



### **Section 6.9: Contact Search**

The Contact Search window can be found beneath the Dial Directory tab underneath the Dial Directory Toolbar. This window can be used to search all contacts within the system.

To search for a contact, simply type the contact you are looking for in the search field. Keep in mind some individuals or agencies may have multiple phone numbers or notes associated with them. To call the default phone number, select the contact you wish to call and click “dial” at the bottom of the window. To call a number other than the default phone number, or to view the notes, select the contact and click “details”.