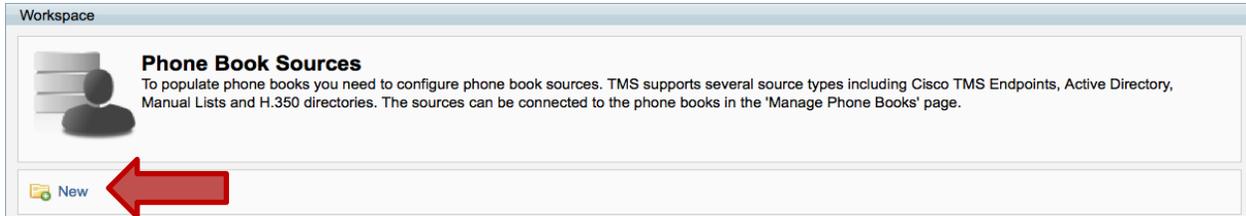


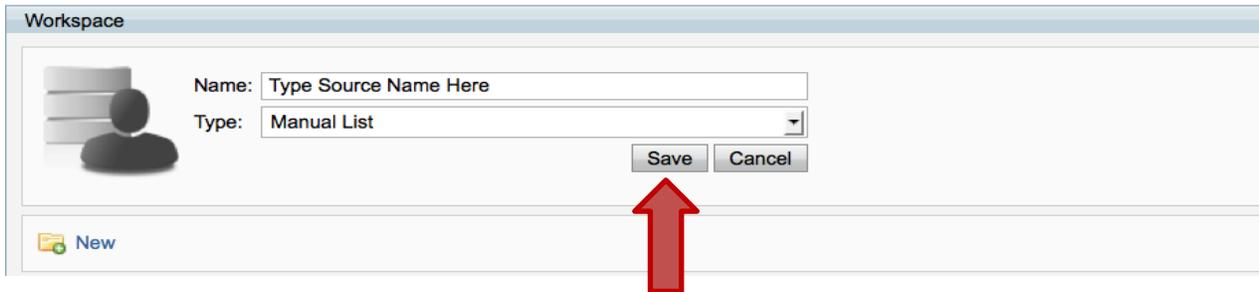
Creating a Phone Book

In TMS hover over Phone Books then Select Manage Phone Book Sources



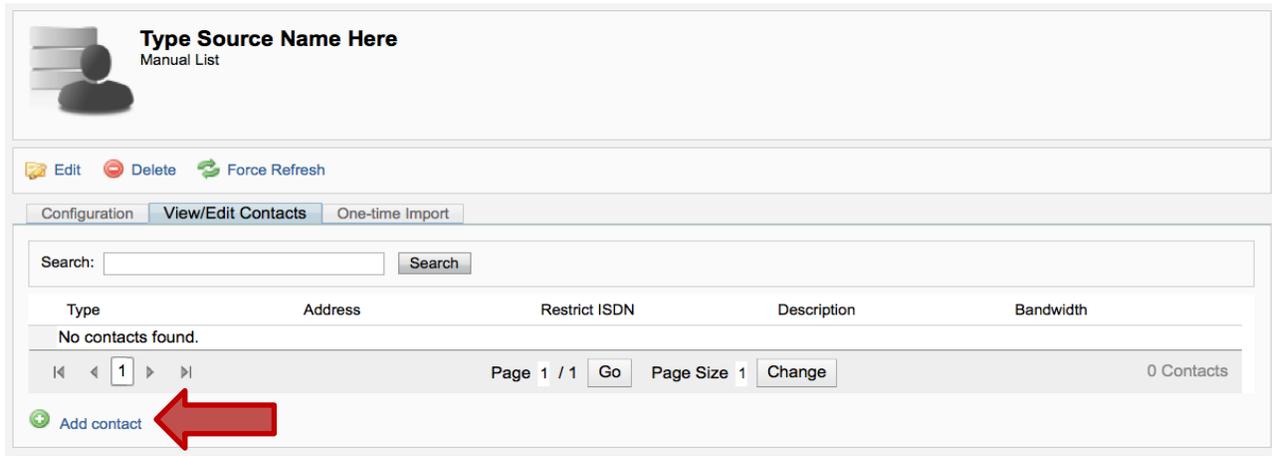
Click on [NEW](#)

Title it what you want and then add "Source" to the end
Select Type: of phone book source (our favorite is manual)



Click the **Save** button

Let the Configuration Tab default to Auto
Click on the View/Edit Contacts Tab



At the bottom left click on [Add Contact](#)

Name your contact (example: John Rockenbach)

Workspace

John Rockenbach

Save

New Done

Click the **Save** button

Next in the bottom left click [Add Contact Method](#)

Workspace

Contact added.

