Create a Contact From a Call History Record on a Cisco IP Phone 7800 or 8800 Series Multiplatform Phone

Objective

The Cisco IP Phone 7800 and 8800 Series Multiplatform Phones comprise a set of full-featured Voice-over-Internet Protocol (VoIP) phones that provide voice communication over an IP network. The phones provide all the features of traditional business phones, such as call forwarding, redialing, speed dialing, transferring calls, and conference calling. The Cisco IP Phone 7800 and 8800 Series Multiplatform Phones are targeted for solutions that are centered on third-party Session Initiation Protocol (SIP)-based IP Private Branch Exchange (PBX).

The Cisco IP Phone 7800 and 8800 Series Multiplatform Phones have address books that can hold contact information for ease of access. From a call history record, you can create a contact name and include work, mobile, and home phone numbers. You can even assign a personalized ring tone.

This article provides instructions on how to create a contact from a call history record on your Cisco IP Phone 7800 or 8800 Series Multiplatform Phone.
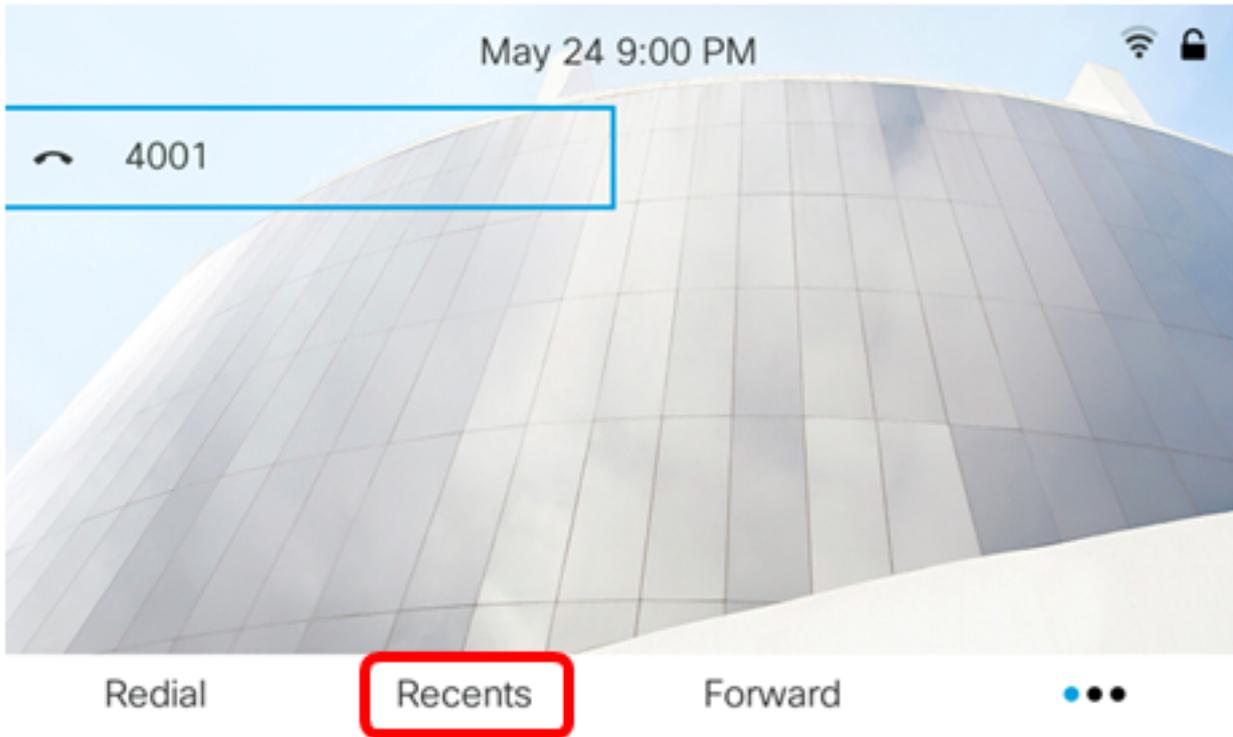
Applicable Devices

