

Programming the Telephone Buttons

I WOULD LIKE TO...

Your desktop telephone has a number of programmable buttons that make accessing your most commonly used functions a snap. The first few buttons are reserved for system functions, but the rest are free for you to program as you like.

USER PROFILE: BUTTON PROGRAMMING

- Launch Web Manager and login using your Self Administration credentials.
- On the personal account details page, go to the **Button Programming** tab.

Button	Label	Action	Action Data
1		Appearance	a=
2		Appearance	b=
3		Appearance	c=
4			
5	Dial Mom	Dial	9057079700
6			
7			
8			
9			
10			

- Click the **Edit** icon  beside the button you want to program.

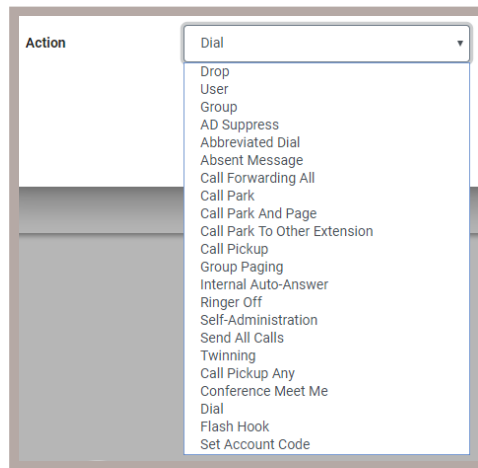
Button 5

Label

Action

Action Data

- Provide a label for this button. On phones that have a display, this is the label that will appear beside the button.
From the dropdown menu, select an action to apply to this button.



Use the **Action Data** field to add any extra details, such a phone number to call when choosing Dial as your action.

- When you have finished, click **OK**.

Note: Different telephones have different numbers of buttons. Avaya Cloud allows you to program up to 10 of them. Consult your telephone manual to determine which button corresponds to which numbered program.

- When you have finished programming all of the buttons you need, click **Save**.