Doubling up Contacts on an E18

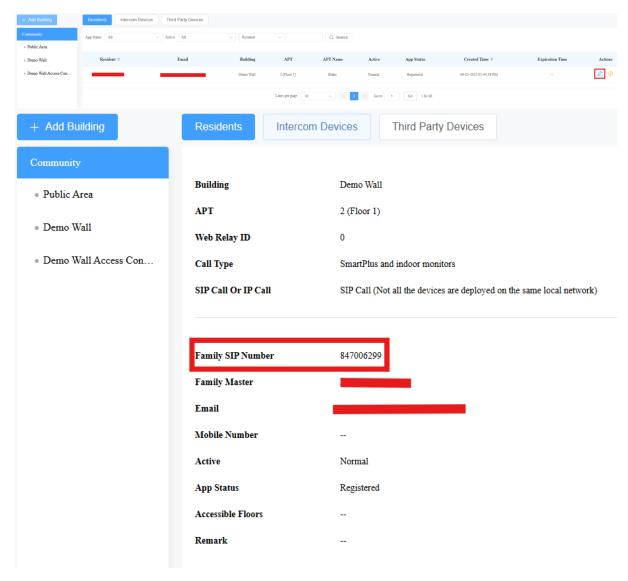
Grab their SIP number

Quick Note: Difference Between Individual SIP number and Family SIP number.

- ❖ Individual SIP number will call that one device or that one person
- Family SIP number will call everyone in that house/apartment.

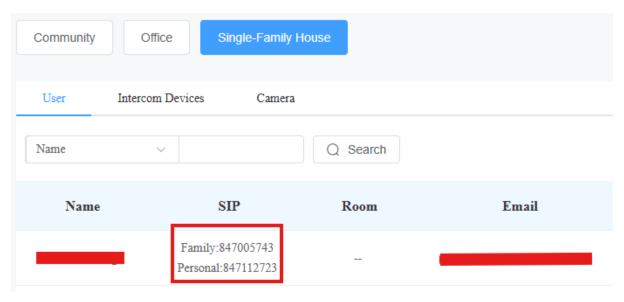
Go to your site and grab the SIP number of the contact. We're going to add that SIP number to our new local contact. You can find the SIP number looking at the resident information page.

- For the Community Site:
 - Go to the Apartment and click edit (Pen icon) and look at the resident information page.



For a Single-Family Site:

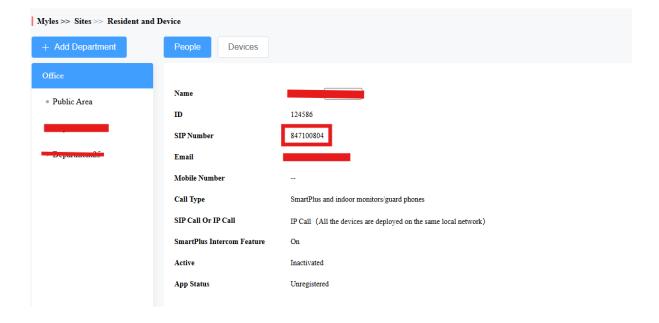
o It should be displayed when looking at your site from the site's menu.



For Office site:

• When you load into the site, it should take you to the people page. Find the contact in there and click edit (pen icon), and their sip number will be displayed.

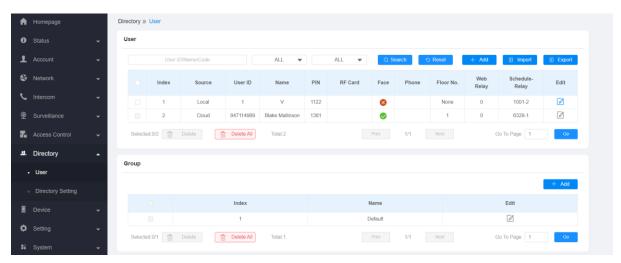




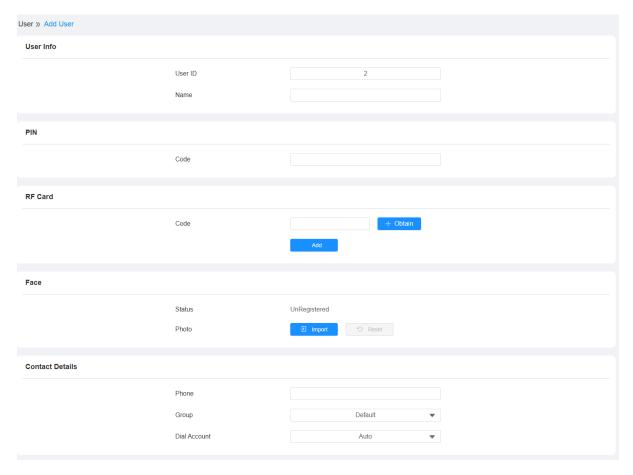
Copy the SIP number you need and save it for when we enter it into the E18.

Adding the Contact

1. Go to the Directory > Users



2. Click Add



3. You'll need to add their name, but you can't have the same name as the cloud contact. So maybe add "local_" right before the name or just some identifier.

- 4. Now add their SIP number in the textbox next to **Phone**.
- 5. Add any additional details you need to.
- 6. Then submit and add the contact
- 7. Your done. You should now be able to see that contact in the directory.