

Avaya IP Office Standard Mode Dial 0 for Receptionist Telquest Tech Support

The Avaya IP Office Standard Mode does not allow two different numbers for an extension. So you cannot dial 0 to reach the Receptionist/Operator unless you change Extension 201 (usually) to become Extension 0.

You can use this alternate method if you want to maintain the original extension number (Extn 201) and just add 0 as an alternate number.

1. Right Click here...

2. Click here...

3. Enter 0

4. Select this...

5. Enter the Receptionist Extension Number...

6. Enter 0

After creating the this new Short Code, be sure to save it to the KSU.

Now users can dial 0 or 201 to reach the Receptionist.

Remember, your Receptionist may have a different number than this example.