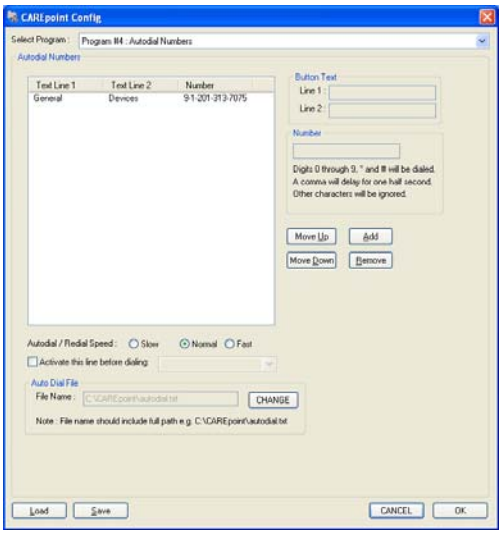
B.7 Quick Guide #7: Changing Autodial Settings

(Refer to CAREpoint Users Manual Section 4 for more information)

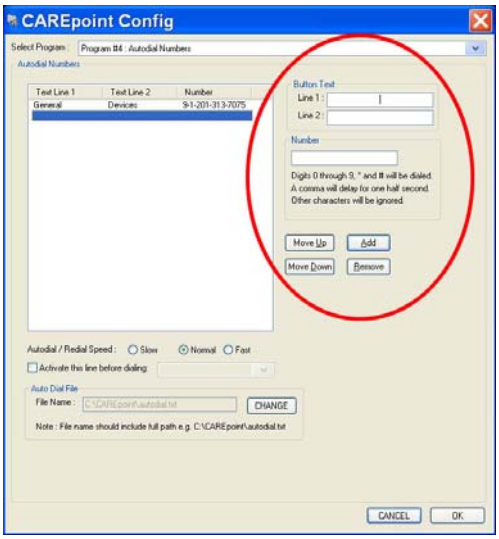
1. Using the on-screen Keypad , press the sequence **#AUTODIAL (#-2-8-8-6-3-4-2-5).**



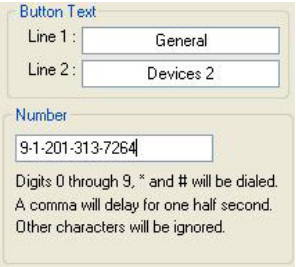
- The Program #4: Autodial Numbers window will appear.
- From this screen, you are able to Add a New Number, Remove an Existing Number, Edit an Existing Number, Organize the Order of the Numbers, and Automatically Activate a Line to Use for Autodialing.

2. This step will detail how to perform all of the actions mentioned in step 1. After you are finished changing autodial settings, go to step 3 to apply the changes.

A. To Add a New Number…



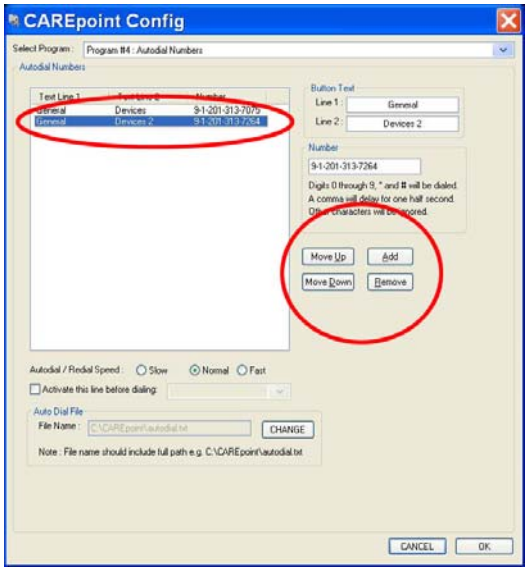
- Click . This will allow you to enter information for the Button Text and Number.
- Add the information for the text to display on the button (up to two lines are allowed) and the number to be dialed (Be sure to include outside line access number & delay if needed Example: **9,**).



- The new entry will now display in the list on the left.

