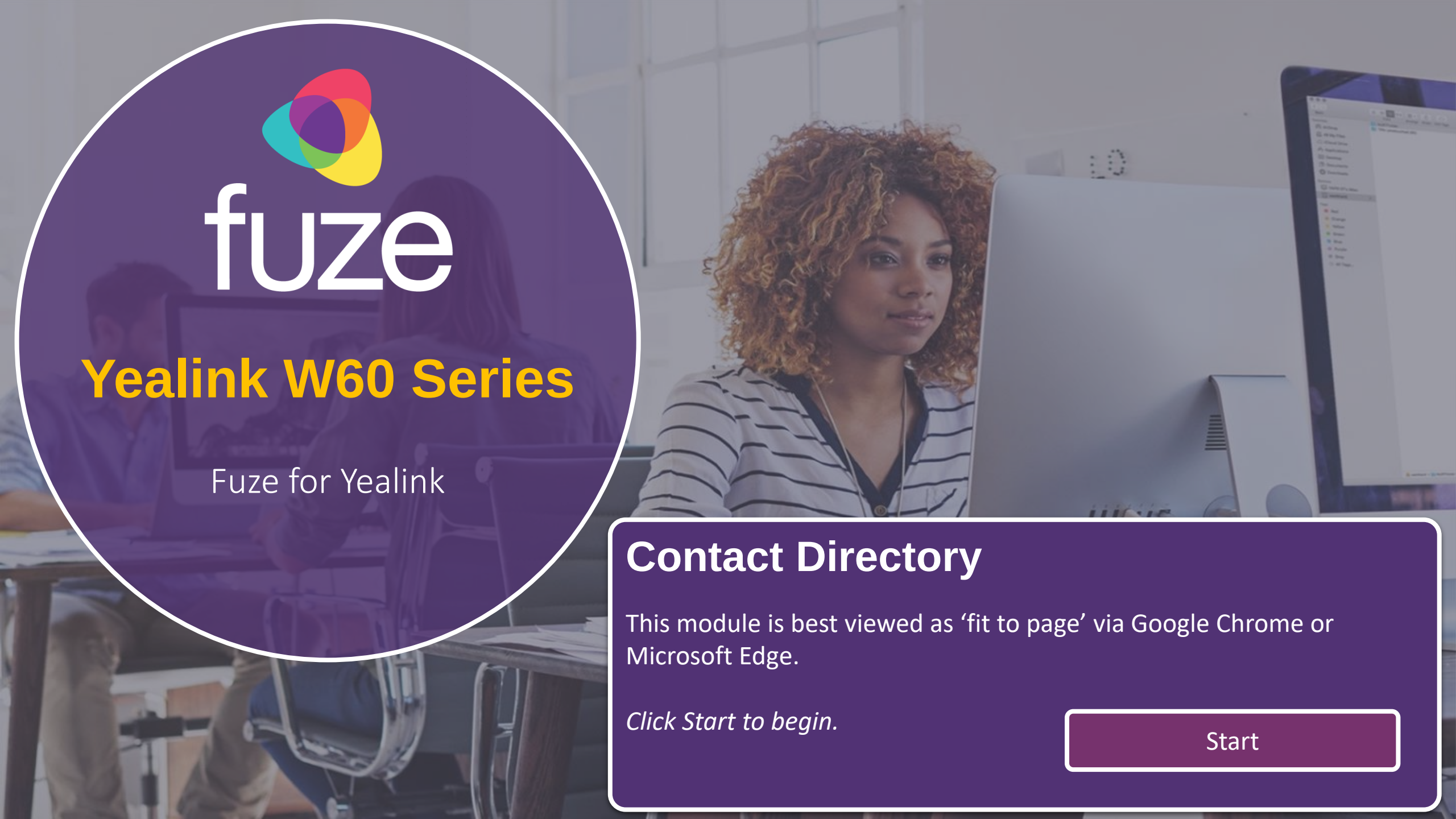


Yealink W60 Series

Fuze for Yealink

Contact Directory

This module is best viewed as ‘fit to page’ via Google Chrome or Microsoft Edge.

Click Start to begin.

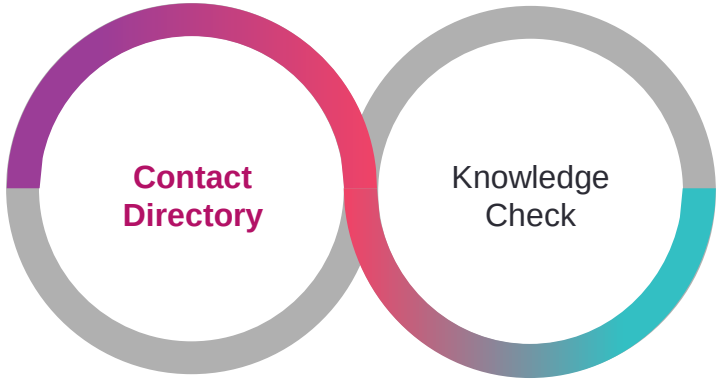
Start

Contact Directory

Contacts and Speed Dial

This module will cover the contact directory and setting up number key functionality.

Use the 'Next' button and clickable hotspots to navigate through this interactive guide.



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Next

Accessing the Contact Directory

The Contact Directory may be synced to include company contacts as well as a local directory on the phone.

