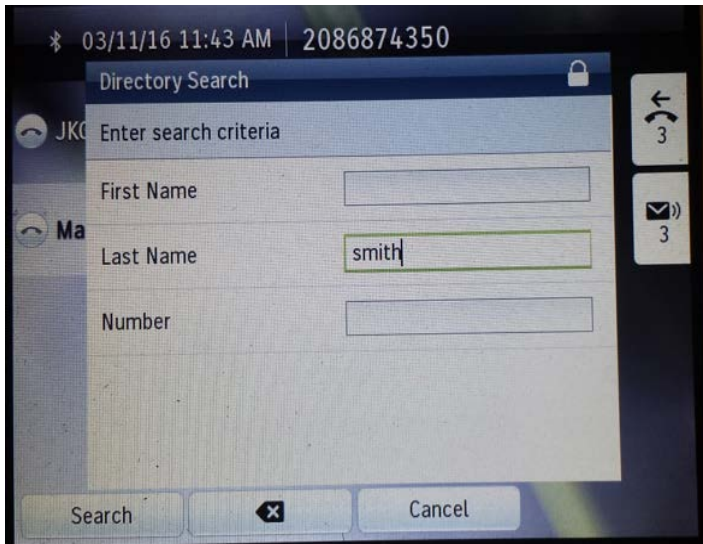


# How to search the Directory for Lakeland Phone Extensions

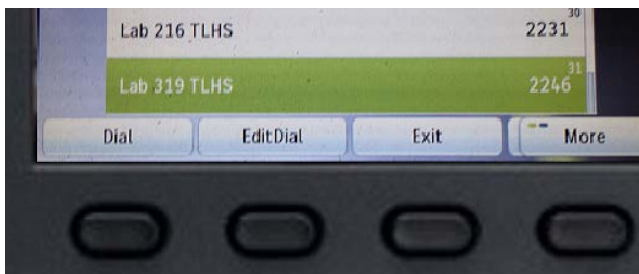
1.) First press the Directory search key to open the search screen.



2.) You will now need to enter either the first or last name of the person you are searching for. Note: By entering only

“S” in the Last Name area you will get a list of all staff members with a last name starting with “S”. Same for the first name.

3.) You will enter the letters by pressing the corresponding number key and cycling through until your letter or number is highlighted. Once your letters are entered press the key below “Search” on your screen.



4.) Once you have highlighted the person you wish to call you will press the key below “Dial” on your screen.