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Function Keys

Overview of the Function Keys

Function Key Programming

Shorthand Programming Mode

Longhand Programming

Display Key Features

Dial (#)
Group (#)
User (#)
Absnt - Set Absent Text
Acct - Account Code Entry (!)
AD - Abbreviated Dial (!)
Admin - Self-Administer (!)
Apear - Appearance
AutCB - Automatic Callback (!)
Busy - Busy
BusyH - Busy On Held
CFrwd - Call Forwarding All (!)
ClrCW - Clear CW
CnfrV - Conference Meet Me
Conf+ - Conference Add
CPark - Call Park (!)
CPkUp - Call Pickup (!)
CWOff - Call Waiting Off
CWO - Call Waiting On
CWSus - Call Waiting Suspend
DCW - Dial CW
Dir - Directory (!)
Dirt - Dial Direct
DNDO - Do Not Disturb On
DNDOf - Do Not Disturb Off
DNDX+ - Do Not Disturb Exception Add
DNDX- - Do Not Disturb Exception Delete
DPkUp - Directed Call Pickup (!)
Drop - Drop (!)
DTone - Secondary Dial Tone
Emrgy - Dial Emergency
Flash - Flash Hook (#)
FolTo - Follow Me To
FwBNo - Forward On Busy Number
FwBOn - Forward On Busy On
FwBOf - Forward On Busy Off
FwH - Forward Hunt Group Calls On
FwHf - Forward Hunt Group Calls Off
FwNo - Forward Number
FwOf - Cancel All Forwarding
FwNOn - Forward On No Answer On
FwNOff - Forward On No Answer Off
FwUOn - Forward Unconditional On
FwUOff - Forward Unconditional Off
GrpPg - Group Paging (!)
HdSet - Headset Toggle (!)
Here- - Follow Me Here Cancel
Here+ - Follow Me Here
HfAns - Internal Auto-Answer (!)
HGE - Hunt Group Enable
HGD - Hunt Group Disable
HGN+ - Set Hunt Group Night Service (!)
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The 5410 Telephone

Overview of the 5410

This guide covers the use of the Avaya 5410 telephone, running in Key and Lamp mode, on Avaya IP Office telephone systems operating with Level 3.0 software and the 5410 telephone’s software running at REL:2.00 or higher (see Using Self Test on page 21) The diagram below shows the main 5410 telephone features.

1. **Display, Call Appearance and Function keys**: Call Appearance Keys allow the user to handle multiple calls and the display shows call information. System functions (allocated by your System Administrator) can also be displayed. See Call Appearance Keys on page 7 and Function Keys on page 23.

2. **Message lamp** - Lit when the user has voicemail messages. Can also be set to flash when the phone is ringing.

3. **Previous/Next Page** - Move through the different pages of the call handling, speed dials and call log screens. Also used to move the cursor during data entry.

4. **Messages**: Access the user's mailbox.

5. **Call Handling Buttons**: See Basic Call Handling Features on page 9.
   - **Hold**: Place call on hold.
   - **Transfer**: Transfer call.
   - **Conference**: Conference held calls.
   - **Drop**: Drop call.
   - **Redial**: Redial last number dialed.

6. **Dial pad**: Standard 12-button pad for dialing telephone numbers.

7. **Volume Controls**: Adjust the speaker, handset, headset, or ringer volume depending on which is currently in use.

8. **Handset and Headset Sockets**: The sockets for both the headset and handset cables can be found on the side of the telephone.

9. **Mute**: Turns the microphone on/off. When in use, the associated light is on and the caller cannot hear you.
10. **Headset:** Switches from handset to headset. The light associated with this button turns on when the headset is active.

11. **Speaker:** Access the speakerphone. The light associated with this button turns on when the speakerphone is active.

12. **Exit:** Returns you to the main call handling screen.

13. **Softkeys:** Used to navigate to or initiate certain features, such as Speed Dial or Call Log, as well as control certain actions within the features. These keys correspond to the text prompts in the display screen immediately above them. See Speed Dials on page 13, Error! Reference source not found. on page 16, Changing the 5410 Options on page 19 and Error! Reference source not found. on page Error! Bookmark not defined.

### Call Appearance Keys

Normally, the first page of the main call handling screen contains three keys set as 'call appearance' keys. These are allocated to you by your System Administrator and are indicated as a=, b= and c=.

Your System Administrator can change a call appearance key with:

- **A Bridged Appearance**
  A bridged appearance key matches the status and operation of the Call Appearance Key on a pre-defined colleague’s telephone. Hence, you can pick-up, make and receive calls on behalf of your colleague.

- **A Line Appearance**
  An IP Office exchange line (but not IP lines) can be allocated to you such that the status of that line is displayed and you can use the line appearance key to make and receive calls.

- **Call Coverage Appearance**
  A call coverage appearance key alerts you when a pre-defined colleague is receiving a call. The covered user does not need to be using call appearance keys. Hence, you can pick-up calls on behalf of your colleague.

All of the above can only be allocated to you by your System Administrator.

For details of Bridged, Line and Call Coverage Appearance Keys set-up and their operation, refer the IP Office Key and Lamp Operation manual.

### CAUTIONS:

1. Having **more than two** Call Appearance keys is very useful. When holding a call you can answer/make another call and then switch between calls or transfer or conference. If you are set to receive call waiting indication, the waiting call is shown against the next call appearance key.

2. Although the System Administrator can replace the Call Appearance Keys with:
   - A Bridged Appearance
   - A Line Appearance
   - Call Coverage Appearance
   - System Features
   
   This would severely restrict the use of features such as conference and transfer.

   It is for these reasons that it is **strongly recommended** that all Call Appearance keys **remain at their default settings**.

---

Call Appearance Keys

IP Office 5410 User's Guide
40DHB0002UKEY – Issue 1 (7th February 2005)
System Features

System Features can only be set against soft Function Keys by your System Administrator. However, your System Administrator may allocate you two ‘self administrator’ features that will enable you to add System Features to your soft Function Keys. Refer to Function Keys on page 23 for details of the System Feature that can only be allocated to you by your System Administrator.

In addition, there are a number of System Features that you can always access yourself by the use of short codes. Refer to System Features on page 57 for details of System Features that you can always access yourself by dialing short codes, e.g. *17 to listen to your VoiceMail messages.

Call Appearance/Function Key Icons

The icons displayed against the Call Appearance/Feature Keys allow you to determine the status (for example, on Hold) of each call. Icons also indicate whether a feature has been activated for a particular button.

- **Incoming Call:** 📞
  A 📞 symbol next to a call appearance key indicates an incoming call. Pressing the adjacent ➡️ymbol answers the call and puts any other current call on hold.

- **Connected:** ☎️
  A ☎️ symbol next to a call appearance key indicates that it is the currently connected call. The caller's telephone number (if available) is also shown. Pressing the adjacent ➡️ymbol puts the call on hold. An 📐 is also shown on the display.

- **On Hold:** ☐️
  A ☐️ symbol next to a call appearance key indicate a call on hold. Pressing the adjacent ➡️ymbol takes the call off hold and puts any other current call on hold.

- **Function Active:** ◀️ or ▶️
  The button to the left or right of the function key is active.

- ➡️ symbol takes the call off hold and puts any other current call on hold.
Basic Call Handling Features

Answer a Call

When a call arrives at your 5410 telephone, you hear a ringing tone and a blinking bell (谤) icon appears against the associated call appearance key.

To answer an incoming call:
Do one of the following:
- If you are not active on another call, answer the call using your handset, headset, or speakerphone (see Speakerphone on page 10).
- If you are active on a call already, place the active call on hold (see Hold on page 11), and then answer the incoming call by selecting the call appearance key.
- If the call appearance for the ringing call is not displayed on the current screen page, use แผ to return to the first page of the Home screen. When you locate the call appearance for the ringing call, press the corresponding call appearance button.

Making a Call

You can make calls from the 5410 telephone using a variety of methods as follows:

To manually make a call:
1. Dial the required number on the key pad (remember to include the required access code (for example, 9) for an outside line) and listen to the progress of the call.
2. Adjust speakerphone volume as necessary.
   - To change the volume use the מח and ภ buttons. The display shows the volume level. (There are eight volume levels.)
3. If the call is not answered, you can clear the call by pressing _fwd Speaker or ลบ Drop
4. When the call is answered, either speak or pick up the handset and speak to the called party.

To automatically make a call:
Do any of the following:
1. Press จ Redial and select from (up to) one of the last ten numbers that you dialed by pressing the associated a call appearance key แผ. The call is made automatically for you.
   or
   Access the Call Log and initiate a call to a specific entry. See Using the Call Log on page 17.
   or
   Access the Speed Dial List in your personal directory and initiate a call to a specific entry. See Speed Dials on page 13.
2. When the call is answered, either speak or pick up the handset and speak to the called party.

Clearing a Call

To clear an established call either:
1. Replace the handset
   or
2. Press ลบ Drop. You will hear dial tone.
Headset Working

When a headset is to be used on your 5410, it must be plugged in to the headset socket on the side of your 5410 telephone. To activate the headset and switch off the handset, press \[Headset\]. The lamp beside the button is illuminated when headset working is activated.

To answer an incoming call:
1. Press the call appearance key next to the flashing bell icon (\[\]):

To clear a headset call:
1. Press \[Drop\].

To manually make a call:
1. Dial the number (remember to include the required access code (for example, 9) for an outside line) and listen to the progress of the call.

To automatically make a call:
Do any of the following:
1. Press \[Redial\] and select from (up to) one of the last ten numbers that you dialed by pressing the associated a call appearance key (\[\]).
   The call is made automatically for you.
   or
   Access the Call Log and initiate a call to a specific entry.
   See Using the Call Log on page 17.
   or
   Access the Speed Dial List in your personal directory and initiate a call to a specific entry. See Speed Dials on page 13.

2. When the call is answered, speak to the called party.

Speakerphone

The two-way built-in speakerphone allows you to make and answer calls without lifting your handset. Keep in mind that two-way speakerphones may not operate satisfactorily in every environment (such as in very noisy locations) and that they operate best when you speak directly to them.

To make or answer a call without lifting the handset, or to use the speakerphone with any feature:
1. Press \[Speaker\]. The LED beside the button illuminates.
2. Make or answer the call, or access the selected feature.
3. Adjust speakerphone volume if necessary.
   • To change the volume use the \[\] and \[\] buttons. The display shows the volume level. (There are eight volume levels.)

To change from the speakerphone to handset (or headset if fitted)
1. Pick up the handset (or press \[Headset\]) and talk.

To change from the handset to the speakerphone
1. Press \[Speaker\]. The LED beside the button illuminates.
2. Hang up the handset.

To end a speakerphone call
1. Press \[Speaker\] again. The LED beside the button goes out.
Speed Dial

The Speed Dial feature allows you to have the 5410 telephone automatically dial calls to telephone numbers stored in your personal directory (maximum of 48). See Speed Dials on page 13.

