

# CENTRAL DIRECTORY



## Centrally Managed

Your surgery's contact list is centrally managed at Administrator or Manager level through Surgery Connect's Configuration Console (or added by users via the Surgery Connect Console).

Allowing you to add, edit or delete contacts, any changes or additions will immediately filter through to any of your staff accessing the directory via any configured device or console.



## Contacts

Contacts are stored with your chosen identifier whether that be an individual's name or the name of an organisation. Each contact can have up to 3 telephone numbers stored against it as well as an email address.

The contacts are searchable, the search facility matches on words in the contact identifier or by any of the associated contact numbers.



## View Options

As well as being viewable and managed through Surgery Connect's Configuration Console the directory is visible via a number of other components of the Surgery Connect service.

Each desk based and cordless telephone extension supplied as part of the Surgery Connect system has single button access to the live directory and includes a search facility, contacts can be selected and a call made to them.

All Mobile Extensions supplied as part of the Surgery Connect system can be linked to the directory allowing you to take your internal contact list with you.

The directory can also be viewed via the Surgery Connect Console which also provides a click to call facility - contacts can also be added to the directory from this console.

<b>Central Directory</b>	Gives unified, searchable, up to date and fully circulated access to your surgery's important contact list.
<b>Information</b>	Each contact can store up to 3 contact numbers and an email address
<b>Access</b>	Accessible through devices that are supplied with your Surgery Connect service as well as web console components (either to manage or to view).
<b>Call</b>	Using the telephone or console access allows users to find a contact and initiate a call with a single button press or mouse click.

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# SURGERY CONNECT