



Avaya Extension to Cellular
User Guide
Avaya Aura™ Communication Manager
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Welcome

Welcome to being connected wherever you are! Instead of waiting for a call at your desk, the Avaya Extension to Cellular solution offers you the freedom to work from anywhere, anytime. You can receive and make calls from your cell phone or wireless telephone as if you were sitting in your office.

Terms

This document uses the following terms:

- “Extension to Cellular” refers to the set of features that Release 2.0 and later of Avaya Communication Manager offers for use with your cell phone.
- “Office telephone” refers to a telephone that is directly under the control of Communication Manager, such the telephone that is on your office desk.
- “Cell phone” refers to a cellular or a wireless telephone.

Note:

Extension to Cellular works with any type of wireless or cellular service.

With Extension to Cellular, calls to your office telephone are extended to your cell phone. You can receive work-related calls wherever you are and whenever you need to. Extension to Cellular even provides office caller ID so that you know who the caller is before you answer.

Extension to Cellular is ideal for anyone who conducts business from multiple locations, such as:

- Salespeople
- Field service personnel
- Real estate agents
- Physicians
- Attorneys
- Engineers
- Operations staff
- Consultants
- Brokers
- Other mobile professionals

Even telecommuters who work in home offices can use Extension to Cellular to make the transition from office to home go unnoticed to callers.

With Extension to Cellular, incoming calls to your cell phone reach you while you travel, when you work at another location, or even while you walk around the workplace. This “one number reachability” means that you can respond immediately to urgent business matters. And when you cannot respond, your voice mail picks up your messages. You can also limit the type of calls that are extended to your cell phone.

You connect to or disconnect from Extension to Cellular as you need to. Regardless of whether Extension to Cellular is enabled, your cell phone operates as always. You still receive personal calls on your cell phone because personal calls come in through your standard cellular number and service provider.

How does Extension to Cellular work?

Extension to Cellular treats your cell phone as an extension of your office telephone. You and your system administrator determine how to establish your Extension to Cellular connection to best serve your needs.

After setup, you can use any of the following methods to enable and disable the Extension to Cellular feature:

- Call an access number to enable Extension to Cellular.
- If configured, you push the Extension to Cellular feature button on your office telephone if this button is administered.
- Use your cell phone to call the Off-PBX Call Enable number or the Off-PBX Call Disable number if this is configured.

Once enabled, your cell phone becomes an extension of your office telephone, and you can answer calls on your cell phone that were made to your office number.

When you do not want incoming calls to go to your cell phone, you can disable Extension to Cellular. When you disable Extension to Cellular, incoming calls follow the coverage path that is set up for your office telephone.

About this guide

This guide describes Extension to Cellular features and operation.

[Chapter 1: Getting started](#) describes how to get started with Extension to Cellular and how to enable Extension to Cellular for first-time use.

[Chapter 2: Receiving and making calls](#) describes how Extension to Cellular operates with your cell phone and what features are available.

[Chapter 3: Voice mail](#) describes how voice mail works with Extension to Cellular.

[Chapter 4: Enabling and disabling Extension to Cellular and maintaining security](#) describes how to enable and disable Extension to Cellular, maintain a secure connection, change your security code, and prevent others from listening in on your conversation from your office telephone.

[Chapter 5: Checkpoints and troubleshooting](#) provides troubleshooting tips and answers to common user questions about how Extension to Cellular interacts with your cell phone and your office telephone.

[Appendix A: Feature Name Extensions \(FNE\)](#) lists the different FNEs that you can use for the Extension to Cellular feature.

[Glossary](#) defines the terms that this document uses.

[Extension to Cellular pocket reference card](#) provides one card on which you can record your Extension to Cellular extensions, feature access codes (FACs), and feature name extensions (FNEs). Then keep the card with you and with your cell phone.

Conventions used

Become familiar with the following terms and conventions. They help you use this book with Communication Manager.

- Names of screens are printed in bold italic as follows: **screen name**.

A “screen” is the display of fields and prompts that appear on a computer or terminal monitor.

- Keys on a keyboard, buttons that appear on a screen, and text that you need to type are printed in bold as follows: **Key**.
- Commands are printed in bold as follows: **command**.

We show complete commands in this book, but you can usually type an abbreviated version of the command. For example, **list configuration station** can be typed as **list config sta**.

- Command variables are printed in bold italic as follows: **command variable**.
- Anything that displays on a screen in response to a command or other input is shown in a constant width font as follows: **Command successfully completed**.
- To move to a certain field, you can use the **Tab** key, **arrow** keys, or the **Enter** key (the **Enter** key may appear as the **Return** key or the **Submit** key on your keyboard).
- We show commands and screens from the most recent release of Communication Manager and refer to the most current books. Please substitute the appropriate commands for your system and refer to the manuals you have available.

- When a procedure requires you to press **Enter** to save your changes, the screen you were working on clears and the cursor returns to the command prompt.
The message line shows “**Command successfully completed**” to indicate that the system accepted your changes.
- If you need help constructing a command or completing a field entry, remember to use **Help**.
 - When you press **Help** at any point on the command line, a list of available commands appears.
 - When you press **Help** with your cursor in a field on a screen, a list of valid entries for that field appears.
- The status line or message line can be found near the bottom of your monitor display. This is where the system displays messages for you. Check the message line to see how the system responds to your input. Write down the message if you need to call our helpline.

Admonishments

Admonishments in this book have the following meanings:

Note:

Draws attention to information that you must heed.



CAUTION:

Denotes possible harm to software, possible loss of data, or possible service interruptions.



WARNING:

Denotes possible harm to hardware or equipment.



DANGER:

Denotes possible harm or injury to your body.



SECURITY ALERT:

Indicates when system administration may leave your system open to toll fraud.

Related documentation

- *Feature Description and Implementation for Avaya Communication Manager*, 555-245-205, Extension to Cellular section.
- *Administrator Guide for Avaya Communication Manager*, 03-300509.
- *Avaya Unified Messenger® Telephone User Interface Online Guide*.

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3. Type the document number 210-100-700 and click the arrow button.
4. In the list, locate the latest version of the document, and then click the document title to view the latest version of the book.

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If you suspect that you are being victimized by toll fraud and you need technical assistance or support in the United States and Canada, call the Technical Service Center's Toll Fraud Intervention Hotline at 1-800-643-2353.

If you need additional help, the following resources are available. You might need to buy an extended service agreement before you can use some of these resources. See your Avaya representative for more information.

Go to the Avaya Web site at <http://www.avaya.com/support>:

- If you are within the United States, click the **Escalation Contacts** link. Then click the appropriate link for the type of support that you need.
- If you are outside the United States, click the **Escalation Contacts** link. Then click **International Services**, which includes telephone numbers for the international Centers of Excellence. Or contact your local Avaya authorized dealer.

Chapter 1: Getting started

Introduction

Before you can receive your first Extension to Cellular call, you must ensure that Extension to Cellular is set up to suit your needs. Your system administrator performs most of the preliminary setup tasks. Two of these tasks are to complete a user profile from information that you provide and establish your personal Extension to Cellular connections.

Your administrator gives you the feature access codes (FACs) to self-administer and enable and disable the Extension to Cellular feature, and to change your security code. Your administrator also gives you a list of feature name extensions (FNEs) that you use to access Communication Manager features from your cell phone. You are then ready to experience the flexibility that Extension to Cellular offers.

User access codes

After you are set up as an Extension to Cellular user, your administrator provides the information that you need to activate Extension to Cellular, as described in the following sections:

- [Using Extension to Cellular for the first time](#) on page 23
- [Enabling Extension to Cellular](#) on page 45
- [Disabling Extension to Cellular](#) on page 48
- [Maintaining security](#) on page 54

Your system administrator provides the following information:

- The access number that you dial to enable or disable the Extension to Cellular feature or change your station security code.
- The station security code. You can change this code yourself as needed. Use this code when you
 - Enable or disable Extension to Cellular from your cell phone, office phone, or other telephone
 - Use the Self Administration Feature (SAFE) access code to add or change your cell phone number
 - Change your station security code

- A list of feature name extensions (FNEs) that you use to activate the features that you want to access from your cell phone

The last page of this guide contains one pocket reference card on which you can record this information and keep with you.

Using the Self Administration Feature (SAFE) access code

With the self administration feature (SAFE) access code, you can use your telephone to administer and change your cell phone number for Extension to Cellular. You can also use this code to remove a current cell phone number on the **off-pbx-telephone station-mapping** page.

Before you can use SAFE, your system administrator must administer your office telephone extension for Extension to Cellular. Extension to Cellular does not have to be enabled for you to use SAFE. Extension to Cellular is enabled automatically when you use SAFE to administer your cell phone number.

Communication Manager Release 5.0 and later provides *Enhanced* SAFE. The version that exists before Communication Manager 5.0 is called *Basic* SAFE. Enhanced SAFE features are a superset of Basic SAFE features.

With Enhanced SAFE, you use one of up to four SAFE access codes on your telephone to self-administer cell phone numbers for use with Extension to Cellular and other applications. Enhanced SAFE uses the sequence “**#” to remove an existing telephone number, and an asterisk or a star (*) as the field delimiter between the dial prefix, the country code, and the telephone number fields.

For more information about SAFE Access Codes and dial prefix and country codes, see the *Feature Description and Implementation for Avaya Communication Manager, 555- 245-205*.

Using basic SAFE

The telephone that you use to access basic SAFE determines how you perform the self-administration tasks.

From any touchtone telephone outside your office network:

1. Dial the Extension to Cellular access number.

You hear a dial tone.

2. Enter the SAFE access code.

You hear a dial tone.

3. Enter your station extension.

4. Press the pound key (#) on your telephone.

5. Enter your station security code.

6. Press the pound key (#) on your telephone.

You hear a dial tone.

7. Enter your cell phone number.

8. Press the pound key (#) on your telephone.

You hear a confirmation tone. Your cell phone is now mapped to your office extension through Extension to Cellular.

9. Hang up.

Note:

If you hear an intercept tone, your cell phone number is not routable, or you made a mistake during this sequence. Hang up and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

From your cell phone:

1. Dial the Extension to Cellular access number.

You hear a dial tone.

2. Enter the SAFE access code.

You hear a dial tone.

3. Enter your station extension.

4. Press the pound key (#) on your phone.

5. Enter your station security code.

6. Press the pound key (#) on your phone.

You hear a dial tone.

7. Press the pound key (#) on your phone.

You hear a confirmation tone. Your cell phone is now mapped to your office extension through Extension to Cellular.

8. Hang up.

Note:

If you hear an intercept tone, your cell phone number is not routable, or you made a mistake during this sequence. Hang up and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

From any office telephone:

1. Dial the SAFE access code.

You hear a dial tone.

Note:

If you are performing this procedure from your office phone, skip the next step and go to Step 3.

2. Enter your office phone's extension number.

3. Press the pound key (#) on your telephone.

4. Enter your station security code.

5. Press the pound key (#) on your telephone.

You hear a dial tone.

6. Enter your cell phone number.

7. Press the pound key (#) on your telephone.

You hear a confirmation tone. Your cell phone is now mapped to your office extension through Extension to Cellular.

8. Hang up.

Note:

If you hear an intercept tone, your cell phone number is not routable, or you made a mistake during this sequence. Hang up and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

From any office telephone that has console permissions:

1. Dial the SAFE access code.

You hear a dial tone.

2. Enter your station extension.

You hear a dial tone.

3. Enter your cell phone number.

4. Press the pound key (#) on your phone.

You hear a confirmation tone. Your cell phone is now mapped to your office extension through Extension to Cellular.

