



# fuze

## Yealink T41/T42 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.*

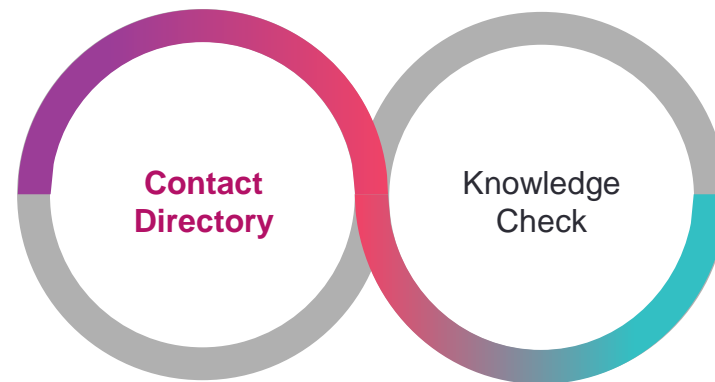
Start

# Contact Directory

## Contacts, Speed Dial, Buddy Watch

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

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

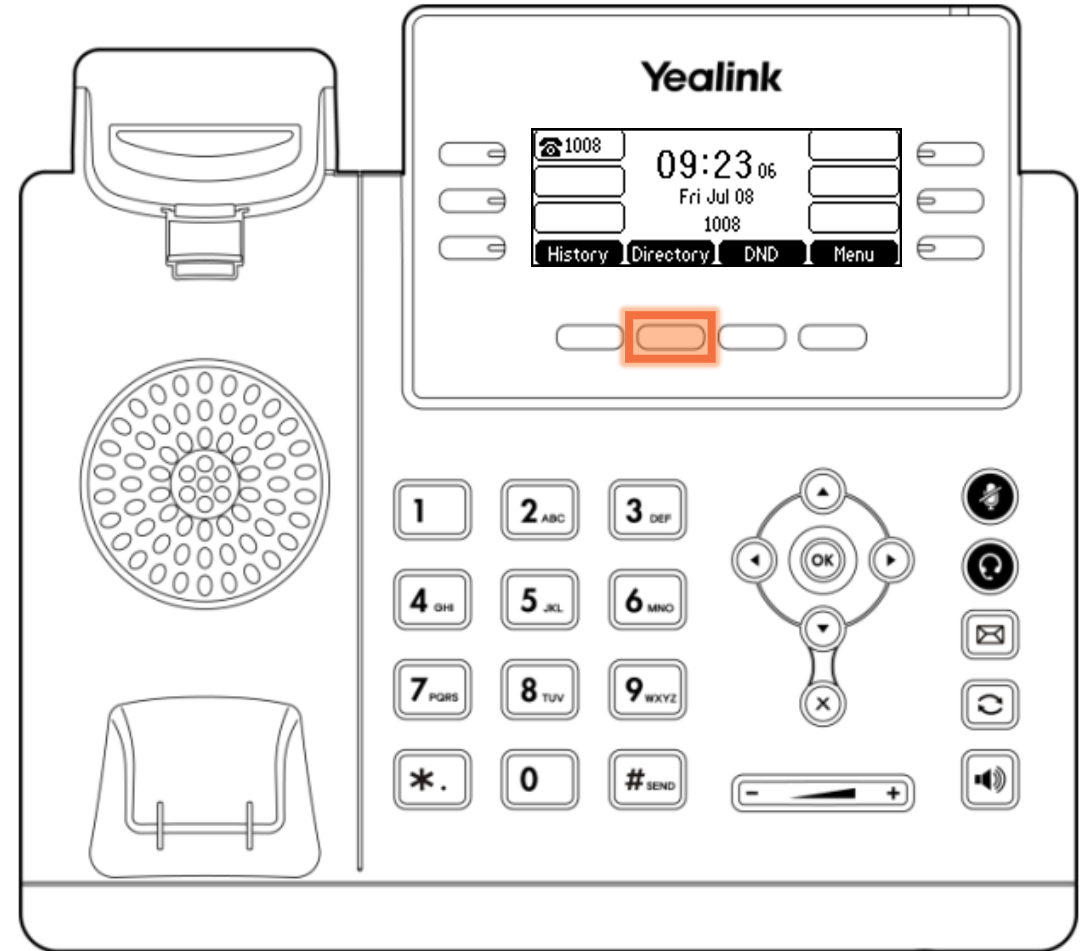


# Accessing the Contact Directory



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

To access the Contact Directory:

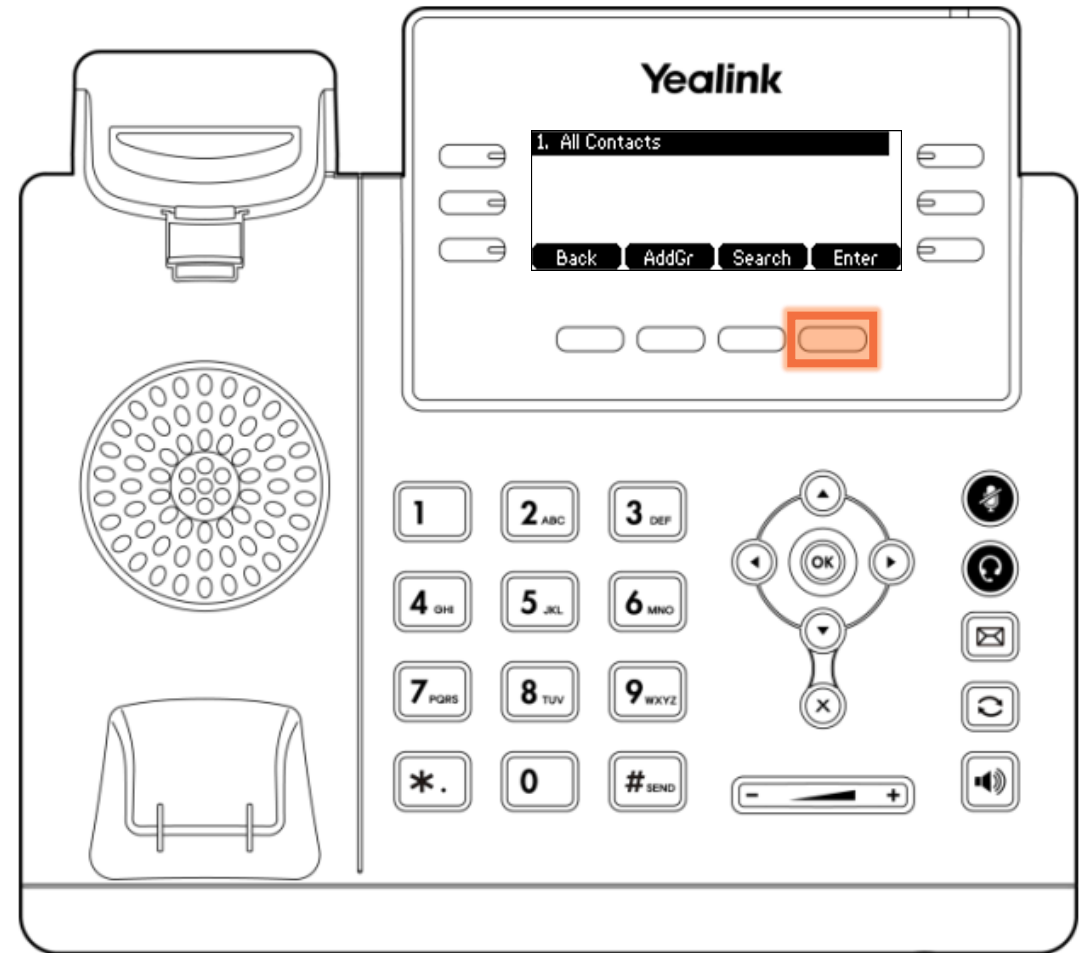
- Press the **Directory** soft key



# Accessing the Contact Directory



Highlight the appropriate directory using the  and  keys:

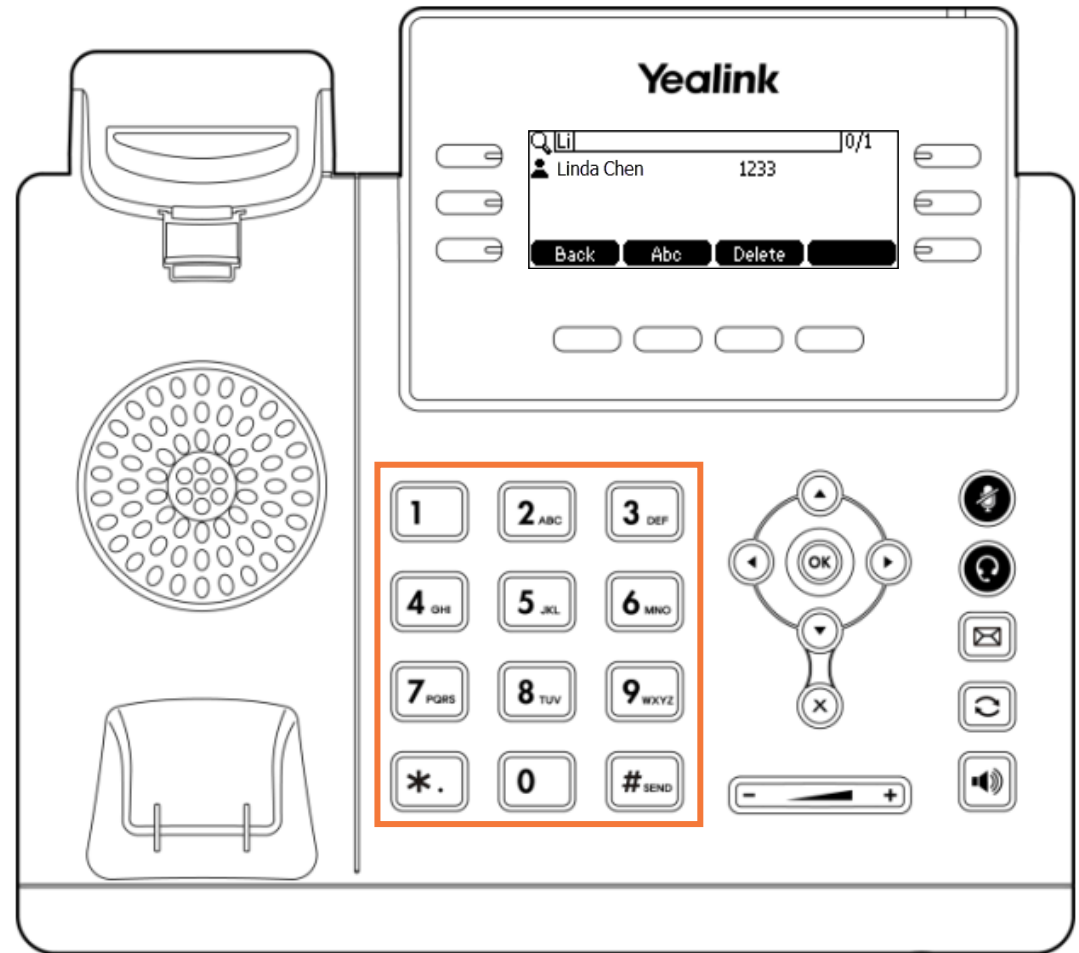
- Press the **Enter** soft key
  - If no other directories have been added, the **All Contacts** directory will be highlighted



