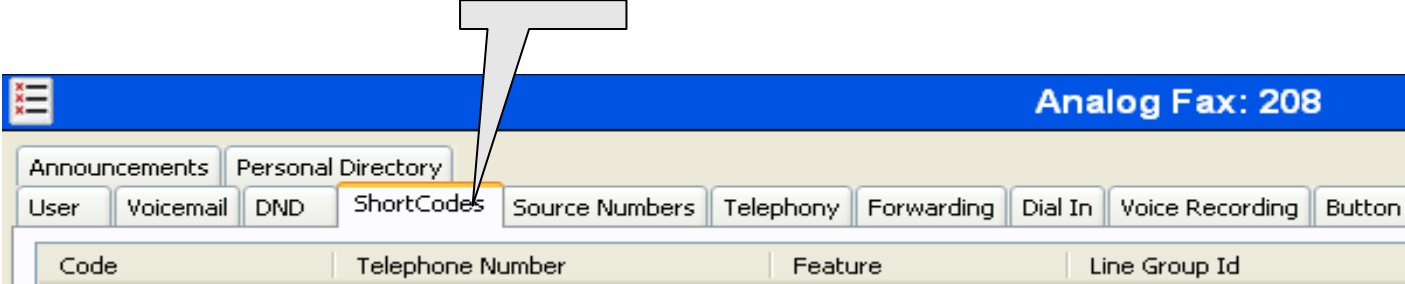


# IP Office Essential

## User Short Code to Dial 9 (Centrex) Automatically

### Telquest Tech Support

Go to User and then Click on the Short Codes tab



Enter the following values in each area.

This assumes that you already have a global Dial 9 Short Code set up.

The User will only need to dial 1 and the 10 digit telephone number.

The “Telephone Number” area of the Short Code will dial 9, then 1, then the 10 digit number for the User.

A screenshot of the 'Edit Short Code' form in the IP Office web interface. The form has a left sidebar with labels: 'Code', 'Feature', 'Telephone Number', 'Line Group Id', 'Locale', and 'Force Account Code'. The main area contains input fields for each. Callouts provide specific instructions: 1. '1 followed by 10 X's' points to the 'Code' field which contains '1XXXXXXXXXX'. 2. 'If you don't have a Global Short Code for Dial 9 access, then just enter 1N' points to the 'Feature' dropdown menu which is set to 'Dial'. 3. '91N' points to the 'Telephone Number' field which contains '91N'. 4. '0' points to the 'Line Group Id' dropdown menu which is set to '0'. 5. 'The Outside Line Group that you want to go out on...' points to the 'Locale' dropdown menu which is set to a blue bar. The 'Force Account Code' checkbox is unchecked.

1 followed by 10 X's

If you don't have a Global Short Code for Dial 9 access, then just enter 1N

91N

0

The Outside Line Group that you want to go out on...