

SPEED DIALING WITH OUTLOOK

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SPEED DIALING WITH OUTLOOK

? Placing an Outgoing call directly from Outlook

With this option you can place an outgoing phone call directly from your contacts list in Microsoft Office Outlook®.

What you will need:

- A PC or laptop with modem running Microsoft Outlook.
- Data jack on phone or single line phone splitter.
- Contact profiles entered in Outlook (see Microsoft Office Outlook documentation for details on setting up contacts).

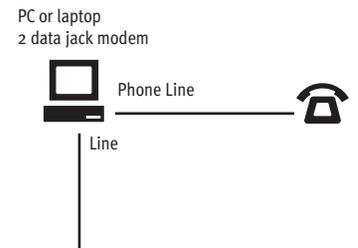
PLACING A CALL FROM OUTLOOK

Step 1

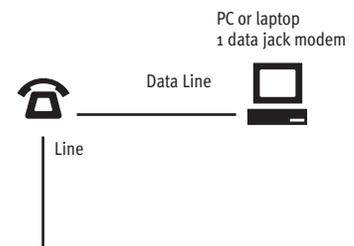
Hardware setup

Connect one end of a phone cable to your phone Data Jack and the other end to your modem.

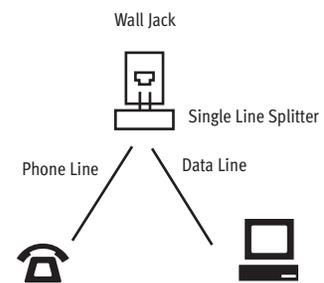
If your modem has 2 Data Jacks, use 1 to connect to your phone and the other to the extension line.

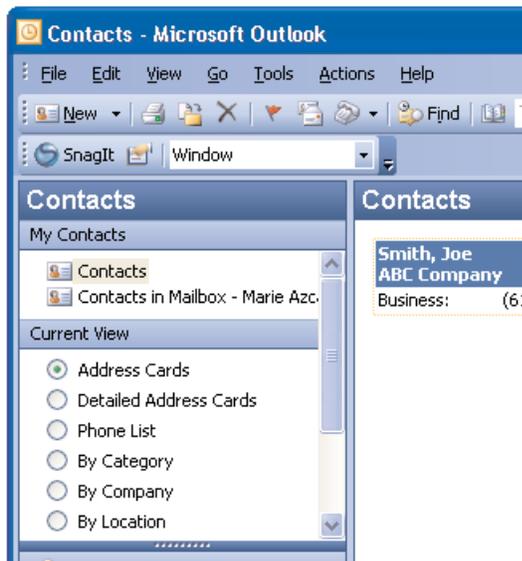


If your modem has 1 Data Jack, use it to connect to your phone, and connect your phone to the extension line.



Alternatively, you can use a Single Line Splitter to connect your phone and modem.





Step 2

Open Outlook and select contact

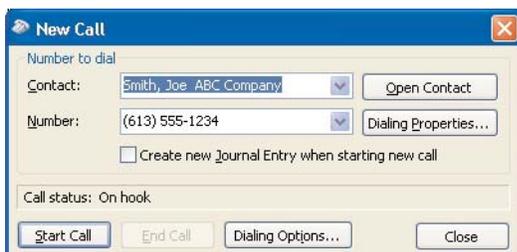
1. Open Microsoft Outlook and open the Contacts folder.
2. Select a contact to call.



Step 3

Initiate a call

1. Right-click on the selected contact, then click on **Call Contact...**
A "New Call" window opens.
2. If you are satisfied with the call settings (you have previously verified them), then click on **Start Call** to begin the call.
Otherwise, go to *Step 4: Verify dialing options*.

