

Search Local Directory on SPA300/SPA500 Series IP Phone

Objectives

The SPA300/SPA500 Series IP Phones have a menu interface to search for the extension numbers of phones in the local network. The Local Directory is searchable by first and last name of a person and will display the extension numbers of all matches found.

This document explains how to search the Local Directory on the SPA300/SPA500 Series IP Phone.

Applicable Devices

- SPA300 Series IP Phone
- SPA500 Series IP Phone

Step-by-Step Procedure

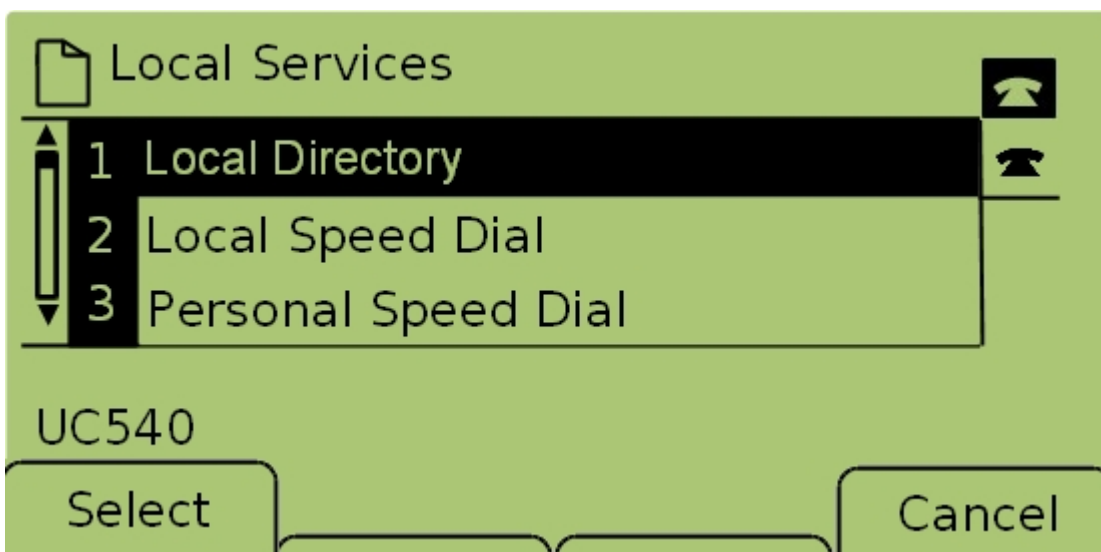
Search Local Directory



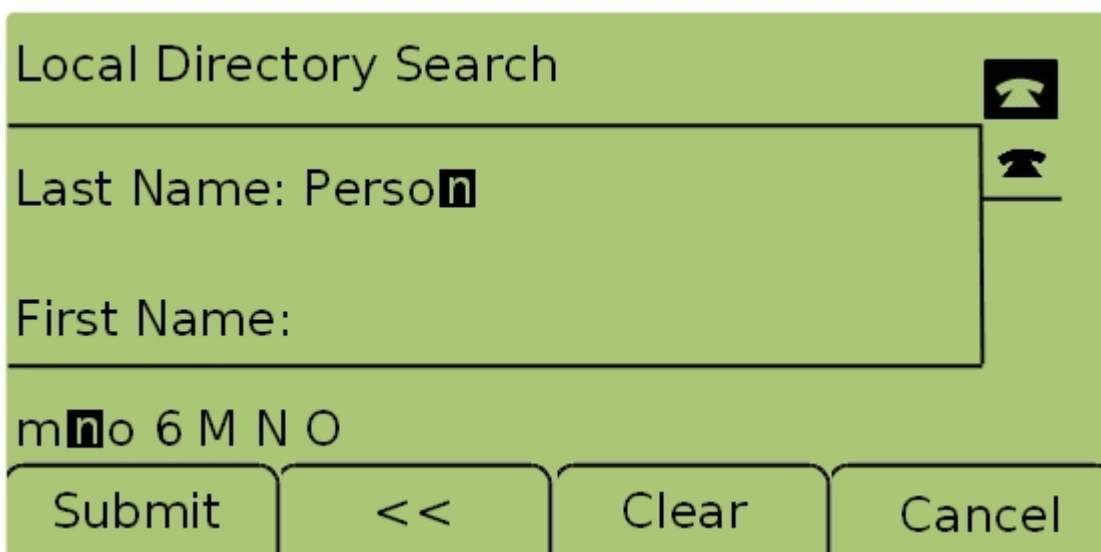
Step 1. Press the **Setup** button on the IP phone to bring up the *Setup* menu.



