

## Basic Button Programming

Most Avaya phones have programmable button against which IP Office actions can be programmed. Full details of this are covered by the IP Office Manager help. This section covers only the basic elements of button programming.

### ① Appearance Button Requirements

#### • Appearance Functions

The functions **Call Appearance**, **Bridged Appearance**, **Coverage** and **Line Appearance** are collectively known as "appearance functions". **The following restrictions must be observed for the correct operation of phones.**


- On systems running IP Office 2.1 or 3.0DT software, the first programmable button must be set as a call appearance button. This requirement is necessary for the correct operation of phone functions such as call log.
- For systems running IP Office 3.0 or higher (excluding 3.0DT), the first 3 programmable buttons must be set as call appearance buttons. This requirement is necessary for the correct operation of functions such as transfer, conference and call log.
  - On phones with only two physical programmable buttons both buttons must be used as call appearance buttons.
  - On 1600 Series phones, all the appearance buttons must be programmed as a continuous block with no gaps between the appearance buttons.
  - For IP Office 4.2+, T3 phones support Line Appearance button only and are exempt from the above rules.

1.  2.  3. 

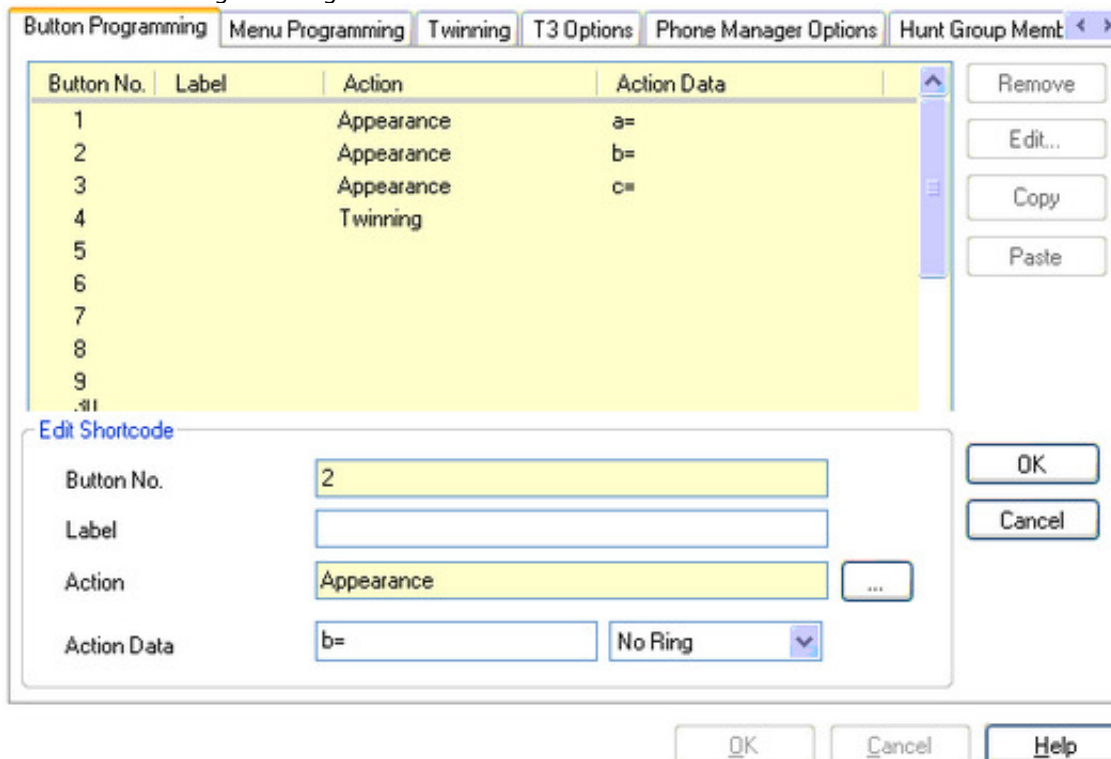
#### Procedure

Using IP Office Manager, if only button programming changes are required, the configuration changes can be merged back to the IP Office system without requiring a reboot.

1. Using Manager load the current configuration from the IP Office.

2. Select the  **User** required to display their configuration details.

3. Select Button Programming.



The screenshot shows the 'Button Programming' window in IP Office Manager. The window has several tabs: 'Button Programming', 'Menu Programming', 'Twinning', 'T3 Options', 'Phone Manager Options', and 'Hunt Group Memt'. The 'Button Programming' tab is active, displaying a table with columns: 'Button No.', 'Label', 'Action', and 'Action Data'. The table contains the following data:

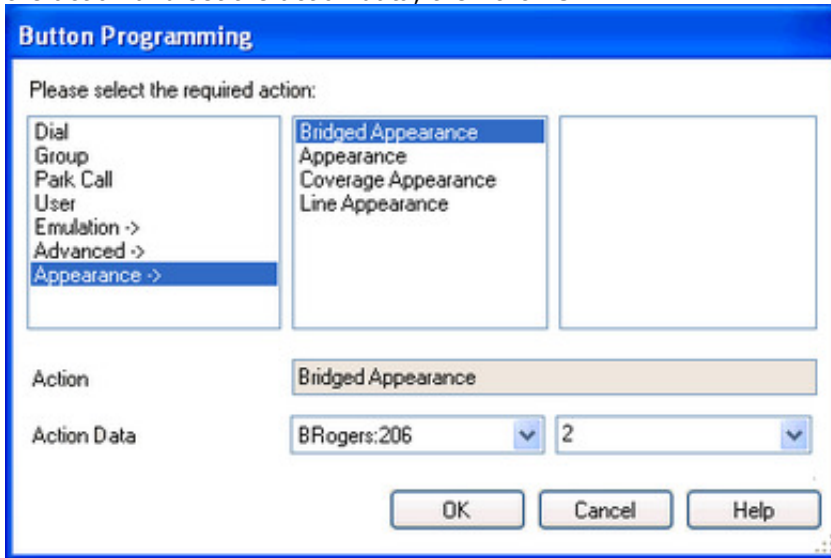
Button No.	Label	Action	Action Data
1		Appearance	a=
2		Appearance	b=
3		Appearance	c=
4		Twinning	
5			
6			
7			
8			
9			
10			

Below the table is an 'Edit Shortcode' section with the following fields:

- Button No.: 2
- Label: (empty)
- Action: Appearance
- Action Data: b=
- No Ring: (dropdown menu)

Buttons for 'Remove', 'Edit..', 'Copy', 'Paste', 'OK', and 'Cancel' are visible on the right side of the window.

- The number of buttons displayed is based on the phone associated with the user when the configuration was loaded. This can be overridden by selecting **Display All Buttons**. This may be necessary for users who switch between different phones using hot desking or have an expansion unit attached to their phone.
4. For the required button, either select the button and then click Edit or double-click the button.
  5. Edit the settings as required. Use the ... button to display the menu for selecting the required button action. Select the action and set the action data, then click **OK**.



6. Click **OK**. Repeat for any other buttons.
7. Click **OK**.

An alternate method for the above programming is to right-click on the various fields. To do this start with the Action field, then Action Data and then Label if required.

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[http://marketingtools.avaya.com/knowledgebase/businesspartner/ipoffice50en/mergedProjects/installation/basic\\_button\\_programming.htm](http://marketingtools.avaya.com/knowledgebase/businesspartner/ipoffice50en/mergedProjects/installation/basic_button_programming.htm)  
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