5. Hang up.

Note:

If you hear an intercept tone, your cell phone number is not routable, or you made a mistake during this sequence. Hang up and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

Accessing Enhanced SAFE

The telephone that you use to administer or remove cell phone mapping information determines how you perform the self-administration tasks.

Using Enhanced SAFE to set cell phone mapping

Note:

How you map your cell phone number depends on whether you use your cell phone in another country when you travel, or if your cell phone number is from a country other than the country in which your Communication Manager software is located. Long distance or international cell phone calls use numbers that consist of some or all the following parts:

- The dial prefix. This prefix is usually either the long distance access code, which is 1 in the U.S. and 0 in most of Europe, or the international access code, which is 011 in the U.S. and 00 in most of Europe.
- The country code. This code comes after the dial prefix and consists of 1 to 3 digits. You use the country code when the cell phone is from another country or you often use the cell phone out of the country.
- The full national cell phone number. The full national cell phone number is the last part of the number and consists of 8 to 10 digits (10 digits in the U.S.).

From any touchtone telephone:

1. Dial the Extension to Cellular access number.
You hear a dial tone.
2. Enter the SAFE access code.
You hear a dial tone.
3. Enter your station extension.
4. Press the pound key (#) on your telephone.

5. Enter your station security code.

6. Press the pound key (#) on your telephone.

You hear a dial tone.

7. Enter the digits that are required to send your calls to your cell phone and present your office caller ID to the parties that you call. These digits consist of one of the following sequences:

- The dial prefix, an asterisk or a star (*), the country code, an asterisk or a star (*), your cell phone number
- The dial prefix, an asterisk or a star (*), your cell phone number
- An asterisk or a star (*), the country code, an asterisk or a star (*), your cell phone number.

8. Press the pound key (#) on your telephone.

You hear a confirmation tone. Your cell phone is now mapped to your office extension through Extension to Cellular.

9. Hang up.

Note:

If you hear an intercept tone, your cell phone number is not routable, or you made a mistake during this sequence. Hang up and repeat the procedure from Step 1.

If you do not hear a confirmation tone, contact your system administrator.

From your cell phone:

1. Dial the Extension to Cellular access number.

You hear a dial tone.

2. Enter the SAFE access code.

You hear a dial tone.

3. Enter your station extension.

4. Press the pound key (#) on your phone.

5. Enter your station security code.

6. Press the pound key (#) on your phone.

You hear a dial tone.

7. Enter the digits that are required to send your calls to your cell phone and present your office caller ID to the parties that you call. These digits consist of one of the following sequences:

- The dial prefix, an asterisk or a star (*), the country code, an asterisk or a star (*)
- The dial prefix, an asterisk or a star (*)
- An asterisk or a star (*), the country code, an asterisk or a star (*)

8. Press the pound key (#) on your phone.

You hear a confirmation tone. Your cell phone is now mapped to your office extension through Extension to Cellular.

9. Hang up.

Note:

If you hear an intercept tone, your cell phone number is not routable, or you made a mistake during this sequence. Hang up and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

From any office telephone:

1. Dial the SAFE access code.

You hear a dial tone.

Note:

If you are performing this procedure from your office phone, skip the next step and go to Step 3.

2. Enter your office phone's extension number.

3. Press the pound key (#) on your telephone.

4. Enter your station security code.

5. Press the pound key (#) on your telephone.

You hear a dial tone.

6. Enter the digits that are required to send your calls to your cell phone and present your office caller ID to the parties that you call. These digits consist of one of the following sequences:

- The dial prefix, an asterisk or a star (*), the country code, an asterisk or a star (*), your cell phone number
- The dial prefix, an asterisk or a star (*), your cell phone number
- An asterisk or a star (*), the country code, an asterisk or a star (*), your cell phone number

7. Press the pound key (#) on your telephone.

You hear a confirmation tone. Your cell phone is now mapped to your office extension through Extension to Cellular.

8. Hang up.

Note:

If you hear an intercept tone, your cell phone number is not routable, or you made a mistake during this sequence. Hang up and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

From any telephone in the external network that has console permissions:

1. Dial the Extension to Cellular access number.
You hear a dial tone.
2. Enter the SAFE access code.
You hear a dial tone.
3. Enter your station extension.
You hear a dial tone.
4. Press the pound key (#) on your telephone.
You hear a dial tone.
5. Enter the digits that are required to send your calls to your cell phone and present your office caller ID to the parties that you call. These digits consist of the following sequence:
 - The dial prefix, an asterisk or a star (*), the country code, an asterisk or a star (*), your cell phone number
6. Press the pound key (#) on your telephone.
You hear a confirmation tone. Your cell phone is now mapped to your office extension through Extension to Cellular.
7. Hang up.

Note:

If you hear an intercept tone, your cell phone number is not routable, or you made a mistake during this sequence. Hang up and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

From any office telephone that has console permissions:

1. Enter the SAFE access code.
You hear a dial tone.
2. Enter your station extension.
3. Press the pound key (#) on your telephone.
You hear a dial tone.
4. Enter the digits that are required to send your calls to your cell phone and present your office caller ID to the parties that you call. These digits consist of one of the following sequences:
 - The dial prefix, an asterisk or a star (*), the country code, an asterisk or a star (*), your cell phone number
 - The dial prefix, an asterisk or a star (*), your cell phone number
 - An asterisk or a star (*), the country code, an asterisk or a star (*), your cell phone number

5. Press the pound key (#) on your telephone.

You hear a confirmation tone. Your cell phone is now mapped to your office extension through Extension to Cellular.

6. Hang up.

Note:

If you hear an intercept tone, your cell phone number is not routable, or you made a mistake during this sequence. Hang up and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

From your office telephone that has console permissions:

1. Enter the SAFE access code.

You hear a dial tone.

2. Press the pound key (#) on your telephone.

You hear a dial tone.

3. Enter the digits that are required to send your calls to your cell phone and present your office caller ID to the parties that you call. These digits consist of one of the following sequences:

- The dial prefix, an asterisk or a star (*), the country code, an asterisk or a star (*), your cell phone number
- The dial prefix, an asterisk or a star (*), your cell phone number
- An asterisk or a star (*), the country code, an asterisk or a star (*), your cell phone number

4. Press the pound key (#) on your telephone.

You hear a confirmation tone. Your cell phone is now mapped to your office extension through Extension to Cellular.

5. Hang up.

If you hear an intercept tone, your cell phone number is not routable, or you made a mistake during this sequence. Hang up and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

Using Enhanced SAFE to delete a cell phone number from the off-pbx-telephone station-mapping page

From any touchtone telephone or your cell phone:

1. Dial the Extension to Cellular access number.
You hear a dial tone.
2. Enter the SAFE access code.
You hear a dial tone.
3. Enter your station extension.
4. Press the pound key (#) on your telephone.
5. Enter your station security code.
6. Press the pound key (#) on your telephone.
You hear a dial tone.
7. Press the star key (*) twice and then press the pound key (#). This sequence removes the cell phone number from administration.
You hear a confirmation tone. Your cell phone number is no longer mapped to your office extension through Extension to Cellular. If you do not hear a confirmation tone, contact your system administrator.
8. Hang up.

From any office telephone:

1. Enter the SAFE access code.
You hear a dial tone.

Note:

If you are performing this procedure from your office phone, skip the next step and go to Step 3.

2. Enter your office phone's extension number.
3. Press the pound key (#) on your telephone.
4. Enter your station security code.
5. Press the pound key (#) on your telephone. You hear a dial tone.
6. Press the star key (*) twice and then press the pound key (#). This sequence removes the cell phone number from administration.
You hear a confirmation tone. Your cell phone number is no longer mapped to your office extension through Extension to Cellular. If you do not hear a confirmation tone, contact your system administrator.
7. Hang up.

From any office telephone that has console permissions:

1. Enter the SAFE access code.

You hear a dial tone.

Note:

If you are performing this procedure from your office phone, skip the next step and go to Step 3.

2. Enter your office phone's extension number.
3. Press the pound key (#) on your telephone.

You hear a dial tone.

4. Press the star key (*) twice and then press the pound key (#). This sequence removes the cell phone number from administration.

You hear a confirmation tone. Your cell phone number is no longer mapped to your office extension through Extension to Cellular. If you do not hear a confirmation tone, contact your system administrator.

5. Hang up.

Using an FNE to access a Communication Manager feature

A feature name extension (FNE) is a telephone extension that you dial to access a Communication Manager feature from your cell phone.

- If you are on a call, place the caller on hold.
- On another line appearance, dial the FNE for the feature that you want.
- If you are on a cell phone, press SEND to access the feature. What you hear depends on the FNE that you dialed.

For more information about how to use FNEs, see [Appendix A: Feature Name Extensions \(FNE\)](#) on page 67.

Using Extension to Cellular for the first time

Once your administrator provides you with the Extension to Cellular access number, feature access codes (FACs), and feature name extensions (FNEs), you are ready to enable Extension to Cellular to extend office calls to your cell phone. Note that Extension to Cellular is already enabled if you receive this service through your cellular service provider.

Using an access number to enable Extension to Cellular

From your office telephone:

1. Dial the Extension to Cellular access number that your system administrator provides.
You hear a dial tone.
2. Enter the FAC to enable the Extension to Cellular feature.
You hear a dial tone.
3. Enter the extension number of your office telephone.
4. Press the pound key (#) on your telephone.
5. Enter your station security code.
6. Press the pound key (#) on your telephone.
You hear a confirmation tone that indicates that Extension to Cellular is enabled.
7. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

Using a FAC to enable and disable Extension to Cellular

You can use the Extension to Cellular feature access codes (FACs) to enable and disable Extension to Cellular. Your system administrator sets up these codes and then provides the codes to you. You can use these FACs to enable or disable all Extension to Cellular cell phones that are associated with your office number.

From your office telephone:

1. Dial the FAC to enable or disable Extension to Cellular.
2. Press the pound key (#) on your telephone to bypass entering the office telephone.
You hear a dial tone.
3. Enter the office number station security code.
4. Press the pound key (#) on your telephone.
You hear a confirmation tone.
5. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

From an internal extension that is not your office telephone:

1. Dial the Extension to Cellular enable or disable FAC.
2. Enter the extension number of your office telephone.
3. Press the pound key (#) on your telephone.

You hear a dial tone.

4. Enter the office number station security code.
5. Press the pound key (#) on your telephone.

You hear a confirmation tone.

6. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

From any touchtone telephone in the external network:

1. Dial the Avaya Extension to Cellular access number (telecommuting access number). You hear a dial tone.
2. Enter the FAC to enable or disable Extension to Cellular.

You hear a dial tone.

Note:

If you are calling from an Extension to Cellular cell phone that is administered to send office caller ID, skip Step 3 and continue with Step 4.

3. Enter the extension number of your office telephone.
4. Press the pound key (#) on your telephone.
5. Enter the office number station security code.
6. Press the pound key (#) on your telephone.

You hear a confirmation tone.

7. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

Using an FNE to enable and disable Extension to Cellular

Enabling Extension to Cellular via an FNE on your cell phone

If you call from your cell phone the FNE sequence is as follows:

1. Dial the Off-PBX Call Enable FNE phone number.

You hear a confirmation tone.

2. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

Disabling Extension to Cellular via an FNE on your cell phone

If you call from your cell phone the FNE sequence is as follows:

1. Dial the Off-PBX Call Disable FNE phone number.

You hear a confirmation tone.

2. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

Chapter 2: Receiving and making calls

Introduction

After Extension to Cellular is administered and enabled, you can begin receiving calls to your office phone on your cell phone. This chapter provides information on receiving Extension to Cellular calls, making calls, and how this feature interacts with your regular cell phone service. This chapter also provides information on using Conditional Call Extending to restrict unwanted calls to your cell phone and how Shared Voice Connections feature is used to access and connect the held call.

Note:

When using your cell phone, be aware that some situations described in this chapter may not apply to you or may not function exactly as described. Your contract with your cellular service provider may override or restrict certain functions, or prevent them from operating as described. For this reason, you should be completely familiar with both your cell phone's operation and the conditions of your cellular service contract before using this feature.

Receiving calls

You can use the following features when Extension to Cellular is enabled.

Incoming calls

Calls to your office phone ring at both your office phone and your cell phone.

Confirmed Answer

You can use Confirmed Answer as one option for the Cellular Voice Mail Avoidance feature. You can use this feature if it is configured for the system by an administrator. When you use Confirmed Answer, an incoming call to your cell phone using Extension to Cellular (EC500) behaves differently from a regular incoming call to the cell phone. For more information, see [Cellular Voice Mail Avoidance feature](#) on page 42.

Caller ID

If your cell phone offers caller ID, the phone number of the party calling your office phone displays on your cell phone. The display may reflect the full 10-digit phone number of the caller. For inter-office calls, the display may reflect either the full 10-digit phone number or an extension number having fewer than 10 digits.

Note:

Some cell phone networks pass only 10-digit caller IDs, while other networks are more flexible. Those that pass only 10-digit numbers may prevent you from receiving inter-office caller IDs having fewer than ten digits (for example, a 4-digit extension). Ask your system administrator if 10-digit numbers can be administered, and/or check with your cellular service provider for more information on caller ID support.

Making calls

The following information explains your options when making calls.

Making calls that send office caller ID

Extension to Cellular provides an optional office caller ID feature. This feature allows your cell phone to look like your office phone when making calls to other parties connected to your office phone system.

Your system administrator can administer your cell phone to send office caller ID. When administered this way and you call parties who share your office phone system, their display shows your name and office phone number, not your cell phone number. See [Idle Appearance Select FNE](#) on page 75 for procedures to make calls using Idle Appearance Select FNE.

Note:

If administered to send office caller ID, the office caller ID feature of Extension to Cellular operates regardless of whether EC500 is enabled or disabled.

Making calls that do not send caller ID

When your cell phone does not send office caller ID and you call a party having caller ID, the called party's display shows your cell phone number and not your office phone.

Managing calls

When you are on an Extension to Cellular call, the call management features described in this section are available.

Call waiting

If your cell phone supports call waiting, a second incoming call to your office number is delivered to your cell phone even if your cell phone is currently in use. You can answer the second call and switch between the two calls. You can conference the calls using Conference Complete FNE. See [Conference Complete FNE](#) for more information.

For cell phones, these features operate as described in your cell phone documentation and do not involve Extension to Cellular or your Avaya phone system.

Note:

For your cell phone, call waiting and switching between calls are available only if both of the following are true:

- these features are supported by your cellular service provider, and
- these features are part of your cellular service contract.

Switching from your cell phone to your office phone

Because Extension to Cellular allows your cell phone to function as an extension of your office phone, you can switch between the two phones when you are in the office. For example, you enable Extension to Cellular on your cell phone before leaving for work and receive a call on the way. The call continues as you arrive at your office and proceed to your desk. At that point you'd like to use your office phone to continue the call (this saves additional cell phone charges).

Note:

Extension to Cellular works wherever your cell phone currently works. You may lose cell phone calls while in your building because of poor reception. Optional installation of a distributed antenna system (DAS) in buildings with poor cell reception has proven to be an effective solution. Your system administrator should contact Avaya for details.

This procedure applies to incoming calls picked up on your cell phone when Extension to Cellular is enabled. This procedure also applies to outgoing calls if you have an Extension to Cellular cell phone that sends office caller ID. Be sure to notify the person with whom you are speaking that you will be changing phones.

To switch to the office phone while you are on your cell phone with an Extension to Cellular call:

1. Pick up the office phone's handset or turn the speaker on.
2. Press the lighted "call appearance" (line indicator) button on your office phone that shows the line that is currently in use.

You are now conferenced onto the existing call. (If not, the "exclude" feature may be activated. See [Excluding others from an Extension to Cellular call](#) on page 56 for more information.)

3. Disconnect your cell phone from the call by pressing the appropriate "end call" button on your cell phone.
4. Continue speaking using your office phone handset or speaker.

If your cell phone has voice mail, please review [Chapter 3: Voice mail](#) for information on receiving business-related messages.

You can find procedures for enabling and disabling Extension to Cellular on a regular basis in [Chapter 4: Enabling and disabling Extension to Cellular and maintaining security](#). This chapter also discusses security and provides a procedure for changing your station security code.

Switching from your office phone to your cell phone

You can also switch between the two phones when you leave the office. For example, you enable Extension to Cellular on your cell phone and receive a call on your office phone before leaving work. The call continues as you want to leave your office. At that point you'd like to use your cell phone to continue the call.

Note:

Extension to Cellular works wherever your cell phone currently works. You may lose cell phone calls while in your building caused by poor reception. Optional installation of a distributed antenna system (DAS) in buildings with poor cell reception has proven to be an effective solution. Your system administrator should contact Avaya for details.

Be sure to notify the person with whom you are speaking that you will be changing phones.

To switch to your cell phone while you are on your office phone with an Extension to Cellular call:

1. Turn on your cell phone.
2. Extend the call to your cell phone in one of these two ways:
 - Press the administered **Extend Call** button on your office phone (if your office phone supports administered feature buttons). The Extend Call button extends the call to any other Extended Access phones mapped to your office phone. For more information on this button, contact your administrator.
 - or
 - From your cellular phone, dial the Active Appearance Select feature name extension (FNE) to extend the call to your cell phone. For a list of the feature name extensions for your system, contact your administrator.
- You are now conferenced onto the existing call.
3. Hang up your office phone.
4. Continue speaking using your cell phone.

If your cell phone has voice mail, please review [Chapter 3: Voice mail](#) for information on receiving business-related messages.

You can find procedures for enabling and disabling Extension to Cellular on a regular basis in [Chapter 4: Enabling and disabling Extension to Cellular and maintaining security](#). This chapter also discusses security and provides a procedure for changing your station security code.

Restricting Calls

With the Conditional Call Extending feature, you can limit the type of calls that are extended to your cell phone when EC500 is enabled. Conditional Call Extending feature is used by FMC applications such as PBFMC, PVFMC, and SPFMC. However, it is not supported for PVFMC application when administered as a dual mode pair (DMX) with a ONE-X application. Conditional Call Extending feature is also not supported for OPS application. To enable the Conditional Call Extending setting, contact your system administrator.

You can use the Conditional Call Extend Enable FNE and the Conditional Call Extend Activation FAC to activate the Conditional Call Extending settings. You can use the Conditional Call Extend Disable FNE and the Conditional Call Extend Deactivation FAC to disable conditional call extending settings.

You can restrict 6 types of calls using the call type setting sequence and the application number. The **application-number** corresponds to the position of the application on the **off-pbx-telephone station-mapping** page. Your system administrator provides this application number.

The **call type setting sequence** is the number entered in a key sequence. You can enter multiple call type setting sequence numbers.

Call type setting sequence	Call type	Details
1	S	Standard calls to the station
2	C	Redirected calls - calls covered or forwarded to the station
3	H	Hunt calls - calls to the station through a hunt group
4	I	Intercom calls to the station
5	P	Priority calls to the station
6	R	COR restricted calls

Using FAC to enable/disable Conditional Call Extending

If you dial from your cell phone:

1. Dial the Extension to Cellular access number.
You hear a dial tone.
2. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.

3. Enter your station extension.
4. Press the pound key (#) on your cell phone.
5. Enter your station security code.
6. Press the pound key (#) on your cell phone.
You hear a dial tone.
7. Enter the application number.
8. Press the star key (*) on your cell phone.
9. Enter the call type setting sequence.
10. Press the pound key (#) on your cell phone.

You hear a confirmation tone. Extension to Cellular will forward or stop forwarding the specified calls depending on the FAC you dialed in step 2.

11. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 2. If you do not hear a confirmation tone, contact your system administrator.

If you dial from any office telephone without console permissions:

1. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.

Note:

If you are performing this procedure from your office phone, skip the next step and go to Step 3.

2. Enter your station extension.
3. Press the pound key (#) on the office telephone.
4. Enter your station security code.
5. Press the pound key (#) on the office telephone.
You hear a dial tone.
6. Enter the application number.
7. Press the star key (*) on the office telephone.
8. Enter the call type setting sequence.
9. Press the pound key (#) the office telephone.

You hear a confirmation tone. Extension to Cellular will forward or stop forwarding the specified calls depending on the FAC you dialed in step 1.

10. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

If you dial from any office telephone that has console permissions:

1. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.
2. Enter your station extension.
3. Press the pound key (#) on the office telephone.
You hear a dial tone.
4. Enter the application number.
5. Press the star key (*) on the office telephone.
6. Enter the call type setting sequence.
7. Press the pound key (#) on the office telephone.
You hear a confirmation tone. Extension to Cellular will forward or stop forwarding the specified calls depending on the FAC you dialed in step 1.
8. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

If you dial from your office telephone that has console permissions:

1. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.
2. Press the pound key (#) on your telephone.
You hear a dial tone.
3. Enter the application number.
4. Press the star key (*) on your telephone.
5. Enter the call type setting sequence.
6. Press the pound key (#) on your telephone.
You hear a confirmation tone. Extension to Cellular will forward or stop forwarding the specified calls depending on the FAC you dialed in step 1.
7. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

Using FNE to enable/disable Conditional Call Extending

If you dial from your cell phone or off-pbx telephone:

1. Dial the Conditional Call Extend Enable FNE or the Conditional Call Extend Disable FNE.

You hear a dial tone.

2. Enter the call type setting sequence.
3. Press the pound key (#) on your telephone.

You hear a confirmation tone. Extension to Cellular will forward or stop forwarding the specified calls depending on the FNE you dialed in step 1.

4. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

Using FNE to SET COR for Conditional Call Extending

If you dial from your cell phone or off-pbx telephone:

1. Dial the Conditional Call Extend Enable FNE or the Conditional Call Extend Disable FNE.

You hear a dial tone.

2. Press the star key (*) on your telephone.
3. Enter the COR value.
4. Press the pound key (#) on your telephone.
5. Hang up.

Using FAC to SET COR for Conditional Call Extending

If you dial from your cell phone:

1. Dial the telecommuter number.
You hear a dial tone.
2. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.
3. Enter your station extension.
4. Press the pound key (#) on your cell phone.
5. Enter your station security code.
6. Press the pound key (#) on your cell phone.
You hear a dial tone.
7. Enter the application number.
8. Press the star key (*) on your cell phone.
9. Again press the star key (*) on your cell phone.
10. Enter the COR value. The COR range is 0 to 995.
11. Press the pound key (#) on your cell phone.
12. Hang up.

If you dial from any office telephone without console permissions:

1. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.

Note:

If you are performing this procedure from your office phone, skip the next step and go to Step 3.

2. Enter your station extension.
3. Press the pound key (#) on the office telephone.
4. Enter your station security code.
5. Press the pound key (#) on the office telephone.
You hear a dial tone.
6. Enter the application number.
7. Press the star key (*) on the office telephone.
8. Again press the star key (*) on the office telephone.