**To make a call to a personal directory entry using the Speed Dial feature:**
1. Press the SpDial softkey. The Speed Dial screen is displayed.
2. Press the button next to the entry you want to call.
3. If the entry you want is not displayed, use ← and → to cycle through the entries or key the first letter of the required name to jump to the page with a matching entry.
4. The 5410 telephone dials the number for you.

Redial

The Redial (or Last Number Dialed) feature automatically redials a previously dialed extension or outside number (up to 24 digits). Your 5410 will store the up to ten of the last numbers dialed.

**Note:** If you have dialed the same number twice in succession, it will only have one appearance in the redial list.

**To redial previously dialed number:**
1. Press Redial. Use ← and → to step through the entries. When you have located the required number, press the associated key.

Mute

During an active call, the Mute feature prevents the party with whom you are speaking from hearing you. This feature is most commonly used in conjunction with the Speakerphone, but can be used to hold an off-line conversation at any time during a call.

**Preventing the other person on the line from hearing you:**
1. Press Mute. The other party cannot hear you.
   The indicator next to the Mute button lights when Mute is active.
2. To reinstate two-way conversation, press Mute again.

Hold

If, with a call in progress, a second call arrives and is shown against a Call Appearance key, you can then Hold the first call and answer the second call.

**To put an existing call on hold:**
1. Press Hold or the Call Appearance button with the symbol against it. The symbol changes to showing that the line is on hold.
2. Answer the second call by pressing the Call Appearance button with the symbol against it. The symbol changes to showing that the line is connected.

**To return to the held call:**
1. If you have a call in progress, then first put that call on hold as above.
2. To retrieve a held call, simply press the Call Appearance button with the against it.

**Notes:**
1. After a pre-set time (defined by your System Administrator), you are reminded that you have a call on hold by the hold icon changing for a few moments to and the phone ringing.
2. If the system feature AutoHold is on (consult your System Administrator) then you can hold an active call (İZ) by pressing the second call’s Call Appearance button (İ). If AutoHold is off, then pressing the second call’s Call Appearance button (İ) will drop the first call.
3. To transfer a held call see Transfer on page 12.
Transfer
The Transfer feature allows you to transfer a call from your telephone to another extension or outside number.

To transfer the current call to another extension
1. With a call in progress, press Transfer.
2. When you hear dial tone, dial the number to which the call is to be transferred.
3. Do one of the following:
   • To transfer the call without announcing it, either hang up or press Transfer again. The transfer is complete. If the transferred call is not answered within a preset time, it is returned to you.
   • To announce the call before transferring it, wait for the called party to answer. If the called party is willing to accept the call, press Transfer again to complete the transfer. If the called party does not wish to accept the call, press Drop. You can return to the held call by pressing its call appearance button.
   • If the line is busy or if there is no answer, press Drop. You can return to the held call by pressing its call appearance button.

To transfer a new call to a held call using Conference:
1. With a call in progress and you wish to make an enquiry call or another call arrives, press Hold. Make or answer the second call. The second call requires to be transferred to the first held call.
2. To transfer the new call to the held call, press Conference and then Drop. The transfer is complete.

Conference
The Conference feature allows you to conference other parties (including yourself) into a call.

Notes:
1. The number of parties allowed in a conference is controlled by your telephone system.
2. Two Call Appearance keys are required for the conference feature.

To add another party to a call:
1. With a call in progress press Conference. The existing call is put on hold.
2. Dial the number of the person you want to add to the call.
3. Wait for an answer.
   • If the called party does not answer or does not want to join the conference, press Drop. You can return to the held call by pressing its call appearance button.
4. To add the person to the call, press Conference again.
5. Repeat steps 1 through 4 for additional conference connections.

To add a held call(s) to an active call:
1. Press Conference.
2. All held calls are added to the conference.

To leave a conference call:
1. To leave a conference, press Drop.

Message
Your Message lamp turns on when a caller has left a message for you.
Press the Message button to retrieve your messages and follow the prompts.
Overview of Speed Dials

The 5410 can store up to 48 personal speed dials. The list of these speed dials is accessed by pressing \texttt{SpDial}. If \texttt{SpDial} is not shown, press any \texttt{Soft Key}.

- The speed dial list is sorted alphabetically.
- Press \texttt{and} to move between pages or key the first letter of the required name to jump to the page with a matching entry.
- Press the \texttt{or} next to an entry to call the associated number.
- Use the \texttt{key options to perform other actions.}

Pressing \texttt{Add} or \texttt{Edit} gives access to the details of a particular speed dial.

Note: Speed dials can be used for any numbers that can be manually dialed from the extension. Where a dialing prefix is required (for example a an external line access digit; usually 9) then that prefix must be part of the speed dial number.
Using Speed Dials

Dialing a Speed Dial Number

You can use the speed dial directory to make a call with the handset on hook or off hook.
1. Press \( \text{SpDial} \). If \( \text{SpDial} \) is not shown, press any \( \text{Soft Key} \).
2. Press \( \text{\( \leftarrow \)} \) and \( \text{\( \rightarrow \)} \) to display different pages of speed dials or key the first letter of the required name to jump to the page with a matching entry.
3. When the required entry is displayed, press the adjacent \( \text{\( \leftarrow \)} \) or \( \text{\( \rightarrow \)} \) key. The number is automatically dialed for you.

Deleting a Speed Dial

1. Press \( \text{SpDial} \). If \( \text{SpDial} \) is not shown, press any \( \text{Soft Key} \).
2. Press \( \text{Delete} \).
3. Select the speed dial entry you want to delete.
   - Press \( \text{\( \leftarrow \)} \) and \( \text{\( \rightarrow \)} \) to display different pages of speed dials or key the first letter of the required name to jump to the page with a matching entry.
4. When the required entry is displayed, press the adjacent \( \text{\( \leftarrow \)} \) or \( \text{\( \rightarrow \)} \) key. A request for confirmation will appear.
5. Press \( \text{Yes} \) to delete the entry or \( \text{Cancel} \) to exit without deleting.
6. Select another entry to delete or press \( \text{Done} \) to return to the speed dial list.

Editing a Speed Dial

1. Press \( \text{SpDial} \). If \( \text{SpDial} \) is not shown, press any \( \text{Soft Key} \).
2. Press \( \text{Edit} \).
3. Select the speed dial entry you want to edit.
   Press \( \text{\( \leftarrow \)} \) and \( \text{\( \rightarrow \)} \) to display different pages of speed dials or key the first letter of the required name to jump to the page with a matching entry.
4. When the required entry is displayed, press the adjacent \( \text{\( \leftarrow \)} \) or \( \text{\( \rightarrow \)} \) key.
5. Edit the speed dial using the same methods as for adding a new speed dial. See Adding a New Speed Dial on page 15.
6. After saving or canceling any changes you will be returned to the speed dial selection list. Select another speed dial to edit or press \( \text{Done} \) to return to the speed dial list.

Converting a Call Log Entry to a Speed Dial

You can create a new speed dial from a call log entry. See Saving a Call Log Entry to Your Speed Dial List on page 17. This process will start the normal speed entry screen but pre-filled with the name and number from the call log entry.
Adding a New Speed Dial

1. Press \[\text{SpDial}\]. If \[\text{SpDial}\] is not shown press any \[\text{Soft Key}\].
   - Press \[\text{Add}\]. If a message stating that the speed dial list is full appears, you must first delete an existing entry before adding any new entry. See Deleting a Speed Dial on page 14.
   - You can switch between \text{Name} and \text{Number} entry by pressing the \[\text{key}\] next to the item you want to edit. The soft keys \[\text{options}\] also change accordingly.

2. With \text{Name} selected, begin entering text using the telephone keypad. Each key is marked with the letters and number it provides. You may have to press the key more than once depending on the character you require.
   - For example, the key 2 is also marked as A, B and C. To enter a C, press 2 until a C is displayed.
   - If the next character you want to enter is on the same key, press \[\text{to move the cursor right and then enter the character.}\]
   - By default the first letter is entered in upper-case and the phone then switches to lower-case entry mode. To change the case of the current character press \[\text{Case}\].
   - To enter a space press \[\text{Space}\].
   - Use the \[\text{key}\] to move the cursor one space right.
   - If you make a mistake, use \[\text{Backspace}\] to delete the character to the left of the cursor.
   - If you have made a mistake in the middle of a character string and do not wish to backspace and re-enter all the characters, use the \[\text{key}\] to step back to one character before the point where you wish to edit. Either insert the new character or press \[\text{Backspace}\] to delete the character to the left of the cursor.
   - Pressing the * key once enters a . (period) or twice a *. To enter more than one * or period, press \[\text{to move the cursor right and then enter the character.}\]
   - Pressing the # key once enters a - (dash) or twice a #. To enter more than one # or dash, press \[\text{to move the cursor right and then enter the character.}\]

3. When the name is set as required, select \text{Number}.
4. Enter the number required using the dialing keypad. For external numbers remember to enter any external dialing prefix required (9 say).
   - To enter a hyphen, press \[\text{Hyphen}\]. This does not affect the number dialed but may help make numbers more readable.
   - To enter a 1.5 second pause, press \[\text{Pause}\]. This will appear as a , (comma) character in the telephone number.
   - Use the \[\text{and }\text{keys}\] to move the cursor left or right.
   - If you make a mistake, use \[\text{Backspace}\] to delete the number to the left of the cursor.

5. Do one of the following:
   - To save the speed dial and return to the speed dial list, press \[\text{Save}\].
   - To return to the speed dial list without saving the changes press \[\text{Cancel}\].
   - To return to the call handling screen without saving the changes press \[\text{Exit}\].
Overview of the Call Log

The 5410 holds and maintains a call log, accessed by pressing \( \text{Log} \). This log can store up to 48 entries. These can be a mixture of incoming answered calls, incoming unanswered calls and outgoing calls. You can select which types of calls are included in the log. You can also use call log entries to make return calls or convert the entry into a speed dial for future use.

**WARNING:** Calls that are made using pin codes and other information will appear in the call log. Either \( \text{Logging of outgoing calls} \) should be switched off or those call logs removed manually.

See Setting Which Calls are Logged on page 18.

**Note:** Only outgoing calls made using the dial pad or a \( \text{SpDial} \) entry are logged.

When \( \text{Log} \) is pressed a screen similar to the following is displayed:

- **Missed** calls are displayed first. You can select from **InAns** or **Outgo**. Alternatively, press More and select All to display all three options.
- Logged calls are shown with the most recent first.
- The name of the called or calling party is shown if available.
- The number of the called or calling party is shown.
- Press either the \( \text{\#} \) or \( \text{*} \) key to display further pages of entries.
- Pressing the \( \text{\#} \) or \( \text{*} \) key next to a log entry display further details of that particular call.
- The number of the log entry.
- The type of log entry, i.e. **Answered**, **Un-answered** or **Outgoing**.
- The name of the called or calling party is shown (if available).
- The number of the called or calling party is shown.
- The date and time of the call. (And for InAns/Outgo, the duration of the call.)
- Press either the \( \text{\#} \) or \( \text{*} \) key to display the previous or next logged call.
- The \( \text{\#} \) keys provide a number of actions.

