

DIRECTORY

This feature allows you to search for the extension of another user on our campus by keying in the user's name at the dial pad.

To activate:

PRESS: MENU

PRESS: softkey below **DIR**

**ENTER: selected name with dial pad keys:
last name, comma (use *), first name**

To search for a new name:

PRESS: softkey below **DIR and repeat the sequence again.**

To place a call to the name shown on the display:

PRESS: CALL DISPLAY

Or, if you do not have a **CALL DISP** button on your set, press the **EXIT** button and simply dial the number using the dial pad.

NOTE: You can also leave your handset on-hook. The speakerphone will turn on automatically when you press CALL DISP.