9. Enter the COR value. The COR range is 0 to 995.
10. Press the pound key (#) on the office telephone.
11. Hang up.

If you dial from any office telephone that has console permissions:

1. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.
2. Enter your station extension.
3. Press the pound key (#) on the office telephone.
You hear a dial tone.
4. Enter the application number.
5. Press the star key (*) on the office telephone.
6. Again press the star key (*) on the office telephone.
7. Enter the COR value. The COR range is 0 to 995.
8. Press the pound key (#) on the office telephone.
9. Hang up.

If you dial from your office telephone that has console permissions:

1. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.
2. Press the pound key (#) on your telephone.
You hear a dial tone.
3. Enter the application number.
4. Press the star key (*) on your telephone.
5. Again press the star key (*) on your telephone.
6. Enter the COR value. The COR range is 0 to 995.
7. Press the pound key (#) on your telephone.
8. Hang up.

Using FNE to enable/disable Conditional Call Extending for Dual-Mode applications

If you dial from your cell phone or off-pbx telephone:

1. Dial the Conditional Call Extend Enable FNE or the Conditional Call Extend Disable FNE.
You hear a dial tone.
2. Press the zero key (0) on your telephone.
3. Enter the Setting number. Here the setting number is 1.
4. Press the pound key (#) on your telephone.
5. Hang up.

Using FAC to enable/disable Conditional Call Extending for Dual-Mode applications

If you dial from your cell phone:

1. Dial the telecommuter number.
You hear a dial tone.
2. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.
3. Enter your station extension.
4. Press the pound key (#) on your cell phone.
5. Enter your station security code.
6. Press the pound key (#) on your cell phone.
You hear a dial tone.
7. Enter the application number.
8. Press the star key (*) on your cell phone.
9. Press the zero key (0) on your cell phone.
10. Enter the Setting number. Here the setting number is 1.
11. Press the pound key (#) on your cell phone.
12. Hang up.

If you dial from un-mapped off-pbx telephone:

1. Dial the telecommuter number.
You hear a dial tone.
2. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.
3. Enter the other paired station extension.
4. Press the pound key (#) on the office telephone.
5. Enter your station security code.
6. Press the pound key (#) on the office telephone.
You hear a dial tone.
7. Enter the application number.
8. Press the star key (*) on the office telephone.
9. Press the zero key (0) on the office telephone.
10. Enter the Setting number. Here the setting number is 1.
11. Press the pound key (#) on the office telephone.
12. Hang up.

If you dial from any office telephone without console permissions:

1. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.
Note:
If you are performing this procedure from your office phone, skip the next step and go to Step 3.
2. Enter your station extension.
3. Press the pound key (#) on the office telephone.
4. Enter your station security code.
5. Press the pound key (#) on the office telephone.
You hear a dial tone.
6. Enter the application number.
7. Press the star key (*) on the office telephone.
8. Press the zero key (0) on the office telephone.
9. Enter the Setting number. Here the setting number is 1.
10. Press the pound key (#) on the office telephone.
11. Hang up.

If you dial from any office telephone that has console permissions:

1. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.
2. Enter your station extension.
3. Press the pound key (#) on the office telephone.
You hear a dial tone.
4. Enter the application number.
5. Press the star key (*) on the office telephone.
6. Press the zero key (0) on the office telephone.
7. Enter the Setting number. Here the setting number is 1.
8. Press the pound key (#) the office telephone.
9. Hang up.

If you dial from your office telephone that has console permissions:

1. Dial the Conditional Call Extend Activation FAC or the Conditional Call Extend Deactivation FAC.
You hear a dial tone.
2. Press the pound key (#) on your telephone.
You hear a dial tone.
3. Enter the application number.
4. Press the star key (*) on your telephone.
5. Press the zero key (0) on your telephone.
6. Enter the Setting number. Here the setting number is 1.
7. Press the pound key (#) on your telephone.
8. Hang up.

Chapter 3: Voice mail

Introduction

Unanswered office calls are usually routed to your corporate voice mail after a predetermined number of rings. If your cellular service provider offers voice mail, you can use Extension to Cellular to send unanswered calls to your preferred voice mail system by default. Your system administrator can set the number of rings before answer so that your preferred voice mail system (corporate) picks up unanswered calls first.

Your administrator might have discussed your voice mail system of choice with you when setting up your Extension to Cellular profile.

Note:

An unanswered call can sometimes result in a message in the voice mailbox of *either* system.

Using corporate voice mail to receive your messages

To receive voice messages through your corporate voice mail system, the voice mail feature of your cellular service provider must be set to ring longer than your corporate voice mail system. For example, if your corporate voice mail automatically picks up an unanswered call on the third ring, you must set the voice mail on your cell phone to pick up unanswered calls on the fourth or fifth ring. This action ensures that your corporate voice mail picks up all unanswered calls before your cellular voice mail system does.

If you cannot set the number of rings on your cell phone yourself, your cellular service provider can help you. Before you ask your service provider, ensure that you know the number of unanswered rings that are required for your office calls to be sent to your corporate voice mail system. Ask your service provider to set the number of unanswered rings (or rings before calls go to cellular voice mail) to a higher number. For example, if your office calls are sent to your corporate voice mail after four rings, ask your service provider to set your unanswered call coverage path to at least five rings.

Note:

If you use your cell phone exclusively for business, your service provider can disable your cellular voice mail so that all messages go to your corporate voice mail.

Extension to Cellular and your corporate voice mail system

If you have a cell phone that sends office caller ID, messages that you leave as part of an Extension to Cellular call on your corporate voice mail system are identified by your office number if Extension to Cellular and your corporate voice mail system use the same telephone server or switch. When your cell phone does not send office caller ID, your call is identified by your cell phone number.

When you have an Extension to Cellular cell phone that sends office caller ID, you can access your corporate voice mail system the same way that you do from your office telephone. For example, an INTUITY™ AUDIX® user can press the pound key (#) instead of entering the office telephone number.

Cellular Voice Mail Avoidance feature

The Cellular Voice Mail Avoidance feature of Communication Manager Extended Access reduces the uncertainty about where unanswered Extension to Cellular calls are sent. With Extension to Cellular enabled, an unanswered call goes either to your corporate voice mail (for example, at your office telephone) or to the voice mail system of your cellular service provider.

If you want your corporate voice mail to pick up your calls, contact your system administrator to enable the Avoidance feature. You must tell administrator the type of cellular service that you have, such as GSM, CDMA, and so on.

Most cellular service providers route calls automatically to their own voice mail systems when a cell phone is turned off or out of a coverage area. The Cellular Voice Mail Avoidance feature recognizes when the cellular voice mail automatically covers a call. The Avoidance feature can prevent calls from being routed automatically to your cellular voice mail. You might also want to disable Extension to Cellular before you shut off your cell phone. This practice prevents work-related calls from being automatically routed to your cellular voice mail system. Incoming calls to your office number are then routed to your corporate voice mail system, while your cellular voice mail system continues to pick up personal calls.

You can also use the Confirmed Answer option for Cellular Voice Mail Avoidance for calls to Extension to Cellular. This feature is available with Communication Manager 5.0 and later.

The Confirmed Answer option is one way to ensure that the cellular voice mail system does not answer an Extension to Cellular call. When the Confirmed Answer option is enabled, you hear a dial tone when an incoming call is answered. You must press one of the digits on the keypad of the cell phone to answer the call. If you do not press one of the digits on the keypad within the time that is administered, the system does not treat the call as answered. The system plays a recall dial tone to indicate that input is expected. If you do not enter a digit before the time-out interval expires, the call is pulled back from the cell phone. The call then continues to ring at the desk set and eventually follows to call coverage. A cellular voice mail system does not dial a digit when the system gets your call. Therefore, Communication Manager does not treat the calls that cover to cellular voice mail as answered.

For more information, see the *Feature Description and Implementation for Avaya Communication Manager*, 555- 245-205.

“Notify Me” under Unified Messenger for MS Exchange

If you have access to the “Notify Me” feature of Unified Messenger for Microsoft Exchange (Version 4.0 or later), the display on your cell phone notifies you of messages in your corporate voice mailbox. For more information about this feature, see “Setting Notify Me” in the *Unified Messenger Telephone User Interface Online Guide*. See <http://www.avaya.com/support> for access to this guide.

Note:

Your cell phone must support text messaging to use this feature.

Chapter 4: Enabling and disabling Extension to Cellular and maintaining security

Introduction

Follow the guidelines and procedures in this chapter to enable/disable Extension to Cellular on your cell phone on a regular basis.

- Enable Extension to Cellular when you want to answer calls placed to your office number on your cell phone (for example, while you are out of the office during business hours).
- Disable Extension to Cellular when you want calls to your office number to ring only in the office at your desk, and not ring on your cell phone.

As a rule, you should disable Extension to Cellular before shutting your cell phone off. That way, voice messages would go directly to your corporate voice mail system (see [Chapter 3: Voice mail](#)).

Frequently changing your station security code is important for security, and is also covered in this chapter. Other security measures are also discussed.

Enabling Extension to Cellular

Use the following procedures to enable Extension to Cellular from any phone within your office or from any remote touch-tone phone. Note that Extension to Cellular is already enabled when you receive this service through your cellular service provider (CSP). If your CSP provides this service, Extension to Cellular is always enabled.

You can also enable or disable Extension to Cellular by using a Feature Name Extension (FNE). For more information, see [Getting started](#) on page 13. Also see [Appendix A: Feature Name Extensions \(FNE\)](#) on page 67.

Enabling Extension to Cellular using a feature button on your office phone

You can enable Extension to Cellular from an administered feature status button on your office phone. For this option to be available, your office phone must support administrable feature buttons, and the Enhanced Extension to Cellular feature must be enabled by your administrator.

The number of button pushes that are required to enable this feature depends upon the current state of the feature (disabled or timer active), and whether the optional Extension to Cellular timer is administered. See [Table 1: Enabling Extension to Cellular through an administered feature status button](#) on page 46.

When you enable Extension to Cellular through an administered feature status button on your office phone, no FAC is required.

Note:

The term “EC500” in the following messages refers to Extension to Cellular.

Table 1: Enabling Extension to Cellular through an administered feature status button

Extension to Cellular state	Timer status	Push feature button	Indicators
Disabled (lamp is off)	Not administered	Once	Lamp glows green. Message EC500 Enabled displays for two seconds.
Disabled (lamp is off)	Administered	Once	Lamp glows green. Message EC500 Enabled displays for two seconds.
Timer active (lamp in inverted wink mode)	Administered	Twice	Lamp glows green. Message EC500 Enabled displays for two seconds.

The feature status button on the office phone indicates the current state of Extension to Cellular, regardless of whether the feature was enabled remotely or directly from the office phone.

Enabling Extension to Cellular via an FNE on your cell phone

To enable Extension to Cellular from your cell phone:

1. Dial the Off-PBX Call Enable FNE phone number.

You hear a confirmation tone indicating Extension to Cellular is enabled. If you do not hear a confirmation tone, contact your system administrator.

2. Hang up.

Enabling Extension to Cellular using the feature access code

Note:

It helps if you have the “enable” feature access code (FAC) recorded on your pocket reference card. See [Extension to Cellular pocket reference card](#) on page 89.

To enable Extension to Cellular from your cell phone or any touch-tone phone on your office network:

1. Dial the Extension to Cellular “enable” feature access code (FAC).

You hear a dial tone.

If you are performing this procedure from your office phone, or from your cell phone that sends office caller ID, skip the next step and go to Step 3.