# Searching the Contact Directory

To search for a contact within the directory:

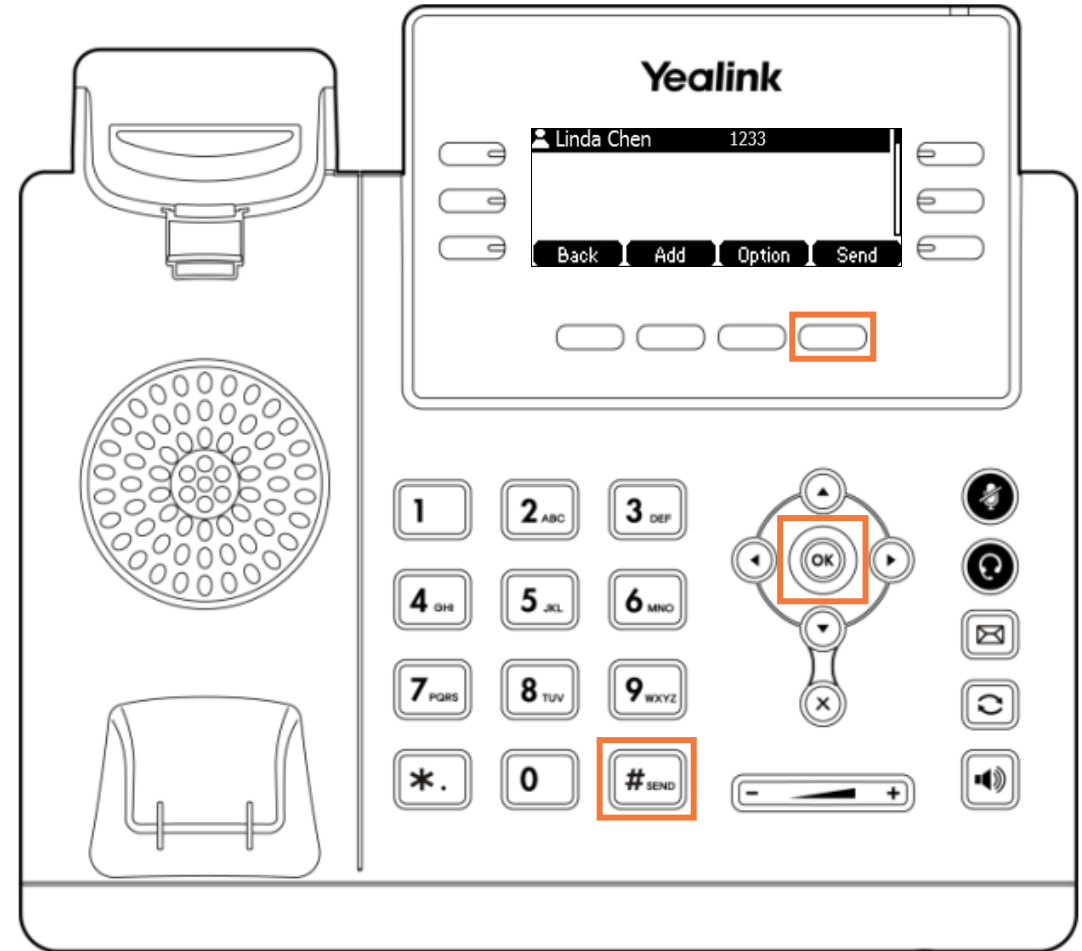
- Use the dial pad to enter search criteria for the contact
  - It is possible to search by first or last name, or by the contact's extension
- Once the search results display, use  and  to select the contact



# Calling a Contact

With the selected contact highlighted:

- Press ,  or the **Send** soft key to place a call

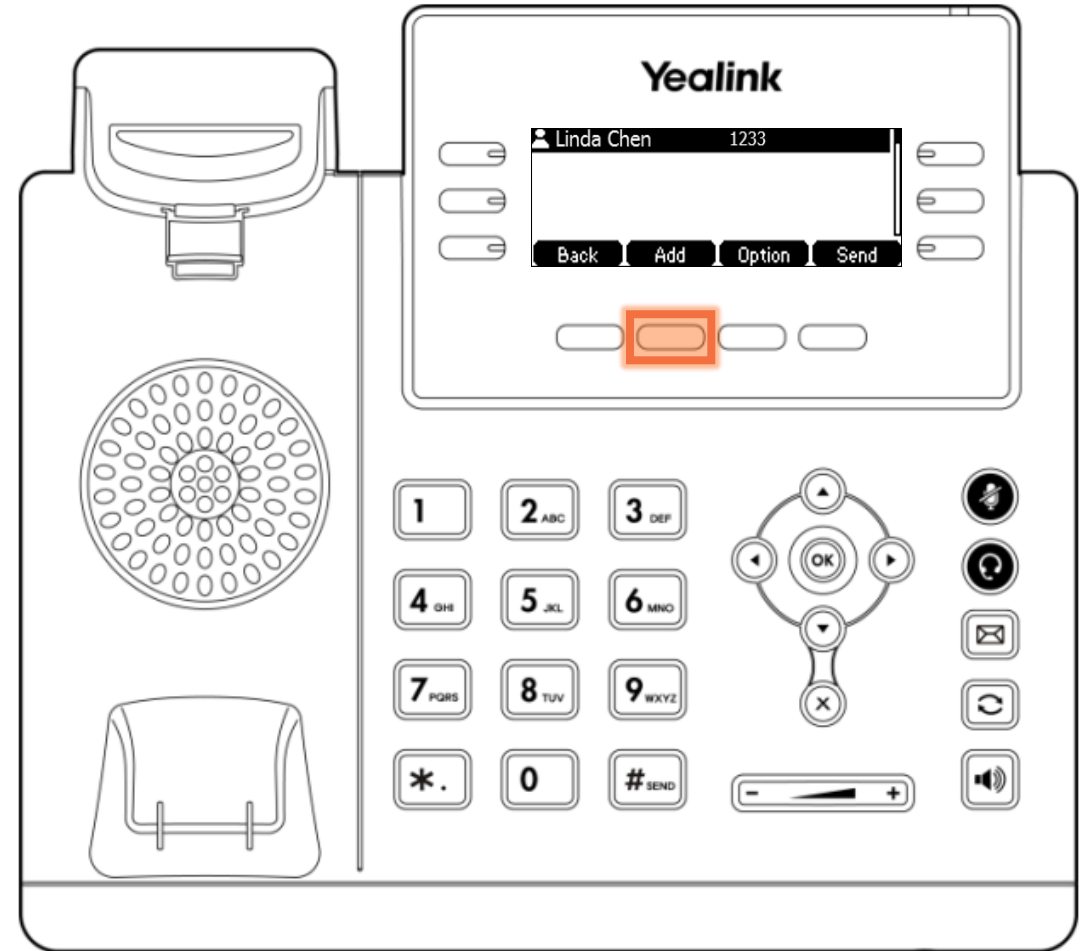


# Adding a Contact

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

Once inside the directory, to add a contact:

- Press the **Add** soft key



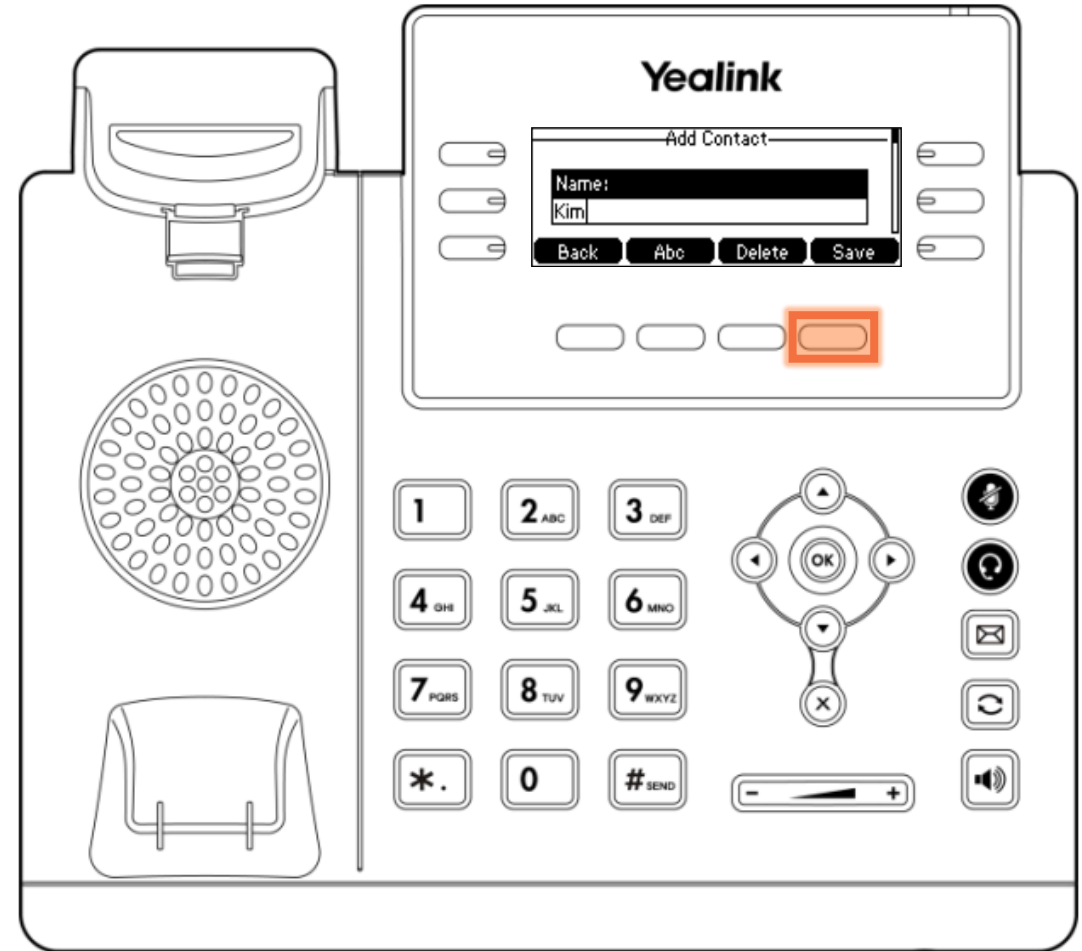
# Adding a Contact

After the contact information is entered using the dial pad:

