

DIRECTORY, NEXT and MAKE CALL

1. Press the **Right Navigation Arrow** to view the phone features
2. Press the **Down Navigation Arrow** to locate Directory.
3. Press the line button next to **Directory**. Using the touchtone keypad, spell out the last name of the person you wish to find.
Example: Spell the last name Smith. Input at least the first four letters of the last name. Press the 7 key once to enter S. Press the 6 key once to enter M. Press the 4 key once to enter I. Press the 8 key once to enter T. The first entry for Smith should show in the phone display. Choose from the following options:
 - Continue to define the entry by completing the spelling of the last name. Use the * key to indicate that you wish to spell the first name.
 - Use **Next** to scroll through the directory entries for Smith.
4. Press **Next** to scroll through matches.
5. Press the **OK** button.
6. Press the line button next to **Make Call** to place a call to that person or the **Phone button** to exit the Directory.