

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 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 2420 and 5420 User Guide".

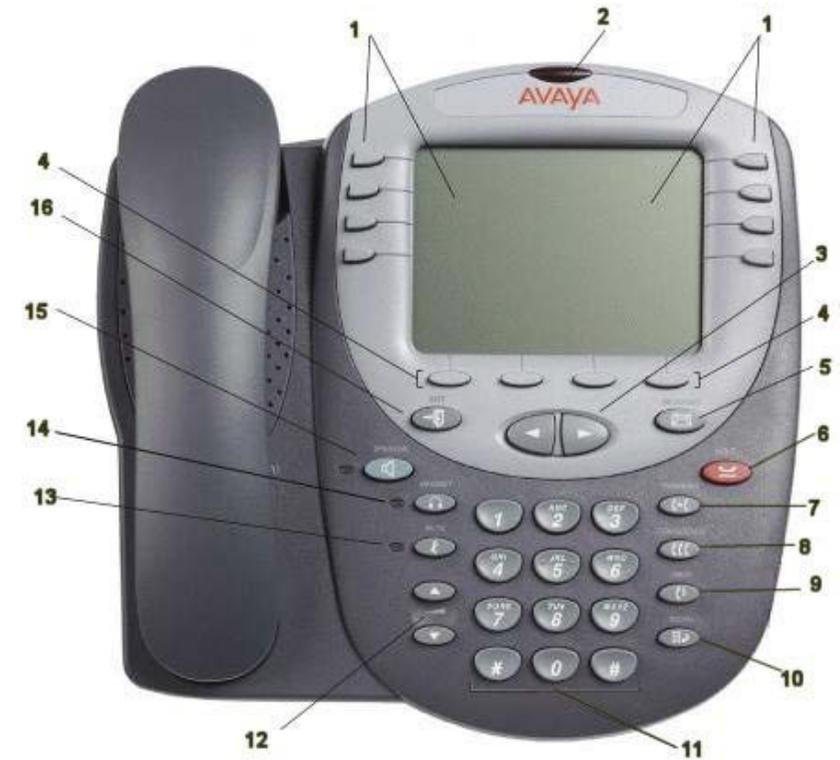
Replace **N**, where shown, with an appropriate number. For example, ***72N**, where **N** is the 7 digit extension to which you want your calls forwarded to, when you have forwarding switched on.

Short Code	Description
*72N	Forward to Number
*73	Cancel All Forwarding
*11	Call Pick Up Group
*12N	Call Pick Up Extension

This guide covers the basic functionality of your IP Office 2420 phone.

For more information on your phone settings and features, see the "IP Office 2420 and 5420 User Guide".

The diagram below shows the main phone features:



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

Answering Incoming Calls

- Pick up the handset or press  to use the speakerphone.

Making a Call

- Pick up the handset or press  to use the speakerphone.
- Dial the number, including any outside line digits and/or area codes.

Accessing Voicemail

- To retrieve your voicemail, press  MESSAGES

Hold

- To place a call on hold, press  HOLD.
- To retrieve a held call, press  corresponding to the held call.

Transferring a Call

1. With the call active, press  TRANSFER. The call is placed on hold;  is displayed and you hear a dial tone. Dial the number you want to transfer the call to.
2. To transfer without announcing the call, if the line is free, hang up. If the line is busy or if no one answers, press  corresponding to the held call.

OR

To announce the call, remain on the line and wait for an answer. Announce the call and hang up. If the line is busy or if no one answers, press  corresponding to the held call.

Conference

1. To establish a conference call, dial the first party and wait for an answer.
2. Press  CONFERENCE. The current call is placed on hold,  is displayed and you hear a dial tone.
3. Dial the number of the next party and wait for an answer.
4. To add the new party to the call, press  CONFERENCE again.
5. Repeat Steps 2 to 4 to add further participants.

To drop yourself from the conference, hang up.

Speakerphone

- To use the speakerphone, press . Make or answer the call. To adjust the volume, press  and . To end the call, press  again.
- To change from **speakerphone to handset**, pick up the handset and continue talking.
- To change from **handset to speakerphone**, press  and hang up the handset.

Note: The short codes documented in this guide refer to the use of default short codes only.

Mute

- To prevent the other person on the line from hearing you, press  MUTE.
- To reinstate two-way conversation, press  MUTE again.

Redial

To redial a previously dialed number, press  REDIAL the last 8 dialed numbers are displayed. Press  and  to see more (up to 10 numbers are stored). When you have located the required number, press the associated feature button to redial.

To redial the last called number, press  REDIAL twice.

Speed Dials

- To **Dial** a speed dial:
 1. Press  any softkey, then press  SpDial to display your speed dials. If there are more stored numbers than can be displayed on one screen, press  and  to see more.
 2. When the speed dial you require is shown, press  or  adjacent to the speed dial name. Your phone dials the number automatically.
- To **Add** a speed dial:
 1. Press  SpDial and then press  Add.
 2. The cursor, a | symbol, is displayed in the name field. Each key is marked with the letters it provides. Depending on the character you require, you may have to press the key more than once.
For example: The **2** key is also marked as **A**, **B** and **C**. To enter a **C**, press the key until **C** is displayed.
If the next character you want is on the same key, press  and then enter the next character.
 3. Press  Number. The cursor is displayed in the Number field.
Enter the number or extension number.
If the next number you want is on the same key, press  and then enter the next number.
 4. Press  Save.
- To **Add** a short code to a speed dial:
 1. To add a short code to a speed dial, press  SpDial.
 2. In the name field, enter the short code name. For example, **Voicemail**.
 3. In the number field, enter the prefix * and the short code number. For example, *17 (the short code for voicemail).

Call Forwarding

- To set the number to which your calls are forwarded, dial *72830XXXX (where XXXX is the last 4 digits of the number you want your phone forwarded to).
- To cancel call forwarding, pick up your phone and dial *73