

Search Staff Phone Extensions

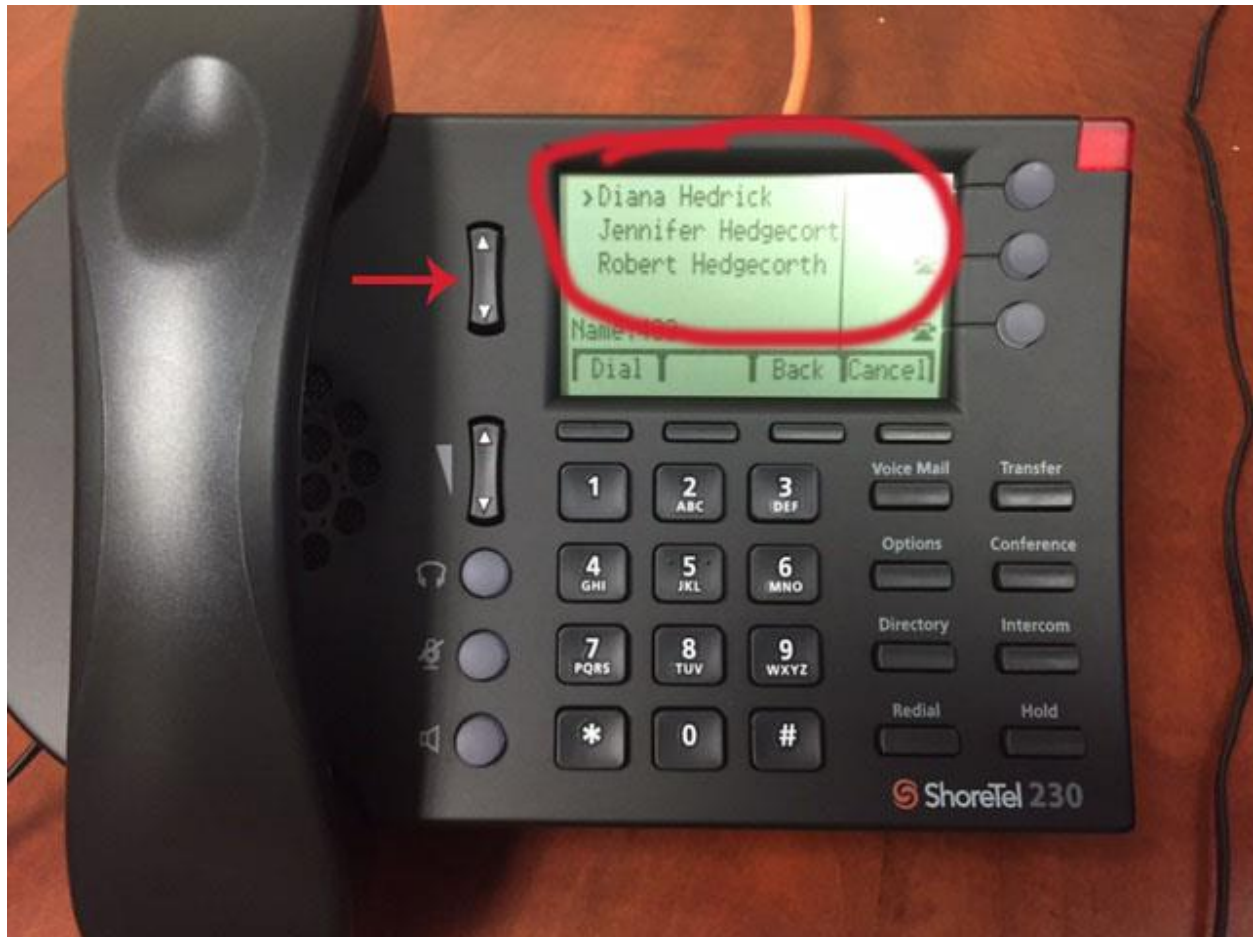
On the right hand side of the phone, you will see a button labeled **Directory**. Press the **Directory** button to start the process of searching for the Staff Members Phone Extension.



You will now see the search screen that lists all the Staff members in our Phone Directory. Using the numeric keypad, start entering the first or last name of the staff member that you are looking to contact. For example, if you were searching for Hedgecorth, the first three numbers you would press would be 433.



Using the previous example, the three staff members that start with the H-E-D search are listed below. Using the **scroll** up and down button, please select the staff member you wish to contact.



Now that you have the staff member selected that you want to connect. In this case the selected employee is Robert Hedgecorth. Use the soft keys to select the **Dial** button to call that staff member.

