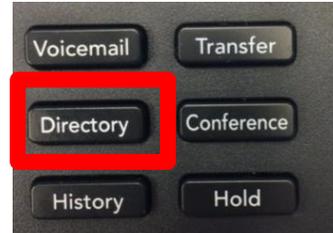


Making a Call Using Directory

You can use the Directory button on the phone to quickly look up and dial a person's extension. Through the Directory, you can also access your speed dial numbers or dial a person's voice mailbox.

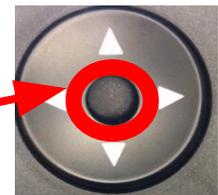
1. Press the **Directory** button.



2. **Locate the name of the person** you want to call using one of the following methods:
 - a. **Use the ▲ and ▼ navigation keys** to scroll through the directory list until the name of the person you want to call is highlighted. (To scroll quickly, press and hold a navigation key.)
 - b. **Dial the numbers that correspond with the first few letters in the person's first or last name, pressing a number key once for any letter on that key.**
 - i. **For example, to find the name Smith, dial the numbers 76484.** You might need to press keys for only the first few letters of the person's name before the name is recognized. If the filtered list contains more than one name, scroll through the list until the name of the person you want to call is highlighted.

3. **With the person's name highlighted, dial the person's number** using one of the following methods:

- a. Press the Dial soft key (ADMIN PHONES).
- b. Press the selector button on the navigation keypad.
- c. **Pick up the handset to take the phone off hook.**
- d. **Press the speaker button to take the phone off hook.**



DIRECTORY TIPS:

- To close the directory, press the Directory button or press the Exit soft key.
- You can also search by both first and last name at the same time. After entering the first two or three digits for the first or last name, press # to enter the first two or three digits for the other name (first or last). For example, to find the entry for Steve Williams or William Stephens dial 78#94.
- To delete characters in the filter, press the Backspace soft key.
- Delete all the characters in the filter to return to the full Directory list.