QUICK START GUIDE

# Manage your Operator Connect service

The BT Customer Hub lets you manage your Operator Connect service. You can view your organization's inventory, order more call packages, report issues, and download launch and training content.

### Overview

Once logged in you will be presented with this screen.

#### BT MyAccount Home Inventory Report an issue Manage your Operator Connect service Your inventory Microsoft Teams admin center Report an issue Order more call packag Choose more call packages to 3 Tell us what the problem is and đji we'll be in touch support your business Tenant IDs Allocate phone numbers and 4 Number of countries 230 Total phone numbers manage addresses More details Manage Microsoft Teams Report an issu Download the Operator Training and support Connect kit Share our free online learning hub with your people so they can access Get resources like emails, · 'get started' and training videos posters and draft social posts · pro tips and blog posts to get the most out of Operator Connect to help you launch Operator Connect to your people Download kit Access Operator Connect Support Content 🗹

**Download Operator Connect kit:** Get resources like emails and posters to help you launch your new service.

**Training and Support:** Get the most out of your service - share our <u>online learning hub</u> with your people.

#### Inventory

You can view and manage your organization's inventory by clicking **'Inventory'** on the top navigation menu.



Select **Tenant ID** from the dropdown (if you have more than one). You can see the **country** with the **number of sites** and total **phone numbers** in use.

Tenant ID – 1	~	Order more call package	
Country ~	Number of sites 🗸 🗸	Total phone numbers 🗸	
United Kingdom	9	100	
Germany	17	101	
Finland	3	27	
United States of America	52	345	
Mexico	23	112	
United Kingdom	16	160	
Germany	17	101	
Finland	3	27	
United States of America	52	345	
Mexico	23	112	

If you want a list of sites using Operator Connect within the country, click on the **Country name**.

Inited States o	f America 👻
lumber of sites: 9	Total phone numbers: 100
Sites 🗸	
Baynard House, 13	5 Queen Victoria Street, London, EC4V 4A4
BT Tower, 60 Clevel	land St, London, W1T 4JZ
Address Line 1, Add	fress Line 2, City, Postcode
Address Line 1, Add	fress Line 2, City, Postcode
Address Line 1, Add	fress Line 2, City, Postcode
Address Line 1, Add	fress Line 2, City, Postcode
Address Line 1, Add	dress Line 2, City, Postcode
Address Line 1, Add	fress Line 2, City, Postcode
Address Line 1, Add	dress Line 2, City, Postcode

### **Report an issue**

You can report any concerns or issues with your service by choosing **'Report an issue'** on the top navigation menu.

BT MyAccount Home Inv	ventory Report ar	nissue
Operator Connect > Report an issue		
Report an issue with Operator Connect	Add call issue data	
Tell us what's wrong and get back to you within 24 hours.	Issue start date	Caller Timezone
tell us what's wrong and get back to you within 24 hours.	(1) (1)	GMT+1
Has your Operator Connect service worked before?	Caller country code	Caller number
Yes  No  Don't know	v	
Issue details	Country code dialled	Number dialled
Tenant ID	· · · · · · · · · · · · · · · · · · ·	
	Add Contact details Name Sofia Desi Email address Country code Optimum Country code Optimum Country code Optimum	Phone number Option
Can't make or receive calls	Time zone	
Any other Operator Connect issue	GMT+1 v	
Location details	Submit	
Select		
More details		
Please tell us anything else you think will help		

Complete the form and click **Submit** to report an issue. For **multiple sites** and **multiple users**, it's better to call or <u>email us</u>.

Operator Connect > Report an issue		
Report an issue with Operator Connect		
Fill in this form and we'll get in touch with you within 24 hours.		
Has your Operator Connect service worked before?		
● Yes ◯ No ◯ Don't know		
Issue details		
Tenant ID		
×		
Tell us what's affected		
○ One site ● Multiple sites (but not all of them) ○ Entire region ○ Global		
① It's easy to get in touch. Call or email us:		
UK: 0800 085 6472 or + 44 (0) 203 684 9053		
US: 888 922 9919 or +1 917 421 7183 Hong Kong: +852 3019 4135		
Singapore: +65 6670 9767		
Email: digitalworkplaceservicedesk@bt.com		

## Learn more

• Access the Customer Hub >

Discover more about the <u>BT Support Centre ></u>

