

Section 6.8: Dial Directory Window

The Dial Directory window allows you to dial a phone number by clicking a button rather than by typing the phone number, much like speed dial. From this window, you will be able to search for a contact within a group, dial a contact that is preprogrammed, manually enter and dial a phone number, and display multiple windows.

Assets of the Dial Directory Window:

1. **Group Members:** These are the tiles displayed in the top of the Dial Directory Window. Each tile may be associated with multiple phone numbers for that group. The Hospital group contains the phone numbers to all of the hospitals in the area.
 - a. If there is a gray arrow to the left of the tile, then there are more contacts “behind” that tile.
 - b. By clicking on a contact from this window you will open up a new call in the Personal Call Appearance and that number will be called.
 - c. If the contact has a double pound icon at the top right hand corner of the tile, then that person or agency has multiple phone numbers. By simply clicking on the tile you will call the default phone number.
 - To view the details of a contact, select “contact details” at the bottom of the window.
 - d. If the contact has a paper clip icon at the bottom right hand corner of the tile, then that person or agency has notes associated with it.
 - To view the details of a contact select, “contact details” at the bottom of the window.
2. **Search Field:** This field is found at the top of the Dial Directory Window above the Group Members. This field will search contacts and groups belonging to the group that is currently displayed in the Dial Directory.
3. **Breadcrumb Navigation:** This is found above the Search Field. This shows the group and each of the subgroups you are currently in. By clicking on any breadcrumb, you will be taken to that previous group.
4. **Manual Dialing Box:** This is located underneath the Group Members. This box allows you to manually dial any number.
 - a. **Dial:** Found directly to the right of the Manual Dialing Box. This dials the digits entered into the Manual Dialing Box.
 - If the phone number is a non-979 area code, a 1 must be placed before the phone number.
 - b. **Clear:** Found to the right of the Dial button. This clears the digits dialed in the Manual Dialing Box.
5. **Dial Directory Toolbar:** This is found directly beneath the Manual Dialing Box. The buttons in this toolbar are used to transfer text calls, display a keypad for dialing, create conference calls, and flash transfer.