- Press the **Save** soft key



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

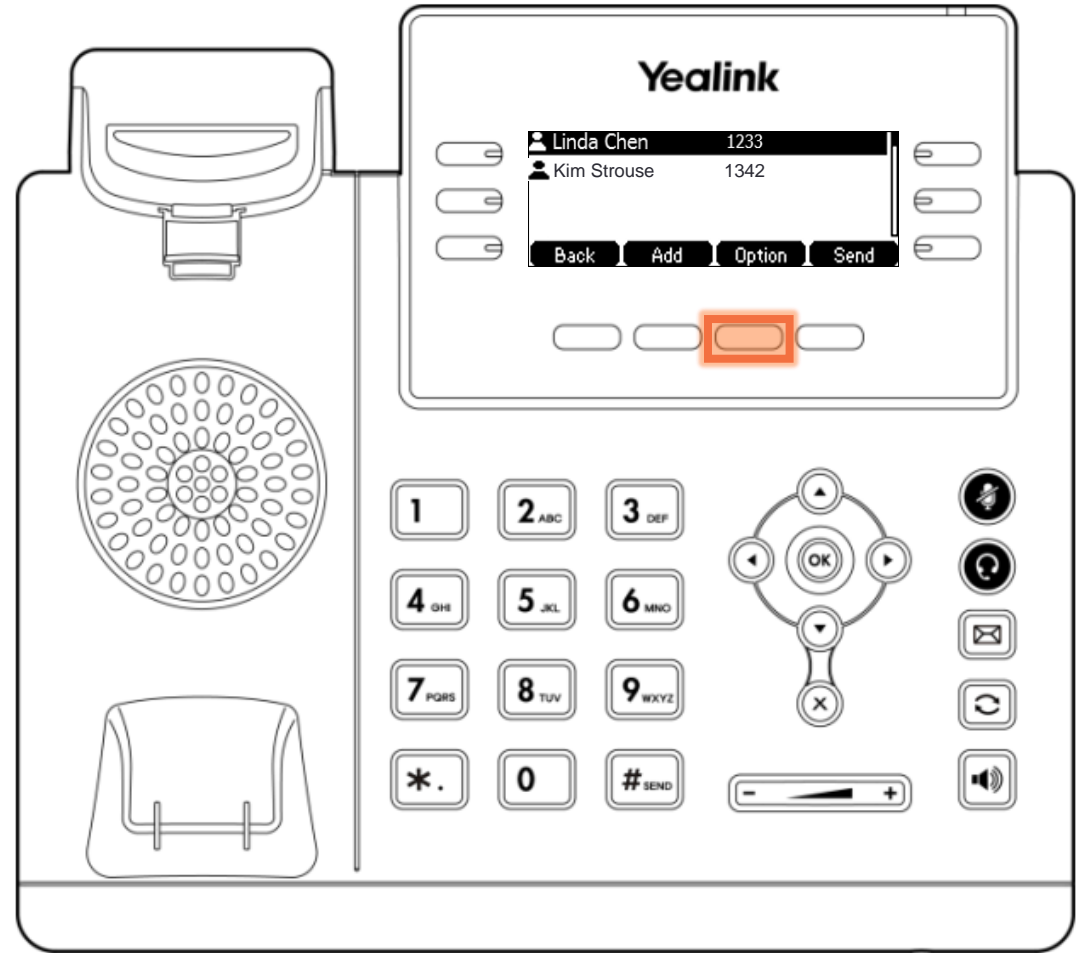






# Editing a Contact

To edit contact information:

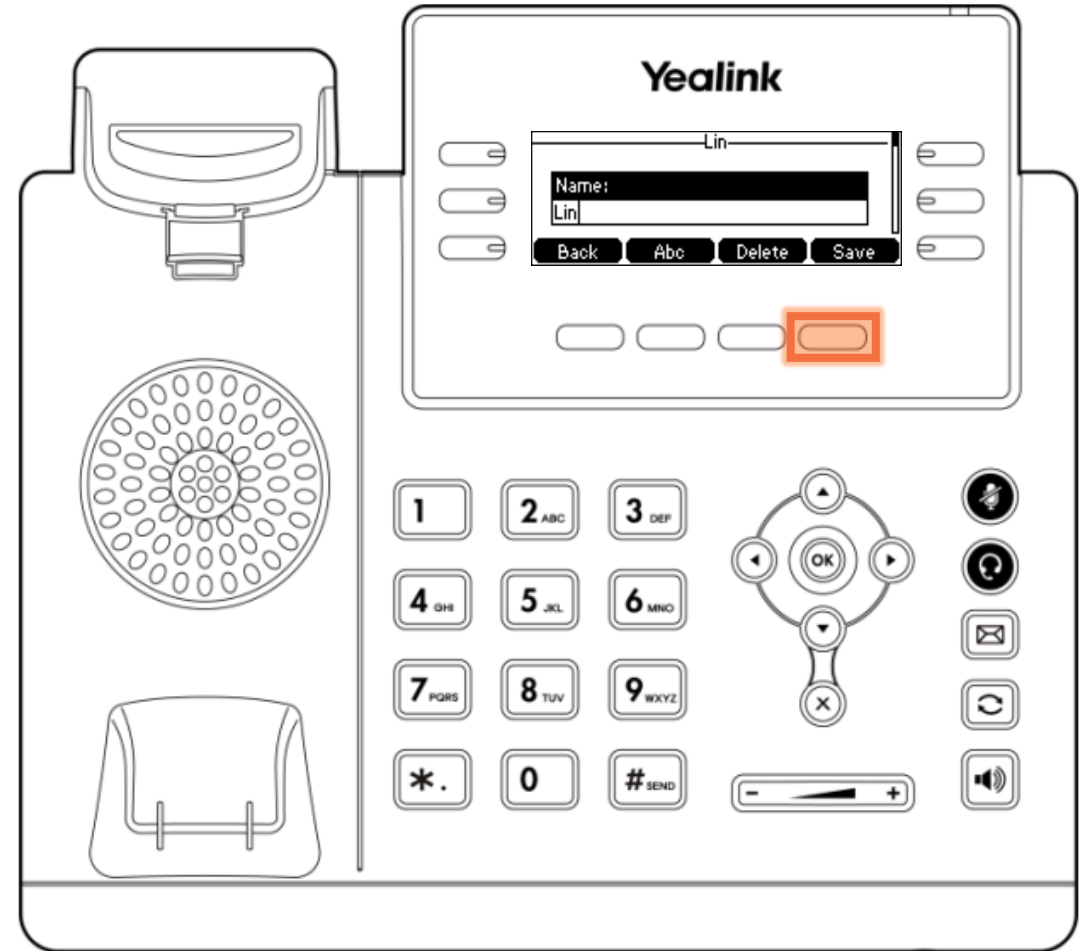
- Locate the contact in a directory
- Press the **Option** soft key



# Editing a Contact

After using  or  to select the contact information to edit:

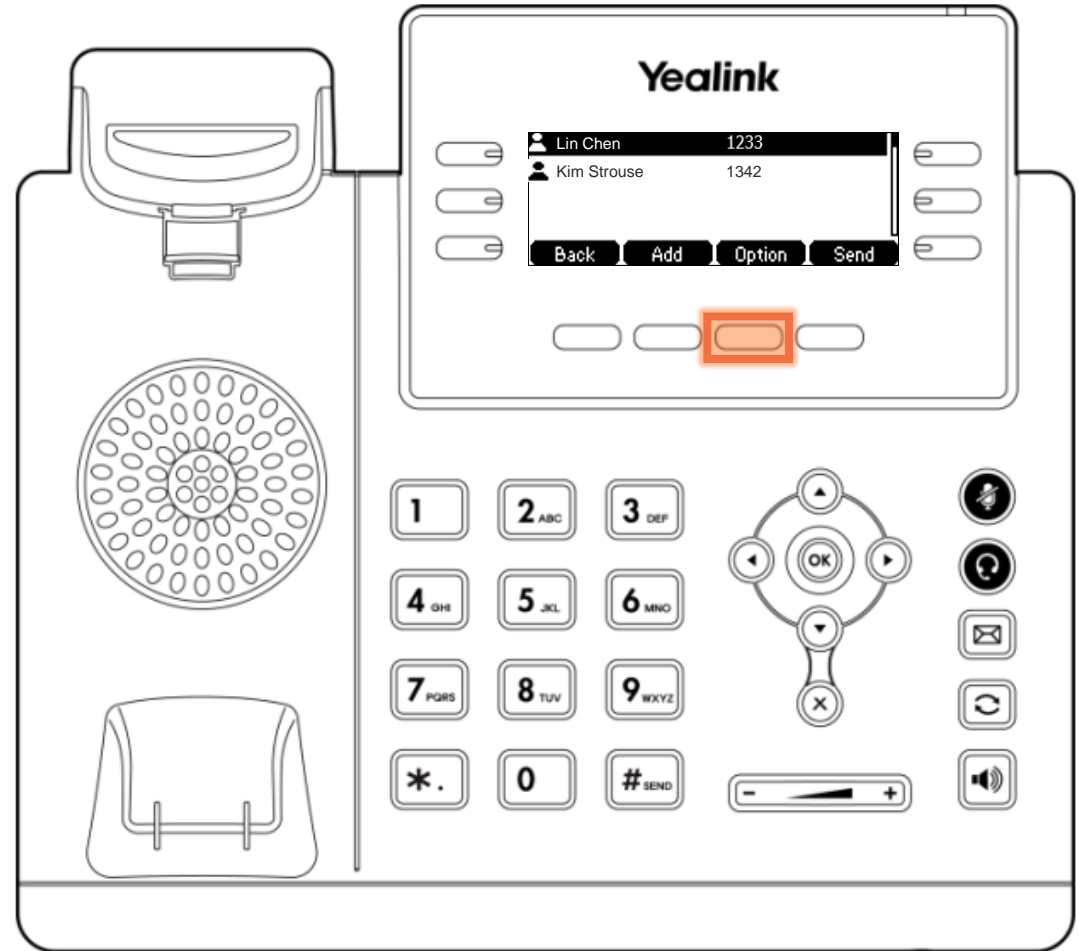
- Use the dial pad to enter the new information
  - Using “0” permits the entering of a space between the contact’s first and last name
- Press the **Save** soft key



