

Dial from Phone Book(s)



Dialling by name (Quickdial)

Office 5370 / 5380 (multi line display)

You want to make a call by entering a name.

With Quickdial you only need to press the digit keys for each letter once, even though each key is assigned several letters. An efficient algorithm provides quick search results.

Requirement: The name and the corresponding call number are stored in one of the system's phone book or in an external phone directory connected to the system.

The surname and first name have to be separated by a space (# key), for example "no s" (6 6 # 7) for Noble Stephen. Ask your system administrator whether you should start with the surname or the first name.

Notes:

- To be able to search in an external phone book using Quickdial, you need to press the * key or 0-key before entering the first letter.
- The response time may vary greatly depending on the size and the number of phone books connected.



Quickdial:

Press each of the corresponding digit keys once for the first few letters of the name you are looking for.

→ For each letter, the display shows the corresponding digit, for example a "6" for the letter "n".



Press the phone book key.

→ The phone searches for matching users.



You may have to enter another letter before the name you want or a list of users is displayed.



Scroll through the list until the user you want is displayed. Select the phone number you want.

Note:

If the phone is unable to find a matching user, *List empty* will appear on the display.



Pick up the handset.

→ The phone number displayed is dialled.

Dial from Phone Book(s)



Dialling from the phone book **Office 5370 / 5380** (multi line display)

You want to search a user in one of the connected phone books.

The surname and first name have to be separated by a space, for example "no s" for Noble Stephen. Ask your system administrator whether you should start with the surname or the first name.

To find out to create a new contact in your private phone book, refer to the Chapter "[Creating a new phone book entry](#)", page 82.



Press the phone book key.

Search entry



Scroll to *Search entry* and press the *Select* Foxkey.

If required, enter the first few letters of the name you are looking for (first name and surname separated by a space) until the user or a list is displayed.

Notes:

- Text mode is activated automatically.
- Use the # key to enter spaces.



Scroll through the list until the user you want is displayed. Select the phone number you want.



Pick up the handset.

→The phone number displayed is dialled.

Notes:

- The search function is not affected by upper/lower case and special characters.
- When searching in external phone books you must always enter portions of the first and last name and possibly of the town name.

Dial from Phone Book(s)



Dialling by name (Quickdial)

Office 5360 / 5361 (single line display)

You want to make a call by entering a name.

With Quickdial you only need to press the digit keys for each letter once, even though each key is assigned several letters. An efficient algorithm provides quick search results.

Requirement: The name and the corresponding call number are stored in one of the system's phone book or in an external phone directory connected to the system.

The surname and first name have to be separated by a space (# key), for example "no s" (66#7) for Noble Stephen. Ask your system administrator whether you should start with the surname or the first name.

Notes:

- To be able to search in an external phone book using Quickdial, you need to press the *key or 0-key before entering the first letter.
- The response time may vary greatly depending on the size and the number of phone books connected.

<Name>



Quickdial:

Press each of the corresponding digit keys once for the first letters of the name you are looking for.

→ For each letter, the display shows the corresponding digit, for example a "6" for the letter "n".



Press the phone book key.

→ The phone searches for matching users.



You may have to enter another letter before the name you want or a list of users is displayed.



Scroll through the list until the user you want is displayed. Select the phone number you want.

Note:

If the phone is unable to find a matching user, *List empty* will appear on the display.



Pick up the handset.

→ The phone number displayed is dialled.

Dial from Phone Book(s)



Dialling from the phone book **Office 5360 / 5361** (single line display)

You want to search a user in one of the connected phone books.

The surname and first name have to be separated by a space, for example "no s" for Noble Stephen. Ask your system administrator whether you should start with the surname or the first name.

Notes:

- To find out to create a new contact in your private phone book, refer to the chapter "Creating a new phone book entry", page 87.
- To find out to look for a contact in your private phone book, refer to the chapter "Dialling from private contacts", page 34.



Press the phone book key.

Search entry



1. Scroll to *Search entry* and press the *Select* Foxkey.
2. If required, enter the first few letters of the name you are looking for (first name and surname separated by a space) until the user or a list is displayed.

Notes:

- Text mode is activated automatically.
- Use the # key to enter spaces.



Scroll through the list until the user you want is displayed. Select the phone number you want.



Pick up the handset.

→The phone number displayed is dialled.

Notes:

- The search function is not affected by upper/lower case and special characters.
- When searching in external phone books you must always enter portions of the first and last name and possibly of the town name.

Dial from Phone Book(s)



Dialling from private contacts **Office 5360 / 5361** (single line display)

You want to call one of your private contacts.

You can search for and select a contact in your private phone book.



Press the phone book key.

Private contacts



1. Scroll to *Private contacts* and press the *Select* Foxkey.
2. For the first letter of the name you are looking for keep pressing the corresponding digit key until the list display the letter (e.g. press the digit 7 three times to obtain the letter R).

→The display jumps to the first entry that begins with R.



Scroll through the list until the user you want is displayed. Select the phone number you want.



Pick up the handset.

→The phone number displayed is dialled.