# AT&T
## PassageWay™ Solution
### For PARTNER ®
### Communications System
### Quick Reference

## AT&T BUZZ

### *Answering a Call*

#### *System Phone*
Double-click on the record of the call you want to answer.

#### *Standard Phone*
1. Double-click on the record of the call want to answer.
2. Lift the handset of your phone.

### *Placing a Call on Hold phone.*
1. Select the record of the call you want to put on hold. The selected record is high-lighted.
2. Select Hold from the Controls menu. The selected call is placed on hold.

## AT&T CALL

### *Making Phone Calls*
### *FROM A CARD...*

#### *System Phone*
1. Select the card that contains the phone number you want to dial. The selected card appears.
2. Click on the Dial button located to the right of the phone number that you want to dial.

#### *Standard Phone*
1. Select the card that contains the phone number you want to dial. The selected card appears.
2. Click on the Dial button located to the right of the phone number that you want to dial.
3. Lift the handset of your phone.

### **FROM A QUICK DIAL ......**
#### *System Phone*
Click on the Dial button of the Quick Dial in which you are interested.

#### *Standard Phone*
1. Click on the Dial button of the Quick Dial in which you are interested.
2. Lift the handset of your phone.

### **FROM THE DIALPAD......**
#### *System Phone*
1. Select the Dialpad button. The Dialpad window appears.
2. Select the Dial Intercom button to make an intercom call, or select the Dial Outside button to make an outside call. Your speakerphone activates, and you hear dial tone.
3. Using your PC keyboard or clicking on buttons in the Dialpad window, enter the phone number.

#### *Standard Phone*
1. Select the Dialpad button. The Dialpad window appears.
2. Select the Dial intercom button to make an intercom call, or select the Dial Outside button to make an outside call.
3. Lift the handset of your phone. You hear dial tone.
4. Using your PC keyboard or clicking on buttons in the Dialpad window, enter the phone number.

### *Creating a New Card*
1. Select the New Card button. The New Card window appears.
2. Enter your information.
3. When you are finished, select the Add Card button.

### *Editing an Existing Card*
1. Select the card you want to edit. The selected card appears.
2. Select the Edit Card button. The Edit Card window appears containing the current information for the card.
3. Make your changes to the card.
4. When you are finished, select the Return Card button

### *Entering Notes in a Card*
1. Select Hhe card for which you want to enter notes. The selected card appears.
2. Select the Show Notes button. The Notes field appears.
3. Enter information in the Notes field or modity the existing information (if any) in the field.
4. When you are finished, select the Hide Notes button.

### Assigning a Phone Number to a Quick Dial

1. Select the card that contains the telephone, number that you want to program to a Quick Dial. The selected card appears.
2. Press and hold down [SHIFT], and then click on the Label button of the Quick Dial that you, want to program. The Create Quick Dial dialog box appears.
3. Enter the label that you want to appear on the Label button of the Quick Dial.
4. Select the option button of the telephone number that you want this Quick Dial to dial.
5. Select the OK button.

### Re-Assigning an Existing Quick Dial

1. Select the card that contains the telephone number that you want to program to the Quick Dial. The selected card appears.
2. Press and hold down [SHIFT], and then click on the Label button of the Quick Dial that you want to change, The Change Quick Dial dialog box appears
3. Select the Create New button. The Create Quick Dial dialog box appears..
4. Enter the label that you want to appear
5. Select the option button of the telephone number that you want this Quick Dial to dail.
6. Select the OK button.

## AT&TSET

### Programming Your Telephone

1. Open the file that has the feature(s) you want to program to your telephone. The selected file appears.
2. Make sure the items you want to program are selected as "use".
3. Select *Write to Telephone..* from the File menu. The Write to Telephone dialog box appears.
4. Select the item(s) from this AT&TSet file that you want to write to the telephone.
5. Select the OK button. The selected items are programmed to your telephone.

### Programming a Button

To program a new button or change the feature of a button that has already been programmed:

1. Click on the button label that you want to program, The selected button label becomes highlighted.
2. Select *Change Button Programming...* from the Programming menu. The Change Button Programming dialog box appears.
3. Select the option button of the feature that you want to program to this tele- phone button in your AT&TSet file.
4. Select the OK button. The Program Feature dialog box appears.
5. Specify the button label, and then select the OK button

### Printing Your Button Labels

1. Select *Print Labels...* from the File menu. The Print Label dialog box appears.
2. Select the checkbox of the location where you want the labels printed on the button label form.
3. Tape the sheet of labels to an 8.5 inch by 11.5 inch piece of paper, and place this in your printer.
4. Select the OK button.

## LOG VIEWER

### Specifying Calls to be Displayed

1. Select *Filter/Sort Options...* from the View menu. The Filter/Sort Options dialog box appears.
2. Select the filtering options you want.
3. Select the OK button.

### Deleting Entries from the Call Log

1. Select the entries that you want to de- lete from the Log Viewer window. The en- tries that you selected are highlighted.
2. Select *Move to Archive* from the Edit menu if you want to save these entries to the Call Log archive file, or select *Delete* from the Edit menu if you want to delete these entries without adding them to the Call Log archive file.

## ON-LINE HELP

To access on-line help for any of the PassageWay Solution applications, access the Help menu or press [F1].