

## Avaya IP Office Partner Edition Info

**Default IP Address:** 192.168.42.1  
**Default Subnet Mask:** 255.255.255.0  
**Default Router:** 0.0.0.0

**Service User Name:** Administrator  
**Service User Password:** password (note: lowercase)

**Install station cards in the left most slot first.**

ETR-6 Card (Max 3 per system)

The ETR-6 Card provides 6 ETR (PARTNER ACS telephone) Station ports (Ports 1-6);

and **supports (1)** of the following **optional** Daughter Cards: ATM-4 (4 CO Lines) or PRI/T1.

When an ATM-4 is added, ports 7-8 become Power Failure Transfer ports,

and ports 9-12 provide 4 additional CO Line Ports.

\*\* Maximum of 3 ETR cards per system

\*\* Supports Partner 6/6D 18/18D 34D 3910 3920 sets and SLT type analog devices

\*\* Maximum of (4) 34D per system / 2-per card

**If you plan on using a Partner 18D or 34D telephone to program the system, make sure that an ETR card is installed in the leftmost (first) slot.**

**On the digital telephones. Plug the BLACK cord, that comes with the phone and has an 8 pin plug on each end, into the upper jack on the back of the phone. It has a symbol of a jack next to it.**

**You can also use a standard single pair (2 pin) or double pair (4 pin) cord with Red and Green on the center pins.**

**The second cord in the box with the phone is used when you don't have an 8 pin jack on the wall.**

**FW Required: Firmware Update Required.**

**When you plug in a digital telephone for the first time, it will take up to 12 minutes to load its firmware from the KSU.**

**To use Remote Programming it is necessary to open the following range of ports in the Router that the IP Office is connected to:**

**50791 through 50813 both TCP and UDP.**

**The Combo Card contains the VCM (CODEC) needed to operate 10 SIP Trunk Channels.**

**If you assign SIP Trunk Channels and then move the Combo Card to a different slot, you will need to re-assign the SIP Trunk Channels again. You must have a Combo Card if you want to use SIP Trunk Channels**

**External Page requires a *Bogen* WMT-1A line input/line output *matching* transformer.**  
**You also need to have at least 1 Combo Card if you want to do Loudspeaker Paging**

The KSU should be given a Static IP Address on the LAN

There are 3 SIP Trunk Channel licenses and 3 Twinning licenses pre-installed in the KSU.

Send Configuration Info:

Merge = Configuration is sent to the KSU and changes are applied in about 30 seconds. No Reboot.

Immediate = Configuration is sent to the KSU and the KSU reboots.

When Free = Configuration is sent to the KSU and changes are applied stations and lines are idle.

Timed = You specify a time of day when configuration is sent to the KSU.

Call Barring = Stops new calls from being made or received until configuration is sent to the KSU.

The ETR (Partner Phone) Card has 6 extension ports and the KSU slot has 8 ports.

With this in mind, the last 2 extension numbers on the ETR Card do not exist.

Example:

With the ETR Card in the very first slot you have extension numbers 10 through 15 as expected.

The card in KSU slot 2 will start with Extension 18, not Extension 16.

Door Phones:

The Door Phone will only ring once on Partner style phones (18d, 34D etc.)

The Door Phone will ring over and over on Digital style phones (1403, 1408, 1416 etc.)

When the Door Phone button is pressed the extensions that are programmed to receive a signal get D01 or D02 in the LCD display unless you give the Doorphone Extension a name in the Manager programming.

Example of Names: Doorphone 1, Doorphone2 or Side Entrance, etc.....

DTMF Breakout is \*2 (STAR 2) and \*3 (STAR 3)

**SIP Trunks will light up RED LED on Line Appearance until it is registered.**

## Manager Programming Tips

Be sure that you have connected the IPO Partner to your LAN.

You DO NOT need a crossover cable.

Start the Manager program.

Click on Open Configuration from System

You will see the Select IP Office pop up box while the Manager looks for the KSU on the LAN

In the lower right hand corner of the box it should have 255.255.255.255 in the Drop Down Box.

If it does not, then use the Drop Down Arrow and select it.

If isn't in the Drop Down List, then add it manually.

Click Refresh

You should see the IP Address of the IPO Partner in the larger window

Click on the Check Box

Click OK

When the Configuration Service User Login comes up enter password (all lower case) in the Service User Password box.

Click OK

The main screen of the Manager will come up.

In the top left hand area of the screen, double click on View, then Hide Admin Tasks

You will now see a more complete view of all the program settings that are available.

Click on any of the Admin Tasks and look at the different settings for each task.