2. Enter your office phone's extension number.
3. Press # on your phone keypad.
4. Enter your station security code.
5. Press # on your phone keypad.

You hear a confirmation tone indicating Extension to Cellular is enabled.

6. Hang up to end the call.

Note:

If you do not receive a confirmation tone, hang up. Verify the codes entered and repeat this procedure from Step 1. If you still do not receive a confirmation tone, contact your system administrator for assistance.

Once you have enabled Extension to Cellular, incoming calls placed to your office phone also ring on your cell phone. Unanswered calls are sent to your preferred voice mail system (see [Chapter 3: Voice mail](#)). If you are administered to send office caller ID, it will not be affected by the enable or disable procedures. Only the receipt of calls at the cell phone is affected.

Enabling Extension to Cellular using a remote phone

Note:

It helps if you have the “enable” feature access code (FAC) and the Extension to Cellular access number recorded on your pocket reference card. See [Extension to Cellular pocket reference card](#) on page 89.

Note:

If the remote phone is not mapped with your office telephone then only you need to perform following procedure. If remote phone is mapped with your office telephone then you will need to dial Off-PBX Call Enable FNE.

To enable Extension to Cellular using a remote phone:

1. From any remote touch-tone phone, dial the telecommuter number.

You hear a dial tone.

2. Enter the Extension to Cellular “enable” feature access code (FAC).

You hear a dial tone.

3. Enter your office phone's extension number.

4. Press # on your phone keypad.

5. Enter the station security code.

6. Press # on your phone keypad.

You hear a confirmation tone indicating Extension to Cellular is enabled.

7. Hang up to end the call.

Note:

If you do not receive a confirmation tone, hang up. Verify the codes entered and repeat this procedure from Step 1. If you still do not receive a confirmation tone, contact your system administrator for assistance.

Once you've enabled Extension to Cellular, incoming calls placed to your office phone also ring on your cell phone. Unanswered calls are sent to your preferred voice mail system (see [Chapter 3: Voice mail](#)). If you are administered to send office caller ID, it will not be affected by the enable or disable procedures. Only the receipt of calls at the cell phone is affected.

Disabling Extension to Cellular

Use the following procedures to disable Extension to Cellular from any phone within your office or from any touch-tone phone. You cannot disable Extension to Cellular when you receive this service through your cellular service provider.

When and how often to disable Extension to Cellular depends upon each individual user. However, you should disable Extension to Cellular under each of the following circumstances:

- Before turning your cell phone off
- When entering an area where there is no cellular coverage
- When roaming

Doing so allows your corporate voice mail system, rather than cellular voice mail, to pick up missed or unanswered business calls (see [Chapter 3: Voice mail](#)).

Disabling Extension to Cellular using a feature button on your office phone

You can disable Extension to Cellular from an administered feature status button on your office phone. For this option to be available, your office phone must support administrable feature buttons, and the Enhanced Extension to Cellular feature must be enabled by your administrator.

The number of button pushes that are required to disable this feature depends upon the current state of Extension to Cellular (enabled or timer active), and whether the optional Extension to Cellular timer is administered. See [Table 2](#).

When you disable Extension to Cellular through an administered feature status button on your office phone, no FAC is required.

Note:

The term “EC500” in the following messages refers to Extension to Cellular.

Table 2: Enabling Extension to Cellular through an administered feature status button

Extension to Cellular state	Timer status	Push feature button	Indicators
Enabled (lamp is on)	Not administered	Once	Lamp glows green. Message EC500 Disabled displays for two seconds.
Enabled (lamp is on)	Administered	Once	Lamp glows green. Message EC500 Disabled displays for two seconds.
Timer active (lamp in inverted wink mode)	Administered	Twice	Lamp glows green. Message EC500 Disabled displays for two seconds.

Disabling Extension to Cellular via an FNE on your cell phone

To disable Extension to Cellular via an FNE on your cell phone:

1. Dial the Off-PBX Call Disable FNE phone number.

You hear a confirmation tone.

2. Hang up.

Note:

If you do not hear a confirmation tone, hang up. Verify the codes that you entered, and repeat the procedure from Step 1. If you do not hear a confirmation tone, contact your system administrator.

Disabling Extension to Cellular using the feature access code

Note:

It helps if you have the “disable” feature access code (FAC) recorded on your pocket reference card. See [Extension to Cellular pocket reference card](#) on page 89.

To disable Extension to Cellular from any office phone:

1. Dial the Extension to Cellular “disable” feature access code (FAC).

You hear a dial tone.

If you are performing this procedure from your office phone, skip the next step and go to Step 3.

2. Enter your office phone's extension number.
3. Press # on your phone keypad.
4. Enter your station security code.
5. Press # on your phone keypad.

You hear a confirmation tone indicating Extension to Cellular is disabled.

6. Hang up to end the call.

Note:

If you do not receive a confirmation tone, hang up. Verify the codes entered and repeat this procedure from Step 1. If you still do not receive a confirmation tone, contact your system administrator for assistance.

Once you've disabled Extension to Cellular, incoming calls placed to your office phone do not ring on your cell phone. Unanswered calls are sent to your office voice mail system (see [Chapter 3: Voice mail](#)). If you are administered to send office caller ID, it will not be affected by the enable or disable procedures. Only the receipt of calls at the cell phone is affected.

Disabling Extension to Cellular using a remote phone

Note:

It helps if you have the Extension to Cellular access number and the “disable” feature access code (FAC) recorded on your pocket reference card. See [Extension to Cellular pocket reference card](#) on page 89.

Note:

If the remote phone is not mapped with your office telephone, then you must perform the following procedure. If remote phone is mapped with your office telephone, then you must dial the Off-PBX Call Disable FNE phone number.

To disable Extension to Cellular from a remote phone:

1. From any remote touch-tone phone, dial the telecommuter number.

You hear a dial tone.

2. Enter the Extension to Cellular “disable” feature access code (FAC).

You hear a dial tone.

3. Enter your office phone’s extension number.

4. Press # on your phone keypad.

5. Enter the station security code.

6. Press # on your phone keypad.

You hear a confirmation tone indicating Extension to Cellular is disabled.

7. Hang up to end the call.

Note:

If you do not receive a confirmation tone, hang up. Verify the codes entered and repeat this procedure from Step 1. If you still do not receive a confirmation tone, contact your system administrator for assistance.

Once you’ve disabled Extension to Cellular, incoming calls placed to your office phone do not ring on your cell phone. Unanswered calls are sent to your office voice mail system (see [Chapter 3: Voice mail](#)). If you are administered to send office caller ID, it will not be affected by the enable or disable procedures. Only the receipt of calls at the cell phone is affected.

Using the Extension to Cellular timer feature

Extension to Cellular has a timer option that can be included with an administered Extension to Cellular feature button on your office phone. For this timer option to be available to you, all of the following conditions must be met:

- The Enhanced Extension to Cellular feature must be enabled for your office phone by your administrator.
- and
- Your office phone supports administrable feature buttons.
- and
- The timer option must be configured by your administrator.

Contact your system administrator to verify that the timer option is available to you.

When engaged, the timer disables Extension to Cellular for one hour (60 minutes). When the timer expires, Extension to Cellular is automatically re-enabled.

Note:

You can only start the Extension to Cellular timer through the administered feature button on your office phone.

Engaging the timer when Extension to Cellular is currently enabled

If Extension to Cellular is currently enabled, the lamp on your office phone that corresponds to the administered feature button lights green.

To engage the Extension to Cellular timer when Extension to Cellular is currently enabled:

Press the Extension to Cellular feature button.

- The lamp changes from a steady green light to a green inverted wink (250 ms on, 750 ms off).
- The message Extension to Cellular **Timer Enabled** appears for two seconds on your phone display.

Once engaged, the timer disables Extension to Cellular for one hour. At the end of one hour, Extension to Cellular is automatically re-enabled without your intervention.

To manually shut down the Extension to Cellular timer, do one of the following:

- Press the Extension to Cellular feature button once to shut down the timer and leave Extension to Cellular disabled.
- or
- Press the Extension to Cellular feature button a second time to shut down the timer and re-enable Extension to Cellular.
- or
- Enter the Extension to Cellular enable or disable feature access code (FAC) on your phone keypad.

Engaging the timer when Extension to Cellular is currently disabled

If Extension to Cellular is currently disabled, the lamp on your office phone that corresponds to the administered feature button is off.

To engage the Extension to Cellular timer when Extension to Cellular is currently disabled:

Press the Extension to Cellular feature button twice.

- The lamp displays a green inverted wink (250 ms on, 750 ms off).
- The message Extension to Cellular **Timer Enabled** appears for two seconds on your phone display.

To manually shut down the Extension to Cellular timer, do one of the following:

- Press the Extension to Cellular feature button once to shut down the timer and leave Extension to Cellular disabled.
- Press the Extension to Cellular feature button a second time to shut down the timer and re-enable Extension to Cellular.
- Enter the Extension to Cellular enable or disable feature access code (FAC) on your phone keypad.

Maintaining security

Most users are assigned a station security code to prevent unauthorized use of their office phone. If you did not have a station security code at the time your Extension to Cellular user profile was established, your system administrator assigned you a default code to cover both your office phone and your cell phone when Extension to Cellular is enabled. Use the station security code when calling the Extension to Cellular access number to enable and disable your Extension to Cellular extensions.



CAUTION:

Be aware of security issues. For example, while using your Extension to Cellular-enabled cell phone, if someone picks up your office phone, you will hear a beep tone (if administered by your system administrator). Avaya provides this beep tone for security reasons, to alert an Extension to Cellular user that someone has joined the call. If you suspect unauthorized use of your office phone or an Extension to Cellular-enabled cell phone, end the call immediately.

If your cell phone is lost or stolen, change your station security code immediately. Also notify your system administrator, who can block Extension to Cellular activity from that phone at the server running Avaya Communication Manager.

If additional privacy is required, your system administrator can administer one of Avaya's exclusion features.

Changing the station security code from your office phone network

Note:

Your station security code should meet the criteria set by your system administrator. Contact your system administrator for more details.

To change the station security code from your office phone network:

1. Dial the Station Security Code Change Feature Access Code provided by your system administrator.

You hear a dial tone.

If you are performing this procedure from your office phone, or from your cell phone that sends office caller ID, skip the next step and go to Step 3.

2. Enter your office phone's extension number.
3. Press # on your phone keypad.
4. Enter your current station security code.

5. Press # on your phone keypad.
You hear a dial tone.
6. Enter a new station security code.
7. Press # on your phone keypad.
You hear a dial tone.
8. Enter the same station security code that you entered in Step 6.
9. Press # on your phone keypad.
You hear a confirmation tone indicating your security code has been changed.
10. Hang up to end the call.

Note:

If you do not receive a confirmation tone, hang up, verify the codes entered and repeat this procedure from Step [1](#). If you still do not receive a confirmation tone, contact your system administrator for assistance.

Changing the station security code remotely

Note:

Your station security code should meet the criteria set by your system administrator. Contact your system administrator for more details.

To change the security code from any remote touch-tone phone:

Note:

It helps if you have the Extension to Cellular access number recorded on your pocket reference card. See [Extension to Cellular pocket reference card](#) on page 89.

1. Dial the Extension to Cellular access number.
You hear a dial tone.
2. Enter the Station Security Code Change Feature Access Code provided by your system administrator.
You hear a dial tone.
3. Enter your office phone's extension number.
4. Press # on your phone keypad.
5. Enter your current station security code.
6. Press # on your phone keypad.
You hear a dial tone.
7. Enter a new station security code.

