

Phonebook

Last Modified on 12/31/2020 11:25 am EST

Navigate to **User Panel > Phonebook** tab or click the teal **Phonebook** icon from the User Panel to navigate to the Phonebook tab.

The Phonebook provides a directory of all Synkato users and extensions on the system. Data is accessible via User, Extension and Department tabs. A Download PDFs tab allows users to download a custom list of Phonebook entries.

User Listing Tab

Main Menu:

User Listing	Extension Listing	Department Listing	Download PDFs
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User Listing:

Search Users

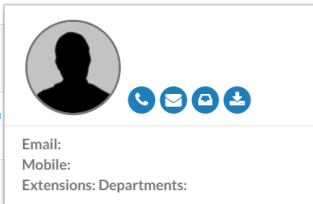
Name	Email	Mobile	DID	Department(s)	Extension(s)
MB Barns, Matthew Developer	matthew.barns@keraunouc.com	-	-	Development	MB 1112
TG Gordon, Thomas QA Tester	thomas.gordon@keraunouc.com	3172022020	-	QA	TG 1504
DJ Jenkins, Darla Administrator	darla.jenkins@keraunouc.com	3175532532	-	HR/Admin	DJ 4419
CK Kingman, Christopher QA Manager	christopher.kingman@keraunouc.com	-	3177770044	QA	CK 2000
CL Lawrence, Cole Call Center Manager	cole.lawrence@keraunouc.com	-	-	QA	CL 4476

The User Listing tab provides a list of all users on the Synkato system. Entries can also be sorted by clicking the up/down arrow next to the column name.

Click on a user's number to view their click to connect options, including:

- Call primary extension
- Send an email
- Leave user a voicemail
- Download user's vCard

Name	Email	Mobile	DID	Department(s)	Extension(s)
MB Barns, Matthew Developer	matthew.barns@keraunouc.com	-	-	Development	MB 1112
TG Gordon, Thomas QA Tester	thomas.gordon@keraunouc.com	3172022020	-	QA	TG 1504
DJ Jenkins, Darla Administrator	darla.jenkins@keraunouc.com			HR/Admin	DJ 4419
CK Kingman, Christopher QA Manager	christopher.kingman@keraunouc.com			QA	CK 2000
CL Lawrence, Cole Call Center Manager	cole.lawrence@keraunouc.com			QA	CL 4476





Thomas Gordon
QA Tester
3172022020
Email: [icon]
Mobile: [icon]
Extensions: [icon]
Departments: [icon]

Search for specific entries using the Search feature. Entries can also be sorted by clicking the up/down arrow next to the column name.

User Listing:

Search Users

Name	Email	Mobile
 Barns, Matthew Developer	matthew.barns@keraunouc.com	-
 Gordon, Thomas QA Tester	thomas.gordon@keraunouc.com	3172022020









Extension Listing Tab

This tab displays all Synkato extensions with Type and Description. Entries can also be sorted by clicking the up/down arrow next to the column name.

User Listing **Extension Listing** Department Listing Download PDFs

Extension Listing:

Search Users

Extension	Type	Description
 5300	Department	Development
 5301	Department	QA
 4476	Direct Extension	Cole Lawrence
 5003	Generic Extension	6873i
 6543	Speed Dial	
 1000	Ring Group	Sales Ring Group
 1001	Ring Group	Support Ring Group
 2001	Direct Extension	

Department Listing Tab

This tab displays system extensions by Department. Click any extension to view their click to connect options.

User Listing Extension Listing **Department Listing** Download PDFs

Department Listing:

Development (5300: Development)

- Matthew Barns
MB 1112 : Matthew Barns

QA (5301: QA)

- Thomas Gordon
TG 1504 : Thomas Gordon
- Christopher Kingman
CL 4476 : Christopher Kingman
- Cole Lawrence
CK 2000 : Cole Lawrence
CK BOLT2000 : Cole Lawrence

HR/Admin (4300: HR/Admin)

- Darla Jenkins
DJ 4419 : Darla Jenkins

Download PDFs Tab

Create a custom PDF download of the Synkato Phonebook. Click the checkboxes to include in the PDF report (e.g., Users, Ring Groups, Conferences, Generic Extensions, Feature Codes or Departments) to select them.

After selecting the desired options, click **Download PDF**. The system downloads a PDF file that can be opened in a PDF viewer or saved to your desktop.

User Listing Extension Listing Department Listing **Download PDFs**

Download PDF:

Include the following:

- Users
- Ringgroups
- Conferences
- Generic Extensions
- Feature Codes
- Departments

Download PDF

Sample PDF download with Users and Departments selected:



Synkato Contact Sheet 12/13/2020

Department: Development			EXT:5300
Name	DID	Extension(s)	Mobile
Barns, Matthew	-	1112	-

Department: QA			EXT:5301
Name	DID	Extension(s)	Mobile
Gordon, Thomas	-	1504	3172022020
Kingman, Christopher	3177770044	2000	-
Lawrence, Cole	-	4476	-

Department: HR/Admin			EXT:4300
Name	DID	Extension(s)	Mobile
Jenkins, Darla	-	4419	3175532532