John Rockenbach

New Edit Delete Done

Type	Address	Restrict ISDN	Description	Bandwidth
No contact methods.				
Add contact methods				

Select Type ie: SIP, H323, or IP (these are the most common)

Type the SIP Address or IP Address

Type a description:

Workspace

John Rockenbach

New Edit Delete Done

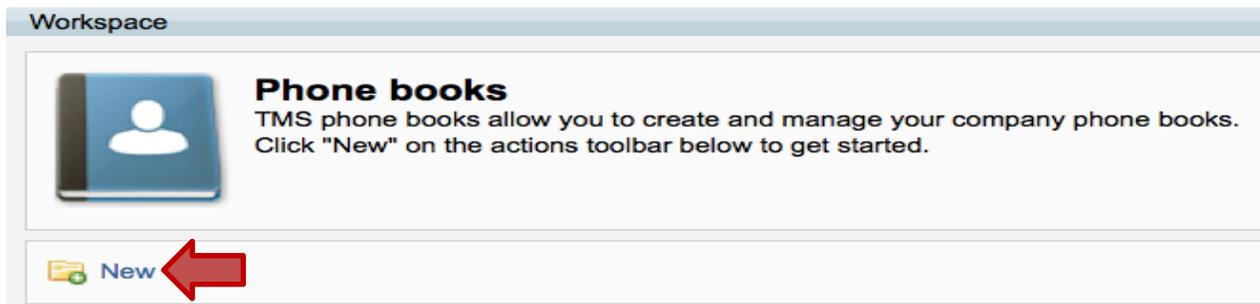
Type	Address	Restrict ISDN	Description	Bandwidth
SIP	john.rockenbach@nvcn.nebraska.gov	<input type="checkbox"/>	OCIO NVCN Administrator	Auto
H323	10.181.1.101	<input type="checkbox"/>	2A Conference Room	Auto
SIP	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	Auto

Add Cancel

At the bottom right click **Add** button

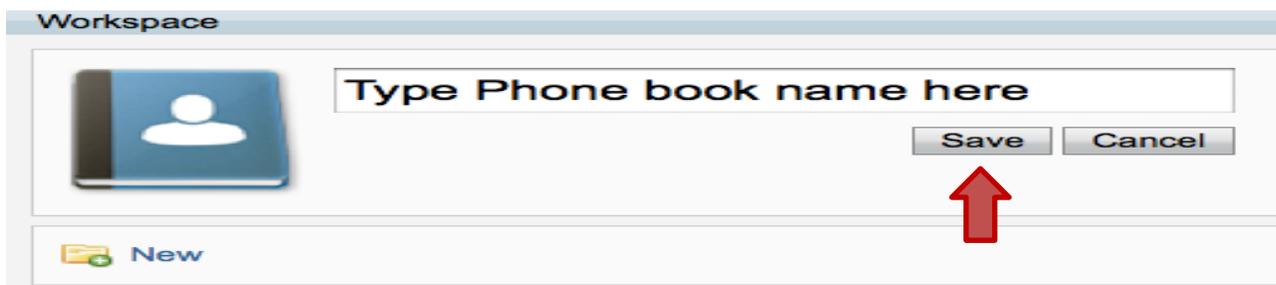
Click [Done](#)

