Hosted PBX by Golden West

Filter and Search

The **All** pull-down list allows you to search contacts by group. Using this list, you can select groups to search such as Favorites, Departments, Available, Busy, and more. Selecting a group filters the contacts on the page to show only the ones located in the group selected.

The **Enter a name or extension** field below the drop-down list allows you to search by contact name or extension. Entering a name or extension in ⊠ this field filters the con- tacts on the page to show only the ones that match your entry. Click the in this field to delete your entry and redisplay all contacts.