# Avaya IP Office Standard Mode
# Flexible Call Forward to Outside Number
# Telquest Tech Support

**Put a "Fwd Number" Button on the phone... This is used to enter your cell phone number...**

**1. Click Here...**

**2. Select User...**

**3. Click Here...**

User (22)

| User | |
|---|---|
| Name | Extensi |
| RemoteManager | |
| NoUser | |
| DTEDefault | |
| Al Adams | 201 |
| Bob Boss | 202 |
| Extn203 | 203 |
| Extn204 | 204 |

Al Adams: 201

g | Dial In | Voice Recording | Button Programming | Menu Programming

**4. Double Click on a Spare Button...**

Al Adams: 201*

| User | Voicemail | DND | Short C | Source Numbers | Telephony | Forwarding | Dial In | Voice Recording | Button Programming |

| Button No. | Label | Action | Action Data |
|---|---|---|---|
| 1 | | Appearance | a= |
| 2 | | Appearance | b= |
| 3 | | | |

**5. Label it...**

Edit Button

Button No.    3

Label    Fwd Number

**6. Click Here...**

OK

Cancel

...

**7. Navigate to Here and Click...**

| Busy | ▶ |
| Call | ▶ |
| Dial | ▶ |
| Do Not Disturb | ▶ |
| Extension | ▶ | Forward Busy Number |
| Follow Me | ▶ | Forward Hunt Group Calls Off |
| Forward | ▶ | Forward Hunt Group Calls O |
| Hold | ▶ | Forward Number |
| Hunt Group | ▶ | Forward On Busy Off |
| Miscellaneous | ▶ | Forward On Busy On |
| Relay | ▶ | Forward On No Answer Off |
| Set | ▶ | Forward On No Answer On |
| Suspend | ▶ | Forward Unconditional Off |
| Voicemail | ▶ | Forward Unconditional On |

3

Fwd Number

Dial
Group
User
Emulation
Advanced
Appearance

**8. Click Here...**

OK

Cancel

...

**Add a "Fwd On/Off" button to the phone...**

**1. Double Click on a Spare Button...**

| Button No. | Label | Action | Action Data |
|---|---|---|---|
| 1 | | Appearance | a= |
| 2 | | Appearance | b= |
| 3 | Fwd Number | Forward Number | |
| 4 | | | |

Al Adams: 201*

User | Voicemail | DND | Short Codes | Numbers | Telephony | Forwarding | Dial In | Voice Recording | Button Programming

**2. Label it...**

**3. Click Here...**

Edit Button

Button No.  4

Label  Fwd On-Off

OK

Cancel

...
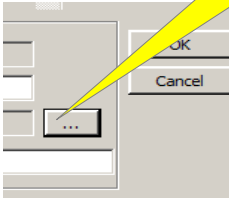
**4. Navigate to Here and Click...**

**5. Click Here...**

Busy
Call
Dial
Do Not Disturb
Extension
Follow Me
Forward
Hold
Hunt Group
Miscellaneous
Relay
Set
Suspend
Voicemail

Forward Busy Number
Forward Hunt Group Calls Off
Forward Hunt Group Calls On
Forward Number
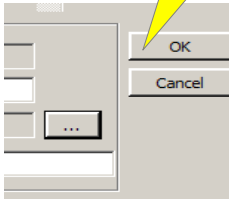Forward On Busy Off
Forward On Busy On
Forward On No Answer Off
Forward On No Answer On
Forward Unconditional Off
Forward Unconditional On

4
Fwd On/Off

Dial
Group
User
Emulation
Advanced
Appearance

OK

Cancel

...

**Operation**

**Setting the Fwd Number works differemtly on different model telephones.**

**It works best when you use 9508 telephones.**

**How to enter your cell phone number:**

**Press the "Fwd Number" button**

**Enter your Dial Prefix number (what you dial to make an outside call) followed by your cell phone number.**

**Then press "Done" or "Save" button in the LCD area.**

**How to turn forwarding On/Off**

**Press the "Fwd On/Off" button.**

**The LED will turn on to indicate that calls are forwarded**
**OR**
**The LED will turn off to indicate that calls are not forwarded**

**If you are using Analog CO Lines, be sure to Allow Analog Trunk to Trunk Connect on EACH CO Line....**