In TMS hover over Phone Books then Select Manage Phone Books



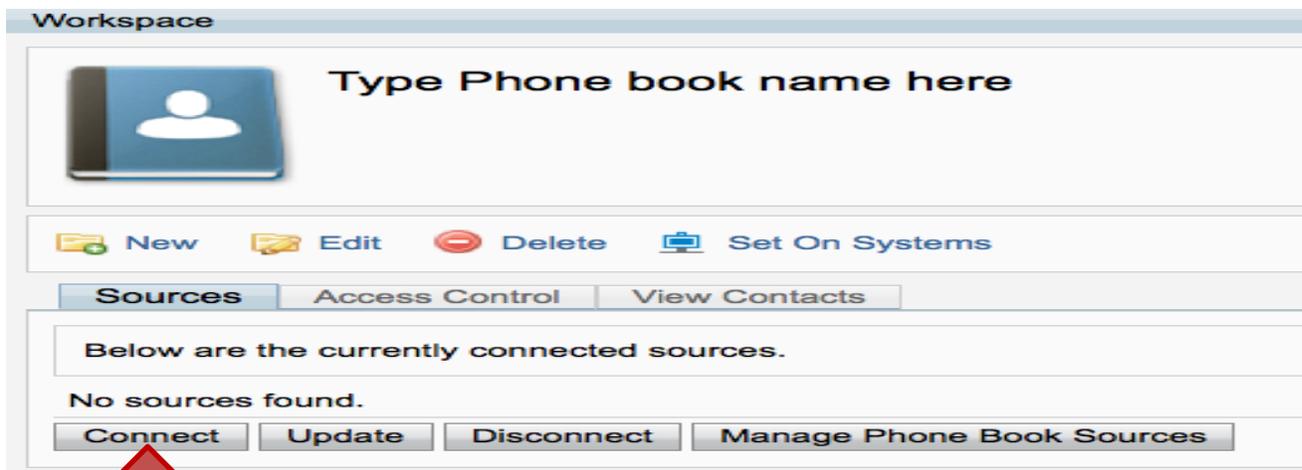
Click on [NEW](#)

Title you're new phone book



Click the button

Click on the [Source Tab](#)



Click button to select your source(s)

Check the box in front of the Source you want to connect to this phone book

Workspace

Type Phone book name here

New Edit Delete Set On Systems

Sources Access Control View Contacts

Please select the sources you would like to connect.

Source	Endpoint Type	Action
<input type="checkbox"/> All systems		Import to TMS
<input type="checkbox"/> Cindy's PhoneBook Source	Manual List	
<input type="checkbox"/> ESU10 Source	Manual List	
<input type="checkbox"/> Linda's Phone Book Source	Manual List	
<input type="checkbox"/> Movi Users	Cisco TMS Provisioning Directory	Import to TMS
<input type="checkbox"/> NCDHH Source	Manual List	Import to TMS
<input type="checkbox"/> NCDHH_Linc	Cisco TMS Endpoints	Import to TMS
<input type="checkbox"/> NDCS	Cisco TMS Endpoints	Import to TMS
<input type="checkbox"/> NNESU	Manual List	
<input type="checkbox"/> NVCN External	Manual List	
<input type="checkbox"/> OCIO and NET Support Teams Source	Manual List	
<input type="checkbox"/> phone book training	Manual List	
<input type="checkbox"/> Provisioning Source	Cisco TMS Provisioning Directory	Import to TMS
<input type="checkbox"/> Supreme Source	Manual List	
<input checked="" type="checkbox"/> Type Source Name Here	Manual List	

Click the  button

Click on the [Access Control Tab](#)

Checkmark Correct Group(s) you want to receive this phone book and the Apply settings box.

Workspace

Type Phone book name here

New Edit Delete Set On Systems

Sources Access Control View Contacts

Provisioning Directory Groups TMS User Groups

Select the provisioning directory groups that are to have access to this phonebook.

Directory Groups

- Groups
 - Banking
 - DCS
 - Education
 - K-12 Community
 - NCDHH
 - NET
 - OCIO
 - Supreme Court
 - UNL
 - VR

Apply settings to "Type Phone book name here" and all underlying phone books.

Save Cancel



Click the **Save** button

Click on the View Contacts Tab to see what you have created and make sure it's what you want.

Workspace

Type Phone book name here

New Edit Delete Set On Systems

Sources Access Control **View Contacts**

Search: Number of Contacts: 15 Search

Type	Address	Restrict ISDN	Description	Bandwidth
John Rockenbach				Source: Type Source Name Here
SIP	john.rockenbach@nvcn.nebraska	False	OCIO NVCN Administrator	Auto
H323	10.181.1.101	False	2A Conference Room	Auto

Search returned 1 contact(s).

**If you have H323 contacts or endpoints you will have to push this phone book out to those sites.

To do those look directly above the View Contacts Tab and click on **Set On Systems**
Choose the list, folder, or individual sites you want to push the phone book out to.

Set Phone Book On Systems You are here: Phone Bo

Phone Book: Type Phone book name here

Select system from the list in the left pane. Click on '>' button to move system to 'Selected systems' pane. Click 'OK' to set phonebook on selected systems.

Folder View

- Video in State of Nebraska
 - NDCS
 - NVCN
 - Other Agency Codecs
 - Video Appliances
 - Vocational Rehabilitation Services
- NET Boardroom C-40

Selected Systems

- OCIO501

OK Cancel

Click the **OK** button