

# Cisco 78xx & 88xx Phone Ranges

## Directory & Contacts Key

Use the Contacts key for Personal & Corporate Directory lists



### Corporate Directory

Contains a list of your company personnel as they are allocated as users to the platform

Select **Directory Key**



Select **Corporate Directory**

Using the Navigation Wheel and Keypad Letters:

Type a First Name, Surname, or partial names for the user you are looking for.

Click **Search**

Scroll to find the correct user

**Select/Highlight** the User – Press **Dial** softkey

### Personal Directory

Contains a list of your personal contacts added

Select **Directory Key**



Select **Personal Directory**

On first use you need to Login to the Personal Directory Using the Navigation Wheel and Keypad

#### **Login:**

Enter your - User ID (as supplied)

Enter your - PIN – (as supplied)

Use the First & Surname Search Option to find users  
Or scroll through your list of contacts

**Select/Highlight** the User, Press **Dial** Softkey

#### **Add New Personal Contacts:**

Select **Personal Directory**

Press **Submit**, Press **New**

Enter first name, last name, and nick name.

Select **Phones** - Enter phone numbers as required (external numbers must be prefixed with your external access code).

Press **Submit**

Users will be listed alphabetically to search

