

Corporate Directory access on the SPA525G/SPA525G2 IP Phone

Objective

The Corporate Directory service is a service which is provided by the Internet Telephony network provider or Corporate Network Setup. The SPA525G/SPA525G2 IP Phones have a support to read the Corporate Directory if provided on the network. The directory gives access to features like Local Directory, Local Speed Dial, Personal Speed Dial.

Applicable Devices

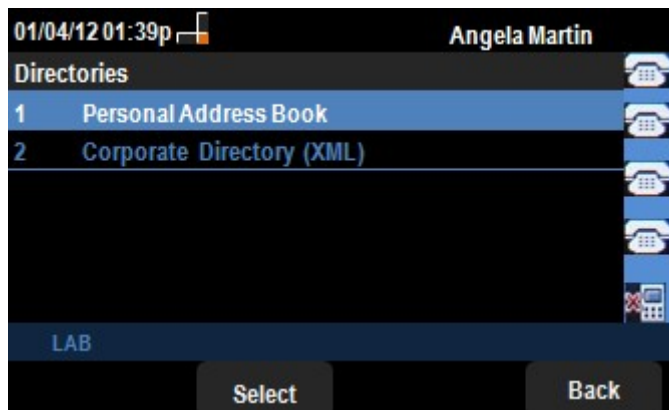
- SPA 525G
- SPA 525G2

Corporate Directory Access.

Step 1. Press the **Setup** button on the phone. The *Information and Settings* menu appears.



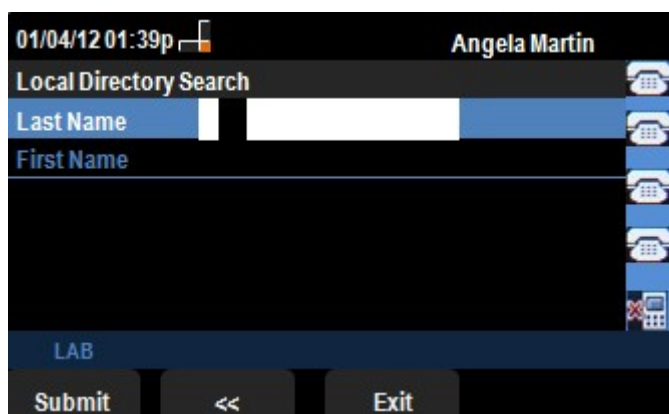
Step 2. Use the navigation keys and scroll down to *Directories*. Press the **Select** soft key. The *Directories* menu appears.



Step 3. Use the navigation keys and scroll down to Corporate Directory (XML) and press the **Select** soft key. The *Local Services* menu appears. The *Corporate Directory* offers the 3 services viz. Local Directory, Local Speed Dial, Personal Speed Dial.

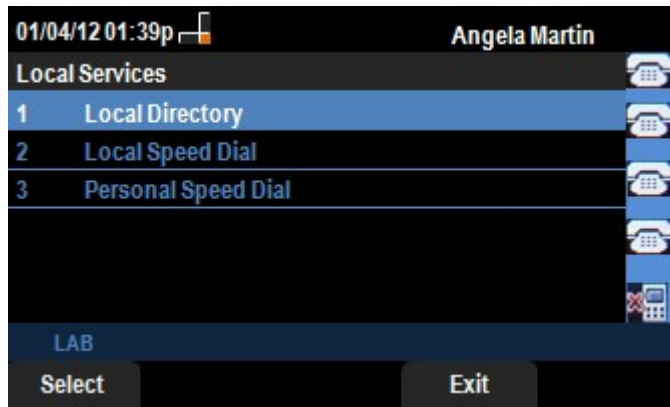


Step 4. Press the **Select** soft key while keeping the *Local Directory* option selected. The *Local Directory Search* menu appears.

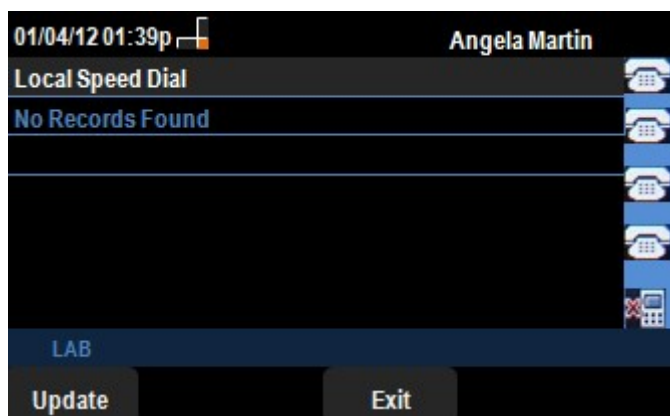


Step 5. Enter the *Last Name* and the *First Name* of the person desired in the appropriate field. The "<<" soft key can be pressed to delete unwanted character entries while inserting data into the *Last Name* and *First Name* Fields.

Step 6. After entering press the **Submit** soft key. If the desired entry is found in the corporate directory set, then entree's phone number is displayed. If a record is not found the screen will display the message "No Record Found". Press **Exit** to go back to the Local Services menu.



Step 7. Use navigation keys and scroll down to *Local Speed Dial* in the *Local Services* menu. Press **Select** soft key. The *Local Speed Dial* menu appears. If the network provides local speed dial then the records for that will appear on the *Local Speed Dial* menu. If no records are found then the screen will display "No Records Found" message. Press the **Update** soft key to look for any updates on the network.



Step 8. Press **Exit** to go back to the *Local Services* menu.



Step 9. Use navigation keys and scroll down to *Personal Speed Dial* in the *Local Services* menu. Press **Select** soft key. The *Local Speed Dial* menu appears. If the network provides personal speed dial then the records for that will appear on the *Local Speed Dial* menu. If no records are found then the screen will display "No Records Found" message. Press the **Update** soft key to look for any updates on the network.



Step 10. Press **Exit** to go back to the Local Services menu.