8. Press # on your phone keypad.

You hear a dial tone.

9. Enter the same station security code that you entered in Step 7.

10. Press # on your phone keypad.

You hear a confirmation tone indicating your security code has been changed.

11. Hang up to end the call.

Note:

If you do not receive a confirmation tone, hang up, verify the codes entered and repeat this procedure from Step 1. If you still do not receive a confirmation tone, contact your system administrator for assistance.

Excluding others from an Extension to Cellular call

As explained in [Switching from your cell phone to your office phone](#) on page 29, you can walk into your office while on your cell phone (on an Extension to Cellular call), and press the line appearance button on your office phone to continue the conversation on your office phone. However, anyone else could walk into your office and press the line appearance button to listen to your conversation.

To prevent this, an Exclusion feature is available. The Exclusion feature can be manually activated either by a feature button on your office phone, or by dialing a specific FNE from a cell phone. The Exclusion feature can also be automatically activated by your class of service (COS) designation, as long as an exclusion button is administered for the station.

Normally, a user may be active on the same call on the office phone and on a cell phone. When the Exclusion feature is activated, this operation is blocked. If both the office phone and the cell phone are active on a call, whichever one activates the Exclusion feature will knock the other (as well as any bridges) off the call.

The Exclusion feature applies only to an active call. Once the call is terminated, the Exclusion feature is disabled. Be sure to ask your administrator if the Exclusion feature is available to you.

Activating the Exclusion feature using a feature button on your office phone

To activate the Exclusion feature from a feature button on your office phone while on a call:

1. Press the Exclusion feature button on your phone keypad.

The active call is now excluded.

2. Continue your conversation.

Activating the Exclusion feature using a feature name extension from your cell phone

Note:

Each time the Exclusion FNE is dialed, the exclusion state changes. It is either activated or deactivated, depending on its current state. The Exclusion FNE acts as a toggle.

To activate the Exclusion feature using a feature name extension (FNE) from your cell phone while on a call:

1. Put the caller on hold.
2. Dial the Exclusion FNE.
3. Press **Send**.

The active call is now excluded.

4. Return to your call and continue your conversation.

Deactivating the Exclusion feature using a feature button on your office phone

You must use the same phone to deactivate the Exclusion feature that you used to activate it. You cannot deactivate the Exclusion feature from any other phone.

To deactivate the Exclusion feature from a feature button on your office phone while on a call:

1. Press the Exclusion feature button on your phone keypad.

The Exclusion feature is now deactivated for the active call.

2. Continue your conversation.

Deactivating the Exclusion feature using a feature name extension from your cell phone

You must use the same phone to deactivate the Exclusion feature that you used to activate it. You cannot deactivate the Exclusion feature from any other phone.

Note:

Each time the Exclusion FNE is dialed, the exclusion state changes. It is either activated or deactivated, depending on its current state. The Exclusion FNE acts as a toggle.

To deactivate the Exclusion feature using a feature name extension (FNE) from your cell phone while on a call:

1. Put the caller on hold.
2. Dial the appropriate FNE.
3. Press **Send**.

The Exclusion feature is now deactivated for the active call.

4. Return to your call and continue your conversation.

Chapter 5: Checkpoints and troubleshooting

This chapter provides usage tips and answers to common Extension to Cellular user questions. If you have a question not addressed here, contact your system administrator and/or cellular service provider for assistance.

Table 3: Troubleshooting checkpoints

Situation	Possible cause(s)	Suggested action / resolution
Calling party's caller ID not displayed on cell phone.	Caller ID not delivered by cellular service provider.	Check with your cellular service provider.
	Caller's phone number is blocked.	No action can be taken – the caller has blocked his/her number.
	External network has not delivered the caller ID information to the switch.	No action can be taken.
	Your cellular service provider may not recognize numbers having fewer than 10 digits (for example, a 5-digit extension).	Speak with your system administrator for options to allow caller IDs of fewer than 10 digits.
Calls in progress are being lost.	In-building or cellular network interference; out of cellular range.	If you are in your office and lose a call, you can pick it up on your office phone within a few seconds and continue the call. Distributed antenna systems (DAS) reduce or eliminate in-office interference, while cellular network interference usually clears up on its own.

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Table 3: Troubleshooting checkpoints (continued)

Situation	Possible cause(s)	Suggested action / resolution
Extension to Cellular won't work on my cell phone when I'm out of the country on business.	Extension to Cellular can operate globally, but only if you have a global cellular coverage plan and a dual- or tri-mode phone.	If you don't have a global wireless phone, rent a digital cell phone that operates within the local standard of the area in which you are traveling. Contact your system administrator to bridge calls through Extension to Cellular to the rental cell phone number. Remember to have your system administrator remove the bridge to your rental phone once it is no longer being used.
Feature access codes like ACD (Automated Call Distribution), CFwd (Call Forward), and SAC (Send All Calls) won't work under Extension to Cellular.	Your cell phone cannot activate phone switch features, except those accessible through an Avaya (non-Extension to Cellular) telecommuting service plan.	If you are registered as a telecommuting user, you can use non-Extension to Cellular feature access codes. See your system administrator for information.
Incoming calls not received on Extension to Cellular-enabled cell phone.	Cell phone is out of your service area (roaming) or out of range.	Calls are automatically forwarded to voice mail.
	Cell phone is off or the battery may be dead.	Turn cell phone on and/or replace/recharge battery pack.
	Extension to Cellular may be disabled.	Enable Extension to Cellular through the standard dialup procedure, or through an administered feature access button on your office phone.
	SAC (Send All Calls) is activated on your office phone and calls are going to coverage.	Cancel the Send All Calls feature.
	Calls are going directly to voice mail.	Ask your system administrator to verify that the number of rings set before going to voice mail is not superseding incoming calls.

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Table 3: Troubleshooting checkpoints (continued)

Situation	Possible cause(s)	Suggested action / resolution
Incoming calls not received on Extension to Cellular-enabled cell phone (continued).	Cell phone is in “sleep” mode.	Some cell phones need to be “woken up” before making or receiving any calls. Try making a call from your cell phone or calling it directly from another phone to “wake it up.” Some- times removing and reinserting the battery will activate the cell phone.
	Calls are routed to corporate voice mail because there hasn’t been enough time to route through the cellular service provider’s network and find your cell phone.	Ask your system administrator to lengthen the number of rings on your office phone, to allow more time for cellular network routing.
	Cellular networks sometimes experience network congestion due to large call volumes in their network. During such times, no Extension to Cellular calls (or regular cellular calls) can be answered on your cell phone. Such calls are delivered instantly to cellular voice mail.	Your calls will eventually go through normal channels and Extension to Cellular calls will be delivered to your cell phone as congestion lessens and your cellular service provider’s network has available facilities to deliver calls. If network congestion is prolonged, a possible solution is to disable Extension to Cellular, allowing unanswered calls to be directed to your corporate voice mail system.
	Switch-related issue at the Avaya server running Communication Manager.	Check with your system administrator to determine if the issue is switch-related.
	The incoming call type is not allowed to forward to your cell phone (in other words, that call type is restricted).	Check if you have disabled Conditional Call Extend for the specific calls that you are not receiving. If you have disabled or restricted these calls, enable them using Conditional Call Extend.
The wrong feature is invoked when dialing a feature name extension (FNE).	You misdialed the FNE.	Try calling the number again.
	Your administrator may have provided the wrong extension.	Check with your system administrator to make sure you have the correct extension for the feature you want.

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Table 3: Troubleshooting checkpoints (continued)

Situation	Possible cause(s)	Suggested action / resolution
Your name and office caller ID are not displayed on the recipient's phone when you call from an Extension to Cellular-enabled cell phone that is administered to send office caller ID.	The phone number you called is not part of your corporate phone system (in other words, that number is not a valid number on the home switch).	You can send office caller ID only to phones within your corporate phone system that share the same switch. Office caller ID works only on phones within your phone network.
	You may not be administered to send office caller ID.	Contact your system administrator to verify proper office caller ID administration.
FNEs not working.	You may not be administered to send office caller ID.	Contact your system administrator to verify proper office caller ID administration.
	Your Extension to Cellular phone number is not administered properly.	Contact your system administrator to verify proper office caller ID administration.

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Table 3: Troubleshooting checkpoints (continued)

Situation	Possible cause(s)	Suggested action / resolution
Voice mail messages are not going to the correct voice mail system.	Cellular Voice Mail Avoidance not enabled. As an Extension to Cellular user, you decide the voice mail system (corporate or cell) on which to receive business messages. Your system administrator can activate this feature or adjust the number of rings before answering on the corporate voice mail system, so your preferred system will pick up messages first.	Ask your system administrator to turn Cellular Voice Mail Avoidance on for your office phone. When Cellular Voice Mail Avoidance is activated, Communication Manager can determine whether an unanswered call terminates either at your system voice mail (for example, at your office telephone), or at your cellular service provider (CSP) voice mail system. With this feature enabled, the call will be processed through your corporate voice mail system on your server. Check with your cellular service provider to verify how many rings occur before an unanswered call goes to cellular voice mail. Then obtain the same information from your system administrator and discuss setting your corporate voice mail's number of rings before answering higher or lower, to allow the preferred system to pick up messages first. There may be situations where messages will go to a specific system before the system of choice can receive the message, regardless of the number of rings established. For example, many Avaya communications systems offer coverage options like Send All Calls, where a call to your office number is immediately sent to a covering phone; in this case the caller would not be able to leave a message on your cell voice mail even if that system is set up to receive your Extension to Cellular messages.

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Table 3: Troubleshooting checkpoints (continued)

Situation	Possible cause(s)	Suggested action / resolution
Voice mail messages are not going to the correct voice mail system (<i>continued</i>).	All calls are being sent to a coverage point (or a position other than your corporate voice mailbox).	Check to see if the Send All Calls feature is active. Cancel it, if desired.
	Cellular networks sometimes experience congestion due to a high volume of call activity in the cellular network. Due to congestion in the cellular network, your cellular service provider may not have enough available channels to deliver cellular calls (as well as Extension to Cellular calls) to your cell phone. Therefore, your calls are instantly delivered to your cellular voice mail.	As congestion lessens, calls will eventually be able to travel through their normal cellular channels and then be delivered to your cell phone. If this congestion period is longer than normal, and you do not want unanswered calls delivered to your cellular voice mail, consider disabling Extension to Cellular for a short time period. If you do not mind unanswered calls being delivered to your cellular voice mail, remember to check your cellular voice mail from time to time to see if any business call messages have been left.
	All office phone lines may be in use (busy, active) causing calls to be delivered directly to corporate voice mail. Cellular service may not be available in the area in which you are currently located, causing voice messages to be sent automatically to your cellular voice mail rather than your corporate voice mail system.	Delivery of messages when all lines are in use (or when cellular service is not available) is a temporary condition; when lines (or cellular service) become available, the preferred voice mail system will resume pick-up.
Can't access an ongoing Extension to Cellular cell phone call on my office phone.	The exclusion feature may be activated for this phone call (call-by-call basis).	Use the same phone you used to enable the exclusion feature to disable it.
	The exclusion feature may be activated for all calls.	Contact your system administrator to disable the exclusion feature for all calls.

