

Partner Programming Basics

Helpful Hints:

- enter and exit phone programming by pressing the FEATURE button, followed by 0 0
- if you get into a programming situation that you don't want to be in, or you aren't sure if you want to make the changes, pressing FEATURE 0 0 will let you escape from programming without saving the changes you were currently working on (changes made earlier using another programming feature will still be saved even if made during that same session)

Setting the Time

- press Feature 00 at extension 10 or 11
- press the LEFT INTERCOM 2 times
- press # 1 0 3
- enter the time in 24 hr. military format (HHMM)

Personal Speed Dial (programmed & used at your extension)

- press Feature 00
- select a two-digit code by pressing Feature and dialing two digits between 80 and 99 (if a number is already assigned to the code, the number appears on the display; if no number is assigned to the code, the display reads Blank)
- enter the telephone number **exactly** as you would dial it including 1 and the area code
- do one of the following:
 - to program another personal speed dial number, start from Step 2
 - to program over an existing number, enter the new number after selecting the two-digit code
 - to remove a personal speed dial number, enter the number's two-digit code and press Mic/HFAI once
- continue programming, or exit programming mode by pressing Feature 00

Using the Personal Speed Dial on a System Telephone

- lift the handset or press Speaker before dialing
- press Feature
- dial the two-digit Personal Speed Dial code (80-99)

System Speed Dial

- press Feature 00 at extension 10 or 11
- select a three-digit code by pressing Feature and dialing three digits between 600 and 699 (if a number is already assigned to the code, the number appears on the display; if no number is assigned to the code, the display reads Blank)
- enter the telephone number **exactly** as you would dial it including 1 and the area code
- do one of the following:
 - to program another System Speed Dial number, start from Step 2
 - to program over an existing number, enter the new number after selecting the three-digit code
 - to remove a System Speed Dial number, enter the number's three-digit code and press Mic/HFAI once
- continue programming, or exit programming mode by pressing Feature 00

Using the System Speed Dial on a System Telephone

- lift the handset or press Speaker before dialing
- press Feature
- dial the three-digit System Speed Dial code (600-699)

COMPRO, INC.®
Business Success ... It's About Service!

705 E. 41st Street, Suite 230
Sioux Falls, SD 57105
605-338-8700
www.compro-dakota.com

AVAYA

Check Voice Mail Button

- press Feature 00
- press a programmable button
- press LEFT INTERCOM 777
- press Feature 00 to exit programming mode

Do Not Disturb Button

- press Feature 00
- press a programmable button
- press Feature 01
- press Feature 00 to exit programming mode

Direct Voicemail Transfer Button

- press Feature 00
- press a programmable button
- press Feature 14
- press Feature 00 to exit programming mode

Last Number Redial Button

- press Feature 00
- press a programmable button
- press Feature 05
- press Feature 00 to exit programming mode

Using the Last Number Redial on a System Telephone

- lift the handset or press Speaker before dialing
- press the programmed button – digits are displayed as they are dialed

Save Number Redial Button

- press feature 00
- press a programmable button
- press Feature 04
- press Feature 00 to exit programming mode

Using the Saved Number Redial on a System Telephone

- after dialing the number, but before hanging up, press the Saved Number Redial button you programmed
- to redial the saved number, press the programmed button again

Auto Dial Numbers – Inside & Outside

- at the extension to be programmed, press FEATURE 00
- press a programmable button
 - **to program an extension number:**
 - press LEFT INTERCOM
 - dial the extension number (to ring-intercom the extension) OR
 - press * plus the extension number (to voice-intercom the extension)
 - **to program an outside number:**
 - dial the phone number (up to 28 digits)
- FEATURE 00 to exit programming

COMPRO, INC.[®]

Business Success ... It's About Service!

705 East 41st Street Suite 230

Sioux Falls, SD 57105-6048

(605) 338-8700 • (605) 338-8935

www.compro-dakota.com

AVAYA
communication

BUSINESSPARTNER

Conference Drop Button

- press Feature 00
- press a programmable button
- press Feature 06
- the button is now programmed as a Conference Drop Button
- press Feature 00 to exit programming mode

Line Ringing

- at extension 10 or 11, press FEATURE 00
- press the left intercom button 2 times
- press the right intercom button 1 time
- using the keypad, enter the extension # you want to program
- press each line button until the desired ringing option appears in the display
 - immediate ring (steady light)
 - no ring (fast flutter)
 - delayed ring – starts ringing after 20 seconds (slow flashing)
- press the right intercom button to program another extension, or FEATURE 00 to exit programming

Partner Voice Mail

To check Voice Mail Remotely

- call the office number
 - have the receptionist transfer you to your extension
- OR**
- when the Automated attendant picks up, dial your extension
 - when your message starts, press *7, and proceed as usual to check your voicemail messages

COMPRO, INC.[®]

Business Success ... It's About Service!

705 East 41st Street Suite 230

Sioux Falls, SD 57105-6048

(605) 338-8700 • (605) 338-8935

www.compro-dakota.com

AVAYA[®]
communication

BUSINESSPARTNER