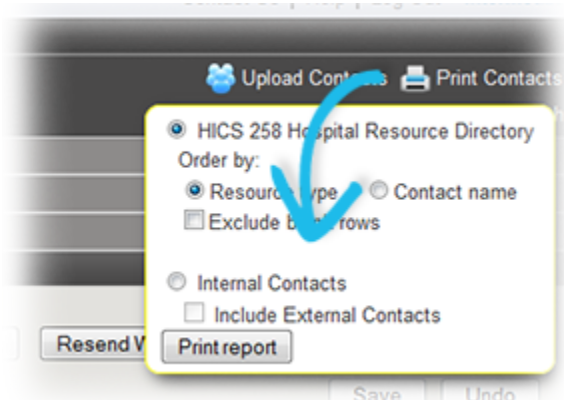# Print Contact Information

In **Planning**, **Contacts**, you can print information about a single contact, including the contact's address, email, phone numbers, facility access, and ICS positions.
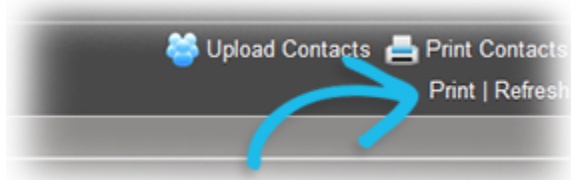
Alternatively, you can print a directory of contacts. The directory option allows you to print any of the following:

- The Hospital Resource Directory (HICS 258 Hospital Resource Directory).
- Internal Contacts, including their names, phone numbers, emails, pagers, and ICS positions.
- Internal and External Contacts.

Note: For more information about using the Contact Template to update and upload contacts, go to: Contact Template and Report.

To print a single contact

1. Point to **Planning** and click **Contacts**. The *Contacts for (facility/domain)* page opens.
2. In the **Contacts for** list, select the domain or facility.
3. On the left, locate and select the contact. The contact's details appear on the right.
4. On the right, click **Print**. The contact's information opens in a new browser window from which you can select the print options prior to printing.

To print a directory of contacts

1. Point to **Planning** and click **Contacts**. The *Contacts for (facility/domain)* page opens.
2. In the **Contacts for** list, select the domain or facility.
3. On the right, click **Print Contacts**. A window opens.
4. Select the relevant options to limit the list of contacts.
5. Click **Print Report**. The information opens in a new browser window from which you can select the print options prior to printing.