Text Line 1	Text Line 2	Number
General	Devices	9-1-201-313-7075
General	Devices 2	9-1-201-313-7264

B. To Remove an Existing Number…

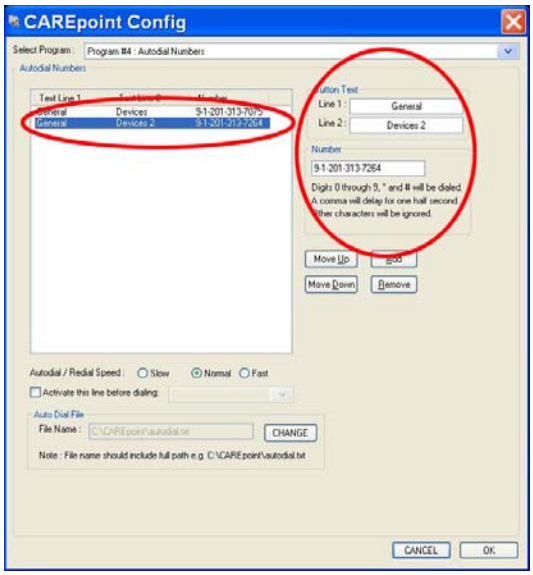


- Click the entry that you want to remove in the list on the left.

Text Line 1	Text Line 2	Number
General	Devices	9-1-201-313-7075
General	Devices 2	9-1-201-313-7264

- Click [Remove]. The entry is now removed from the list.

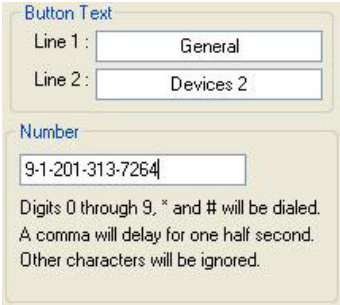
C. To Edit an Existing Number…



- Click the entry that you want to edit in the list on the left.

Text Line 1	Text Line 2	Number
General	Devices	9-1-201-313-7075
General	Devices 2	9-1-201-313-7264

- Edit the information for the text to display on the button (up to two lines are allowed) and the number to be dialed (Be sure to include outside line access number & delay if needed Example: **9,**).



- The changes for this entry will be reflected in the list on the left

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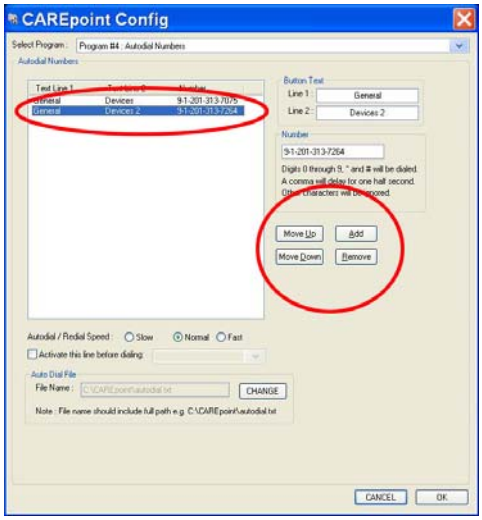
D. To Organize the Order of the Numbers…

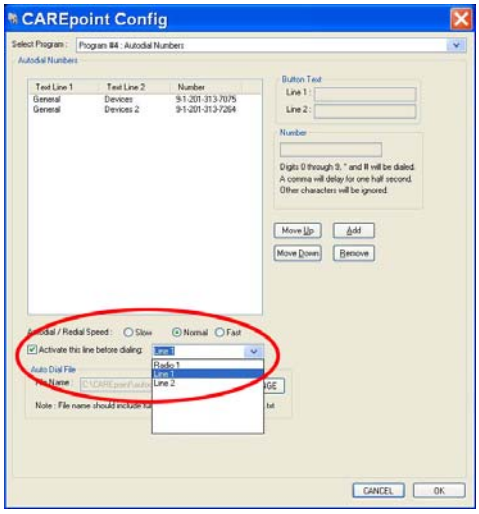


- Click the entry that you want to move up or down in the list on the left.

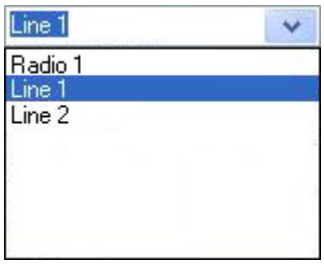
Text Line 1	Text Line 2	Number
General	Devices	9-1-201-313-7075
General	Devices 2	9-1-201-313-7264

- Use the Move Up button and the Move Down button to move the selected entry up and down on the list.
- The changes to the order of the list will be reflected in the list on the left

E. To Automatically Activate a Line to Use for Autodialing…



- Check the Activate this line before dialing: option.
- Select the appropriate Resource to activate when using the Autodial feature.



3. Once all changes have been made. Click OK to save the settings and close the Configuration window.
4. Restart the CAREpoint program for settings to take effect:

   A. Using the on-screen Keypad , press the sequence: **#BYE (#-2-9-3)**.

   B. The CAREpoint User Interface will close.

   C. Press start (located in the lower left corner of the screen).

   D. Press CAREpoint.

   E. The CAREpoint User Interface will reopen.

End