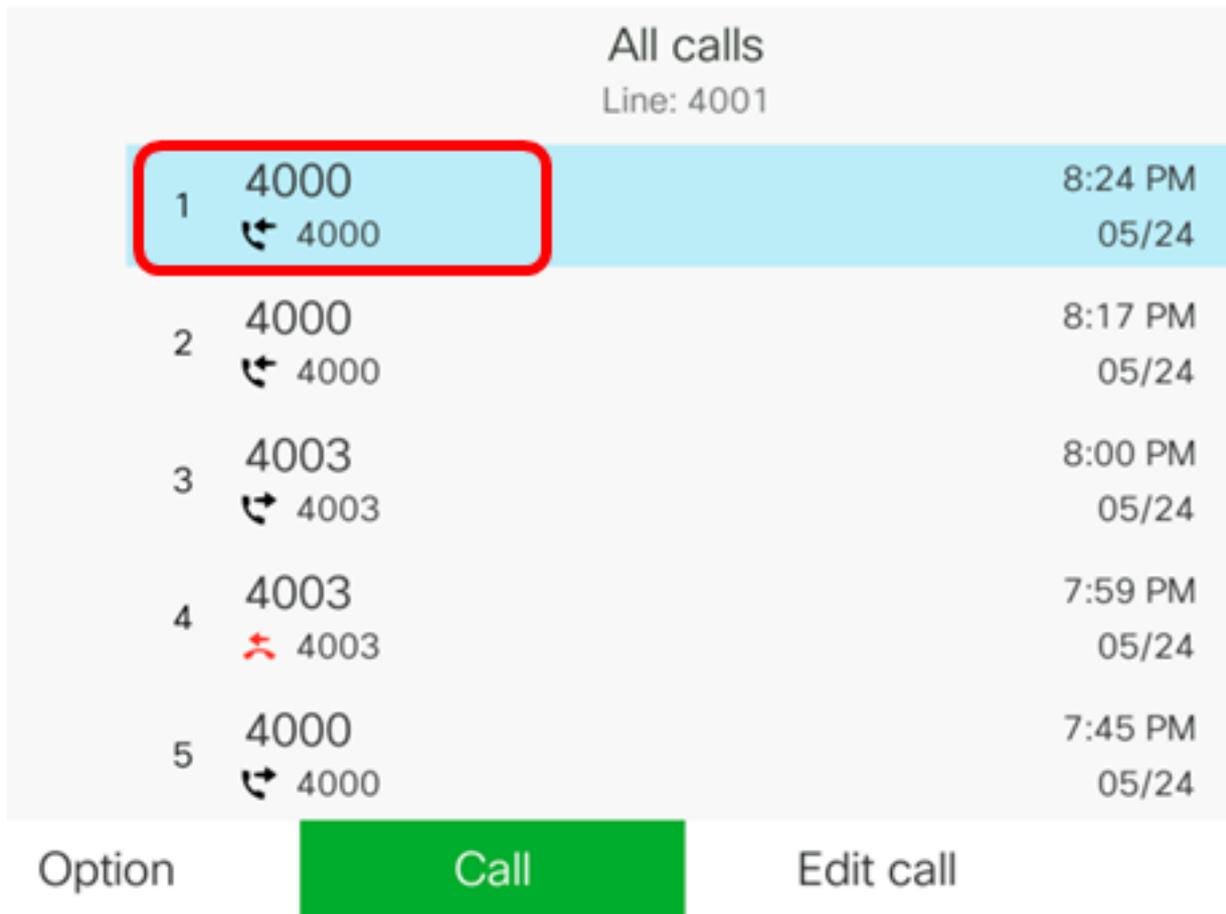- 7800 Series
- 8800 Series

Software Version

- 11.0

Create a Contact from a Call History Record

Create a Contact from Call History Record

Step 1. Press the **Recents** softkey on your IP Phone.