# Deleting a Contact

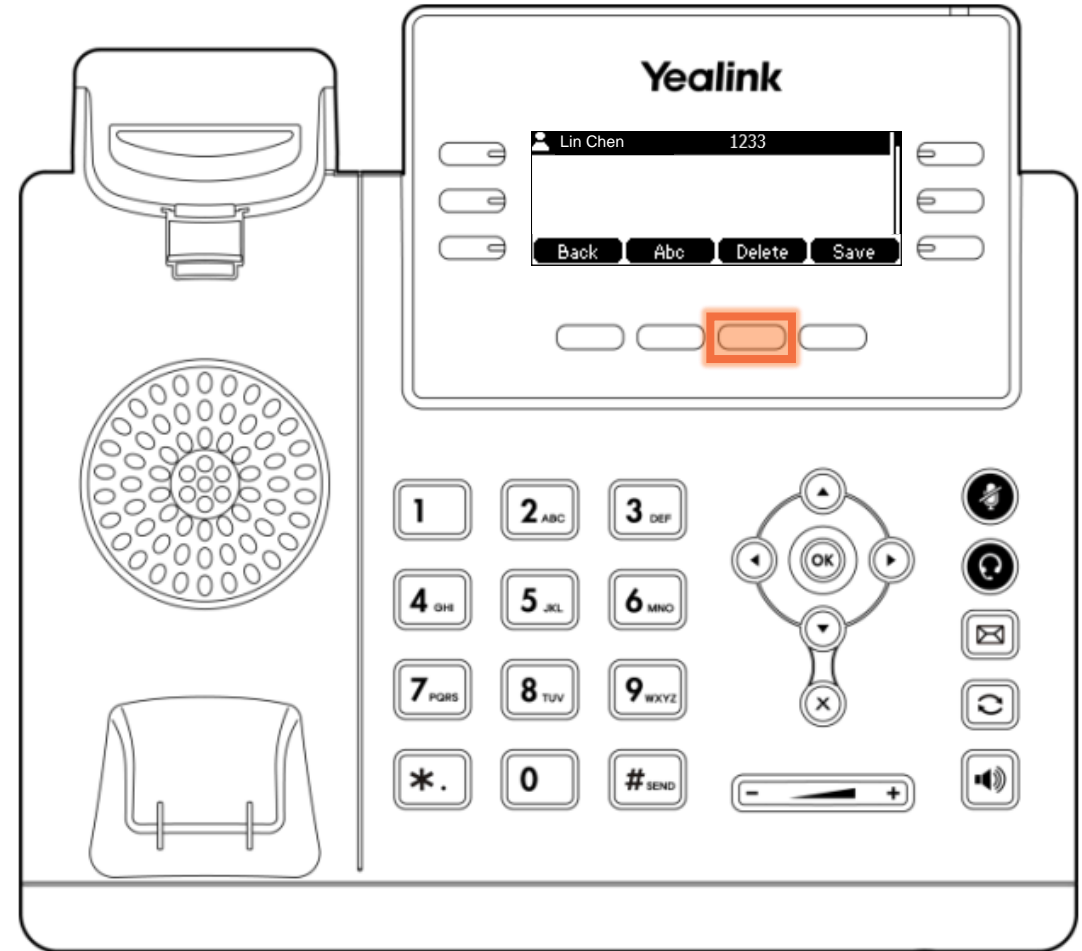
To delete a contact from within the directory:

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



# Deleting a Contact

- Press the **Delete** soft key

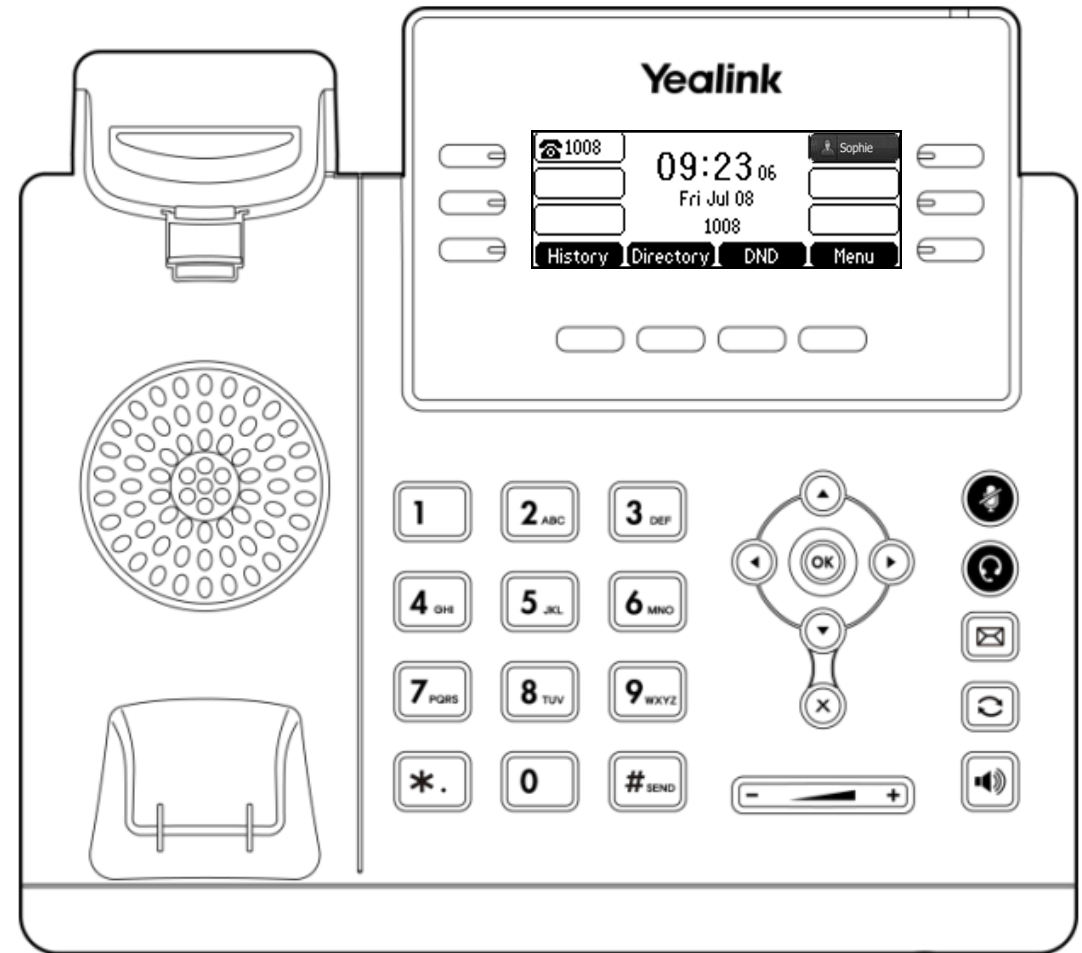


# Adding a Speed Dial

Along with Sophie, Carl is a contact that is often called. It would be beneficial to add his contact to speed dial. This way, Carl can be called by pressing the associated line key.

To add a contact to speed dial:

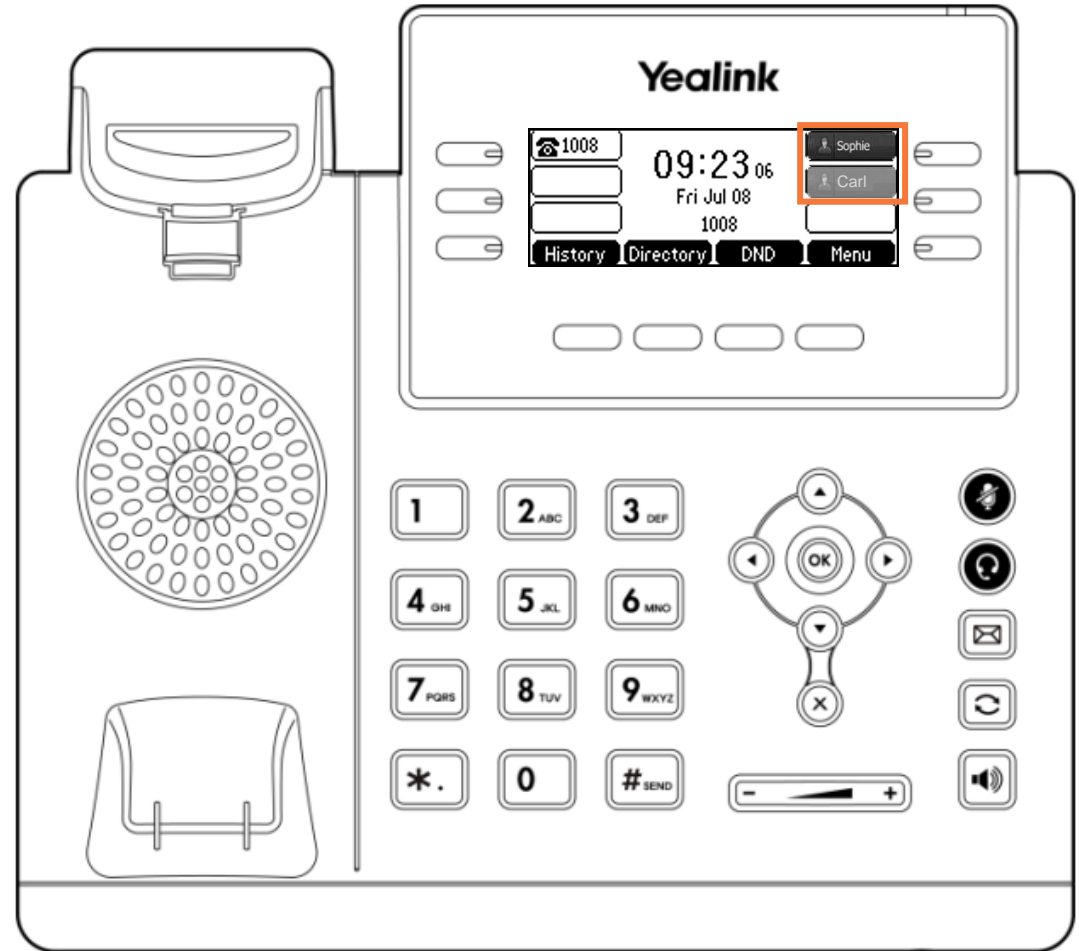
- Press and hold the desired line key
- Press ◀ or ▶ on **Type** and select **Speed Dial**
- Select the **Label** field and enter the contact's name by using the dial pad
- Select **Value** to enter the contact extension
- Select **Save** to save the entry



# Buddy Lists

A Buddy List is a list of speed dial users whose status can be monitored from the phone.

