

## LG Cloud Managing the Central Address Book Phones and UCE

Login to the portal:

<https://customer.ipecs-cloud.co.uk>

Select Manager

Enter your issued Username and Password (Issued by Berry Technical)

Select Company, Company Directory

Select Format download

This will download an excel spreadsheet allowing you to setup all of your contacts – I have completed one to show you exactly how to enter the details.

Once you have saved this file on your local PC – you will need to upload back to the portal

Select Upload – browse to the excel file and upload

This will present the shared address book into the handset however to also update the desktop users software on the PC'S also click **UCE All Apply**.

To dial from your desktop simply use the shared address book tab

On the desk phones using either the Directory key or dial 540 then the 4 digit speed dial number

Support is available on 01722820755