

Call Manager - Options and Preferences Window Quick Dialer

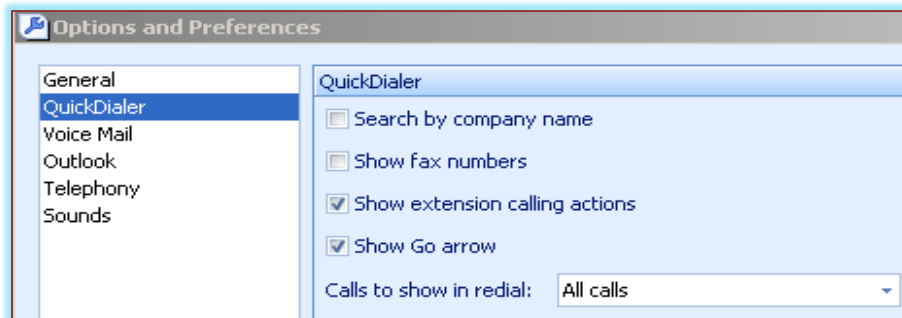
This window contains panels that are used to configure many Call Manager options, components, and functions. The options that are available depend upon the features for which the user is authorized.

DISPLAY OPTIONS AND PREFERENCES WINDOW

- ❖ Do one of the following:
 - Click **Tools** on the **Main Menu**.
 - Click the **Application Button**.
 - Right-click the **Call Manager** icon in the **System Tray**.
- ❖ Click **Options**.
- ❖ The **Options and Preferences** window will display.

QUICK DIALER

This is a Main Menu component that provides drop-down access to the directory names and numbers that match the information input into the Data Entry Field.



- ❖ Open the **Options and Preferences** window.
- ❖ Click the **Quick Dialer** link in the menu on the left side of the window.
- ❖ Make changes to the options as desired. These options are explained below.
 - **Search by Company Name** – When this option is selected, the company names will be included in the Quick Dialer lists.
 - **Show Fax Numbers** – This option should be selected when fax number entries are to be included in the Quick Dialer lists. When this option is selected, the fax numbers will also display in Directory Viewer context menus that are accessed when an entry is right-clicked.
 - **Show Extension Calling Actions** – To configure Quick Dialer to display available methods of contacting filtered extension, click this option.
 - **Show Go Arrow** – Select this option to display a Go arrow on the right side of the Quick Dialer field. When the Go arrow is pressed a call to the contact will be initiated.
 - **Calls to Show in Redial** – The Redial icon is located on the right side of the Quick Dialer field. It displays recently made and received calls as specified by this parameter setting.
 - **Outbound Calls** – When this option is selected, only previously called numbers will display in the Redial list.
 - **Missed Calls and Outbound Calls** – To display only numbers of missed inbound calls and previously made outbound calls in the Redial list, select this option.
 - **All Calls** – Select this option to display numbers of all inbound and outbound calls in the Redial list.
- ❖ Click **OK** to exit the **Options** window.