



## POLYCOM CONTACT DIRECTORIES AND SPEED DIALS

(for the Polycom 601, 650, 501, 550, 560 Phones)

### ADD & EDIT THE CONTACT DIRECTORY

- ⇒ Press the **Directories** key. The **Contact Directory** is highlighted.
- ⇒ Press the **Select** soft key.
- ⇒ Press the **Add** soft key to enter the contact into the directory

**OR**

Press the **More** soft key until **Add** is displayed. You can also **Edit** a speed dial if needed.

- ⇒ Enter the first name using the touch-tone keypad. Use the arrow keys to navigate to the next entry and repeat for last name, if applicable.

**Note:** Press the **1/A/a** soft key to toggle between numeric and upper/lower case alphanumeric modes.

### ADDITIONAL OPTIONS

Using the arrow keys to navigate, you can access the following options

- ⇒ Add a **Contact Number**. The **Contact Number** is the number you want to call.
- ⇒ **Speed Dial Index** is the numeric value you want to assign to the speed dial. You can use the numbers 1 - 9999.
- ⇒ **Label** lets you label the Directory entry.
- ⇒ **Ring Type** allows you to apply a unique type to a speed dial. When the Caller ID matches the speed dial, it rings differently
- ⇒ **Divert Contact** allows you to add a number you want to divert a caller to; such as your cell phone or another office number.
- ⇒ **Auto Divert** (when enabled) diverts the caller when the caller ID is matched to the Divert Contact number.

**Note:** To toggle between enable/disable, use the arrows to navigate to the words **Enable** or **Disable** and press the **DEL** or **X** button.

- ⇒ Auto Reject (when enabled) sends the caller to voice mail, as long as voice mail is enabled, every time the caller ID is matched to the speed dial.

### SAVE A CONTACT

- ⇒ Press the **Save** soft key to confirm.
- ⇒ Press the **Cancel** soft key to abandon the changes.
- ⇒ Press **Resume** to resume your entry or edit.
- ⇒ Press the **Directories** button to return to the idle display.

### DIAL USING THE PERSONAL DIRECTORY

- ⇒ Press the navigation button (arrow pointing up) to access the speed dial listing, or press the **Directories** key. The **Contact Directory** is highlighted.
- ⇒ Press the **Select** soft key.
- ⇒ Press the **More** soft key until **Search** is displayed.
- ⇒ Press the **Search** soft key.
- ⇒ Press the **1/A/a** soft key.
- ⇒ Using the dial pad, enter the first few characters for first or last names.
- ⇒ Press the **Search** soft key to view the contacts.
- ⇒ Use the arrow keys to select a contact.
- ⇒ Press the **Dial** soft key to dial the contact.

**Note:** If you have blank or empty buttons on your phone or Expansion module, your Contact Directories will appear in numeric order according to the Speed Dial Index number.

For training/documentation, please visit us @ <http://customertraining.verizonbusiness.com> or call 1-800-662-1049