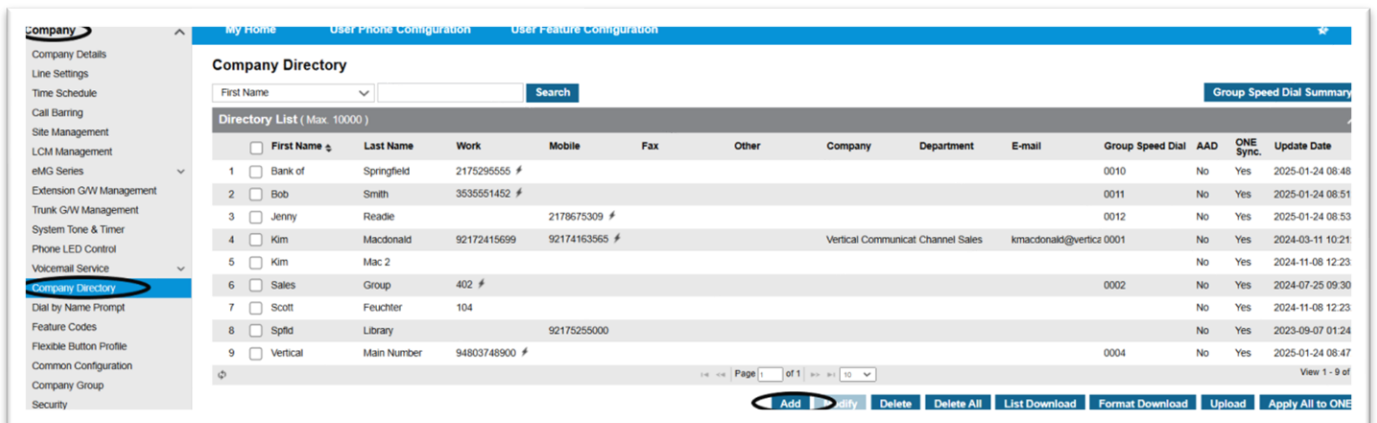# Navigate Your Company Directory Directly Through Your Phone

Set Company Directory for Use Via an Endpoint

Company Directory allows users to dial stored numbers via the iPECS ONE on the desktop or the mobile client, however you can also access them via a handset.

The Company Directory settings are programmed as follows, click "Company", then "Company Directory". Any existing data will be displayed. To Add or Modify a record, click "Add" or "Modify"

First Name field must be entered, use last name field for more information. You can include 9+ number, but not necessary. Multiple numbers can be entered and accessed via the clients. The Speed Dial setting MUST be programmed, including the number that will be dialed via the handset and a speed dial bin must be assigned for these entries to be visible on the handsets using the Company Directory. In this example, the Work number will be the default number dialed via the Company Directory.

When using the Company Directory from a handset, press DIR fixed or SOFT key
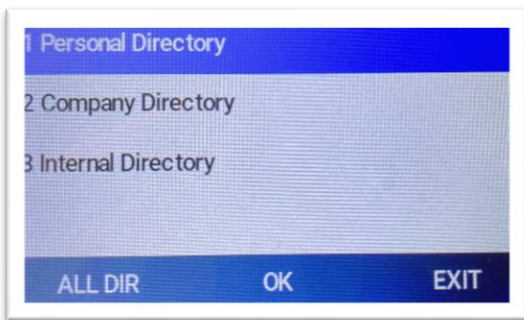
Next, press 2 on dial pad or arrow down to Company Directory and hit OK, user can enter a speed dial number to call, or press SEARCH soft key
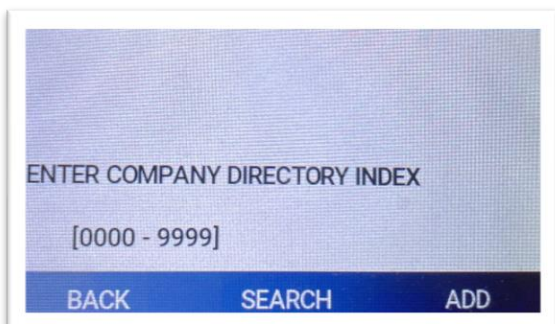
Entries will be listed alphabetically. Pressing a dial pad digit will display the entries that match the characters on the dial pad for that digit pressed, arrow to the number you wish to dial and press OK to place call

Bank of Springfi :2175295555

Bob Smith :3535551452

Jenny Readie :2178675309

Kim Macdonald :92174163565

EDIT   ABC>   ERASE ▶