Step 2. Select **Directory** and press **Select**, or press **2**, to bring up the *Local Services* menu.

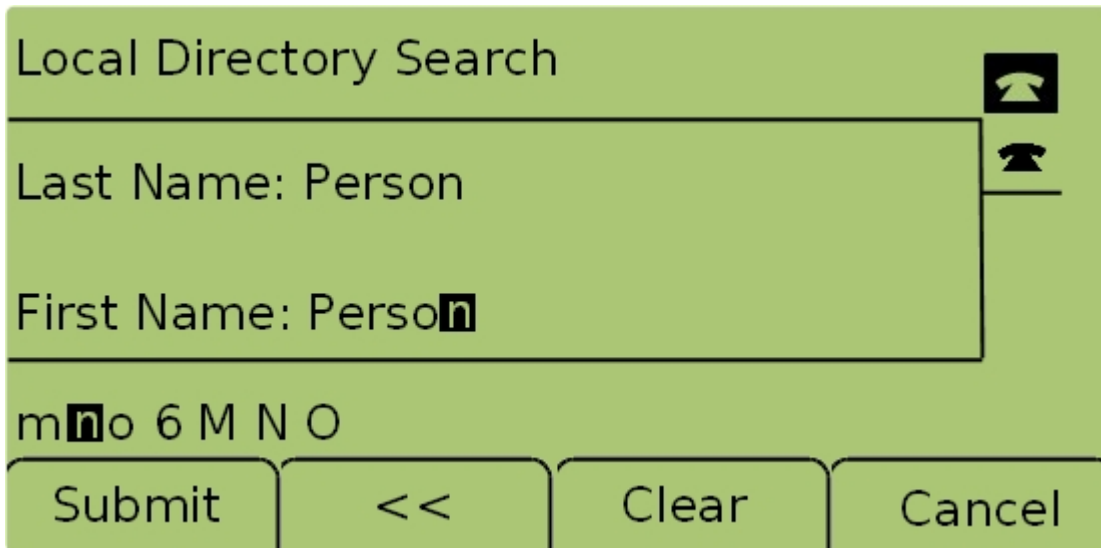


Step 3. Select **Local Directory** and press **Select**, or press **1**, to bring up the *Local Directory Search* screen.



Step 4. Enter the last name of a person to search for in the Last Name field by pressing the corresponding key for that letter. Repeatedly press that same key to select the desired letter.

Note: Leave the last name field blank to search by first name only. Enter less letters to broaden the search.