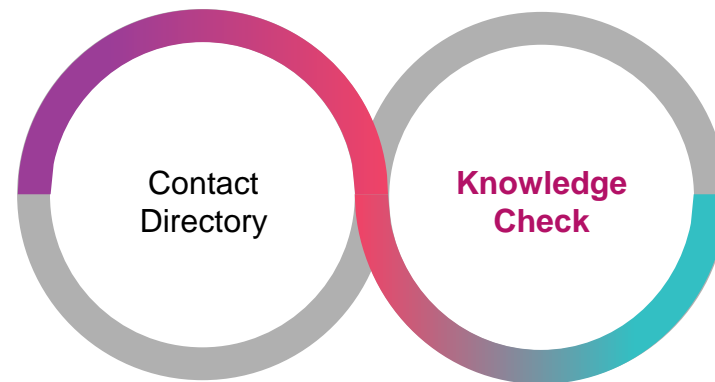
- Light grey indicates the contact is currently available
- Dark grey indicates the contact is currently on a call



# Knowledge Check

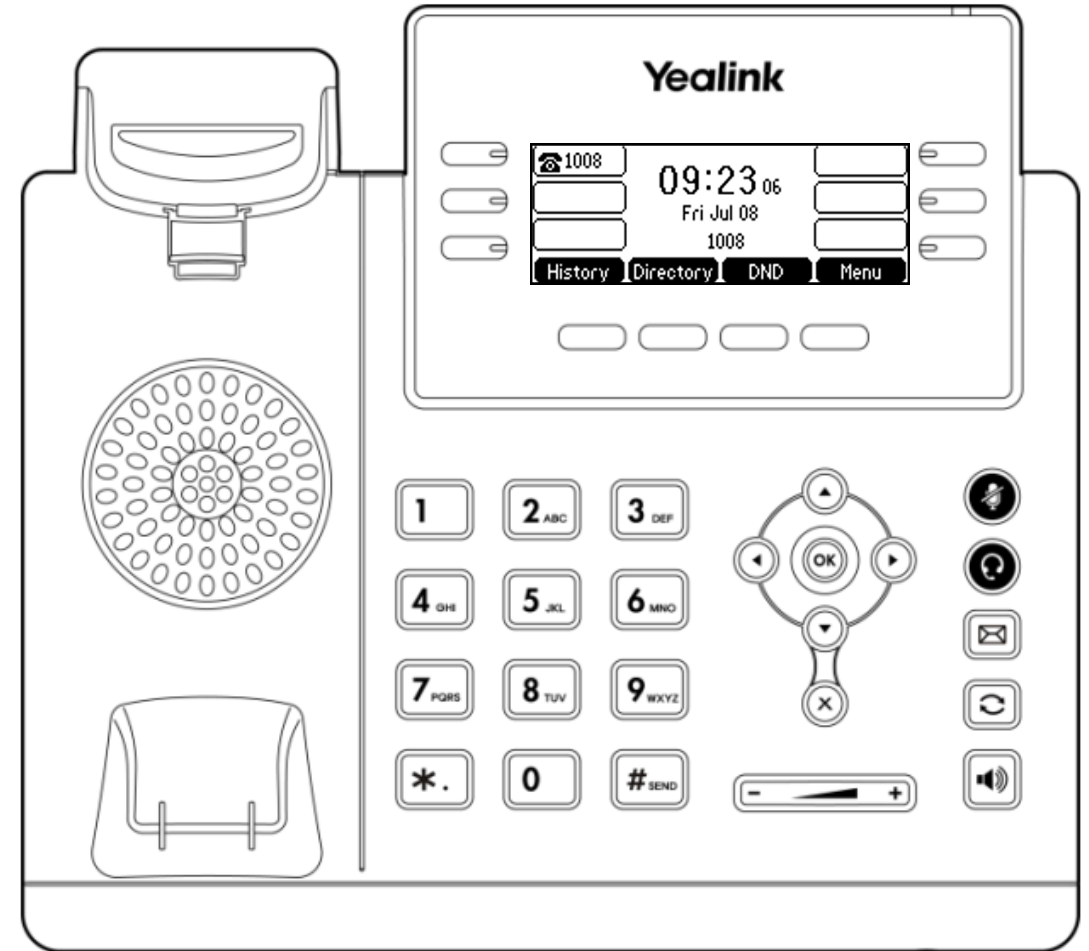
You will now be given an ungraded knowledge check to test your understanding of this module.

*When you are ready, click Next to begin.*



# Knowledge Check 1 of 4

Click on-screen the correct key that will allow you to access the Contact Directory.

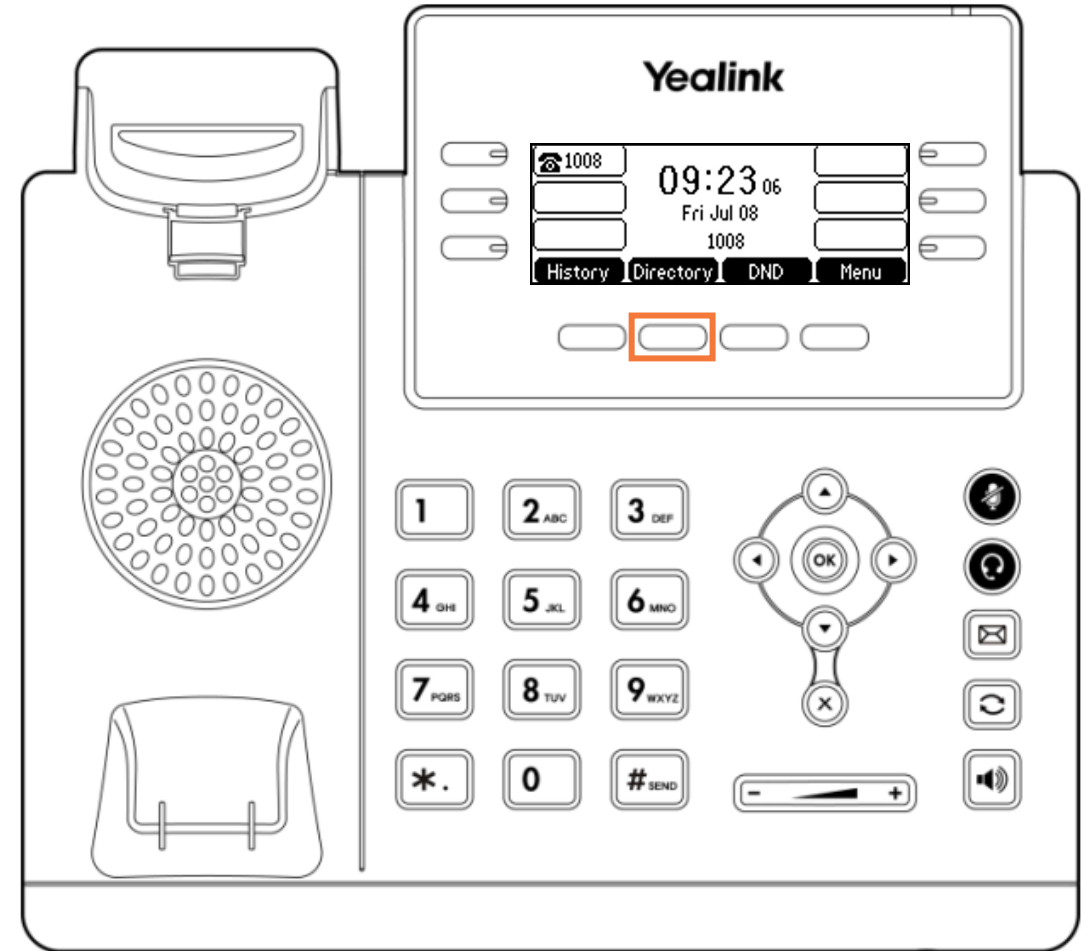




# Knowledge Check 1 of 4

**That is correct!**

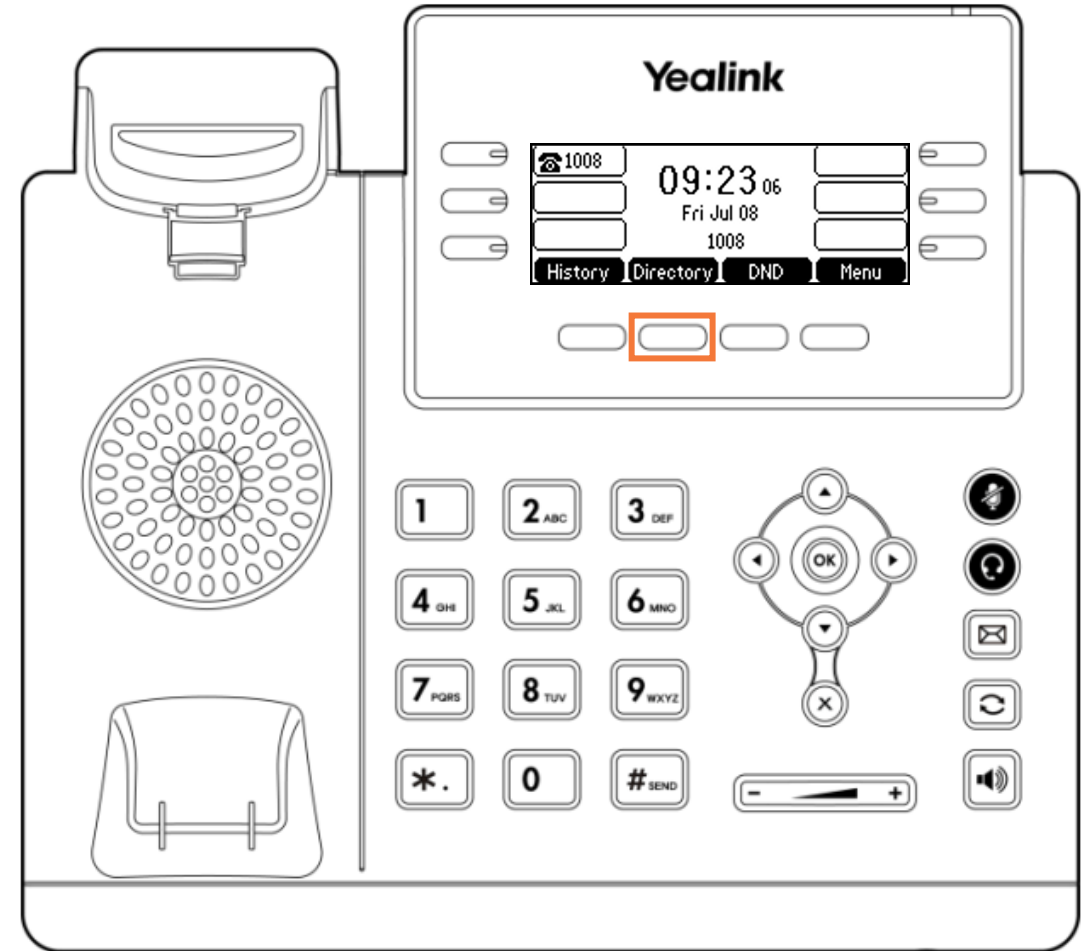
To access the contact directory, press the **Directory** soft key.



