

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 [blocked URL](#), 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 [blocked URL](#) 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.