Unified Communications & EBS Service Desk - Estates and Facilities

How do I search the directory?

Justin Looper - 2023-11-13 - Comments (0) - One Number Service - FAQ

The One Number Service has been synchronised with Dirx the CUH directory for convenience. You can search the directory and make calls directly from ONS.

On the WebClient interface:

1. Start typing the **Name** or **Department** required. This will start searching your personal contacts.
2. Press **enter** to search the full directory (this might take a few seconds).

For iOS:

- Press **Contacts.**
- **Select** the magnifying glass
- Type the **Name**, **Number** or **Department** (initial search will look at your device contacts.
- Press the box at the bottom which states **Search Directory** for XXXX.
- Select the contact you wish and then the number to initiate a call.

For Android:

- Press **Contacts.**
- **Select** the magnifying glass
- Type the **Name**, **Number** or **Department** (initial search will look at your device contacts.
- Press the box at the bottom which states **Search Directory** for XXXX.
- Select the contact you wish and then the number to initiate a call.