To access the Contact Directory:

- Press OK to enter the main menu

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Accessing the Contact Directory

- Highlight the **Directory** using ▲ and ▼
- Press the **OK** soft key

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Searching the Contact Directory

To search for a contact within the directory:

- Use the dial pad to enter search criteria for the contact
  - It is possible to search by first or last name, or by the contact's extension
- Once the search results display, use ▲ and ▼ to select the contact

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Next

Calling a Contact

With the selected contact highlighted:

- Press OK, or the key to place a call

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Next

Adding a Contact

Sarah is a regular customer but is not currently included in the phone's directory.

Once inside the directory, to add a contact:

- Press the **Options** soft key

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Adding a Contact

- Highlight **New Contact** using ▲ and ▼
- Press the **OK** soft key

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Adding a Contact

After the contact information is entered using the dial pad:

- Press the **Save** soft key

fuze tip

The newly added contact will be saved in the local directory for the phone.

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Editing a Contact

To edit contact information:

- Locate the contact in a directory
- Press the **Options** soft key

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Editing a Contact

To edit contact information:

- Highlight **Edit** using ▲ and ▼
- Press the **OK** soft key

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Editing a Contact

After using ▲ or ▼ to select the contact information to edit:

- Use the dial pad to enter the new information
  - Using “0” permits the entering of a space between the contact’s first and last name
- Press the **Save** soft key

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Deleting a Contact

To delete a contact from within the directory:

- Locate the contact
- Press the **Options** soft key

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Deleting a Contact

- Highlight **Delete** using ▲ and ▼
- Press the **OK** soft key

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Adding a Speed Dial

For a contact that is often called. It would be beneficial to add the contact to speed dial. This way, they can be called by long pressing the associated number key.

To add a contact to speed dial:

- Press OK to access the Main Menu
- Select **Settings**
- Select **Telephony**
- Select **Speed Dial**
- Select the **desired digit key (2-9)**
- Press **Assign**
- Select the **contact** from the directory
- Press **OK**

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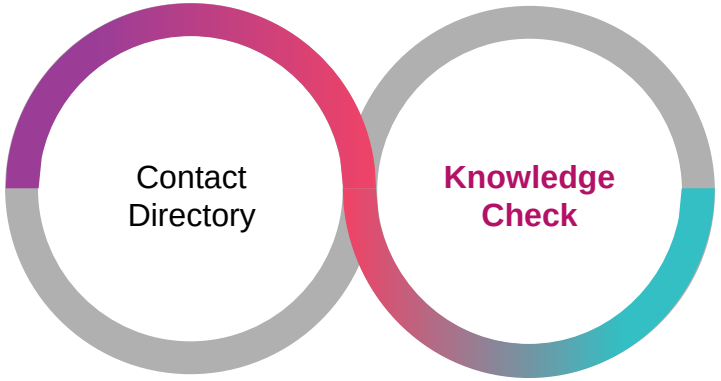
Next

Knowledge Check

You will now be given an ungraded knowledge check to test your understanding of this module.

When you are ready, click Next to begin.



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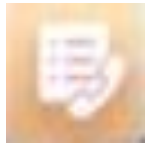
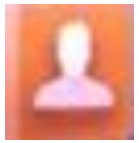
Next

Knowledge Check 1 of 4

Click the icon to access the **Contact Directory**.





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Knowledge Check 1 of 4

That is correct!

The Contact Directory can be accessed via the **Directory** icon.

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Next

Knowledge Check 1 of 4

Sorry, that is incorrect.

The Contact Directory can be accessed via the **Directory** icon.

Retry

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Next

Knowledge Check 2 of 4

True or False. Speed dial contacts can be set for digit keys 1-9.

True

False

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Knowledge Check 2 of 4

That is correct!

Speed dial contacts can be set for digit keys 2-9 and can be called by long pressing the associated digit key.

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Next

Knowledge Check 2 of 4

Sorry, that is incorrect.

Speed dial contacts can be set for digit keys 2-9 and can be called by long pressing the associated digit key.

Retry

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Next

Knowledge Check 3 of 4

True or False. A newly added contact will be saved in the local directory for the phone.

True

False

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Knowledge Check 3 of 4

That is correct!

The newly added contact will be saved in the local directory for the phone.

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Next

Knowledge Check 3 of 4

Sorry, that is incorrect.

The newly added contact will be saved in the local directory for the phone.

Retry

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Next

Knowledge Check 4 of 4

Click on-screen the correct key that will allow you to edit a contact's information.

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Knowledge Check 4 of 4

That is correct!

To edit a contact, press the **Options** soft key with the contact highlighted.

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Next

Knowledge Check 4 of 4

Sorry, that is incorrect.

To edit a contact, press the **Options** soft key with the contact highlighted.

Retry

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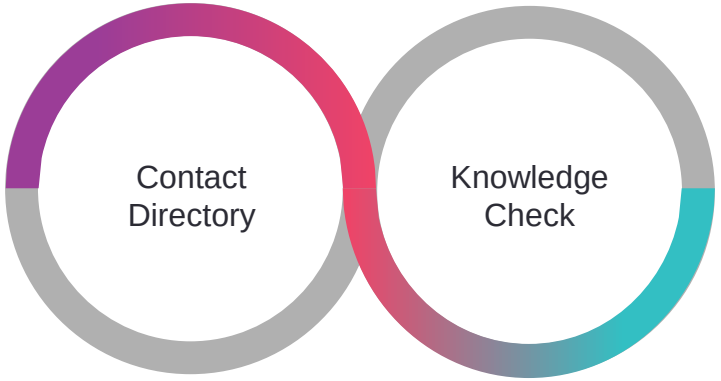
Next

Contact Directory Complete

You have now completed the contact directory module for your Yealink device.

Click a section title to review that section or click Restart to review this module.



Restart

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