# Knowledge Check 1 of 4

**Sorry, that is incorrect.**

To access the contact directory, press the **Directory** soft key.

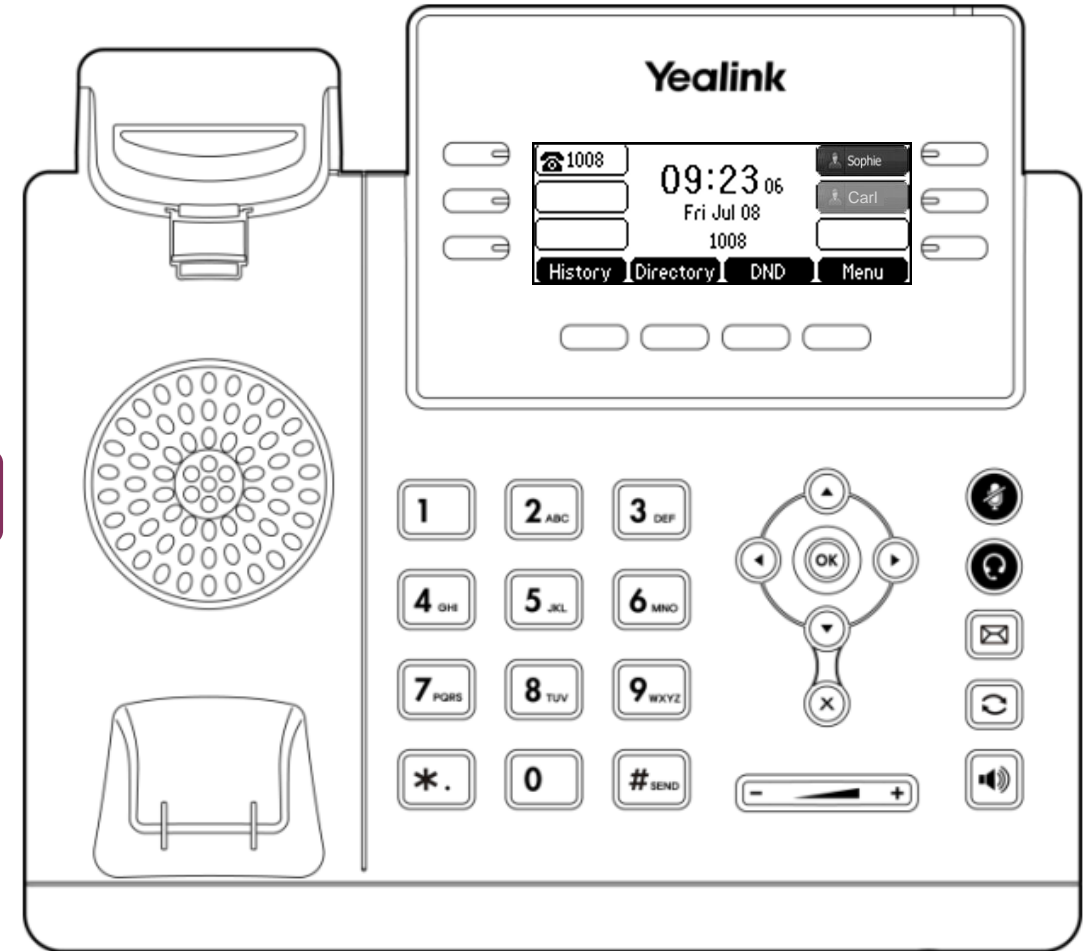


# Knowledge Check 2 of 4

*True or False.* A contact highlighted dark grey in the buddy list indicates that contact is on a phone call.

True

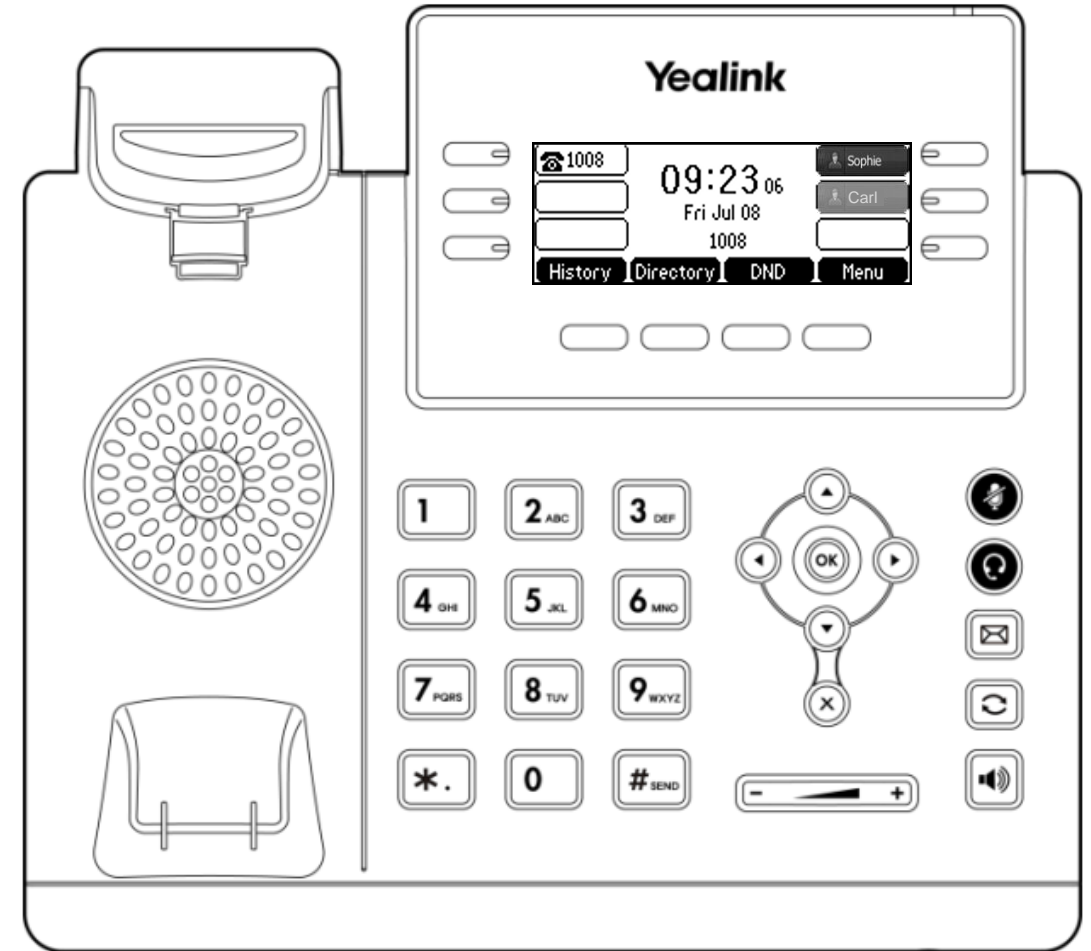
False



# Knowledge Check 2 of 4

## That is correct!

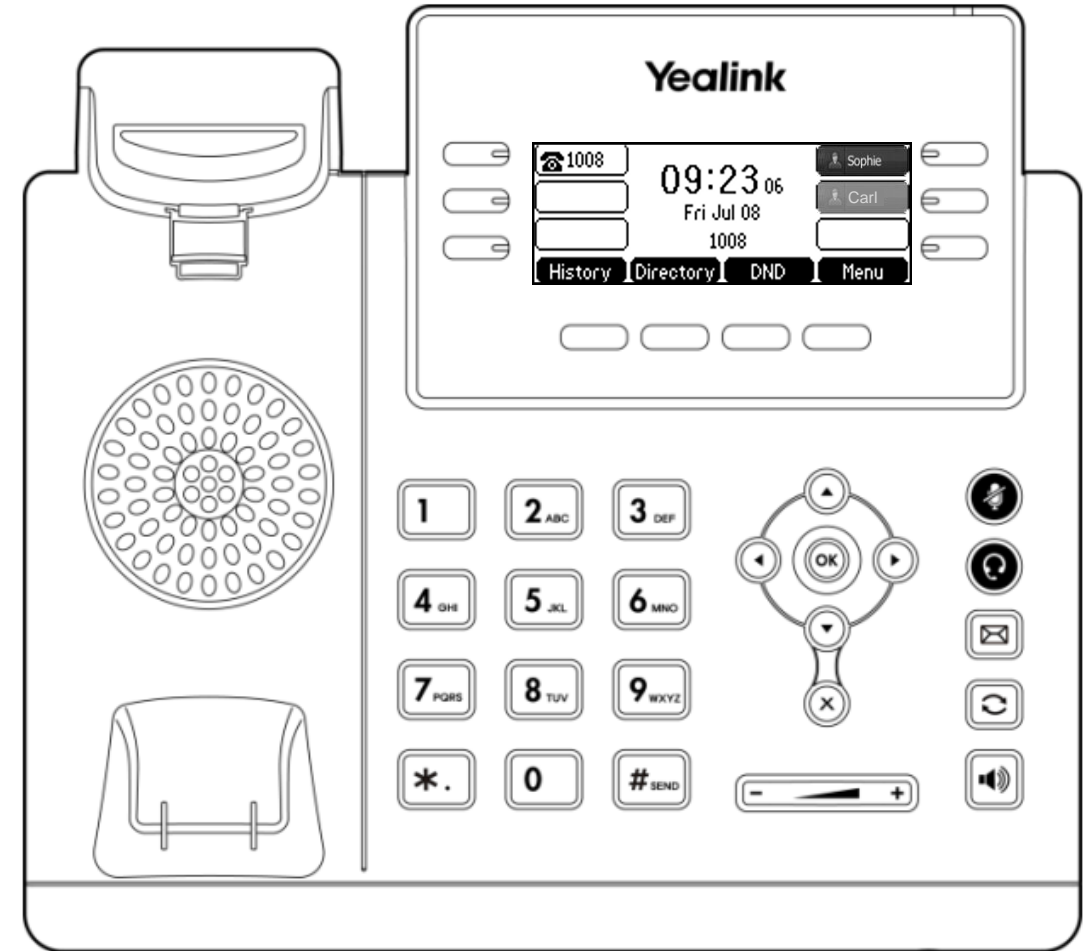
Dark grey indicates that the contact is currently on a call. While light grey indicates that the contact is currently available.



# Knowledge Check 2 of 4

## Sorry, that is incorrect.

Dark grey indicates that the contact is currently on a call. While light grey indicates that the contact is currently available.