Step 2. Press the up or down arrows on the navigation button to choose the phone number that you want to add to your address book.

Note: In this example, call history from phone number 4000 is chosen.

Step 3. Press the **Option** softkey.

Step 4. Choose **Add to address book** using the circle navigation button then press the **Select** softkey.

Step 5. Enter the name of the contact that you want to create. In this example, John is used.

Add personal address entry

| Name | John |
| Work | 4000 |

The number registered in the call history is automatically added as a Work phone number.

Step 6. (Optional) Enter the mobile phone number of the contact in the *Mobile* field. In this example, 19161234567 is used.

Add personal address entry

Name	John
Work	4000
Mobile	19161234567

Step 7. (Optional) Enter the home phone number of the contact in the *Home* field. In this example, 19162345678 is used.

Step 8. (Optional) Choose **Ringtone** using the circle navigation button.

Step 9. (Optional) Use the up and down arrows of the navigation button to choose a ring tone then press the **Select** softkey.

Select ring tone

1	No ringtone
2	Sunrise
3	Chirp 1
4	Chirp 2
5	Delight

Play   Select
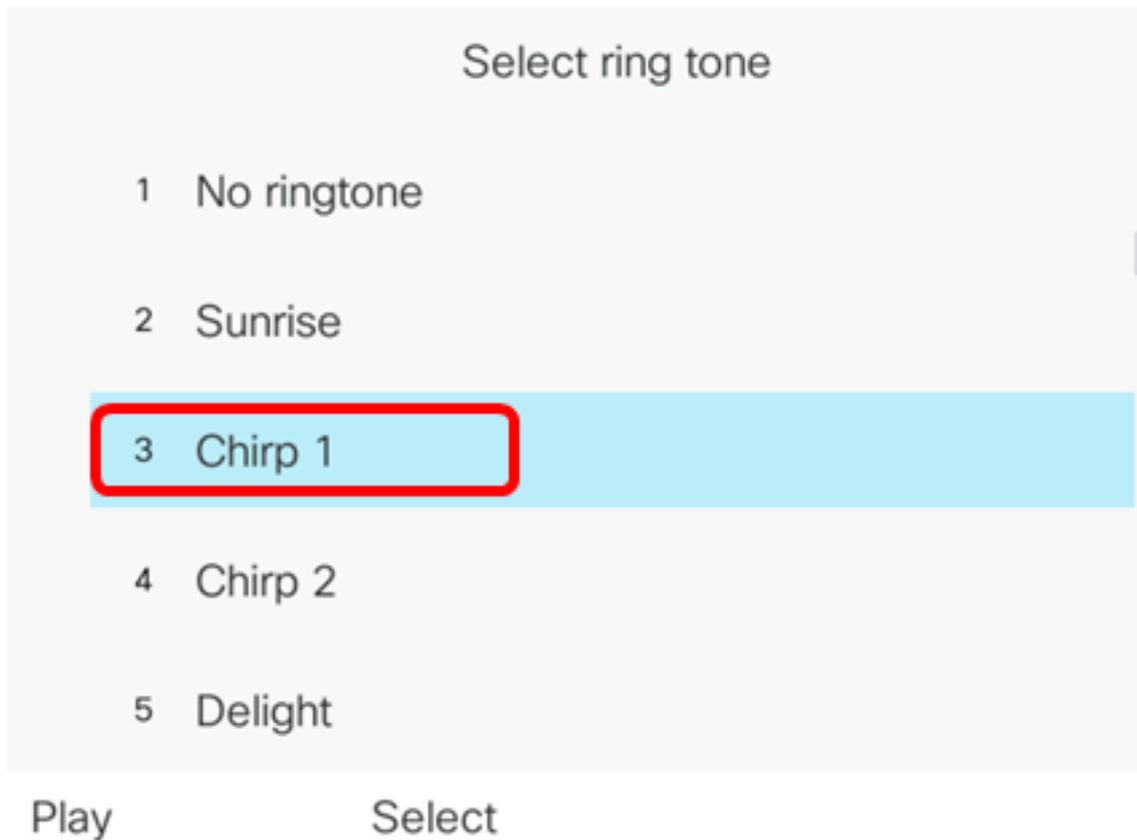
Note: In this example, Chirp 1 is chosen.