Also see Making Calls from the Call Log on page 17, Saving a Call Log Entry to Your Speed Dial List on page 17, Viewing the Call Log on page 17 and Deleting a Call Log Entry on page 18.
Using the Call Log

You can make calls directly from the call log. Whilst in the call log you can still make a call by going off-hook, pressing Speaker and dialing a new call. Similarly, you can still receive calls and handle them using the dial pad key functions.

Viewing the Call Log

1. Press Log. If Log is not shown, press any Soft Key.
2. At default, Missed calls are displayed first. You can select from InAns or Outgo. Alternatively, press More and select All to display all three options. To return to Missed or InAns or Outg, press Back and make your selection.
3. Press and to display different pages of log entries.
   • To exit the call log and return to the previous screen press Done.
   • To exit the call log and return to the call handling screen press Exit.
   • To view the details of a particular log entry, press the or key next to the entry.
3. Press Done to return to the previous screen.

Making Calls from the Call Log

1. Press Log. If Log is not shown, press any Soft Key.
2. At default, Missed calls are displayed first. You can select from InAns or Outgo. Alternatively, press More and select All to display all three options. To return to Missed or InAns or Outg, press Back and make your selection.
3. Press and to display different pages of log entries.
4. When you locate the entry you want to call, press the or key next to the entry.
5. Press Call make the call.
   • If the number shown is external but doesn't include the external dialing prefix used by your telephone system, go off-hook, dial the prefix and then press Call.

Saving a Call Log Entry to Your Speed Dial List

1. Press Log. If Log is not shown, press any Soft Key.
2. At default, Missed calls are displayed first. You can select from InAns or Outgo. Alternatively, press More and select All to display all three options. To return to Missed or InAns or Outg, press Back and make your selection.
3. Press and to display different pages of log entries.
4. When you locate the entry you want to call, press the or key next to the entry.
5. Press Save. The speed dial editing screen appears, pre-filled with the details from the call log entry. See Adding a New Speed Dial on page 15.
Deleting a Call Log Entry

1. Press Log. If Log is not shown, press any Soft Key.
2. At default, Missed calls are displayed first. You can select from InAns or Outgo. Alternatively, press More and select All to display all three options. To return to Missed or InAns or Outg, press Back and make your selection.
3. Press and to display different pages of log entries.
4. When you locate the entry you want to call, press the or key next to the entry.
5. Press Delete and Done. The entry is deleted from the Call Log and the details of the next call are shown.
6. To exit the call log and return to the call handling screen press Exit.

Erasing All Logged Calls

Loss of power to the 5410 phone will cause all call log entries to be deleted. The Erase All option also deletes all logged calls.

Caution: This action also deletes all speed dial entries and phone personalization options.

See Default Phone/Erase All Settings on page 21.

Setting Which Calls are Logged

Caution: If you change these settings, any call details already in the call log that no longer match the selection made are deleted.

1. Press Option. If Option is not shown, press any Soft Key.
2. Press Log Setup. A menu showing Answered, Un-Answered and Outgoing, with their current settings, is displayed.
3. To toggle a particular setting between Yes or No, press the key next to it.
   • Alternatively, press the key next to a call type to underline its current setting and then press Yes/No to change the value of the currently underlined setting.
4. Do one of the following:

Note: If you press Save after changing the settings, any existing call log entries that do not match the call types selected are deleted from the call log.
   • To save the settings and return to the options menu, press Save. You will hear a confirmation tone.
   • To return to the Options menu without saving any changes, press Cancel.
   • To return to the call handling screen without saving any changes, press Exit.
Changing the 5410 Options

Overview of 5410 Options

The options menus are accessed by pressing Option. These menus allow you to adjust a number of 5410 features.

To select an option:
1. Press the or next to it
2. The key actions change according to the current available actions.
3. To exit and return to the normal call handling screen press Exit.
4. Whilst in the options menus, you can still make and receive calls using the telephone keypad controls.

The options are:

- **Ring Options:**
  Sets the:
  - The ringing used by your 5410.
  - Toggles the message lamp on/off to show when you have an incoming call.
  - Toggles the ‘Show Phone Screen’ option on or off.
  See Ring Options on page 20.

- **Contrast:**
  Adjust the display contrast.
  See Adjusting the Display Contrast on page 20.

- **Log Setup:**
  Configure which calls appear in the call log.
  See Setting Which Calls are Logged on page 18.

- **Miscellaneous:**
  Enables you to select to remain in your Speed Dial Menu during call handling.

- **Self Test:**
  Test the phone.
  See Using Self Test on page 21.

- **Language:**
  Select the phone's display language. See Language on page 22.

Press to display:

- **Handset AGC/Headset AGC:**
  Switch handset/headset automatic gain control on/off.
  See Automatic Gain Control (AGC) on page 22.

Press again to display:

- **Erase:**
  Reset the telephone to its default settings. See Default Phone/Erase All Settings on page 21.
Selecting Personalized Options

Ring Options

The Ring Options menus allows you to:

- Choose a personalized ringing pattern for your telephone.
  
  **Note:** If you receive a call while selecting a ring pattern, you are automatically
  returned to the call handling screen.

- Set the message lamp to flash when you receive a call.

- Set the telephone to revert to the call handling screen when you are setting up/using
  Speed Dial, Call Log, etc.

To change the ring pattern:

You can choose from among eight different ring patterns. This alters the tone and style
of ringing used by the 5420, e.g. the number of rings will still vary according to the type
of call.

1. Press **Option**.
2. Press **Ring Options** followed by **Ring Pattern**. A menu with the current
   ring pattern appears.
3. To select a ringing pattern use either the 1 or 8 keys or press a dial pad key
   between 1 and 8. You will hear the selected ringing pattern.
4. To hear the ringing pattern again press **Play** or repress the dial pad key.
   - When you have selected a ringing pattern, press **Save**. You will hear a
     confirmation tone and be returned to the options menu.
   - If you want to return to the options menu without changing the ring pattern,
     press **Cancel**.

To set the Flash Message Lamp:

1. Press **Option**.
2. Press **Ring Options** and set **Flash Message Lamp** to **Yes** or **No**.
   
   When set to **Yes** the Message lamp will flash when you receive a call.
   - Changing this option does not affect the voicemail visual indicator feature.

To set the Show Phone Screen:

1. Press **Option**.
2. Press **Ring Options** and set **Show Phone Screen** to **Yes** or **No**.
   
   If set to **Yes** then, when you are setting up/using Speed Dial, Call Log, etc, you are
   automatically returned to the call handling screen when you receive a call.

Adjusting the Display Contrast

You can adjust the contrast level on the telephone display. You can choose from
among fifteen levels of contrast.

1. Press **Option**
2. Press **Contrast**. A menu with the current contrast setting appears.
3. Use either the 1 or 8 key to adjust the level of contrast.
4. When the contrast is set as required, either:
   - Return to the options menu by pressing **Done**.
   - Return to the call handling screen by pressing **Exit**.
Call Log Setup

Through the Option menu you can specify which types of calls should be included in the 5410’s call log. See Setting Which Calls are Logged on page 18.

Using Self Test

Self test can be used to display information about the phone and to check operation of the lamps and display. The information may be required by a telephone system maintainer.

1. Press Option. If Option is not shown, press any Soft Key.
   Caution: In the top row, the centre of the display should show REL:2.00 or higher. If not the telephone’s software needs to be upgraded. Consult your system Administrator.
3. Press and hold the Test key. The screen lines should all go black and all the phone lamps should come on. If they do not consult your system Administrator.
4. Release the Test key and do one of the following:
   • To return to the options menu, press Done.
   • To return to the call handling screen, press Exit.

Default Phone/Erase All Settings

The Erase option allows you to reset all personalized settings entered through the 5410’s Option menus (except contrast level). It also deletes all entries in the phones Call Log and Speed Dial lists.

1. Press Option. If Option is not shown, press any Soft Key.
2. Press the until the display shows:
   • Speed Dial List, Call Log, User Labels, Options, Language and All.
3. If you do not want to erase, do one of the following:
   • To return to the options menu without erasing, press Cancel.
   • To return to the call handling screen without erasing, press Exit.
4. To continue with erasing, select from Speed Dial List, Call Log, User Labels, Options, Language and All and press Erase.
   You will be asked to confirm the action.
   • If you want to erase all settings, press Erase again.
   • To return to the options menu without erasing, press Cancel.
   • To return to the call handling screen without erasing, press Exit.
Language

When the 5410 telephone is first installed, it is set to display screen text in English. You can select the language that you would prefer from the following:
English, German (Deutsch), French (Français), Spanish (Español), Italian (Italiano), Dutch (Nederlands), Portuguese (Português) or Japanese (Katakana characters).

Note: This does not alter your user language setting on the telephone system.

1. Press Option. If Option is not shown, press any Soft Key.
2. Press Language. The first page of the available languages appears, with the current language underlined. Press More to display the second page.
3. Press the or key next to the language required. The screen text changes to the language selected.
4. Do one of the following:
   • To save the settings and return to the options menu, press Save. You will hear a confirmation tone.
   • To return to the options menu without saving any changes, press Cancel.
   • To return to the call handling screen without saving any changes, press Exit.

Changing Key Labels

This function is currently not supported on IP Office.

Automatic Gain Control (AGC)

Automatic Gain Control (AGC) raises the volume when a caller is speaking quietly and lowers the volume when the caller is loud. The 5410 supports AGC for both the handset and the headset if connected.

Note: If the ambient background noise in the office is too high, this can affect the AGC settings. Hence it is advisable in this type of environment to switch AGC off.

1. Press Option. If Option is not shown, press any Soft Key.
2. Press a or key. A menu listing the current AGC settings for the handset, headset or speaker appears.
3. To toggle a particular setting between Yes or No, press the key next to it.
   • Alternatively, press the key next to Handset, Headset or Speaker to underline its current setting and then press Yes/No to change the value of the currently underlined setting.
4. Do one of the following:
   • To save the settings and return to the options menu, press Save. You will hear a confirmation tone.
   • To return to the options menu without saving any changes, press Cancel.
   • To return to the call handling screen without saving any changes, press Exit.
Function Keys

Overview of the Function Keys

Both the Function Keys and Soft Keys can be used to access a range of system features. The display adjacent to the key shows the feature name.

Some of these features are default features supported by all 5410 telephones (e.g. SpDial, Log, Option and Label on the Soft Keys) and are always available. Others are system features that can only be programmed by the System Administrator for Function Keys. See Function Key Programming on page 25.

In addition, there are a number of System Features that you can always access yourself by the use of short codes. Refer to System Features on page 57 for details of System Features that you can always access yourself by dialing short codes, e.g. *17 to listen to your VoiceMail messages.

