Avaya one-X™ Deskphone Edition for SBM24 Button Module

User Guide

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Interference

Using a cell, mobile, or GSM telephone, or a two-way radio in close proximity to an Avaya IP Telephone might cause interference.

Contents

Introduction to the SBM24 Button Module 5
- Answering a Call 6
- Abbreviated Dial 6
- Accessing Features 6
- Personal Settings 7
  - Personalizing Button Labels 7
  - Adjusting the Button Module Brightness 8
  - Adjusting the Button Module Contrast 9

Contents

Introduction to the SBM24 Button Module

The SBM24 Button Module extends the number of call appearances and feature buttons on your telephone. It provides 24 additional lines for incoming calls, outgoing calls, and calling features. Typical uses are:

- to provide additional lines for calls bridged from one or more other extensions,
- to provide abbreviated dialing buttons, and
- to provide buttons to access additional switch features like call forwarding.

Note that call appearances and features the Button Module displays also appear in the call appearances and features lists on your telephone.

Figure 1: The SBM24 Button Module

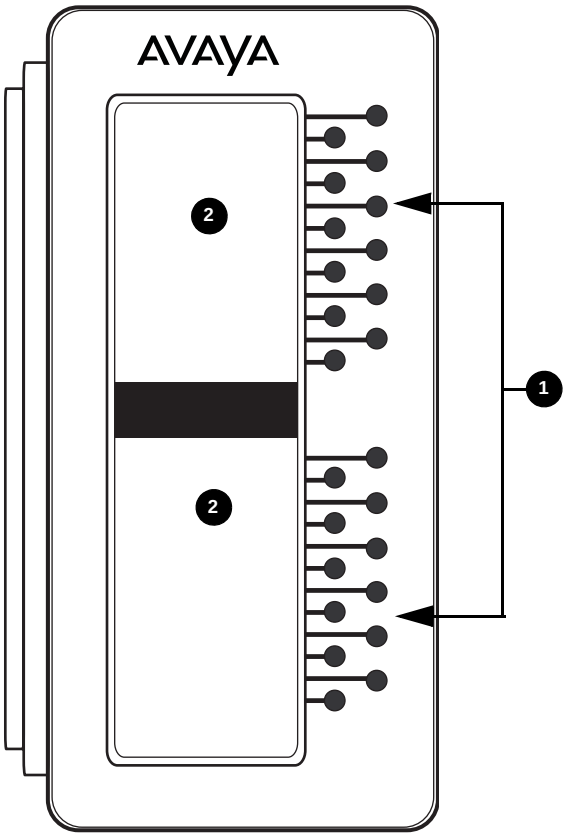

Figure notes:

1. **Line buttons (for call appearance and features).**
2. **Screen regions.**

Answering a Call

An incoming call on a button module line displays the incoming call icon . When you answer the call, the icon changes to , and the telephone screen displays the call.

Press the flashing line button on the Button Module to turn on the Speaker and answer the call. Or pick up the handset then press the flashing line button.

Note:

If you have bridged call appearances on your Button Module, you can receive and answer calls to other extensions. When a bridged extension is in use by the owner, the button module shows the “in use” icon for that extension. For more information, see “About Bridged Calls” in the *Avaya one-X™ Deskphone Edition for 9630 IP Telephone User Guide*.

Abbreviated Dial

Abbreviated dial (AD) buttons provide one-button dialing of commonly called numbers. If your administrator has set up AD buttons, you can press a single SBM24 button to dial a number.

Lift the handset then press the button that corresponds to the name or number of the person you want to call. If you want to call using the Speaker, just press the button corresponding with that person.

Note:

If your administrator has set up the Program Abbreviated Dialing feature on your telephone, you can program the numbers for AD buttons yourself. For more information, see the user guide for your telephone model.

Accessing Features

Your button module might have feature buttons for features like Call Forwarding, Call Pickup, Go to Coverage, and Auto Callback.

To use a feature button, press the button next to the feature you want to activate.

Note:

You can personalize the labels on your feature buttons. For more information, see Personalizing Button Labels.

Personal Settings

Personalizing Button Labels

Your Button Module has labels preset by your administrator. You can change these labels to make them clearer or more useful to you.

CAUTION:

Do not use the Button Module to personalize or restore a label. Be sure the telephone displays the Phone screen. Then select a Button Module call appearance or feature label using the arrow keys to scroll through the list of call appearances or features.

Personalizing a button label

1. Press **Avaya Menu**.
2. Press **Details** or **OK**.
3. Scroll to **Application Settings** and press **Details** or **OK**.
4. Select **Personalize Labels...** and press **Change** or **OK**.
5. With the Phone screen displayed, use the telephone list of call appearances and features to change a label. To change a call appearance label, scroll down through the telephone labels to the Button Module label you want to edit. To change a feature button or abbreviated dial label, first press the right navigation arrow to see the feature list. Then scroll to the feature label you want to edit.
6. Press **Edit**.
7. Edit the label.
   a. To change between uppercase and lowercase letters, or to enter numbers, press **More** and then **Abc**. Continue to press the **Abc** button until you see the case you want or the number option (Abc/123/abc/ABC).
   b. Press the dialpad key that corresponds to the letter you want to enter. Press the key until you see the letter you want. If the next character is on the same dialpad key, pause briefly before selecting it.
   c. To enter symbols not on the dialpad, press **More** > **Symbols**.
   d. Select **Bksp** to delete the previous character. To delete a character, use the left and right navigation arrows to place your cursor after the character you want to remove. Press **Bksp** to remove that character.
8. Press **Save**.

Restoring a single label to its default

1. Press **Avaya Menu**.
2. Press **Details** or **OK**.
3. Scroll to **Application Settings** and press **Details** or **OK**.
4. Select **Personalize Labels...** and press **Change** or **OK**.
5. With the Phone screen displayed, use the telephone list of call appearances and features to select the label you want to restore. To select a call appearance label, scroll down through the telephone labels to the Button Module label you want to restore. To restore a feature button or abbreviated dial label, first press the right navigation arrow to see the feature list. Then scroll to the feature label you want to restore.
6. Press **Bksp** until all characters are erased.
7. Press **Save** to restore the original label.

Restoring all labels to their default settings

1. Press **Avaya Menu**.
2. Press **Details** or **OK**.
3. Scroll to **Application Settings** and press **Details** or **OK**.
4. Select **Restore Default Button Labels...** and press **Change** or **OK**.
5. Press **Default** to restore the original labels.

Adjusting the Button Module Brightness

1. Press **Avaya Menu**.
2. Press **Details** or **OK**.
3. Scroll to **Screen & Sound Options** and press **Details** or **OK**.
4. Press **Change** or **OK**.
5. Select **Module**.
6. Use the horizontal arrow keys to adjust the brightness.
7. Press **Save**.

Adjusting the Button Module Contrast

1. Press **Avaya Menu**.
2. Press **Details** or **OK**.
3. Scroll to **Screen & Sound Options** and press **Details** or **OK**.
4. Scroll to **Contrast** and press **Change** or **OK**.
5. Select **Module**.
6. Use the horizontal arrow keys to adjust the contrast.
7. Press **Save**.