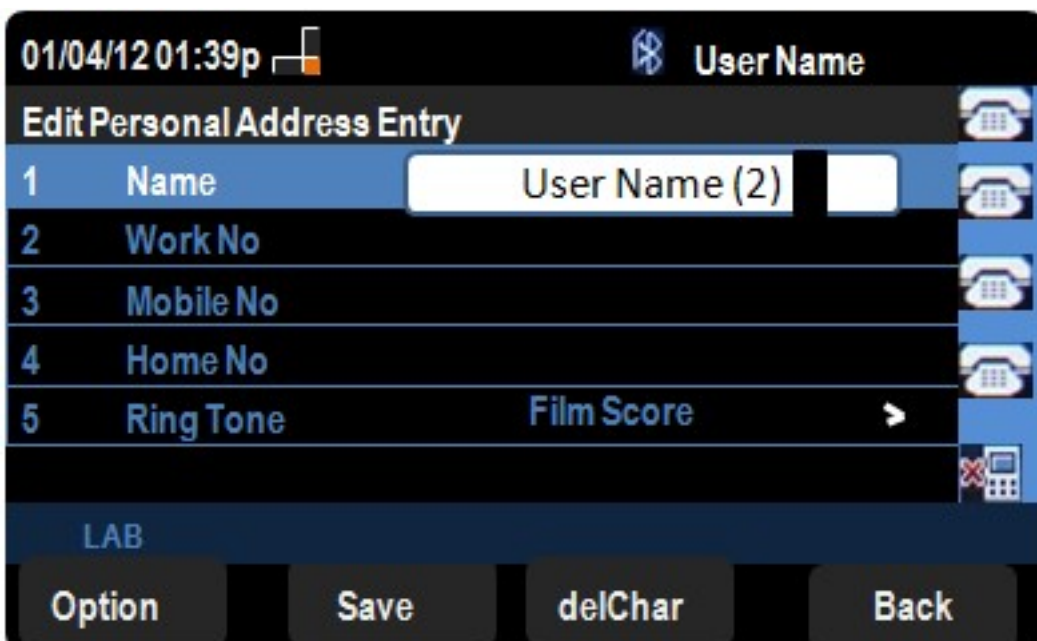
Step 2. Navigate to Directories and press the **Select** key.



Step 3. Navigate to Personal Address Book and press the **Select** key.



Step 4. Press the checkmark button to edit the selected profile.



Step 5. In the Name field input the contact's name. In the Work No field input the contact's

work phone number. In the Mobile No field input the contact's cell phone number. In the Home No field input the contact's home phone number.

Step 6. Navigate to Ring Tone and press the right navigation key to choose a ring tone. Scroll through the ring tone options use the up and down navigation keys to find a ring tone. Using either the Select key or the Select soft key choose the desired ring tone.

Step 7. Press **Save** to save the changes in your personal address book.