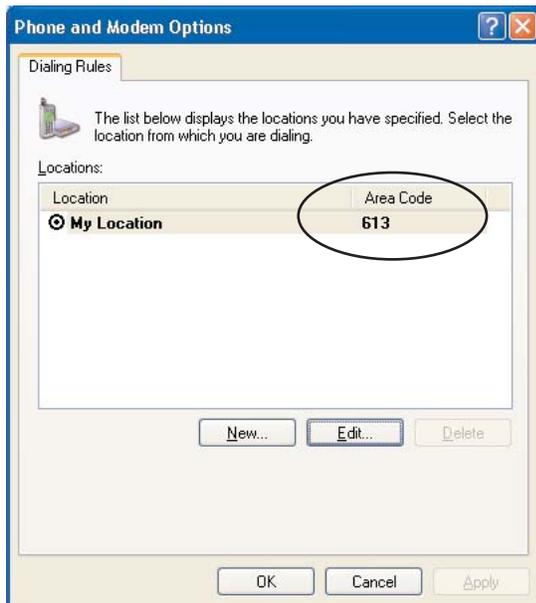


Step 4

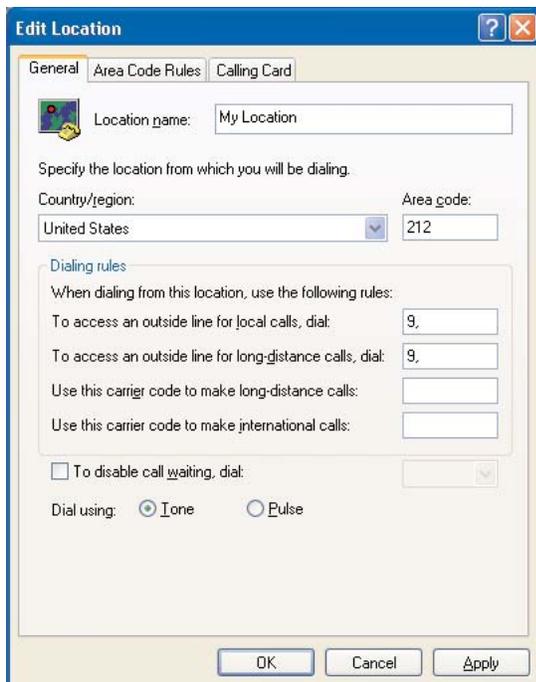
Verify dialing options

If this is your first time using Outlook to make calls, we recommend verifying that the dialing options are correct:

1. In the "New Call" window, click **Dialing Options...**
2. In the "Dialing Options" window that opens, click **Dialing Properties...**



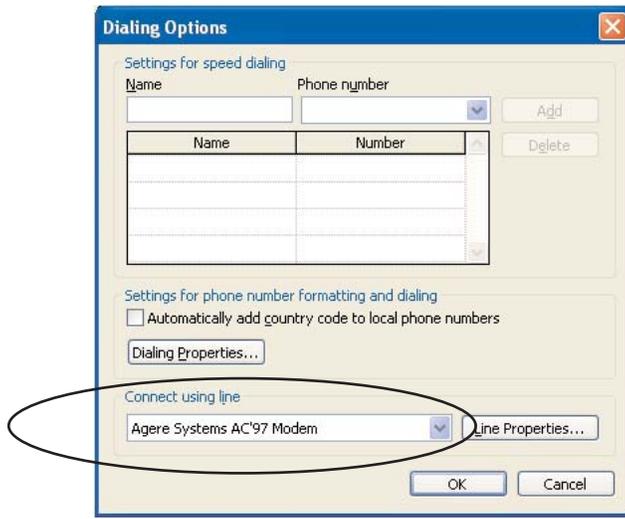
3. In the “Phone and Modem Options” window (*shown here*), verify that the area code listed is the area code from which you are dialing.
4. To change the area code listed or to specify a Hunt Group to dial to access an outside line, click **Edit**.



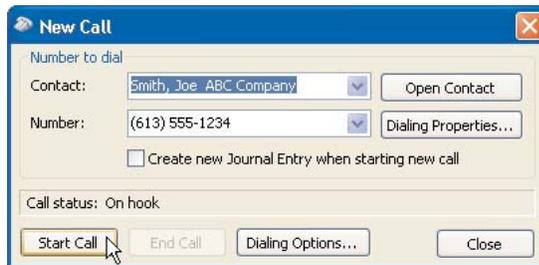
Step 5

Change dialing options

1. In the “Edit Location” window, change the area code to your area code. If required, enter a Hunt Group in the “To access an outside line..” fields under Dialing rules; enter a comma directly after the Hunt Group (for example: “9,”) to specify a two second pause before the number is dialed.
2. Click **OK** when done. Click **OK** again to return to the “Dialing Options” window.

**Step 6****Verify the modem**

1. In the “Dialing Options” window, verify that the modem listed in the “Connect using line” field is correct.
2. If it is not correct, select the correct modem from the drop-down list.
3. Click **OK** when done.

**Step 7****Start call**

1. In the “New Call” window, click **Start Call** to initiate the call.
2. A dialog box will open once the modem has dialed the number and the call is in progress. Follow the instructions to talk or disconnect.

About TalkSwitch

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