The main screen has three pages. This means that the six Function Keys on each page could be used for up to 18 features. However, it is strongly recommended that all three Call Appearance keys remain at their default settings. Hence, there are 15 soft Function Keys that can be allocated to system features.

To move between pages use the and keys.

In the following example:

• The first three keys have been set (default setting) as call appearance lines. See Call Appearance Keys on page 7.

• Key 4 has been set to access the Admin programmable functions. See Function Key Programming on page 25.

• Key 5 has been set to monitor system park slot 1. The ◆ indicates a call is currently parked in slot 1 by the user and when parked in a slot by other users, the label is underlined. See Park - Park (#) on page 47.

• Key 6 has been set to the SAC (Send All Calls) function. See
SAC - Send All Calls (!) on page 53.

- Pressing either 🔄 or 🔄 will display the other page of programmed functions set for this phone.

**Programming Your Own Functions:**
If the phone has been setup with either or both the Admin and Admin1 features assigned to display keys, you can select and program your own feature choices against other keys. See Function Key Programming on page 25.

**Changing the labels of the Function Keys:**
You can personalize the Function Key labels. E.g. you can change SAC to Send All for instance. See Error! Reference source not found. on page Error! Bookmark not defined..
Function Key Programming

If any one of the keys on the telephone is programmed with an Admin or Admin 1 feature, it allows you to program further features against other function keys. Both Admin and Admin1 are allocated to your function keys by your System Administrator and would appear on a menu screen that is similar to the following:

```
| a= | Admin1 |
| b= | Admin |
| c= |        |
| Ext227 |     |
| SpDial | Log | Option | Label |
```

The two tables below list the user programmable features available for Admin and Admin1 respectively. For full details of how each feature works see Display Key Features on page 28.

**Admin:** The programmable functions available via an Admin key.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Toggles</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct</td>
<td>Account Code Entry</td>
<td>No</td>
<td>Optional</td>
</tr>
<tr>
<td>AD</td>
<td>Abbreviated Dial</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Admin</td>
<td>Self-Administer</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AutCB</td>
<td>Automatic Callback</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CFpwd</td>
<td>Call Forwarding All</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>CPark</td>
<td>Call Park</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>CPkUp</td>
<td>Call Pickup</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Dir</td>
<td>Directory</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>DPKup</td>
<td>Directed Call Pickup</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Drop</td>
<td>Drop</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>GrpPg</td>
<td>Group Paging</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>HdSet</td>
<td>Headset Toggle</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>HfAns</td>
<td>Internal Auto-Answer</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>HGNS+</td>
<td>Set Hunt Group Night Service</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Park</td>
<td>Call Park to Other Extension</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Prog</td>
<td>Abbreviate Dial Program</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>RngOf</td>
<td>Ringer Off</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>SAC</td>
<td>Send All Calls</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Spres</td>
<td>AD Suppress</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Timer</td>
<td>Timer</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>TmDay</td>
<td>Time of Day</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

In addition to the above, there is a key labeled Exlp? This key enables you to change the display from the shorthand version displayed at default to a longhand version of your own. See Shorthand Programming Mode on page 26 and Longhand Programming on page 27 respectively.

**Admin1:** The programmable functions available via an Admin 1 key.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Toggles</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park</td>
<td>Park</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Use</td>
<td>User</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Group</td>
<td>Group</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Number</td>
<td>Dial</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Flash</td>
<td>Hook Flash</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Shorthand Programming Mode

1. Press \( \text{Admin} \) or \( \text{Admin 1} \). See Function Key Programming on page 25.
2. The \( \text{Admin} \) or \( \text{Admin1} \) menu appears as follows:

Admin Pages

With the exception of \( \text{Expl?} \), the names shown are the features that you can assign to soft keys. When \( \text{Admin} \) has been selected you can display the full name of the feature by pressing \( \text{Expl?} \). (see Longhand Programming on page 27).

Admin1 Page

Similarly, when \( \text{Admin1} \) is pressed, you can assign any one of the functions shown to a soft key.

3. On the \( \text{Admin} \) pages, use the \( \text{ } \) and \( \text{ } \) keys to move through the list of features.
4. When the function required is shown, press the \( \text{ } \) key adjacent to its name.
5. If the function requires some data to be entered, \( [ \) is shown at the bottom of the display. Enter the data using the normal telephone keypad.
6. The upper part of the display reverts to showing the functions currently assigned to each \( \text{ } \) and \( \text{ } \) key.
7. Select the display key against which to program the new function by pressing that \( \text{ } \) or \( \text{ } \) key.

CAUTION: Do not select the slot used for the \( \text{Admin} \) function. Replacing this function will lock the phone for further programming until reset through the telephone system by your System Administrator.

8. If the display slot is not already used, the display shows \( \text{BUTTON PROGRAMMED!} \).
   - Press \( \text{EXIT} \) to end programming
   - Press \( \text{Cont} \) to continue programming other functions.
9. If the display slot already has a programmed function, the display shows \( \text{FEATURE ON BUTTON} \).
   - Press \( \text{Repla} \) to replace that existing function with the one just programmed. The display then shows \( \text{BUTTON PROGRAMMED!} \) As in step 8 above.
   - Press \( \text{Keep} \) to keep the existing function and forget the function just programmed.
   - Press \( \text{Delete} \) to delete the existing function and forget the function just programmed.
Longhand Programming

2. Pressing [Expl?] to switch to longhand programming mode.
3. Press [Next] until the required feature required is shown, then press [Selct].
4. If the feature requires some data to be entered, [ is shown at the bottom of the display. Enter the data using the normal telephone keypad.
5. The upper part of the display reverts to showing the features currently assigned to each [ and ] key.
6. Use the [ and ] keys to move between the pages of display keys.
7. Select the display key against which to program the new feature by pressing that [ or ] key
   CAUTION: Do not select the slot used for the Admin function. Replacing this function will lock the phone for further programming until reset through the telephone system by your System Administrator.
8. If the display slot is not already used, the display shows BUTTON PROGRAMMED!. Press the [ or ] keys until EXIT is shown.
   • Press [EXIT] to end programming or
   • Press Cont to continue programming other functions.
9. If the display slot already has a programmed function, the display shows FEATURE ON BUTTON.
   • Press Repla to replace that existing function with the one just programmed. The display then shows BUTTON PROGRAMMED! as above.
   • Press Keep to keep the existing function and forget the function just programmed.
   • Press Delete to delete the existing function and forget the function just programmed.
Display Key Features

This section lists the features that can be programmed against ➕ and ➖ Function Keys. Both the shorthand and longhand names are shown. The shorthand name is the name that is displayed next to the programmed key, along with any data programmed for the feature.

Those functions marked with a (!) or an (#) can be programmed by the 5420 user. This programming requires the phone to already have a soft key assigned to the Admin (for ! functions) and/or to Admin1 (for # functions). See Function Key Programming on page 25 for lists of Admin and Admin1 functions.

All of the following functions can be programmed onto your 5420 by your System Administrator. The command path is shown, for example:

[User | Digital Telephony | Emulation | Directory].

**Dial (#)**
Automatically dials the displayed number.

This function requires entry of the number to dial when programmed. The number is then displayed next to the ➖ key. This function can be programmed through the phone by the user using an ➖ Admin 1 key.

Pressing the Dial ➖ key dials the associated number.

[User | Digital Telephony | Dial]

See also:
- AD - Abbreviated Dial (!) on page 30.
- Prog - Abbreviated Dial Program (!) on page 49.

**Group (#)**
Answer or clear calls ringing a specific group.

This function requires entry of the group number (allocated by your System Administrator). When programmed, the group name is then displayed next to the ➖ key. This function can be programmed through the phone by the user using an ➖ Admin 1 key and the group number.

A ◆ appears against the group when calls to that group are ringing. Pressing ➖ displays details of one of those calls and options to drop (Drop ➖) the call, answer the call (Answ ➖) or exit the group monitor (EXIT ➖).

[User | Digital Telephony | Group]

**User (#)**
See the status of a specific user, call that user and pick-up calls to that user.

When programmed by your System Administrator (on the IP Office), the user name is entered. That name is then displayed next to the ➖ key. This function can also be programmed through the phone by the user using an ➖ Admin 1 key and then the user number. Pressing the ➖ key calls the user.

The when the user is called the user name is underlined with a ◆ symbol beside it. Press the ➖ key next to the name. DkPickup appears against a call appearance key.

To pick up the call press this key.

If the System Administrator has setup group monitoring of the same user, pressing the ➖ user key when the user is busy on a call displays several options. These are Drop (end the user's call), Listn (listen to the call), and Aquir (takeover the call). If the System Administrator has not setup group monitoring, then the options shown are Call, Message, Vmail and CallB.

[User | Digital Telephony | ]
Absnt - Set Absent Text

Set the users current absence message setting.
This function is currently not supported on the 5420 telephone.

Acct - Account Code Entry (!)

Make a call using an account code or enter an account code during a call.
This function can be programmed with or without data. This function can be programmed through the phone by the user using an Admin key.
If programmed with data, the account code entered when programmed must match a valid account code set on the telephone system. The Acct key displays that number.
If programmed without data, ENTER ACCOUNT is displayed after Acct is pressed.
Enter an account code and press Set.
If the account code entered does not match a valid account code set on the telephone system, RENTER ACCOUNT is displayed.
An Acct key can be pressed before or during a call.

AD - Abbreviated Dial (!)

Dial the displayed number.
This function requires entry of a number to dial when programmed. The AD key displays that number. This function can be programmed through the phone by the user.
The number does not have to be a complete number, the user can dial additional digits after pressing AD. * and # can be entered in the number to match IP Office shortcodes.

Admin - Self-Administer (!)

Access menus for programming functions against display keys.
This function can be programmed with or without data. If programmed with a setting of 1, the key accesses a different set of functions. See Function Key Programming on page 25. This function can be programmed through the phone by the user using an existing Admin key.
The Admin key gives access to the menus for programming functions against and keys.

See also:
• Dial (#) on page 28.
• Prog - Abbreviated Dial Program (!) on page 49.
**Apear - Appearance**
Add a display line for call appearances with symbols being displayed for Incoming Calls, Connected and On Hold. See Call Appearance Keys on page 7.
This function does not require any data entered when programmed. However it is normal to enter some text such as a=, b= and so on for each call appearance key.
This function cannot be programmed through the phone by the user.

[User | Digital Telephony | Emulation | Appearance]

---

**AutCB - Automatic Callback (!)**
Sets a callback when free on busy extensions and callback when next used on unanswered extensions.
This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an **Admin** key.
When the called target extension does not answer or is busy, pressing **AutCB** sets a callback on that extension. Whilst the callback is set, **AutCB** is shown with a < symbol. Pressing **AutCB** again cancels the callback.
Hence, when the callback target extension becomes free or is next used, pressing < starts a call to that extension.