Step 10. Press the **Save** softkey to add the contact to your address book.

Add personal address entry

Name	John
Work	4000
Mobile	19161234567
Home	19162345678
Ringtone	Chirp 1 >

Save

You should now have successfully created a contact from a call history record on your Cisco IP Phone 7800 or 8800 Series Multiplatform Phone.

All calls
Line: 4001

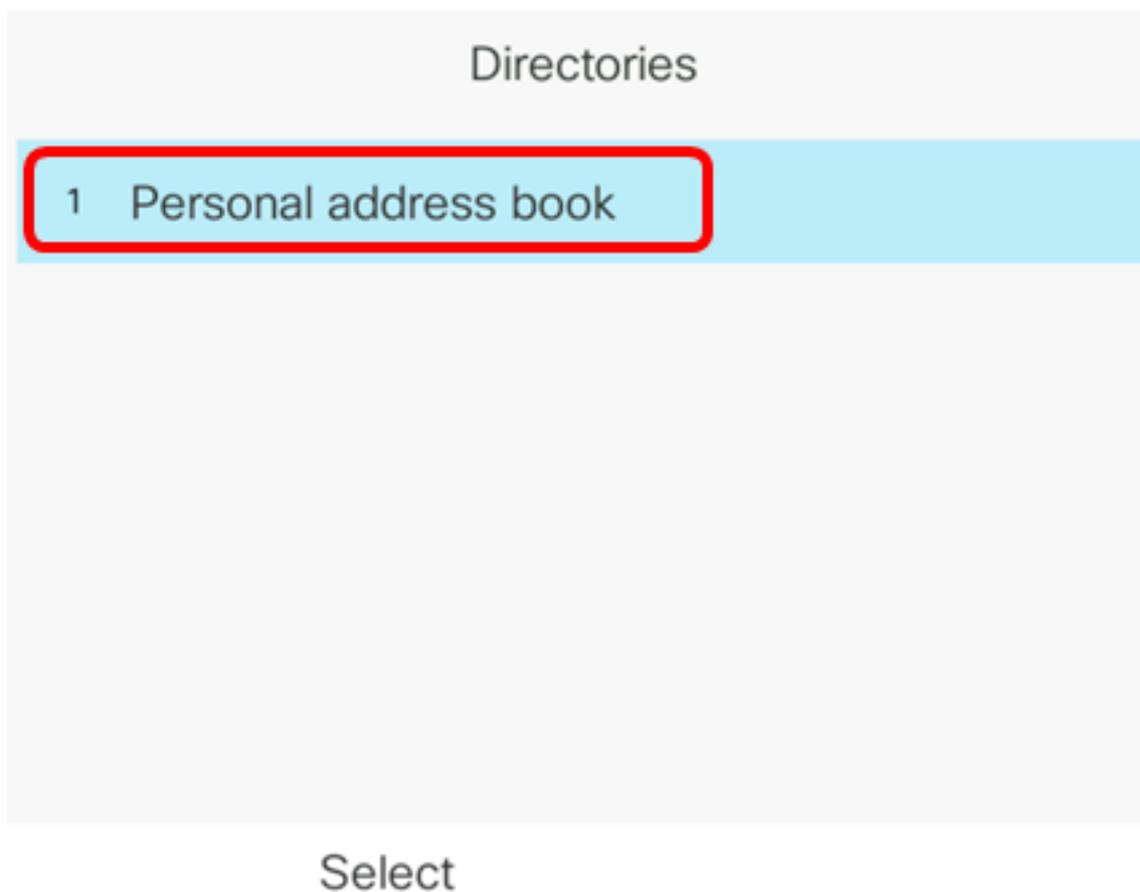|			
1	John ↩ 4000	9:06 PM	05/24
2	John ↩ 4000	8:24 PM	05/24
3	John ↩ 4000	8:17 PM	05/24
4	4003 ↪ 4003	8:00 PM	05/24
5	4003 ✗ 4003	7:59 PM	05/24

