



10005 – Dial by Name

1. Dial 10005 on your phone, then press Send.
2. You'll hear a prompt that states "Press 1 to Dial by name"
3. Press 1
4. You'll hear another prompt that asks you to enter the first or last name of the party you are trying to reach.
5. Spell the person's name using the number keypad. Each number key from 2-9 has 3 or 4 letters printed on the key (the 2 has A, B and C, the 3 has D, E and F etc.). To spell Smith for example, press 7(s), 6(m), 4(i), 8(t) and 4(h).
6. After a Brief delay, a prompt will instruct you to press the number that corresponds to the person you are trying to reach. You might hear for example:

"Press 1 for Anne Smith, Press 2 for Barbara Smith, Press 3 for Charles Smith..."
7. Press the number for the person you wish to call. The system will ring that person's extension for you.

It's just that easy. Next time you want to call someone in the Agency, why not use Dial by Name". To make it even easier to use, why not add Dial by Name to your phone's directory. That way, Dial by Name will display as a soft button on your phone's display.