

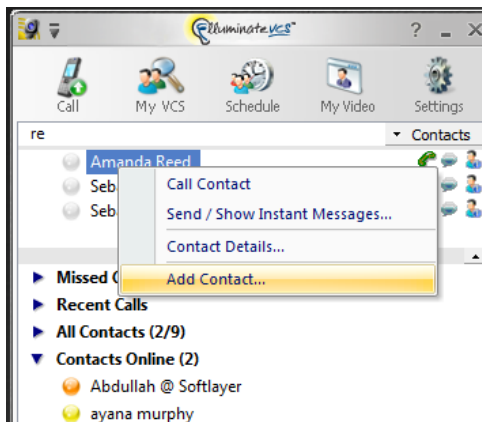


Managing Contacts

Elluminate VCS allows users to view contacts directly from the client. Users are able to add contacts from the instant search window or from a groups list.

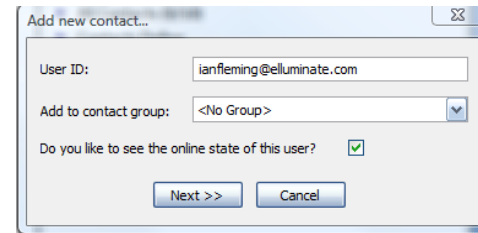
To add a contact:

1. From the Elluminate VCS client select a contact from the **Instant Search** window or from a **Group list**.
2. Right-click on the contact name and select **Add Contact...**

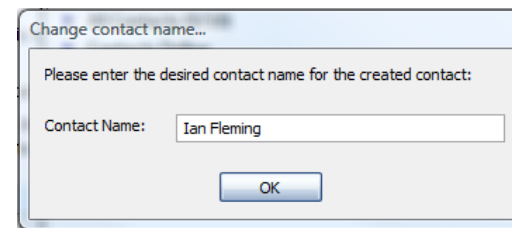


3. Enter the contact's **User ID** (this will auto-populate with the selected contacts User ID).
4. Select a **Group** from the dropdown list.

5. Check the **Do you like to see the online state of this user?** checkbox if you would like to see when the user is online.



6. Enter the **Contact Name**. This should be the identifying name in cases where a H.323 endpoint is added.

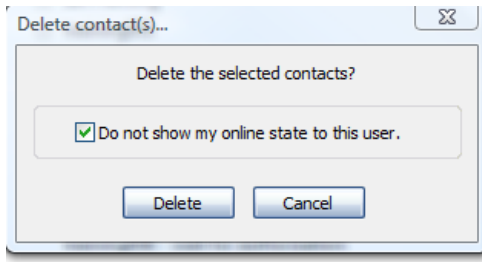


Note:

- If **Add Contact...** is selected, the User ID of the selected contact will auto-populate in the **User ID** textbox.
- If **Add New Contact...** is selected, you will be required to enter the correct User ID into the **User ID** textbox.

To delete a contact:

1. From the Elluminate VCS client, select a contact from a group list.
2. Right-click on the contact and select **Delete from contact list**.
3. Check the box to have your online state hidden from the contact and click **Delete**.

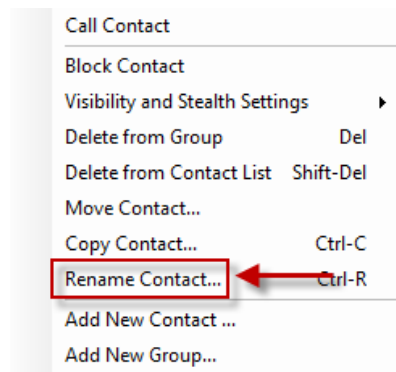


Note:

- You can also select the contact and press **Delete** on your keyboard to delete a contact.
- Deleting a contact only deletes the contact from the selected group.

To rename a contact:

1. From the Elluminate VCS client select the **Contact** and right-click on the contact.
2. Select **Rename Contact...**

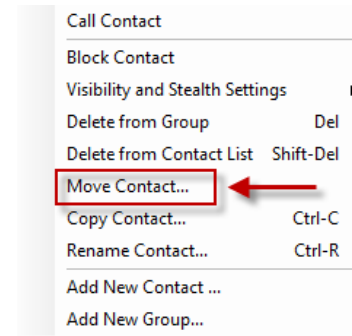


3. Enter the new name and click **OK**.

To move or copy a contact to a different group:

1. From the Elluminate VCS client, select the **Contact** and right-click on the contact.
2. Select **Move Contact...**

3. Select the **Group** from the dropdown.
4. Check the box to create a copy of the contact and click **OK**.



To invite a contact to a meeting:

1. From the Elluminate VCS double click on the contact.
 - If the contact is available, this will initiate a call.
 - If the contact is unavailable, a message will appear indicating the user is not available.

