

Programmable Buttons

The programmable buttons enable you to access a range of IP Office system features. Some of these features are available by default, others can only be programmed by your system administrator. Contact your system administrator for more information.

Admin and **Admin1** are two functions that enable you to program the most frequently used functions against other feature keys. The programmable features that are available via **Admin** and **Admin1** are:

Admin Name	Description	Admin Name	Description
Accd	Account Code Entry	Park	Call Park to Other Extension
AD	Abbreviated Dial	Prog	Abbreviate Dial Program
Admin	Self-Administer	SAC	Send All Calls
AutoCB	Automatic Callback	Spwr	All-Suppress
CFwd	Call Forwarding All	Timer	Timer
CPark	Call Park	ToDay	Time of Day
CPickUp	Call Pickup	Admin1 Name	Description
Dir	Directory	Park	Park
DPickUp	Directed Call Pickup	+User	User
GrpPg	Group Paging	+Group	Group
IRAns	Internal Auto-Answer	Flash	Hook Flash
MGNS+	Set Hunt Group Night Service	+Number	Dial Personal Number

Default Feature Codes

You can access a variety of system features by dialling short codes. The following table shows the default feature codes. For a full list of your phone's default feature codes, see the IP Office 5621 User Guide.

Replace **N**, where shown, with an appropriate number. For example, ***07N#**, where **N** is the extension to which you want your calls forwarded to, when you have forwarding switched on.

Short Code	Description	Short Code	Description
*00	Cancel All Forwarding	*30	Call Pick Up Any
*01	Forward Unconditional On	*31	Call Pick Up Group
*02	Forward Unconditional Off	*32N#	Call Pick Up Extension
*03	Forward On Busy On	*33N#	Call Queue
*04	Forward On Busy Off	*34	Hold Music
*05	Forward On No Answer On	*35N#	Exit Login
*06	Forward On No Answer Off	*36	Exit Logout
*07N#	Forward to Number	*37N#	Park Call
*08	Do Not Disturb On	*38N#	Ride Call
*09	Do Not Disturb Off	*39	Relay On
*10N#	Do Not Disturb Exception Add	*40	Relay Off
*11N#	Do Not Disturb Exception Delete	*41	Relay Pulse
*12N#	Follow Me Here	*42N#	Call Steel
*13N#	Follow Me Here-Cancel	*43	Call Steel
*14N#	Follow Me To	*47	Conference Add
*17	VoiceMail Collect	*48	VoiceMail Ringback On
*18	VoiceMail On	*49	VoiceMail Ringback Off
*19	VoiceMail Off	*50	Forward Hunt Group Calls On
*20N#	Set Hunt Group Night Service	*51	Forward Hunt Group Calls Off
*21N#	Clear Hunt Group Night Service	*52N#	Call Pickup Members
*29	Toggle Calls	*57N#	Forward On Busy Number

Further information about Avaya IP Office is available from www.avaya.com/support and also from <http://www.avaya.com/ipoffice/training/education>

Reference: 15-607105

Issue 1 (1 June 2008)

This guide covers the basic functionality of your IP Office 5621 phone.

For more information on your phone settings and features, see the IP Office 5621 User Guide.

The diagram below shows the main phone features:



1		Feature Buttons/Display	9		Redial
2		Message Waiting Lamp	10		Dialing Pad
3		Page Left/Right	11		Volume Controls
4		Options	12		Mute
5		Hold	13		Headset
6		Transfer	14		Speaker
7		Conference	15		Phone/Ext
8		Drop	16		Softkey

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