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.