Directory

You company directory offers a variety of ways to make a call:

- Station speed dials that you create yourself.

- Group speed dials that can be used by all of the members in a group.

- A dial-by-name directory list of all e iPECS extensions.

View Directory

1. Press the DIR softkey or the Directory button.

2. Press:

   - 1: Station Speed

   - 2: Group Speed

   - 3: Station Name

     - Use the directional buttons to scroll through the list.

     - To search for a directory entry by name, toggle the ABC/NUM softkey to search using alphabetic or numeric characters.

       Type the first 3 characters of the name by pressing each phone button once. For example, for "Christine Ryan", press 2-4-7. The LCD displays the first close match; you may have to scroll down to find your exact match.

3. Press the SEND softkey to dial the number.