[User | Digital Telephony | Emulation | Automatic Callback]

See also:
- RBak - Cancel Ringback When Free on page 50.
- RBak+ - Ringback When Free on page 50.

---

**Busy - Busy**
Sets the extension as being busy. This feature is not applicable when working with multiple Call Appearance lines as all the call appearance lines must be in use before this function becomes active.
This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.
The **Busy** key sets the extension as busy to callers. If a forward on busy number is set, it is followed (see FwBNo - Forward On Busy Number on page 38). Otherwise calls go to voicemail if on or receive busy tone if internal and ringing if external.
To return the extension from busy, press **Busy** and then < **Speaker**.

[User | Digital Telephony | Advanced | Busy | Busy]

---

**BusyH - Busy On Held**
Switch the users busy on held status on/off.
This function requires data entered when programmed. Enter 0 for off or 1 for on.
This function cannot be programmed through the phone by the user.
Pressing **BusyH** switches the user's 'busy on held' state to either on or off as indicated by the data value. When on, if the user has a call on hold, new callers receive busy tone (ringing if analogue) or are diverted to voicemail (if enabled), rather than ringing the user. This function also overrides call waiting indication when the user has a call on hold.

[User | Digital Telephony | Advanced | Busy | Busy On Held]
**CFrwd - Call Forwarding All (!)**
Switch call forwarding on/off and set the forwarding number.
This function can be programmed with or without a target forwarding number. This function can be programmed through the phone by the user using an Admin key.
If programmed with a forwarding number, that number is shown next to CFrwd. Pressing CFrwd switches on forwarding to that number.
If programmed without a forwarding number, when CFrwd is pressed, the user’s current forwarding number setting is shown. Change the number using the telephone keypad and to backspace. When the number set as required press Done.
When call forwarding is on, CFrwd is shown with a symbol and D (Diverted) is shown at the top of the display. To switch call forwarding off, press CFrwd again.

See also:
- FwNO - Forward On No Answer On on page 39
- FwUOn - Forward Unconditional On on page 40.
- FwdNo - Forward Number on page 39.
- FwdH+ - Forward Hunt Group Calls On on page 39

**ClrCW - Clear CW**
Clears the current connected call and connects any waiting call. This feature is not applicable when working with multiple Call Appearance lines.
This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.
PressingClrCW disconnects the extension’s current call and connects any waiting call.

See also:
- CnfRV - Conference Meet Me on page 39
- Conf+ - Conference Add on page 39

**CnfRV - Conference Meet Me**
Allows the extension to join a specified conference.
This function requires the conference number to be entered when programmed. That number is then shown next to CnfRV. This function cannot be programmed through the phone by the user.
Pressing CnfRV places the extension into the specified conference. Note that the number of conference parties allowed at any time is determined by the telephone system.

See also:
- Conf+ - Conference Add on page 39

**Conf+ - Conference Add**
Places all calls held by the extension into a conference.
This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.
Pressing Conf+ places the extension and any calls it has put on hold into a conference. This function will not work if the extension has a current call.

See also:
- CnfRV - Conference Meet Me on page 39
- Conf+ - Conference Add on page 39
**CPark - Call Park (!)**

Park the current call.

This function can be programmed with or without data. This function can be programmed through the phone by the user using an Admin key.

If programmed with data, the number entered is shown next to the CPark key and is the number assigned to the parked call.

If programmed without data, the key displays just CPark. Calls parked using this key are is assigned a number based on the parking extensions number. For example, extension 290's first parked call is numbered 2900, its next 2901 if 2900 is still parked and so on. If calls are parked using this key, CPark is shown with a symbol. Pressing the key again displays the user's parked calls and allow them to be retrieved. Parked calls are retrieved with the Ride function (see page 52).

If not retrieved elsewhere, a parked call will recall to the parking extension after a set time.

See also:
- Park - Park (#) on page 47.
- Park - Call Park to Other Extension (!) on page 47.
- Ride - Ride Call on page 52.

**CPkUp - Call Pickup (!)**

Answer a call ringing elsewhere on the telephone system.

This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an Admin key.

The CPkUp call answers (pickup) any call currently ringing on the telephone system.

Note: We recommend that this function is only used on systems with a small number of users all in one area. Use of this function on larger system may lead to confusion.

See also:
- PickA - Call Pickup Any on page 48.
- PickG - Call Pickup Group on page 48.
- PickM - Call Pickup Members on page 48.

**CWOff - Call Waiting Off**

Switches call waiting for the extension off.

This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.

The CWOff key switches call waiting for the extension off.
**CWOn - Call Waiting On**
Switches call waiting for the extension on/off. This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.

The key toggles call waiting on/off. When call waiting is on, CWOn is shown with a symbol. When call waiting is on and the extension is on a call, any additional call receives ringing rather than busy tone.

See also:
- Resum - Resume Call on page 51.

**CWSus - Call Waiting Suspend**
Suspend the current call at the exchange and answer the waiting call. This function is not supported in the USA.

If no slot number is specified when the function is programmed, exchange slot 0 is used. This function cannot be programmed through the phone by the user.

Pressing is only supported if the exchange provides a Q.931 suspend call facility.

See also:
- Queue - Call Queue on page 49.

**DCW - Dial CW**
Allows the user to force another extension to have call waiting mode on for the duration of a call attempt. This function is not supported in the USA.

This function requires the target extension number to be entered when programmed. That number is then shown next to DCW. This function cannot be programmed through the phone by the user.

Normally, if the target extension is on a call and doesn't have call waiting on, any new call will receive busy tone or be diverted to voicemail. Pressing DCW will cause the target extension to receive call waiting indication and allow the caller to hear ringing until answered.

See also:
- Queue - Call Queue on page 49.

**Dir - Directory (!)**
Accesses the telephone system directory. This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an Admin key.

Pressing displays a number of options.

- INDeX - Search for a matching extension user name on the telephone system.
- Group - Search for a matching group name on the telephone system.
- Extrn - Search for a name match in the telephone systems directory of external numbers.

See also:
- Queue - Call Queue on page 49.
**Dirct - Dial Direct**
Connects a call to the target extension without any ringing.
This function requires the target extension number to be entered when programmed. That number is then shown next to Dirct. The target extension must be capable of auto-answering. This function cannot be programmed through the phone by the user.

[Dial | Dirct | Dial Direct]

**DNDOn - Do Not Disturb On**
Puts the extension into 'do not disturb' (no calls) mode.
This function does not require any data to be entered when programmed. This function cannot be programmed through the phone by the user.
Pressing DNDOn toggles the extension’s do not disturb state. When on, DNDOn is shown with a symbol and the display includes an N (No calls).

[DNDOn | Do Not Disturb | Do Not Disturb On]

See also:
•
**SAC - Send All Calls (!)** on page 53.

**DNDOf - Do Not Disturb Off**
Takes the extension out of 'do not disturb' (no calls) mode.
This function does not required any data to be entered when programmed. This function cannot be programmed through the phone by the user.
Pressing **DNDOf** switches the extension's do not disturb state off.

[User | Digital Telephony | Advanced | Do Not Disturb | Do Not Disturb Off]

**DNDX+ - Do Not Disturb Exception Add**
Adds the specified number to the extension's do not disturb exception list.
This function requires entry of the calling number when programmed. That number is then shown next to **DNDX+**. This function cannot be programmed through the phone by the user.
Pressing **DNDX+** adds the set number to the extension's do not disturb exception list. That number can then call the extension and transfer calls to the extension even when the extension is in do not disturb mode.

[User | Digital Telephony | Advanced | Do Not Disturb | Do Not Disturb Exception Add]

**DNDX- - Do Not Disturb Exception Delete**
Removes the specified number from the extension's do not disturb exception list.
This function requires entry of the calling number when programmed. That number is then shown next to **DNDX-**. This function cannot be programmed through the phone by the user.
Pressing **DNDX-** removes the set number from the extension's do not disturb exception list. That number can then call the extension and transfer calls to the extension even when the extension is in do not disturb mode.

[User | Digital Telephony | Advanced | Do Not Disturb | Do Not Disturb Exception Del]

**DPkUp - Directed Call Pickup (!)**
Answer a call currently ringing at a specified user or group.
This function can be programmed with or without a a the target extension or group number. This function can be programmed through the phone by the user using an **Admin** key.
If programmed with a target number, the **DPkUp** key displays that number. When a call is ringing at that extension or group, press **DPkUp** to answer (pick up) that call.
If programmed without a target number, pressing **DPkUp** allows the user to enter the target number for that pickup attempt.

[User | Digital Telephony | Emulation | Directed Call Pickup]

**Drop - Drop (!)**
Clears a current calls.
This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an **Admin** key.
For a call in progress, pressing **Drop** disconnects the caller.
When drop is used, silence is returned to the user rather than dial tone. This is intended operation, reflecting that Drop is mainly used by call center headset users.

**DTone - Secondary Dial Tone**
Return secondary dial tone to the user.
This function is currently not supported on the 5410 telephone.

**Emrgy - Dial Emergency**
Dials a specified number regardless of any call barring applied to the user.
This function requires entry of a number to dial when programmed. That number is then shown next to Emrgy. This function cannot be programmed through the phone by the user.

**Flash - Flash Hook (#)**
Send a hook flash signal to the currently connected line.
This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user. This function can be programmed through the phone by the user using an Admin 1 key.

**FolTo - Follow Me To**
Forwards calls from this extension to the specified target.
This function requires the target extension to be entered when programmed. The extension number is then shown next to FolTo. This function cannot be programmed through the phone by the user.
Pressing FolTo sets the extension's Follow Me To number to the specified extension and switches follow me on. Whilst on, FolTo is shown with a symbol. Press FolTo again to switch off.

**FwBNo - Forward On Busy Number**
Sets the extensions forwarding number for use with forward on busy and forward on no answer.
This feature requires the target number to be entered when programmed. The number set is shown next to FwBNo. This function cannot be programmed through the phone by the user.
Pressing \textbf{FwBNo} set the extension's forwarding number to that specified by the key pressed.

See also:
- FwBOn - Forward On Busy On on page 38
- FwNOn - Forward On No Answer On on page 39.

\textbf{FwBOn - Forward On Busy On}

Switches the extension to forward on busy on.

\textbf{Note}: When Call Appearance keys have been allocated, all the call appearance lines must be in use before this function becomes active.

This function does not require any data to be entered when programmed. This function cannot be programmed through the phone by the user.

Pressing \textbf{FwBOn} toggles the extension's forward on busy state and can also be used in conjunction with FwBOf - Forward On Busy Off on page 38. When on, \textbf{FwBOn} is shown with a ↘ symbol. When on, calls are forwarded to the extension's forward on busy number.

See also:
- FwBNo - Forward On Busy Number on page 38.

\textbf{FwBOf - Forward On Busy Off}

Switches the extension to forward on busy off. Used in conjunction with FwBOn - Forward On Busy On on page 38.

