

Searching the W&J campus telephone directory

A W&J campus directory has been configured for searching and dialing on-campus telephone extensions (Cisco IP 79XX series):

1. Press the **Directories** button on the phone.



2. Press the **Down** button until **Corporate Directory** is highlighted, and press **Select** soft key.



3. Choose **First** or **Last Name** with **Up** or **Down** buttons.



4. Use the keypad, enter the first or last name for the entry.
5. Press the **Search** soft key to find your selection.
6. If your search produces multiple listings, use the **Up** or **Down** buttons to select the desired listing.



7. Press the **Dial** soft key to call the selected number.

A W&J campus directory has been configured for searching and dialing on-campus telephone extensions (Cisco IP 78XX series):

1. Press the **Contacts** button.



2. Select **Corporate Directory**.
3. Choose **First** or **Last Name** with **Up** or **Down** buttons.



4. Using the keypad, type the first or last name for the entry.
5. Press the **Search** soft key to find your selection.
6. If your search produces multiple listings, use the **Up** or **Down** buttons to select the desired listing.



7. Press the **Dial** soft key to call the selected number.

A W&J campus directory has been configured for searching and dialing on-campus telephone extensions (Cisco IP 69xx series):

1. Press the **Contacts** button.



2. Select **Corporate Directory**.
3. Choose **First** or **Last Name** with **Up** or **Down** buttons.



4. Using the keypad, type the first or last name for the entry.
5. Press the **Search** soft key to find your selection.
6. If your search produces multiple listings, use the **Up** or **Down** buttons to select the desired listing.



7. Press the **Dial** soft key to call the selected number.

Information

When entering letters, select the appropriate number key of the letter you want, and press that key the number of times that equals the position of the target letter. EX: to enter a B, press the 2 key two times, and to enter a C, press the 2 key three times. Use the backspace (<<) soft key to make corrections while entering data.