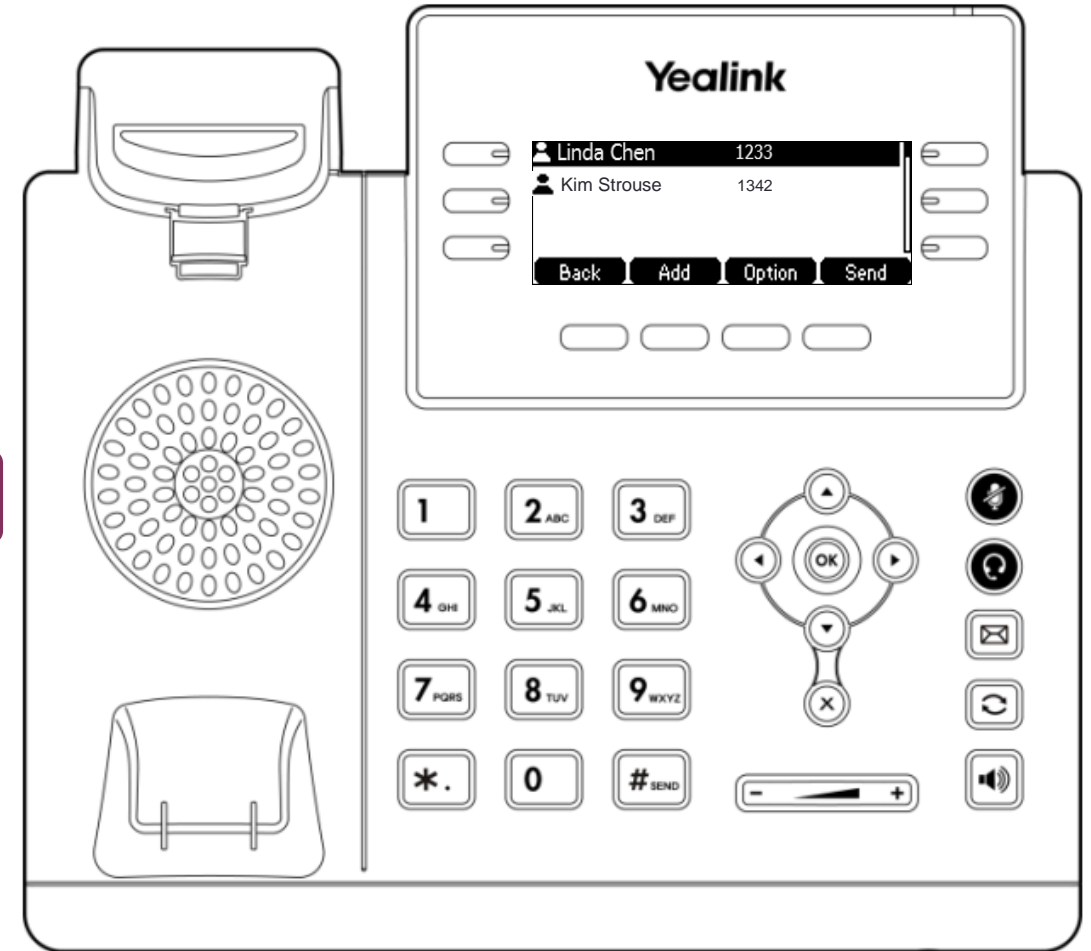


# Knowledge Check 3 of 4

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

True

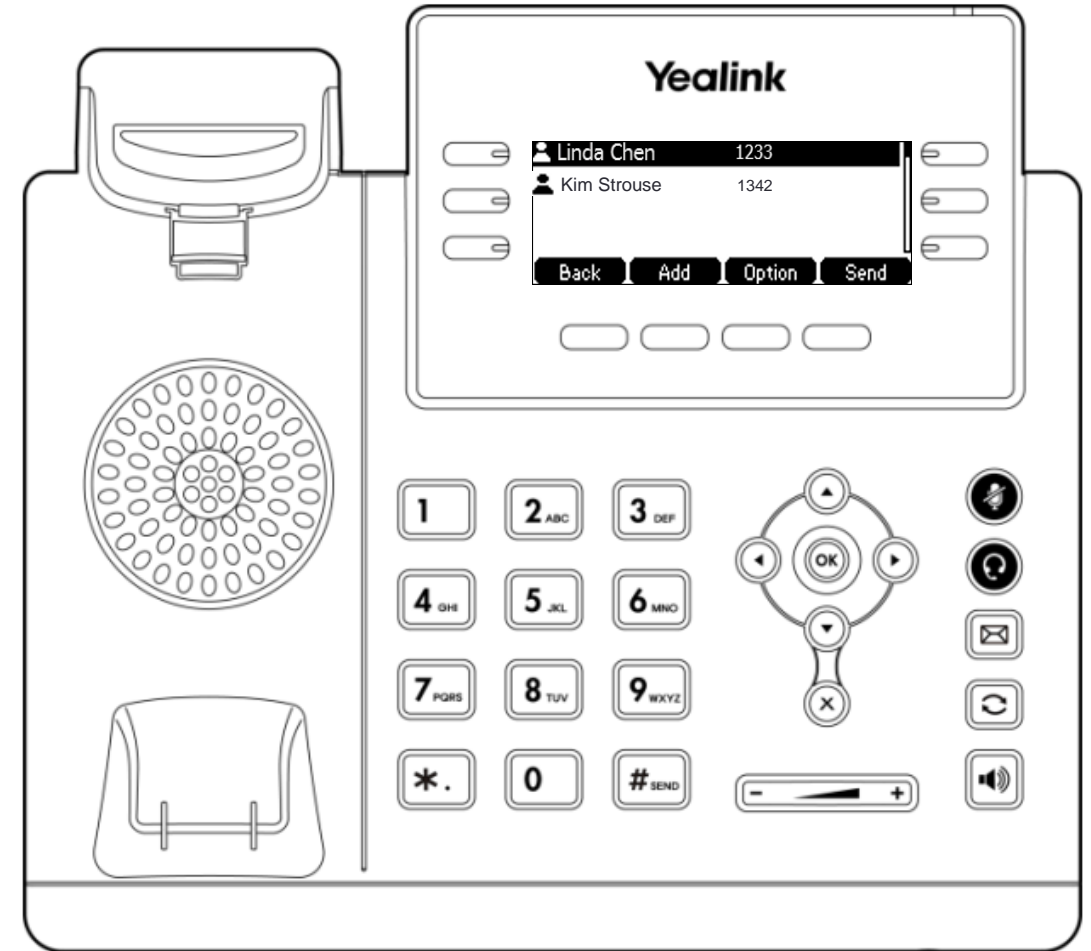
False



# Knowledge Check 3 of 4

## That is correct!

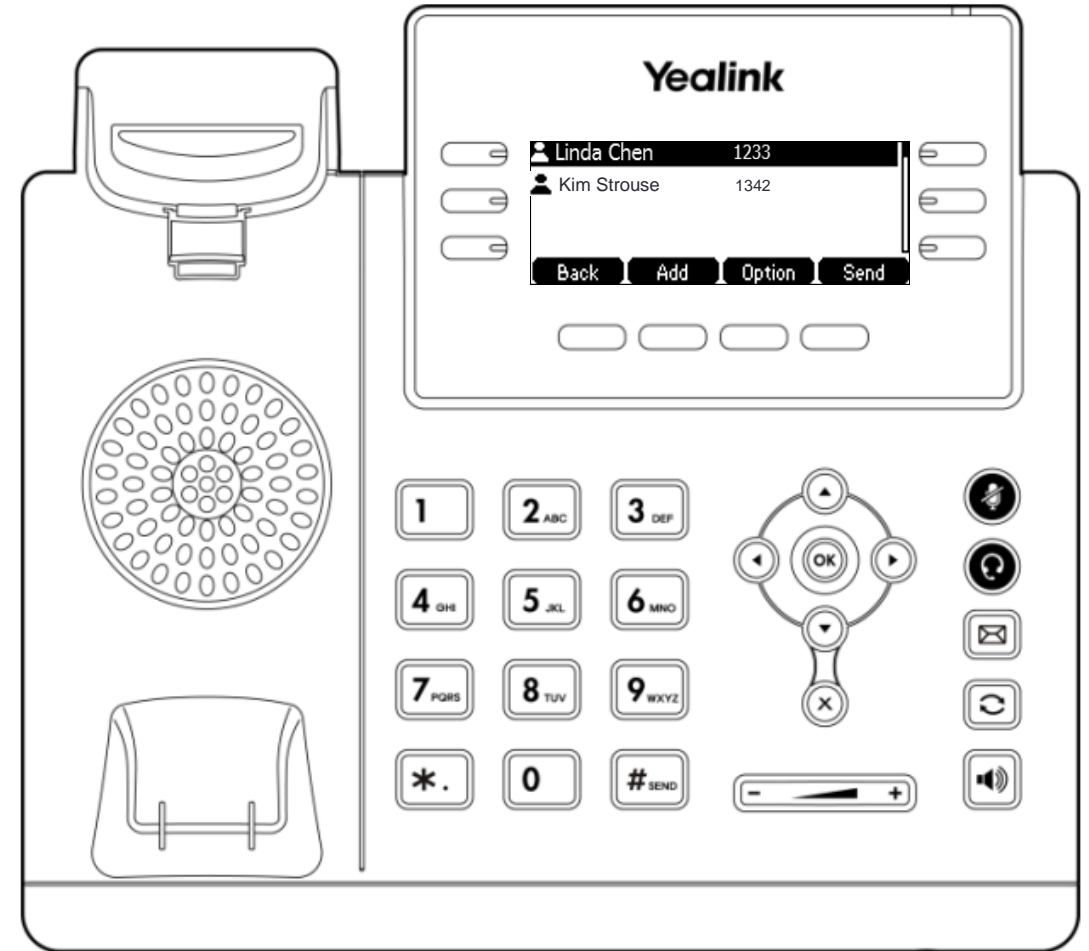
The newly added contact will be saved in the local directory for the phone.