Local Directory Search

Last Name: Person

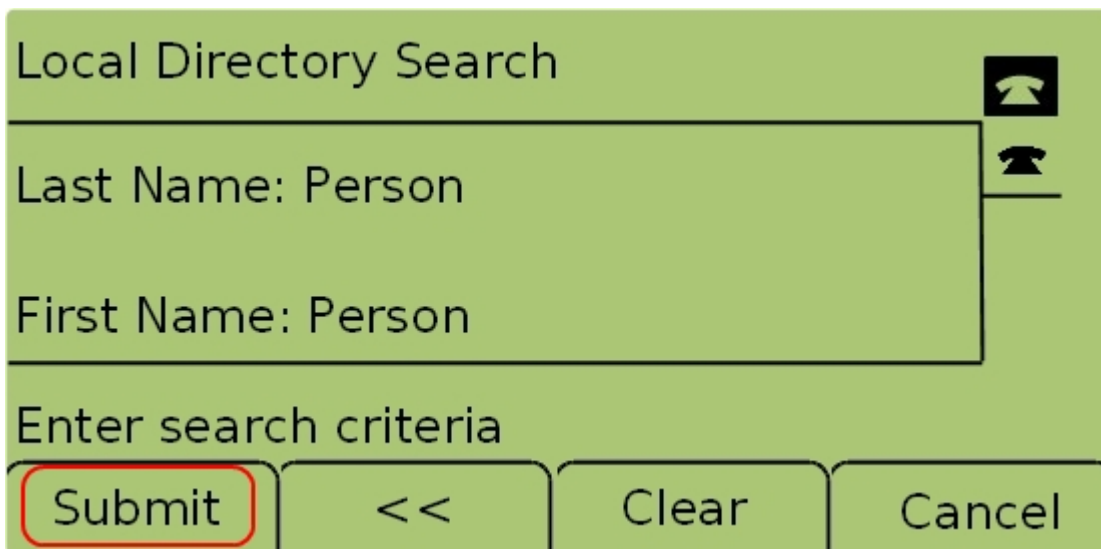
First Name: Person

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Submit << Clear Cancel

Step 5. Navigate to the First Name field with the navigation keys. Enter the first name of a person to search for in the First Name field by pressing the corresponding key for that letter. Repeatedly press that same key to select the desired letter.

Note: Leave the first name field blank to search by last name only. Enter less letters to broaden the search.



Local Directory Search

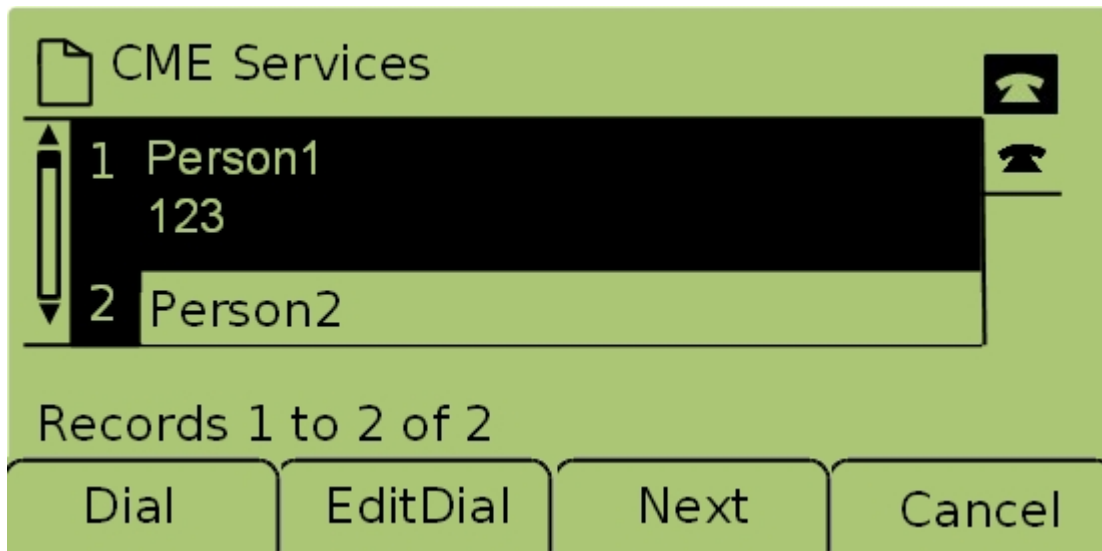
Last Name: Person

First Name: Person

Enter search criteria

Submit << Clear Cancel

Step 6. Press **Submit** to search the Local Directory by the given first and last name. The *CME Services* screen opens if any matches are found.



Step 7. The name and extension number of each match found is shown. Use the navigation keys to scroll up and down to view each entry.