Programmable Buttons

The programmable feature 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 features against other feature buttons. The programmable features that are available via **Admin** and **Admin1** are:

Admin Name	Description	Admin Name	Description
Acct	Account Code Entry	Park	Call Park to Other Extension
AD	Abbreviated Dial	Prog	Abbreviate Dial Program
Admin	Self-Administer	SAC	Send All Calls
AutCB	Automatic Callback	Spres	AD Suppress
CFrwd	Call Forwarding All	Timer	Timer
CPark	Call Park	TmDay	Time of Day
CPkUp	Call Pickup	**Admin1 Name**	**Description**
Dir	Directory	Park	Park
DPkUp	Directed Call Pickup	<User>	User
GrpPg	Group Paging	<Group>	Group
HFAns	Internal Auto-Answer	Flash	Hook Flash
HGNS+	Set Hunt Group Night Service	AD	Abbreviated Dial

Default Short Codes

You can access a variety of system features by dialling short codes. The following table shows the default short codes. For a full list of your phone's default short codes, see the "IP Office 4620 and 5620 Series User Guide".

Replace **N**, where shown, with an appropriate number. For example, *07*N#, 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	*32*N#	Call Pick Up Extension
*03	Forward On Busy On	*33*N#	Call Queue
*04	Forward On Busy Off	*34	Hold Music
*05	Forward On No Answer On	*35*N#	Extn Login
*06	Forward On No Answer Off	*36	Extn Logout
*07*N#	Forward to Number	*37*N#	Park Call
*08	Do Not Disturb On	*38*N#	Ride Call
*09	Do Not Disturb Off	*39	Relay On
*10*N#	Do Not Disturb Exception Add	*40	Relay Off
*11*N#	Do Not Disturb Exception Delete	*41	Relay Pulse
*12*N#	Follow Me Here	*45*N#	Call Steal
*13*N#	Follow Me Here Cancel	*46	Call Steal
*14*N#	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
*20*N#	Set Hunt Group Night Service	*51	Forward Hunt Group Calls Off
*21*N#	Clear Hunt Group Night Service	*53*N#	Call Pickup Members
*29	Toggle Calls	*57*N#	Forward On Busy Number

Further information about Avaya IP Office is available from www.avaya.com/support and also from http://marketingtools.avaya.com/knowledgebase/.

Reference: 15-601115

Issue 2 (22 November 2006)

AVAYA IP Office 4621 Quick Reference Guide

This guide covers the basic functionality of your IP Office 4621 phone.

For more information on your phone settings and features, see the "IP Office 4620 and 5620 Series User Guide".

The diagram below shows the main phone features:

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