# Knowledge Check 3 of 4

**Sorry, that is incorrect.**

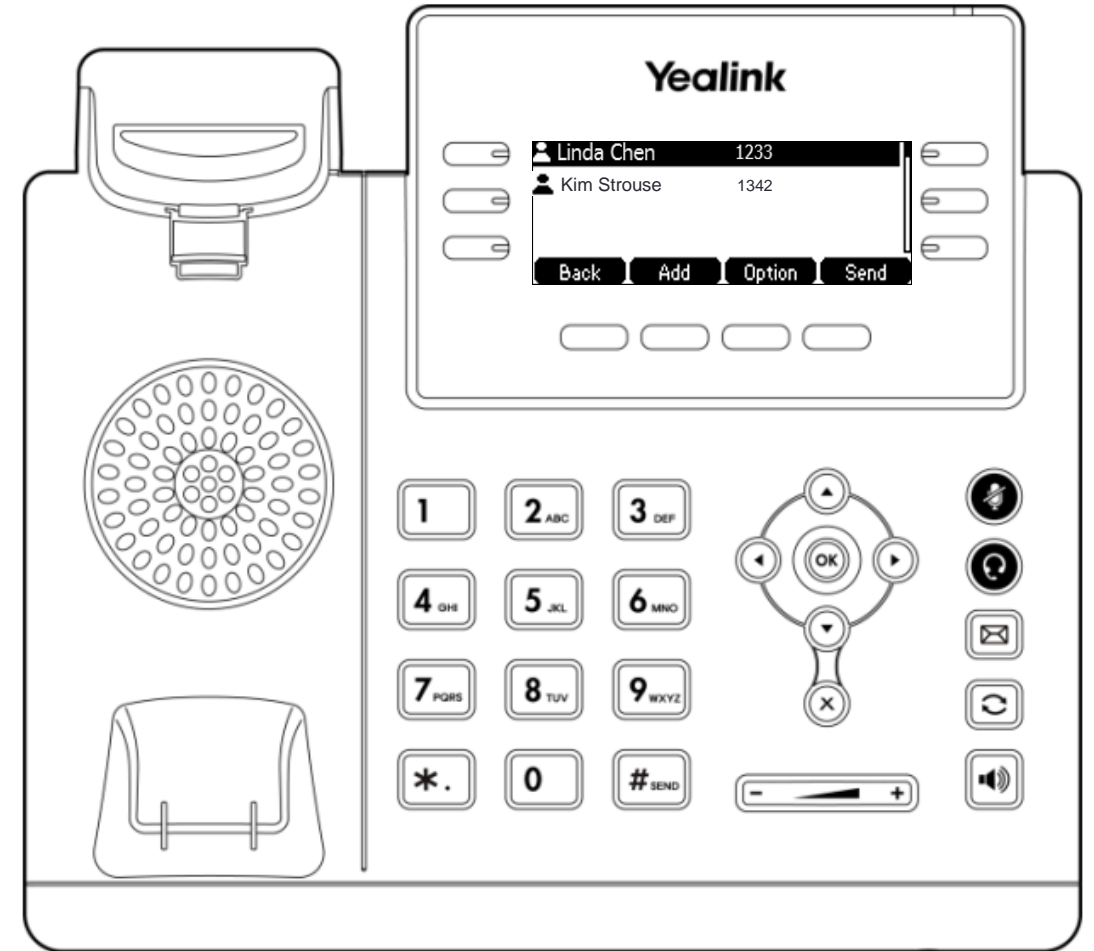
The newly added contact will be saved in the local directory for the phone.





# Knowledge Check 4 of 4

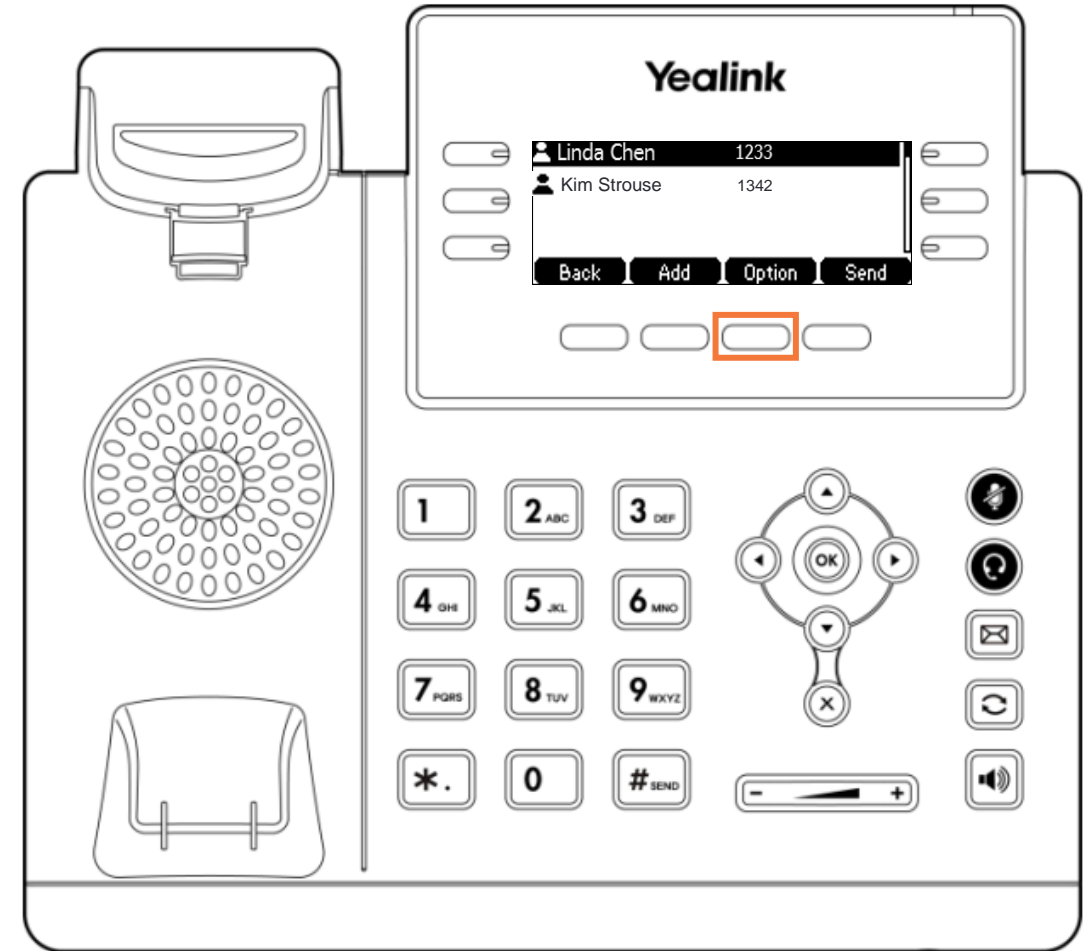
Click on-screen the correct key that will allow you to edit a contact's information.



# Knowledge Check 4 of 4

## That is correct!

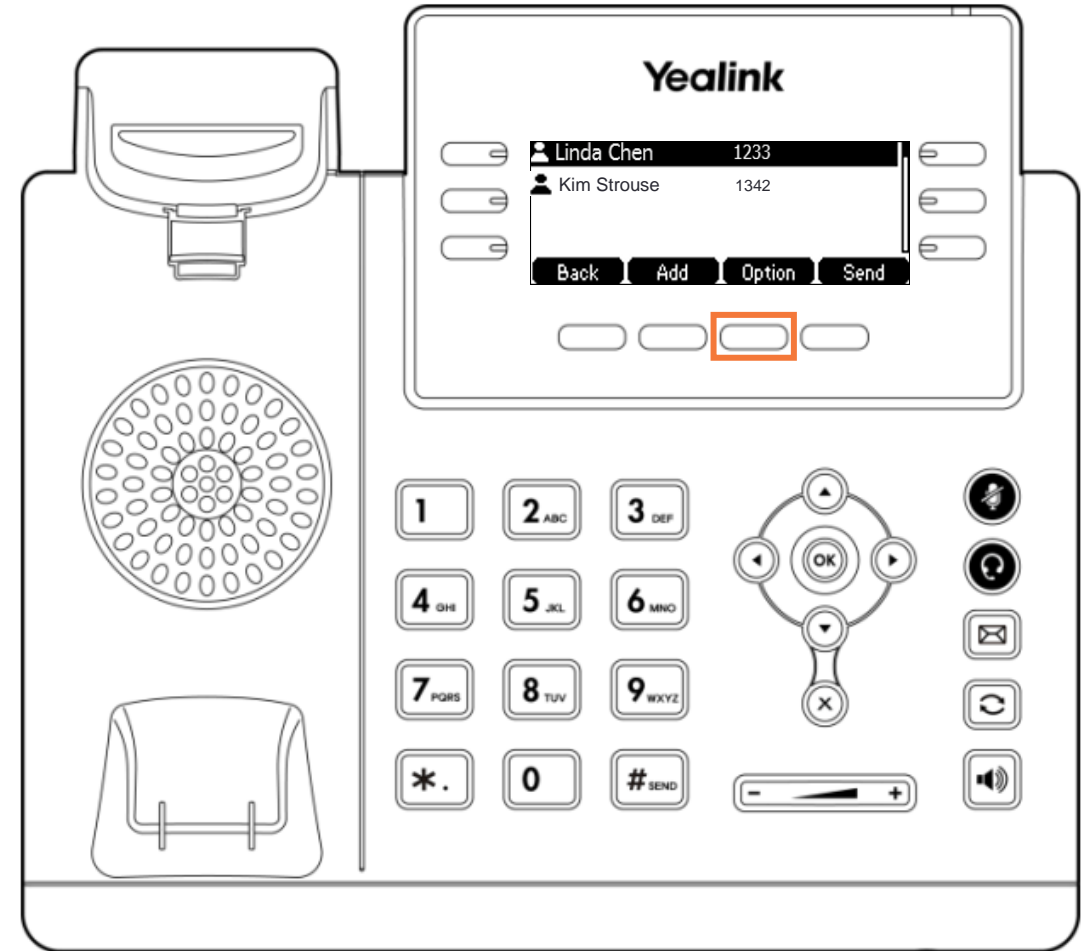
To edit a contact, press the **Option** soft key with the contact highlighted.



# Knowledge Check 4 of 4

**Sorry, that is incorrect.**

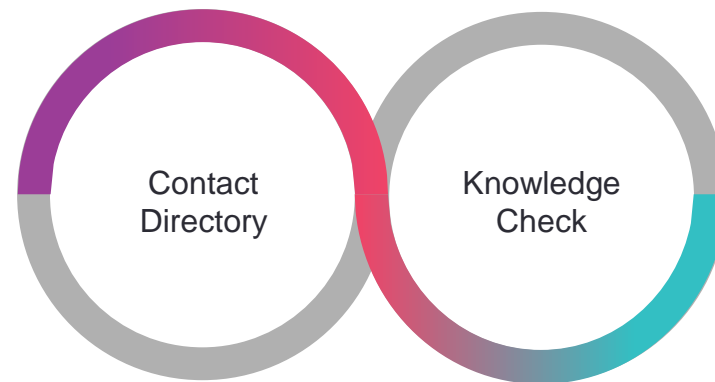
To edit a contact, press the **Option** soft key with the contact highlighted.



# 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