Option   Call   Edit call

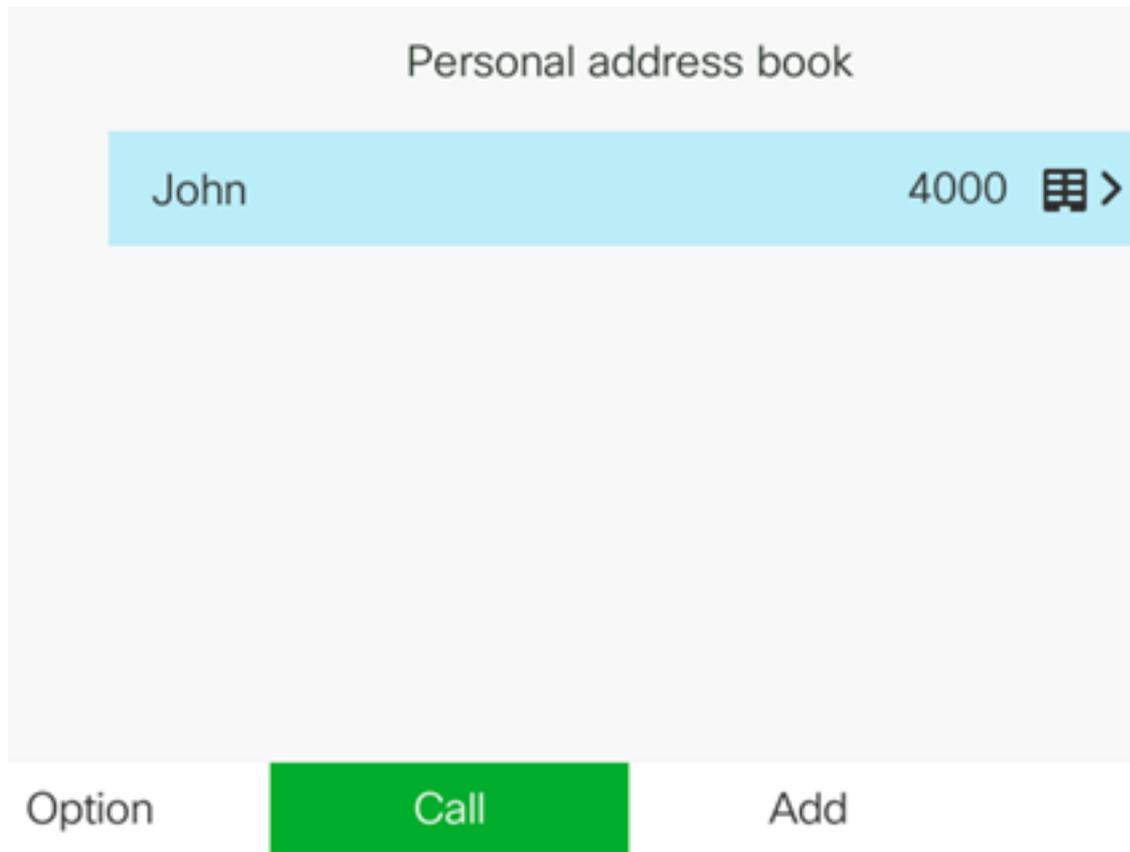**Verify the Created Contact in the Address Book**

Step 1. Press the **Address Book** button on your IP Phone.

Step 2. Choose **Personal address book** then press the **Select** softkey.

Note: In this example, John is already added in the address book.

You should now have successfully verified the created contact on the address book of your Cisco IP Phone 7800 or 8800 Series Multiplatform Phone.