

To search for a directory name or feature:

1. Dial **307**, and then press one of the following:
 - **1** for the IC directory.
 - **2** for the Outside directory.
 - **3** for the Feature directory.
 - The directory menu button (**IC**, **OUTSIDE**, or **FEATURE**—Model 5340 only).
2. Press the dialpad buttons to enter (up to 20) characters. See the table on [page 24](#) for dialpad button character descriptions.
3. Press **▲** (Up) or **▼** (Down) or the **>>** (Next) or **<<** (Previous) menu buttons (Model 5340 only) to scroll through the entries.

NOTE

The IC directory may display two similar entries, one without an asterisk and one with an asterisk. The entry without an asterisk is the primary extension—the entry with an asterisk is a secondary extension.

4. Press **#** (or the menu button next to the entry [Model 5340 only]) while the display shows the entry to dial a number or activate a feature code.

Using Account Codes

Account codes record information for telephone record reports. You may be required to enter account codes when placing calls. Contact your system administrator for more information about using account codes.

There are three types of account codes:

- **Standard account codes:** Automatically entered into the telephone record report whenever you place a call.
- **Forced account codes:** Entered before you can place an outside call.
- **Optional account codes:** Entered at any time during a call.

To enter an optional account code:

1. While off-hook, press **⊗** (Special), and then dial **390**.
2. Enter the optional account code, and then press **#**.

To set an account code for all calls placed from your endpoint:

Dial **391** followed by the account code, and then press **#**. This code is used for all calls made from your endpoint until it is disabled.

To disable the code:

Dial **391**, and then press **#**. ACCOUNT CODE CLEARED appears.