Workstation – Adding a New Phone Number to the Master Directory

1. Select the "Inputs/Outputs" tab at the top of the screen. Once selected, click on "Phone List Programming"
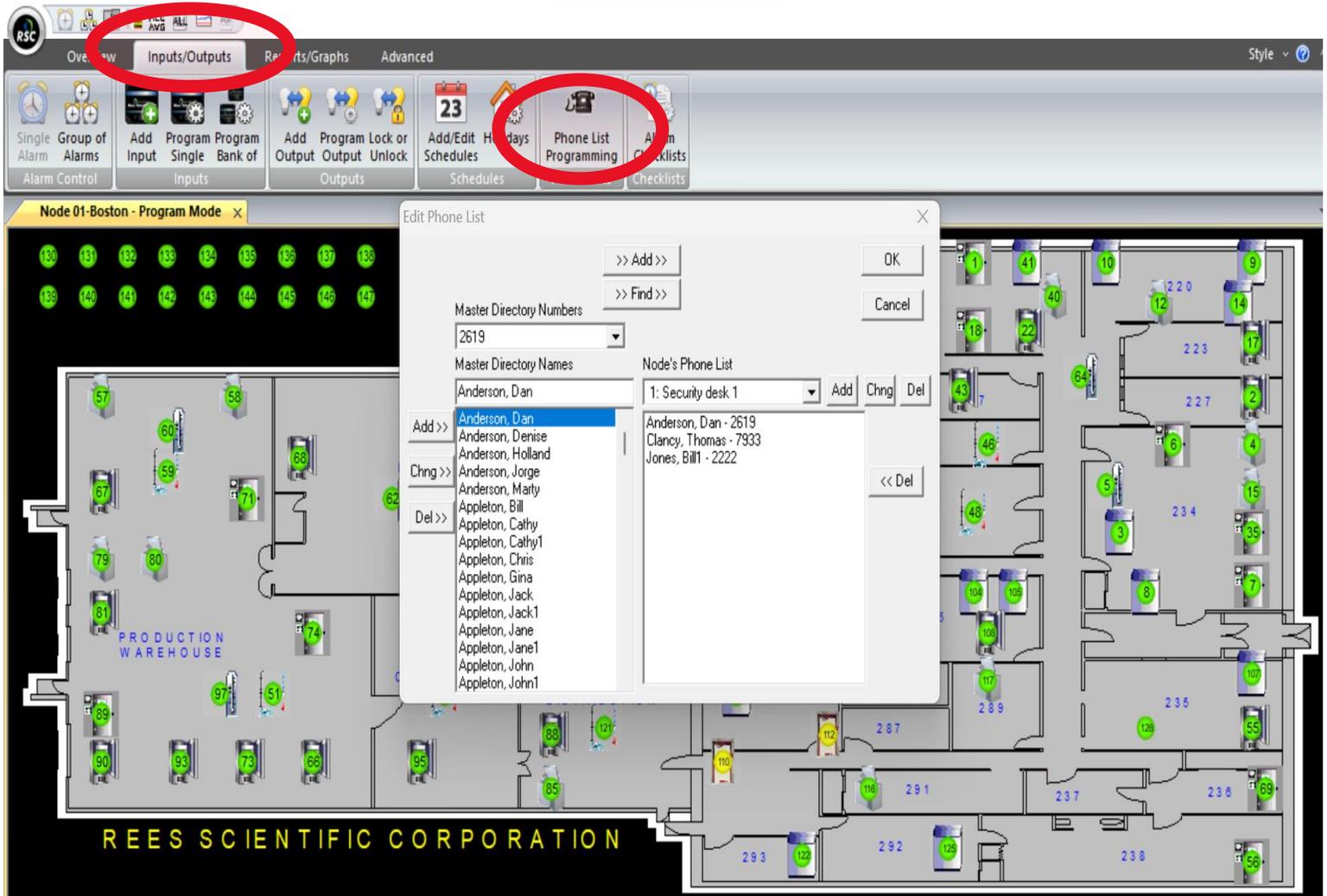
2. Click on "Add" on the left side of the window. You can then input the name of the new contact and the phone number assigned to them. Click "OK" to close the "Add a Phone Number" window and then "OK" again to close the "Edit Phone List" window.