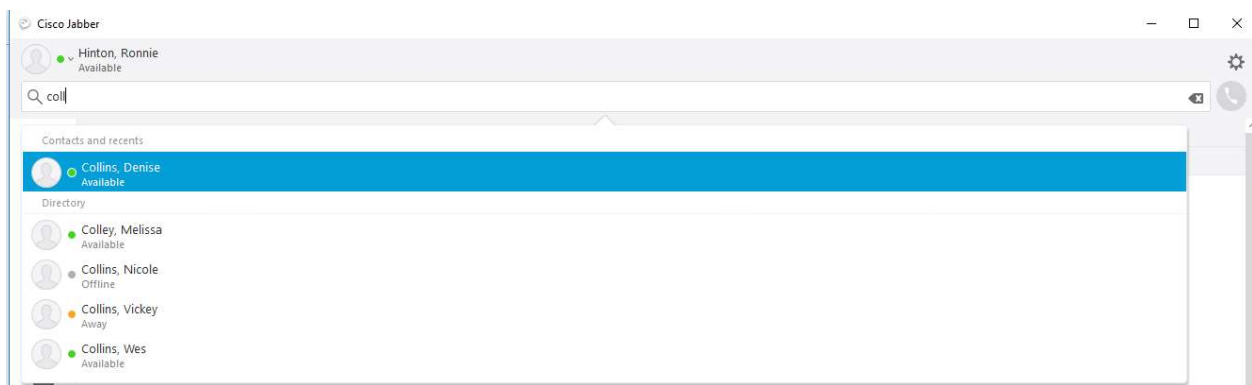


Company Phone Directory

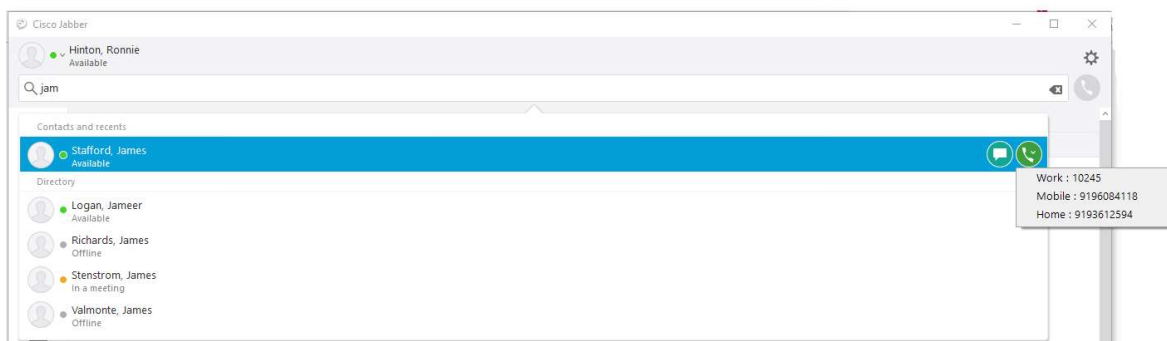
Two Methods Available

Method 1

Cisco Jabber: The Cisco Jabber Application is installed on your computer. If logged in, you can search colleagues by typing all or part of their name into the search box. All matches will populate as you type.



Once you have found the correct person, you can select the phone icon next to their name to reveal the contact options for that user. You may select any available phone number and Jabber will dial the user from your Cisco desk phone (note: it will default to speakerphone). You may also right-click with the user highlighted to perform the same steps above.



Method 2

Deskphone: From your Cisco desk phone you can find extensions for all colleagues using the “Directory” button on the front of the phone. Depending on your phone model, the icon will appear as such:



After pressing the button, select “Corporate Directory”. Now you have the option to search by name. You will use the phone keypad to enter alphanumeric characters. You can enter as many or as little characters as you like depending on how specific you would like to filter, then press the button for Search at the bottom of the screen. For example: the search below would return all users with a First name that starts with S

First name: S

Last Name: