

Telephone & Communication Services

Speed dial entry Alcatel Omni PCX Office.

There are 2 methods of speed dial use in the Omni, i.e. Personal and System speed dials.

Personal Speed Dials. any numbers entered as personal speed dials appear on buttons and are only useable from the handset that they are programmed on.

Personal speed dials can be used on handset models 4039 and 4029, whilst 4019/4009 handsets can have personal speed dials it is generally not practical as there aren't enough buttons to effectively use personal speed dial capabilities.

Personal speed dials can be entered on any unused buttons on the 4039/4029 handsets.

There are several levels available using the up/down scroll keys on the handset allowing up to 40 personal speed dial numbers with names on 4028 and 4038 handsets.

To enter a speed dial number simply press the **i** key on the handset followed by the blank (or already assigned as speed) button you wish to program. Simply follow the on screen options to enter the Name and Number, NOTE the number MUST have the leading 0 to access the outside line. e.g. Number 0418123456 should be entered as 00418123456

Common Speed Dials on 4038 Operator Handset.

Are entered from either the Operators handset or via the Easyplus OMC tool (from PC).

Common speed dials range from 8000 to 8399 (or 8599 if expanded) and are accessed by using the alpha keypad or by simply dialling the number. Pressing any Alpha key will display the first entry appropriate to that letter, the scroll key can then be used or more letters typed. To search on a First name basis first press the space key then select first name and enter the Letter.

To enter a common speed dial from the operator handset, press the left scroll key to access the Menu Tab, Select Operator, then enter your operator password and press OK. (If you are unsure of your operator password contact TCS.)

Select Speed Dial from the menu, then follow the on screen prompts to enter or edit speed dial numbers and names. You can modify an existing number or enter a new number, if selecting New, the next available speed dial number will be used. To modify a specific number, press Goto and enter either the Name, or the Number key followed by the speed number and OK. You can then modify that speed dial. It is usual, but not essential, to enter the Surname and Christian names as this will allow search on either option if entered. When entering the number it is NOT necessary to enter the line access code 0, e.g. a speed dial to 0418123456 is entered simply as 0418123456.

Once you have entered the name and number and pressed OK to save simply press the hang up button to exit.

Common Speed dial Entry on Older Advanced Operator Handset.

Right Scroll select **Operat** enter your operator password, then **OK**. Select **ComSpd**.

You will then be presented with the first speed dial, e.g. 8000.

You can then modify as needed. Modify and entry are done in the name and number order, as in the example above it isn't necessary to enter the access code (i.e. dial 0) The next button will step through the speed dial range sequentially.

Once in the speed dial programming area, If you want to modify a specific speed dial, press the **Right Scroll** key and select **Goto**. Once Goto is selected, you can search by name but can select the Number key then enter the number to modify, e.g. 8051. Once the name or number is selected you can then modify by pressing the **Modify** key.

For new speed dials simply select **New** Then enter the Name, OK then the number and OK again.

The first available speed dial will be used and the speed name, 8xxx number and dialled number will be displayed.

To exit simply speed dial programming press the hang up button, or lift the receiver and hang up.

It's possible to enter speed dial numbers from the PC tool Easyplus OMC, there is no charge for the software but TCS charge an installation fee to cover install, training on site and connection and configuration of the PABX on your LAN.

Contact TCS on 0363343144 for further information on the Easyplus tool.

Software userguides are downloadable from
<http://www.telcoms.com.au/alcatel.htm>