





POLYCOM CONTACT DIRECTORIES

(Polycom 330/320 Phones)

ADD CONTACT DIRECTORY


- ⇒ Press the **DIR** soft key
OR
- ⇒ Press the **MENU** button, **1** (Features), then **4** (Contact Directory).
- ⇒ Press the  button.
- ⇒ Press the  button again to edit your selection.
- ⇒ Enter the first name using the touch-tone keypad.
- ⇒ Press the **OK** soft key.
- ⇒ Use the arrow keys to move to the next entry.
- ⇒ Repeat for the last name, if applicable.

Note:

Press the # key to toggle between numeric and upper/lower case alphanumeric modes.

Special characters or spaces are not allowed, only alphanumeric and numeric characters.

ADDITIONAL OPTIONS

Use the arrow keys to move down the list to access the below options. Press the  button to edit your selection.


- ⇒ Add a **Contact Number**. The **Contact Number** is the number you want to call.
- ⇒ **Speed Dial Index** is the numeric value you want to give to the speed dial. You can use the numbers 1 - 9999.
- ⇒ **Ring Type** allows you to apply a unique ring to a speed dial entry. When the Caller ID matches the speed dial, it plays the specified ring.
- ⇒ **Label** allows you to add a label to a directory listing.
- ⇒ **Divert Contact** allows you to add a number to which you want to divert a caller, e.g., your cell phone or another office number.
- ⇒ **Auto Divert** diverts the caller when caller ID is matched to the **Divert Contact** number.
- ⇒ **Auto Reject** 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 left arrow key. The screen displays the following:
 - Press **YES** to save.
 - Press **RESUME** to go back to the entry.
 - Press **CANCEL** to abandon the changes.

DIAL USING THE PERSONAL DIRECTORY

- ⇒ Press the **DIR** soft key or the **MENU** button
- ⇒ Press **1** (Features), then **4** (Contact Directory).

You can press the navigation button () to highlight the entry, and then press the **Dial** button.

OR

Search the list by entering a name using the touch-tone keypad.

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

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