Cisco Phones: How to set up and manage the Personal Directory from your Cisco Phone

1. Press the Contacts button.

2. Select Personal Directory. (Use the Navigation pad and Select button to scroll and select.)

3. To view your Personal Directory you must login. Enter your user ID and PIN (UserID is first 7 characters of your last name, first initial of first name. Ex. John Doe – doej. Contact Telecommunications at ext. 6411 for your PIN), and then press the Submit softkey.

4. Select Personal Address Book; the Search for an entry screen displays.

5. Press the Submit softkey.

6. Press the New softkey(you may need to press the More softkey first).

7. Enter the nickname information (you must also enter a name).

8. Press the Phone softkey and enter the phone numbers. Include a 3 for an outside line and 3+1 for long distance.

9. Press the Submit softkey to add the entry to your personal directory.

Search for an Entry – Personal Directory

1. Press the Contacts button.

2. Select Personal Directory. (Use the Navigation pad and Select button to scroll and select.)


4. Select Personal Address Book.

5. Select one, all, or none of these criteria to search for an entry:
   – Last Name
   – First Name
   – Nickname

Tip: To view all entries, leave fields blank and press the Submit softkey.

6. Select the personal address book entry that you want to dial.

7. Press the Dial softkey

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