This function does not require any data to be entered when programmed. This function cannot be programmed through the phone by the user.

Pressing \textbf{FwBOf} switches the extension's use of forward on busy off.
**FwdH+ - Forward Hunt Group Calls On**
Switches the extension to forward hunt group calls it receives.

**Note:** Calls are only forwarded when forward unconditional (see CFrwd - Call Forwarding All (!) on page 32) or FwUOn - Forward Unconditional On on page 40 is also on.

This function does not require any data to be entered when programmed. This function cannot be programmed through the phone by the user.

Pressing ☐ FwdH+ toggles the feature on/off. When on, FwdH+ is shown with a ◊ symbol. Can also be used in conjunction with FwdH- - Forward Hunt Group Calls Off on page 39.

**FwdH- - Forward Hunt Group Calls Off**
Switches the extension to forward unconditional off.

This function does not require any data to be entered when programmed. This function cannot be programmed through the phone by the user.

Pressing ☐ FwdH- switches the extension's use of forward hunt group calls off. Can also be used in conjunction with FwdH+ - Forward Hunt Group Calls On on page 39.

**FwdNo - Forward Number**
Sets the extension's forwarding number for use when forwarding all calls.

This feature requires the target number to be entered when programmed. The number set is shown next to FwdNo. This function cannot be programmed through the phone by the user.

Pressing ☐ FwdNo set the extension's forwarding number to that specified by the key pressed.

**Also See:**
- FwBOn - Forward On Busy On on page 38
- FwUOn - Forward Unconditional On on page 40

**FwdOf - Cancel All Forwarding**
Switch off all call forwarding.

This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.

Pressing ☐ FwdOf switches off all the extensions call forwarding options. It does not delete the forwarding number settings.

**FwNOn - Forward On No Answer On**
Switches the extension to forward on no answer on.

This function does not require any data to be entered when programmed and cannot be programmed through the phone by the user.

Pressing ☐ FwNOn toggles the extension's forward on no answer state. When on, FwNOn is shown with a ◊ symbol. When on, calls are forwarded to the extension's forward on busy number (see FwBNo - Forward On Busy Number on page 38).
**FwNOf - Forward On No Answer Off**
Switches the extension to forward on no answer off.
This function does not required any data to be entered when programmed. This function cannot be programmed through the phone by the user.
Pressing FwNOf switches the extension's use of forward on no answer off. Can also be used in conjunction with FwNOOn - Forward On No Answer On on page 39.

[User | Digital Telephony | Advanced | Forward | Forward On No Answer Off]

**FwUOn - Forward Unconditional On**
Switches the extension to forward all its calls except hunt group calls.
**Note:** When Call Appearance keys have been allocated, all the call appearance lines must be in use before this function becomes active.
This function does not required any data to be entered when programmed. This function cannot be programmed through the phone by the user.
Pressing FwUOn toggles the extension's forward on busy state. When on, FwUOn is shown with a ⌘ symbol and the display includes a D. When on, calls are forwarded to the extension's forward number (see FwBNo - Forward On Busy Number on page 38).

[User | Digital Telephony | Advanced | Forward | Forward Unconditional On]

**FwUOf - Forward Unconditional Off**
Switches the extension's forward unconditional off.
This function does not required any data to be entered when programmed. This function cannot be programmed through the phone by the user.
Pressing FwUOf switches the extension's use of forward unconditional off. Can also be used in conjunction with FwUOn - Forward Unconditional On on page 40.

[User | Digital Telephony | Advanced | Forward | Forward Unconditional Off]

**GrpPg - Group Paging (!)**
This function can be programmed with or without a target extension or group number.
This function can be programmed through the phone by the user using an Admin key.
If programmed with a target number, the GrpPg key displays that number. When GrpPg is pressed, it will make a paging call to that number.
If programmed without a target number, the number must be dialed after the user presses GrpPg.

[User | Digital Telephony | Emulation | Group Paging]

**HdSet - Headset Toggle (!)**
This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an Admin key.
The programmed key will then switch the phone between handset and headset operation. When on, HdSet is shown on a dark background.
There is no linkage between a programmed HdSet key and the phone's HEADSET key.

[User | Digital Telephony | Advanced | Miscellaneous | Headset Toggle]
**Here- - Follow Me Here Cancel**
If another extension has follow me set to this extension, switches off the follow me action.
This function requires the original target extension to be entered when programmed. The extension number is then shown next to Here-. This function cannot be programmed through the phone by the user.
Pressing ▶ Here- cancels the use of follow me at the target extension.

[User | Digital Telephony | Advanced | Follow Me | Follow Me Here Cancel]

**Here+ - Follow Me Here**
Forwards calls to the target extension to this extension.
This function requires the original target extension to be entered when programmed. The extension number is then shown next to Here+. This function cannot be programmed through the phone by the user.
Pressing ▶ Here+ sets the target extension's Follow Me To number to that this extension. Calls to the target extension are then forwarded to this extension.

[User | Digital Telephony | Advanced | Follow Me | Follow Me Here]

**HfAns - Internal Auto-Answer (!)**
Answers internal calls after a single ring.
This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an ▶ Admin key.
The ▶ HfAns key toggles internal auto-answer on/off. When on, HfAns is shown with a ◀ symbol.

[User | Digital Telephony | Emulation | Internal Auto Answer]

See also:
- RngOf - Ringer Off (!) on page 52.
- CWOn - Call Waiting On on page 34.

**HGEna - Hunt Group Enable**
Sets the extension's membership of a group or groups as enabled. This function does not take the Hunt Group In/Out of Service.
This function can be programmed with or without a target group number. This function cannot be programmed through the phone by the user.
If programmed without a group number, pressing ▶ HGEna toggles all the extension's group memberships to either enabled or disabled. A ◀ is shown next to ▶ HGEna when the group memberships are enabled.
If programmed with a group number, that number is shown next to ▶ HGEna. Pressing ▶ HGEna will enable the extension's membership of that group. In this mode the key does not toggle.
When enabled, G is shown on the display and the extension will receive group calls.

[User | Digital Telephony | Advanced | Hunt Group | Hunt Group Enable]

See also:
- HGNS+ - Set Hunt Group Night Service (!) on page 42.
- HGOS+ - Set Hunt Group Out of Service42 on page.
- HGDIs - Hunt Group Disable on page 42.
**HGDis - Hunt Group Disable**
Sets the extension's group membership as disabled. This function does not take the Hunt Group Out of Service.
This function can be programmed with or without a target group number. This function cannot be programmed through the phone by the user.
If programmed without a group number, pressing HGDis disables all the extension's group memberships.
If programmed with a group number, pressing HGDis disables just the extension's membership of that group.

[User | Digital Telephony | Advanced | Hunt Group | Hunt Group Disable]

**HGNS+ - Set Hunt Group Night Service (!)**
Put a specific hunt group into night service mode.
This function requires the hunt group number to be entered when programmed. The hunt group number is then shown next to HGNS+. This function can be programmed through the phone by the user using an Admin key.
Pressing HGNS+ puts the hunt group into night service. Group calls then go to its night service fallback group if set or, if not answered, to voicemail.

[User | Digital Telephony | Advanced | Set | Set Hunt Group In Service]

**HGNS- - Clear Hunt Group Night Service**
Returns a hunt group that has been manually put into night service back to normal service. Used with HGNS+ - Set Hunt Group Night Service (!) on page 42.
This function requires that the hunt group number is entered when programmed. This function cannot be programmed through the phone by the user.
The hunt group number is shown next HGNS-. Pressing HGNS- puts the group back into normal service if in night service.

[User | Digital Telephony | Advanced | Call | Clear Hunt Group Night Service]

**HGOS+ - Set Hunt Group Out of Service**
Put a specific hunt group out of service mode.
This function requires the hunt group number to be entered when programmed. The hunt group number is then shown next to HGOS+. This function cannot be programmed through the phone by the user.
Pressing HGOS+ puts the hunt group out of service. Group calls then go to its out of service fallback group if set or, if not answered, to voicemail.

[User | Digital Telephony | Advanced | Set | Set Hunt Group Out Service]

**HGOS- - Clear Hunt Group Out of Service**
Returns a hunt group that has been manually put into out of service back to normal service. Used with HGNS+ - Set Hunt Group Night Service (!) on page 42.
This function requires that the hunt group number is entered when programmed. This function cannot be programmed through the phone by the user.
The hunt group number is shown next HGOS-. Pressing HGOS- puts the group back into normal service if in night service.

[User | Digital Telephony | Advanced | Call | Clear Hunt Group Out Of Service]
**Hold - Hold Call**
Place the current call on hold at the central office. This function is not supported in the USA.

If no exchange slot number is specified when the function is programmed, central office slot 0 is used.

Pressing **Hold** is only supported if the central office provides a Q.931 hold facility. It is not the same as local hold provided by the IP Office.

See also:
- **Rtriv - Retrieve Call** on page 52.

**HoldCW - Hold Call Waiting**
Place the current call on hold and connects any call waiting. This function is not supported in the USA.

This function does not required any data to be entered when programmed. This function cannot be programmed through the phone by the user.

Pressing **HoldCW** places the current call on hold and connects any call waiting without any ringing.

**IAuto - Automatic Intercom**
Connects call to the extension without ringing.

This function requires entry of an extension number when programmed. The target extension must be support handsfree operation. This function cannot be programmed through the phone by the user.

Press **IAuto** connects the call without any ringing at the remote extension. If the target extension is busy or not available, the call will follow any forwarding or diversion to voicemail set.

**ICSeq - Set Inside Call Sequence**
Sets the ringing pattern (sequence) used for internal calls.

This function is currently not supported on the 5410 telephone.

**IDial - Dial Intercom**
The same as **IAuto - Automatic Intercom** on page 43. This function cannot be programmed through the phone by the user.

**Inclu - Dial Inclusion**
Intrudes on a call in progress at the target extension.

This function is currently not supported on the 5410 telephone.
**Intru - Call Intrude**
Intrudes on a call in progress at the target extension, creating a conference between the callers and the intruding extension.

This function requires entry of the target extension number when programmed. The Intru key shows the target extension number. This function cannot be programmed through the phone by the user.

Pressing Intru intrudes on the call in progress.

**Note:** That the System Administrator must configure the intruding extension as being able to intrude. Additionally none of the other extensions involved in the call can have "Cannot be intruded on" status.

**Listn - Call Listen**
Allow the extension to listen to groups calls to the target extension. The call parties cannot hear the listening extension.

This function requires entry of the target extension number when programmed. This function cannot be programmed through the phone by the user.

The Listn key shows the target extension number.

Use of this function requires setup of the extension's monitor group by the System Administrator. This function requires the telephone system to have some free conference capacity when invoked.

See also:
Intru - Call Intrude on page 46.
- Recor - Call Record on page 53.
- Steal - Call Steal on page 53.