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Table 3: Troubleshooting checkpoints (continued)

Situation	Possible cause(s)	Suggested action / resolution
Call drops when answered at cell phone	Cellular Voice Mail Avoidance has option that drops calls that are answered too quickly	Always wait a few seconds before answering call or have administrator remove Cellular Voice Mail Avoidance feature.
Hear dial tone when answering Extension to Cellular-enabled cell phone	Confirmed Answer is enabled for your Extension to Cellular calls.	When you answer your cell phone and hear dial tone, press any digit on your cell phone to accept the Extension to Cellular call.
Extension to Cellular does not function	EC500 is administered over analog trunks	EC500 does not work on analog trunks. EC500 supports ISDN, H.323, and SIP trunks. It supports high function digital Multi Frequency Compelled (MFC) Signaling trunks as well. Contact your system administrator.

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Appendix A: Feature Name Extensions (FNE)

Features are invoked by dialing either new Feature Name Extensions (FNE) or Feature Access Codes (FAC). Features may be mapped to either the buttons on a principal set or to FNEs designed for each feature that is available. You, while active on a call, would place the call on hold, dial a special DID number followed by the FNE/FAC, and do the following:

- For a single button press invoked feature such as SAC, you would hear confirmation tone and then hang up the call. SAC is now invoked at the principal station.
- For a feature that makes a call such as Last Number Dialed, you would hear call progress tones and connect to the last party that was called from the principal or the last one to have the identity of the principal.
- If a call is originated from the principal and another call is originated at the cell phone - the last number dialed is the call that is truly the last number dialed.
- For a feature that gives you back dial tone like call forwarding, or where you select an idle call appearance, you will hear dial tone, dial the destination, and then hear a confirmation tone.

This appendix lists all of the FNEs available with Communication Manager Extended Access.

Active Appearance Call Select FNE

Active Appearance Call Select allows you to use the off-premises phone (e.g. cell phone) to pick up the active call or ringing call on an active principal desk set prior to the call going to coverage.

If you call from your cell phone:

1. Dial the Active Appearance Call Select FNE phone number.
2. While on your cell phone, you are joined on the active or ringing call on the desk set.

Automatic Call Back

When you call a busy or unanswered telephone and activate Automatic Call Back, you are called back automatically when the called telephone becomes available to receive a call.

To activate Automatic Call Back when you place a call from your cell phone to another party on your server:

1. Call any Station Extension on the server you are mapped to and hear busy.
2. Hang up the call on your cell phone if your call is unanswered or you hear busy.
3. Dial the Automatic Call Back FNE.
4. Hear a confirmation tone and hang up the call on your cell phone.
5. Receive an alert on your cell phone (and office telephone) when called party is available.
6. Answer the call at your cell phone and hear ring back.
7. The previously busy party receives an alert and picks up the call.

Automatic Call Back Cancel FNE

When you call a busy or unanswered telephone and activate Automatic Call Back, you are called back automatically when the called telephone becomes available to receive a call.

To cancel activated Automatic Call Back from your cell phone:

1. Dial the Call Back Cancel FNE phone number.
You hear a confirmation tone.

Call Forwarding All Calls FNE

This FNE activates Call Forwarding All Calls.

If you call from your cell phone:

1. Dial the Call Forwarding All Calls FNE phone number.
You hear a dial tone.
2. Enter the phone number of the second party where the calls are to be forwarded.
You hear a confirmation tone.

Call Forwarding Busy/Don't Answer FNE

Call Forward Busy/Don't Answer activates call forwarding for calls when the extension is busy or you do not answer.

If you call from your cell phone:

1. Dial the Call Forwarding Busy/Don't Answer FNE phone number.
You hear a dial tone.
2. Enter the phone number of the second party where the calls are to be forwarded.
You hear a confirmation tone.

Call Forwarding Deactivation

This FNE deactivates Call Forwarding All Calls or Call Forwarding Busy/Don't Answer.

If you call from your cell phone:

1. Dial the Call Forwarding Deactivation FNE phone number.
You hear a confirmation tone.

Call Park FNE

The Call Park FNE allows you to place the current call in the call park state so it can be retrieved from another phone. In order to administer this FNE the call park FAC must already be administered.

If you call from your cell phone:

1. Establish a call and then put the call on hold.
2. Dial the Call Park FNE phone number and the call is parked at your station.
You hear a confirmation tone.

Call Unpark FNE

The Call Unpark FNE allows you to retrieve a call parked at another extension. The endpoint will be connected to the parked call. The ACM proper name for this feature is Answer Back.

If you call from your cell phone:

1. Dial the Call Unpark FNE phone number.
You hear a dial tone.
2. Enter the extension.
You are now on the call.

Call Pickup Group FNE

Group Call Pickup allows you to answer a call that is ringing in your pickup group.

If you call from your cell phone:

1. You are first administered in a call pickup group.
You hear someone else's phone ringing.
2. Dial the Call Pickup Group FNE phone number.
You are now on the call.

Call Pickup Directed FNE

Directed Call Pickup allows you to answer a call ringing at another extension without having to be a member of a pickup group.

If you call from your cell phone:

1. You hear someone else's phone ringing.
2. Dial the Call Pickup Directed FNE phone number.
You hear dial tone.
3. Enter the station extension.
You are now on the call.

Call Pickup Extended Group FNE

Extended Group Call Pickup allows you to answer calls directly from another call pickup group. You must first be administered in a call pickup group and in an Extended pickup group along with the station whose ringing call you want to pickup to use this FNE.

If you hear a station, part of same extended pickup group, ring and you want to answer the call:

1. Dial the Call Pickup Extended Group FNE from your cell phone. You hear a dial tone.
2. Dial the pickup number (not the Pickup Group number).

Your system administrator can provide more information about this feature.

Calling Party Number Block FNE

Calling Party Number Block blocks the sending of the calling party number for one call. Use Calling Party Number Block FNE only on calls to stations that are on a different call server than the call server the cell phone is mapped to.

If you call from your cell phone:

1. Dial the Calling Party Number Block phone number and the caller ID is blocked for that station with presentation indicator = restricted.

You hear a dial tone.

2. Dial the destination phone number.

Calling Party Number Unblock FNE

Calling Party Number Unblock deactivates calling party number (CPN) blocking and allows the CPN to be sent for a single call. This is used if you are administered to not send the ANI when making a call.

If you call from your cell phone:

1. Dial the Calling Party Number Unblock phone number and the caller ID is not blocked for that station.

You hear a dial tone.

2. Dial the destination phone number.

Conditional Call Extend Enable FNE

This FNE activates the Conditional Call Extending settings.

If you dial from your cell phone:

1. Dial the Conditional Call Extend Enable FNE phone number.

You hear a dial tone.

2. Enter the call type setting sequence. Refer to [Restricting Calls](#) for details on call type setting sequence.

3. Press the pound key (#) on your telephone.

You hear a confirmation tone. Extension to Cellular will forward the specified calls.

Conditional Call Extend Disable FNE

This FNE deactivates the Conditional Call Extending settings.

If you dial from your cell phone or from off-pbx telephone:

1. Dial the Conditional Call Extend Disable FNE phone number.

You hear a dial tone.

2. Enter the call type setting sequence. Refer to [Restricting Calls](#) for details on call type setting sequence.

3. Press the pound key (#) on your telephone.

You hear a confirmation tone. Extension to Cellular will stop forwarding the specified calls.

Conference on Answer

When there is one call present at the station, the FNE for conference-on-answer may be used to conference in another party to the call.

If you call from your cell phone:

1. Dial the Conference on Answer FNE phone number.

You hear a dial tone.

2. Dial the destination number for the second party.

You hear a confirmation tone (if the destination is valid) or intercept tone otherwise.

3. When the destination answers, it will be automatically conferenced to the first call.
4. If you want to have 6 parties on the call, repeat above procedure up to 4 more times. A party cannot be added until the previous answered and joined the conference.

Conference Complete FNE

This FNE conferences the active call and the held call together.

When there is an active call and an associated held call, dial the Conference Complete FNE phone number to conference the held call and the active call.

When you are active on a call and want to conference in someone else, follow the steps below:

1. Place the current active call on hold at cell phone.
2. Initiate a second call, to the party you want to conference in, using the Recall FNE.
The first call will be disconnected at cell phone and placed on hold at your office telephone
3. Place the new active call on hold at cell phone and dial Conference Complete FNE.
After you hear a confirmation tone, a conference is created on the first call at cell phone.
4. If you want to have 6 parties on the call, repeat above procedure up to 4 more times.

Drop FNE

Drop allows you to drop calls. You can drop calls from automatic hold or drop the last party you added to a conference call.

If you call from your cell phone:

1. Dial the Drop FNE phone number.

You either hear dial tone if there are no other parties on the call or you continue to hear the current call minus the last party added.

Exclusion FNE

Exclusion allows multiappearance telephone users to keep other users with appearances of the same extension from bridging onto an existing call. If you activate an exclusion button while other users are already bridged onto the call, the other users are dropped. Exclusion requires that a button be administered on the desk phone.

There are two means of activating exclusion.

Manual Exclusion — when you press the exclusion button (during the call). This is a per call feature.

Automatic Exclusion — by COS as long as an exclusion button is administered for the station. Exclusion will be on for all calls but may be turned off on a per call basis using Manual Exclusion.

If you call from your cell phone:

1. Establish a call and then put the call on hold.
2. Dial the Exclusion FNE phone number from the cell phone.
3. Either the user on the desk set is dropped from the call (if they were already on the call) or a user at the desk set may not join the call.

If both the cell phone and associated desk phone are active on the call, then whichever one activates exclusion will knock the other (as well as any bridges) off the call.

Held Appearance Select FNE

This feature provides a method for the off-premises phone to pick up a held call at a principal station. If there is more than one held call at the station, the first one found (on the lowest numbered call appearance) is chosen.

If you call from your cell phone:

1. Dial the Held Appearance FNE phone number.
2. When the call is answered, the voice paths will be connected, but there will be no display updates for any other party on the call. This call does count against the limit of total number of endpoints on a conference call. If the operation violates the total number of parties on a call, the call is be denied.

Idle Appearance Select FNE

This feature provides a method for your cell phone to pick an idle call appearance at a principal station.

If you call from your cell phone:

1. Dial the Idle Appearance FNE phone number.
2. When the call is answered, a dial tone is provided. You may now dial any phone number

Off-PBX Call Enable FNE

This FNE provides the capability to extend an Extension to Cellular call to your off premises phone, e.g., cell phone.

If you call from your off-premises phone:

1. Dial the Off-PBX Call Enable FNE phone number.
You hear a confirmation tone.

Off-PBX Call Disable FNE

This FNE provides the capability to disable an Extension to Cellular call to your off premises phone, e.g., cell phone.

If you call from off-premises phone:

1. Dial the Off-PBX Call Disable FNE phone number.
You hear a confirmation tone.

Last Number Dialed FNE

Last Number Dialed (redial) originates a call to the number last dialed by the station.

If you call from your cell phone:

1. Dial the Last Number Dialed FNE phone number.

The Last Number Dialed is now called.

Malicious Call Trace FNE

Malicious Call Trace Activation: sends a message to the MCT control extensions that the user wants to trace a malicious call. MCT activation also starts recording the call, if your system has a MCT voice recorder.

If you call from your cell phone:

1. Establish a call and put the call on hold.
2. Dial the Malicious Call Trace FNE phone number.

You hear a confirmation tone.

To cancel Malicious Call Trace from your cell phone:

1. Dial the Malicious Call Trace Cancel FNE phone number.

You hear a confirmation tone.

Priority Call FNE

Priority Calling allows you to place priority calls.

If you call from your cell phone:

1. Dial the Priority Call FNE phone number.

You hear a dial tone.

2. Make a phone call.

Recall FNE

This FNE puts the first active call on hold and connects to the previously held call.

