

# Using the Contact Directory on your Bethel Polycom Phone

## Summary

The Contact Directory on your Bethel Polycom phone allows you to save contacts and phone numbers on your device.

## Viewing the Contact Directory

1. To view your Contact directory, press the home button



, then press **Directories**. Press the **Contact Directory** button

## Adding a Contact to the Contact Directory

1. Open the Contact Directory
2. Press **Add**
3. Enter the contact's information and press **Save**

## Updating Contact Information in the Contact Directory

1. Open the Contact Directory
2. Press



to select the contact

3. Press **Info**, then press **Edit**
4. When you are finished, press **Save**

## Searching for a Contact in the Contact Directory

1. Open the Contact Directory.
2. Press **Search**.
3. Enter the search criteria, then press **Search**.

## Dial a Contact from the Contact Directory

1. Open the Contact Directory.
2. Select the Contact.
3. From the contact's information screen, select the contact's phone number.