

Phone Contacts

The Cisco Unified IP Phones 6921, 6941, 6945, and 6961 provide you with access to Seattle U and personal contacts using these directories:

- Corporate Directory (Seattle U)


Corporate Directory



The corporate directory contains Seattle U contacts that you can access on your phone. Your system administrator sets up and maintains the directory.

You can dial calls from your corporate directory in two ways:





- When you are not on another call.
- When you are on another call.

Search for and Dial a Contact

1. Press the **Contacts** button .
2. Select **Corporate Directory**. (Use the Navigation bar and button to scroll and select.)
3. Select any of these criteria to search for a co-worker:
 - First name
 - Last name
 - Number
4. Enter the search criteria information, press the **Submit** softkey, and select a contact.
5. To dial a contact, use one of these options:
 - Press the **Dial** softkey.
 - Press the **Select** button.

- Press the contact label number.
- Press a line button.
- Press the **Speakerphone** button .
- Press the **Headset** button .
- Pick up the handset.

Search for and Dial a Contact While on a Call

1. Press the **Contacts** button .
2. Select **Corporate Directory**. (Use the Navigation bar and button to scroll and select.)
3. Select any of these criteria to search for a co-worker:
 - First name
 - Last name
 - Number
4. Enter the information, then select **Search > Dial**.
5. Select one of these to handle the original call:
 - **Hold** button —Puts the first call on hold and dials the second.
 - **Transfer** button —Transfers the first party to the second and drops you from the call. To complete the action, press the **Transfer** button again after dialing.
 - **Conference** button —Creates a conference call with all parties, including you. To complete the action, press the **Conference** button again after dialing.
 - **End Call** softkey—Disconnects the first call and dials the second.