When there is an active call and associated held call, dial Recall FNE phone number to put the active call on hold and connect to the previously held call. The held call will be dropped at cell phone and held at office telephone.

When there is just an active call and no held call, then dial Recall FNE phone number to put the active call on hold and connect to the dial tone. You may enter digits to make a call or hang up. If you hang up, the first call will remain on hold and can be retrieved later using the Held Appearance Select FNE.

Note:

If the long hold recall timer is administered, the held call will ring the cell phone as soon as the long hold recall timer is expired.

Send All Calls enable FNE

Send All Calls allows you to temporarily direct all incoming calls for the desk and cell phone to coverage regardless of the assigned call-coverage redirection criteria.

If you call from your cell phone:

1. Dial the SAC enable FNE phone number.

You hear a confirmation tone.

Send All Calls disable FNE

Send All Calls disable turns off Send All Calls.

If you call from your cell phone:

1. Dial the SAC disable FNE phone number.

You hear a confirmation tone.

Transfer Complete FNE

This FNE transfers the held call to the active call.

When there is an active call and associated held call, dial the Transfer Complete FNE phone number to transfer the held call to the active call.

When you receive an incoming call and want to transfer this call to someone else, follow the steps below:

1. Place the current active call on hold at cell phone.
2. Initiate a second call to the party you want to transfer this call to using the Recall FNE.

The first call will be disconnected at cell phone and placed on hold at your office telephone

3. Place the new active call on hold at cell phone and dial Transfer Complete FNE.

You hear a confirmation tone and the call will be transferred.

Transfer on Hang up FNE

When there is one call present at the station, the FNE for Transfer may be used to transfer the call to another party.

If you call from your cell phone:

1. Dial the Transfer on Hang Up FNE phone number.
You hear a dial tone.
2. Enter the phone number for the second party.
3. You hear normal call progress tones (i.e. ringback) if the destination is valid, intercept tone otherwise.
4. After dialing a valid destination, you may activate the transfer at any time by dropping both calls at the wireless handset simultaneously

Operationally, you would only have to press the transfer button once and then drop all calls. The switch will time the dropping of the calls and treat them as simultaneous if they are dropped within a second of each other. If only one call is dropped, the other call will remain connected to the switch.

Transfer to Voice Mail FNE

Use Transfer to Voice Mail when:

- a user is active on a call and wants to transfer a caller to voice mail, or to the principal's voice mail, if this is a covered call.
- a user goes off hook for the first time and dials the Transfer to Voice Mail FNE to be connected to the voice mail administered in his coverage path. This is identical to dialing a Transfer to Voice Mail feature access code (FAC).

If you call from your cell phone:

1. Receive a call or go off hook.
2. Dial the Transfer to Voice Mail FNE phone number.
3. You hear a confirmation tone if the operation was successful, or intercept/reorder tone otherwise.
4. When the call is answered at the voice mail, the caller will hear your standard greeting.

Whisper Page Activation FNE

Whisper Page Activation allows you to send whisper pages. A whisper page is a soft voice message sent to a person at another extension who is active on a call. That person will hear the message but no other party on the call hears the message.

If you call from your cell phone:

1. Dial the Whisper Page Activation FNE phone number.
You hear a dial tone.
2. Dial the destination phone number to which you want to send a whisper page.
3. You are automatically connected to your caller's call in progress.
4. You can now whisper to the called party. The called party can still hear the other parties on the call.

Glossary

A

Avail server running Communication Manager The system on which a corporate phone system runs; also referred to as the “switch.”

B

barge-in tone A barge-in tone is heard by all parties on an Extension to Cellular call when an individual tries to join the call from the Extension to Cellular-associated desk phone.

C

cellular service provider The company contracted with to provide cellular/wireless services.

Communication Manager The product formerly known as MultiVantage™ Software.

D

DEFINITY® Former name for an Avaya, Inc., phone system, referred to as a “switch.”

disable To deactivate Extension to Cellular or disconnect a cell or other remote phone from the Avaya server running Communication Manager.

dual setup Extension to Cellular configuration having two incoming/outgoing call appearances (lines) and extensions mapped to a primary office phone. This type of setup allows the second line to be used for Call Waiting, provided that feature is part of the standard cellular service contract.

E

Extension to Cellular access number The phone number dialed to connect to the Avaya server running *Communication Manager*, to initiate the process of enabling or disabling Extension to Cellular, or changing the station security code.

enable To activate Extension to Cellular or connect a (cell or other remote) phone to the Avaya server running *Communication Manager* and Extension to Cellular.

F

feature access codes (FAC)	For Extension to Cellular, codes used to enable or disable Extension to Cellular on a cell (or other remote) phone and to change a station security code. Other feature access codes allow authorized Avaya telecommuting service users (a non-Extension to Cellular offering) to access other phone system features remotely.
feature name extensions (FNE)	An extension that fits your dial plan that you can dial from an outside Extension to Cellular phone in order to active a Communication Manager feature. The FNEs must be set up by your administrator, and communicated to you so you know what extension activates what feature in Communication Manager.

M

MultiVantage™ Software	Former product name (now <i>Communication Manager</i>) of the DEFINITY® switching software application.
-------------------------------	--

O

office number	The phone number assigned to your office phone.
office phone	The primary phone used for business calls; typically a “desk” phone, but may be a wireless or other type of non-desk phone.

P

pocket reference cards	A pair of cards (provided on the final page in this document) on which you can record user-specific information about accessing Extension to Cellular.
-------------------------------	--

S

SAFE	See self administration feature access code.
self administration feature access code	This feature access code allows you to self-administer your cell phone to Extension to Cellular. You can add or change your Extension to Cellular cell phone number.
service provider	See cellular service provider .
setup	A specific configuration of Extension to Cellular. See dual setup , single setup , and standalone setup for specific information.
single setup	Extension to Cellular setup providing one call appearance (incoming/outgoing line). This configuration does not provide a line for Call Waiting.
standalone setup	Extension to Cellular setup that allows a single phone (cell or other) to be used as a member of a hunt group or coverage group. Standalone users are called AWOH (Admin Without Hardware) users.
station security code	A unique code assigned to the office number. The station security code is used to identify a valid user to the Avaya server running <i>Communication Manager</i> during enable/disable or change security code procedures.

T

text messaging

A cell phone feature that allows the user to receive short text messages on the phone's display screen/area. Message receipt is often accompanied by an audible alert, and the user can then display, delete or save the message. Text messaging is sometimes referred to as *short message services* (SMS).

U

Unified Messenger® for MS Exchange

A software application that consolidates voice, email and fax messages into one mailbox. When combined with Extension to Cellular, provides a text message through the cell (or other remote) phone's display screen to notify users of messages in their corporate voice mail system. Applies only to Extension to Cellular users with Unified Messenger's "Notify Me" feature installed on their office phone system.

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Extension to Cellular pocket reference card

Record the information that your system administrator provides on this pocket reference card. Then cut out the card, fold it, and keep it in your wallet or with your cell phone.

You can download this pocket reference card in Microsoft Word format from <http://www.avaya.com/support> and customize it for your users.

Extension to Cellular (EC) User's Pocket Card Work or office extension: _____ EC access #: _____ EC feature access codes (FAC) Enable FAC: _____ Disable FAC: _____ Conditional Call Extend Activation FAC: _____ Conditional Call Extend Deactivation FAC: _____ To enable/disable EC: 1. Dial your EC access number. 2. Enter the applicable FAC, then your work/office extension number. 3. Press #, enter your station security code, then press # again. 4. Hear confirmation tones. To access a feature through a FNE: 1. Place your caller on hold. 2. On another line appearance, dial the FNE for the feature you want. Press SEND if using a cell phone. 3. The feature is accessed. What you hear depends on the feature you dialed.	<table border="1"> <thead> <tr> <th data-bbox="748 543 1062 617">Feature Name</th> <th data-bbox="1062 543 1469 617">Extensions (FNE) Extension</th> </tr> </thead> <tbody> <tr><td>Active Appearance Select:</td><td>_____</td></tr> <tr><td>Automatic Callback:</td><td>_____</td></tr> <tr><td>Automatic Callback Cancel:</td><td>_____</td></tr> <tr><td>Call Forward All:</td><td>_____</td></tr> <tr><td>Call Forward Busy/No Answer:</td><td>_____</td></tr> <tr><td>Call Forward Cancel:</td><td>_____</td></tr> <tr><td>Call Park:</td><td>_____</td></tr> <tr><td>Call Park Answer Back:</td><td>_____</td></tr> <tr><td>Call Pick-Up:</td><td>_____</td></tr> <tr><td>Call Pick-Up Extended Group:</td><td>_____</td></tr> <tr><td>Conference on Answer:</td><td>_____</td></tr> <tr><td>Conference Complete:</td><td>_____</td></tr> <tr><td>Calling Number Block:</td><td>_____</td></tr> <tr><td>Calling Number Unblock:</td><td>_____</td></tr> <tr><td>Conditional Call Extend Enable:</td><td>_____</td></tr> <tr><td>Conditional Call Extend Disable:</td><td>_____</td></tr> <tr><td>Directed Call Pick-Up:</td><td>_____</td></tr> <tr><td>Drop Last Added Party:</td><td>_____</td></tr> <tr><td>Exclusion (toggle on/off):</td><td>_____</td></tr> <tr><td>Held Appearance Select:</td><td>_____</td></tr> <tr><td>Idle Appearance Select:</td><td>_____</td></tr> <tr><td>Last Number Dialed:</td><td>_____</td></tr> <tr><td>Malicious Call Trace:</td><td>_____</td></tr> <tr><td>Malicious Call Trace Cancel:</td><td>_____</td></tr> <tr><td>Off-PBX Call Enable:</td><td>_____</td></tr> <tr><td>Off-PBX Call Disable:</td><td>_____</td></tr> <tr><td>Priority Call:</td><td>_____</td></tr> <tr><td>Recall:</td><td>_____</td></tr> <tr><td>Send All Calls:</td><td>_____</td></tr> <tr><td>Send All Calls Cancel:</td><td>_____</td></tr> <tr><td>Transfer Complete:</td><td>_____</td></tr> <tr><td>Transfer on Hang-Up:</td><td>_____</td></tr> <tr><td>Transfer to Voice Mail:</td><td>_____</td></tr> <tr><td>Whisper Page Activation:</td><td>_____</td></tr> </tbody> </table>	Feature Name	Extensions (FNE) Extension	Active Appearance Select:	_____	Automatic Callback:	_____	Automatic Callback Cancel:	_____	Call Forward All:	_____	Call Forward Busy/No Answer:	_____	Call Forward Cancel:	_____	Call Park:	_____	Call Park Answer Back:	_____	Call Pick-Up:	_____	Call Pick-Up Extended Group:	_____	Conference on Answer:	_____	Conference Complete:	_____	Calling Number Block:	_____	Calling Number Unblock:	_____	Conditional Call Extend Enable:	_____	Conditional Call Extend Disable:	_____	Directed Call Pick-Up:	_____	Drop Last Added Party:	_____	Exclusion (toggle on/off):	_____	Held Appearance Select:	_____	Idle Appearance Select:	_____	Last Number Dialed:	_____	Malicious Call Trace:	_____	Malicious Call Trace Cancel:	_____	Off-PBX Call Enable:	_____	Off-PBX Call Disable:	_____	Priority Call:	_____	Recall:	_____	Send All Calls:	_____	Send All Calls Cancel:	_____	Transfer Complete:	_____	Transfer on Hang-Up:	_____	Transfer to Voice Mail:	_____	Whisper Page Activation:	_____
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