**Login - Extn Login**
Logs the current user onto the extension.

This function does not require any data to be entered when programmed. The user cannot program this function through the phone. Pressing the soft key login prompts the user **Enter Extn**: The user enters the desired extension and presses the soft function key **Next**. The user is prompted for the password. The user enters the password and presses the soft function key "Done."

[User | Digital Telephony | Advanced | Extn | Extn Login]

**Logof - Extn Logout**
Logs the current user off the extension.

This function does not require any data to be entered when programmed. This function cannot be programmed through the phone by the user.

Pressing Logof logs the current user off the extension. A new user must then log on to use the extension or dial *36 to re-associate the extension with its default user.

[User | Digital Telephony | Advanced | Extn | Extn Logout]

**Music - Hold Music**
Plays the telephone system’s music on hold.

This function does not require any data to be entered when programmed. This function cannot be programmed through the phone by the user.

Pressing Music plays the telephone system’s music on hold through the extension.

[User | Digital Telephony | Advanced | Hold | Hold Music]

**NATim - Set No Answer Time**
Sets the extension’s no answer time after which ringing calls are forwarded or go to voicemail.

This function requires the time in seconds to be entered when programmed. The value is shown next to **NATim**. This function cannot be programmed through the phone by the user.

Pressing NATim sets the extension’s no answer time to the indicated number of seconds. This time is used to set a delay between ending one call and the next call ringing the extension (the waiting call may be indicated on the display however).

[User | Digital Telephony | Advanced | Set | Set No Answer Time]

See also:
- VMOff - Voicemail Off on page 55.

**OCSeq - Set Outside Call Sequence**
Sets the ringing pattern (sequence) used for internal calls.

This function is currently not supported on the 5420 telephone.

**Page - Page**
Page the specified target extension or group. The target must be capable of hands-free speech.

This function requires the target extension or group number to be specified when programmed. The target is then shown next to **Page**. This function cannot be programmed through the phone by the user.
See also:

- GrpPg - Group Paging (!) on page 40.

**Park - Park (#)**

Park calls to and retrieve calls from a specific park slot.

This function requires entry of a park slot number when programmed. That number and Park then appears next to the key. This function can be programmed through the phone by the user using an Admin 1 key.

The user can use the key to park calls into that park slot and unpark calls from that slot. Parked calls can also be retrieved with the Ride function (see page 52).

When a call is parked in that park slot by the user, a symbol appears next to the key and parked by another user, then Park is underlined.

See also:

- CPark - Call Park (!) on page 33.
- Park - Call Park to Other Extension (!) on page 47.
- Ride - Ride Call on page 52.

**Park - Call Park to Other Extension (!)**

Allows a call to be parked against another extension. Depending on the other extension's type, its parked call indication is triggered. Parked calls are retrieved with the Ride function (see page 52).

This function can be programmed with or without a target extension number. This function can be programmed through the phone by the user using an Admin key.

If programmed with a number, the key displays that number. After answering a call, pressing parks the call against that extension.

If programmed without a number, after pressing the target for the parked call must be entered.

The parked call is assigned a number based on the parking extensions number. For example, extension 290's first parked call is numbered 2900, it's next 2901 if 2900 is still parked and so on. If not retrieved elsewhere, a parked call will recall to the parking extension after a set time.

See also:

- CPark - Call Park (!) on page 33.
- Park - Call Park to Other Extension (!) on page 47.
- Ride - Ride Call on page 52.

**PCall - Priority Call**

Call a specified target extension even if that extension is set to 'Do not Disturb'.

This function can be programmed with or without an extension number being specified. If programmed with an extension number then the target extension is shown next to key. If programmed without an extension number then the user has to enter the extension number when key is pressed.
This function cannot be programmed through the phone by the user.

[User | Digital Telephony | Advanced | Call | Priority Call]

**PhyEx - Dial Physical Extension by Number**

Dial a specified extension regardless of the current logged on user at that extension and any forwarding, follow me and do not disturb settings applied by the extension user.

This function requires the target extension number to be specified when programmed. The target extension is then shown next to PhyEx. This function cannot be programmed through the phone by the user.

This function is currently only available on US based systems.

[User | Digital Telephony | Dial | Dial Physical Extension by Number]

**PickA - Call Pickup Any**

Pickup any ringing call.

This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.

Pressing PickA answers any call currently ringing on the telephone system.

Note: We recommend that this function is only used on systems with a small number of users all in one area. Use of this function on larger system may lead to confusion.

[User | Digital Telephony | Advanced | Call | Call Pick Up Any]

See also:
- CPkUp - Call Pickup (!) on page 33.
- DPkUp - Directed Call Pickup (!) on page 36.

**PickG - Call Pickup Group**

Pickup any ringing call to a group of which the extension is a member.

This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.

Pressing PickG answers any call currently ringing a group of which the extension is a member.

[User | Digital Telephony | Advanced | Call | Call Pick Up Group]

See also:
- CPkUp - Call Pickup (!) on page 33.
- DPkUp - Directed Call Pickup (!) on page 36.

**PickM - Call Pickup Members**

Pickup any call ringing an extension that is a member of the specified group.

This function requires entry of the target group number when programmed or the group name in quotation marks. This function cannot be programmed through the phone by the user.

Pressing PickM answers any call currently ringing a member of the specified group. The call does not have to be a call to the group number.

[User | Digital Telephony | Advanced | Call | Call Pickup Members]

See also:
- CPkUp - Call Pickup (!) on page 33.
• DPkUp - Directed Call Pickup (!) on page 36.

**Prog - Abbreviated Dial Program (!)**
Select and program numbers against display keys.
This function can be programmed through the phone by the user using an Admin key.

[User | Digital Telephony | Emulation | Abbreviated Dial Program]

See also:
• Dial (#) on page 28.
• AD - Abbreviated Dial (!) on page 30.

**Quota - Clear Quota**
Clears (resets) the time quota for connections to a specified external data service (eg. the internet).
This function requires entry of the service name when programmed. If left blank then the quotas for all services are cleared (reset). This function cannot be programmed through the phone by the user.

[User | Digital Telephony | Advanced | Call | Clear Quota]

**Queue - Call Queue**
Places a current call into the call queue of a specified extension. Allows calls to be transferred to extensions that return busy tone. This feature is not applicable when working with multiple Call Appearance lines.
This function requires entry of a target extension number when programmed. This function cannot be programmed through the phone by the user.
During a call, pressing Queue places that call in the target extensions call queue. If the target extension is free, it rings immediately. If the target extension is busy, it rings when it becomes free again.

[User | Digital Telephony | Advanced | Call | Call Queue]

See also:
• DCW - Dial CW on page 34.

**RBak+ - Ringback When Free**
Sets a callback when free on busy extensions and callback when next used on unanswered extensions.
This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.
When an extension called does not answer or is busy, pressing AutCB sets a callback on that extension. Whilst the callback is set, AutCB is shown with a symbol. Pressing AutCB again cancels the callback.
When the extension becomes free or is next used, Ring Back to and the number appears on the phone that set the callback. Pressing answers the ringback and starts a call to the callback target.

[User | Digital Telephony | Advanced | Miscellaneous | Ringback When Free]
See also:

**RBak - Cancel Ringback When Free**
Cancels any set ringback when free function.
This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.
Pressing `RBak` switches off any set ring back when free. If the ringback was set using a `AutCB` key, that key will still appear with a ⬅️ symbol that can be cancelled by pressing the `AutCB` key again.

**RBSeq - Set Ringback Sequence**
Sets the ringing pattern (sequence) used for voicemail and ringback calls.
This function is currently not supported on the 5410 telephone.

**Recor - Call Record**
Records the current call at the specified target extension.
This function requires entry of a target extension number when programmed. This function cannot be programmed through the phone by the user.
When `Recor` is pressed, the target extensions current call is recorded into their voicemail mailbox.

**Note:** This function requires Voicemail Pro to be installed. If advice of call recording is enabled, the call parties will hear a warning before the recording takes place. In some locations it may be a legal requirement to advise callers that a call is being recorded.

**Relay - Relay Pulse**
Pulse the specified external output relay (1 or 2) on for 5 seconds.
This function requires the relay switch (1 or 2) on the telephone system to be entered when programmed. This function cannot be programmed through the phone by the user.
Pressing `Relay` switches the specified relay on for 5 seconds and then off.

**Rely+ - Relay On**
Switch the specified external output relay (1 or 2) on.
This function requires the relay switch (1 or 2) on the telephone system to be entered when programmed. This function cannot be programmed through the phone by the user.

Pressing Relay switches the specified relay on.

[User | Digital Telephony | Advanced | Relay | Relay On]

**Rely-- Relay Off**

Switch the specified external output relay (1 or 2) off.

This function requires the relay switch (1 or 2) on the telephone system to be entered when programmed. This function cannot be programmed through the phone by the user.

Pressing Relay switches the specified relay off.

[User | Digital Telephony | Advanced | Relay | Relay Off]

**Resum - Resume Call**

Resume a call previously suspended into a specified ISDN exchange slot. This function is not supported in the USA.

This function requires the exchange slot number to be specified when programmed. The slot number is then shown next to Resum. This function cannot be programmed through the phone by the user.

Pressing Resum resumes any call previously suspended into the specified exchange slot. Suspended calls can be resumed by any extension.

[User | Digital Telephony | Advanced | Call | Resume Call]

See also:
- SusCW - Suspend CW on page 53.
- Suspe - Suspend Call on page 54.

**Rtriv - Retrieve Call**

Retrieve a call previously held into a specified ISDN central office slot and is only supported if the central office provides a Q.931 hold facility. This function is not supported in the USA.

This function requires the central office slot number to be specified when programmed. The slot number is then shown next to Rtriv. This function cannot be programmed through the phone by the user.

Pressing Rtriv retrieves any call previously held into the specified central office slot. Held calls can only be retrieved by the extension that put the call on central office hold.

[User | Digital Telephony | Advanced | Call | Retrieve Call]

See also:
- Hold - Hold Call on page 43.

**Ride - Ride Call**

Unpark a parked call from a specified system park slot.
This function requires the park slot number to be specified when programmed. The slot number is then shown next to \texttt{Ride}. This function cannot be programmed through the phone by the user.

Pressing \texttt{Ride} unparks any call previously parked into the specified system park slot by the same or another extension.

See also:
- CPark - Call Park (!) on page 33
- Park - Park (#) on page 47.
- Park - Call Park to Other Extension (!) on page 47.

\textbf{RngOf - Ringer Off (!)}

Switches the phones audible ringer on/off. This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an \texttt{Admin} key.

The programmed \texttt{RngOf} key toggles the phones call ringer on/off. When off, \texttt{RngOf} is shown with a ◄ symbol.

See also:
- CWOn - Call Waiting On on page 34
- HfAns - Internal Auto-Answer (!) on page 41.
**SAC - Send All Calls (!)**
Switch do not disturb on/off.
This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an Admin key.
The SAC key switches "do not disturb" on/off. When on, SAC is shown with a symbol and the display includes an N (No calls).
When SAC is on, callers receive busy tone or are diverted to voicemail. For each user the System Administrator can set which numbers can still call when SAC is on. If the extension user has Phone Manager, they can set those numbers themselves. With a call already connected and another call already alerting, activating SAC will not affect the already alerting call.

[User | Digital Telephony | Emulation | Send All Calls]

See also:
- DNDOn - Do Not Disturb On on page 36.

**Spres - AD Suppress (!)**
Replace the display of dialed digits with s characters.
This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an Admin key.
The programmed Spres key toggles the display of dialed digits on/off. When on, Spres is shown with a symbol and each dialed digit is replaced by s on the display.

[User | Digital Telephony | Emulation | AD Suppress]

**Steal - Call Steal**
Take over a call from a specified extension or retrieve a call just transferred or forwarded. This function cannot be programmed through the phone by the user.
If a target extension number is entered when this function is programmed, Steal displays that number. Pressing Steal when the target extension has a call will take over the call.
If no target extension number is entered when the function is programmed, Steal retrieves the last calls transferred from the extension. This includes calls diverted to voicemail.
Notes:
1. Target extension must not have Cannot Intrude set.
2. Extension with Steal allocated must also have Can Intrude set.

[User | Digital Telephony | Advanced | Call | Call Steal]

**SusCW - Suspend CW**
Suspend the current call at the exchange and answer the waiting call.
If no exchange slot number is specified when the function is programmed, exchange slot 0 is used. This function cannot be programmed through the phone by the user.
Pressing SusCW is only supported if the exchange provides a Q.931 suspend call facility.

[User | Digital Telephony | Advanced | Suspend | Suspend CW]

See also:
- Resum - Resume Call on page 51.
Suspe - Suspend Call
Suspend the current call at the exchange. If no exchange slot number is specified when the function is programmed, exchange slot 0 is used. This function cannot be programmed through the phone by the user. Pressing Suspe is only supported if the exchange provides a Q.931 suspend call facility.

See also:
- Resum - Resume Call on page 51.

Timer - Timer (!)
Starts a timer on the phone's display. This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an Admin key.

The timer is reset for each new call made or answered. When timer mode is selected, a ◀ is shown next to Timer.

TmDay - Time of Day (!)
Replaces the user name and number details on the phone display with the date and time. This function does not require any data entered when programmed. This function can be programmed through the phone by the user using an Admin key.

When time and date mode is selected, a ◀ is shown next to TMDay.

Toggl - Toggle Calls
Cycle through each of the extension user's current held calls. This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user. Pressing Toggl puts the user's current call on hold and connects a previously held call.

VMRB- - Voicemail Ringback Off
Switches voicemail ringback for the extension off. This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user. The VMRB- key switches voicemail ringback for the extension off.
VMRB+ - Voicemail Ringback On
Switches voicemail ringback for the extension on/off.
This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.
The VMRB+ key toggles voicemail ringback for the extension on/off. When on, VMRB+ is shown with a 1 symbol and the extension is called when new messages are left in its mailbox.

VMCol - Voicemail Collect
Accesses a specified voicemail mailbox to collect or leave messages.
This function requires entry of the target mailbox name prefixed by either ? to collect messages or # to leave a message. If just ? or # is entered then the calling extension’s mailbox is assumed. This function cannot be programmed through the phone by the user.
The VMCol key appears followed by the mailbox name.

VMOff - Voicemail Off
Disables access to the user’s voicemail box.
This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.
The VMOff key switches voicemail operation for the extension off.

VMOn - Voicemail On
Enables/disables access to the user’s voicemail box.
This function does not require any data entered when programmed. This function cannot be programmed through the phone by the user.
The VMOn key toggles voicemail operation for the extension on/off. When voicemail is on, VMOn is shown with a 1 symbol.

WUTim - Set Wrap Up Time
Sets the extension’s busy wrap up time to be inserted between calls.
This function requires the time in seconds to be entered when programmed. The value is shown next to WUTim. This function cannot be programmed through the phone by the user.
Pressing WUTim sets the extension's busy wrap up time to the indicated number of seconds. This time is used to set a delay between ending one call and the next call ringing the extension (the waiting call may be indicated on the display however).

See also:
- NATim - Set No Answer Time on page 46.
System Features

Introduction
As well as your phones specific features, you can access a number of system features by dialing short codes.

These instructions are for the system's default configuration. They assume that you are using the default feature codes. It also assumes that you have full access to all features and the public telephone network.

Making Calls

Internal Calls:
If your System Administrator has allocated you the Ring Back When Free feature (see page 50) under a dial pad digit, you can:
1. When you call an extension that does not answer or is busy, press the \( \text{RBak} \) feature key to set a callback on that extension.
2. When the extension you called becomes free, your phone will ring (a burst of three rings).
3. Lift the handset and the extension is called automatically.

External calls:
To make an external call, either dial the number (prefixed by the access code if required) or use a speed dial code (contact your system manager for a list of your speed codes).

If you hear busy tone while dialing, then the call may be barred. Your system manager can bar certain calls, such as those to premium rate numbers and international calls.

Answering Calls

Ringing at your own extension:
Simply pick up the handset. When in headset mode, press the button associated with the alerting call.

The default ringing cadences are:
- Internal calls have a single ring cadence
- External calls have a double ring cadence.

These can be changed by your System Administrator.

Ringing at another extension:
You can answer from your own phone by using Call Pick-Up; lift your handset and dial:
- \*30 to answer a call ringing anywhere.
- \*31 to answer a call within your group.
- \*32*201# to answer the call for a particular extension, in this example 201.

Note: If your phone rings for any longer than a specified period (15 seconds in default), any re-direction feature that you have activated, such as voicemail or call forwarding, will come into effect.
**Call Forwarding**

Your calls can be forwarded to another extension or an external number either when you are away from your desk (on no answer), when your extension is busy, and all calls (for example when you go on holiday).

- To switch forward direct station (i.e. not Hunt Group*) calls on dial *01, to switch it off dial *02.
- To switch forward on busy on dial *03, to switch it off dial *04.
- To switch forward on no answer on dial *05, to switch it off dial *06.
- To set the number to which your calls are forwarded dial *07*201#, forwarding to 201 in this example.

* To forward Hunt Group Calls On/Off, use *50 and *51 respectively.

**Diverting Calls**

You can divert your calls to another extension.

**Note:** If you do not answer calls at the temporary extension, they are forwarded to your own voicemail or call forwarding number.

**At another extension:**

- *12*N# from the extension you are temporarily using (where N is your extension number). Hence, calls to your extension will be diverted to the extension you are temporarily using.
- *13*N# to re-direct the calls back to your own extension, before you return to it.

**At your own extension:**

- *14*N# from your own extension (where N is the extension to which you want your calls diverted).
- *14*# to cancel either feature from your own extension.

**Do Not Disturb**

You may choose to receive no calls at all or only those from particular callers on your exceptions list:

- To switch Do Not Disturb on (with or without exceptions) dial *08, to switch it off dial *09.
- *10*N# to add a number to the exception list.
- *11*N# to delete a number from the exception list.

**Note:** Your callers, other than your exceptions, either hear busy tone or are re-directed to your voicemail.
Voicemail

Where your system has voicemail support and has been installed:

- To switch voicemail on dial *18, to switch it off dial *19.
- To retrieve your voicemail, use the code *17.

Your voicemail may be set up to deliver your messages by calling you whenever you hang up: this feature is known as Voicemail Ringback.

- To turn Voicemail Ringback on dial *48; to turn it off dial *49.

Dialing a number while listening to your messages invokes further facilities:

Once messages have been delivered, they are held on the system for 54 hours (this is fixed for Voicemail Lite, but can be varied by your System Administrator if your IP Office is equipped with VoicemailPro).

You can collect your voicemail from another extension by using the PIN your System Administrator has set up for you. You can collect your messages if you are out of the office, by either dialing from a number that has been registered for the purpose or by dialing your extension number and PIN when prompted. If validation is successful, then dial 1 to retrieve your mail.

The System Administrator also specifies the reception number, to which the call is diverted if the caller dials 0, and your email address if your voicemail and email are integrated.

Default Feature Codes

The following are the normal default feature codes available to all users. Your System Administrator may add additional codes for other features and for speed dials.

The N where shown, should be replaced by the appropriate number. For example, with *07*N#, replace N with the extension to which you want your calls forwarded when you have forwarding switched on.

<table>
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<th>Code</th>
<th>Description</th>
</tr>
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<td>Cancel All Forwarding</td>
</tr>
<tr>
<td>*01</td>
<td>Forward Unconditionally On</td>
</tr>
<tr>
<td>*02</td>
<td>Forward Unconditionally Off</td>
</tr>
<tr>
<td>*03</td>
<td>Forward on Busy On</td>
</tr>
<tr>
<td>*04</td>
<td>Forward on Busy Off</td>
</tr>
<tr>
<td>*05</td>
<td>Forward on No Answer On</td>
</tr>
<tr>
<td>*06</td>
<td>Forward on No Answer Off</td>
</tr>
<tr>
<td><em>07</em>N#</td>
<td>Forward to number</td>
</tr>
<tr>
<td>*08</td>
<td>Do Not Disturb On</td>
</tr>
<tr>
<td>*09</td>
<td>Do Not Disturb Off</td>
</tr>
<tr>
<td><em>10</em>N#</td>
<td>Do Not Disturb Exception Add</td>
</tr>
<tr>
<td><em>11</em>N#</td>
<td>Do Not Disturb Exception Delete</td>
</tr>
<tr>
<td><em>12</em>N#</td>
<td>Follow Me Here</td>
</tr>
<tr>
<td><em>13</em>N#</td>
<td>Follow Me Here Cancel</td>
</tr>
<tr>
<td><em>14</em>N#</td>
<td>Follow Me To</td>
</tr>
<tr>
<td>*15</td>
<td>Call Waiting On</td>
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<td>*16</td>
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<tr>
<td>*19</td>
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<tr>
<td><em>21</em>N#</td>
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<td>*30</td>
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<tr>
<td>*31</td>
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<td><em>32</em>N#</td>
<td>Call Pick Up Extension</td>
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<td>*34</td>
<td>Hold Music</td>
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<tr>
<td><em>35</em>N#</td>
<td>Extn Login</td>
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<td><em>36</em>N#</td>
<td>Extn Logout</td>
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<td>Relay Off</td>
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<td>*42</td>
<td>Relay On</td>
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<tr>
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<td>Relay Off</td>
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<tr>
<td>*44</td>
<td>Relay Pulse</td>
</tr>
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<td><em>45</em>N#</td>
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</tr>
<tr>
<td>*46</td>
<td>Call Steel</td>
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<td>*51</td>
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<td>*52</td>
<td>Clear Call</td>
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<td><em>57</em>N#</td>
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