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## Creating a destination key

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1. Press the **Avaya Menu** button.
  2. Select **Settings**.
  3. Press the **OK** button.
  4. Select **Keys**.
  5. Press the **OK** button.
  6. Select **Set destination keys**.
  7. Press the **OK** button.
  8. Confirm **Set new destination** with **OK** button.
  9. Enter name and call number.
  10. Press the **Assign** softkey.
  11. Press the key to which you want to assign the new destination. You can now see the function or call number previously assigned to the key.
  12. Press **Save** softkey.

 **Note:**

A partner key can not be simply overwritten. If the key you want is previously set as partner key, this assignment must be cleared, before you can assign a different destination or a function.

 **Note:**

To create a destination key, you can also press an unassigned key in idle mode, and then enter the call number you want to assign to that key

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### Related topics:

[Introduction to partners](#) on page 45

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## Assigning a destination from the phone book to a key

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1. Press the **Avaya Menu** button.
  2. Select **Settings**.
  3. Press the **OK** button.

4. Select **Keys**.
5. Press the **OK** button.
6. Select **Set destination keys**.
7. Press the **OK** button.
8. Confirm **Set new destination** with the **OK** button.



**Note:**

You can also directly press an unassigned key in idle mode to open this menu item.

9. Select **Copy phone book entry**.
10. Press the **OK** button.
11. Select the entry you want to assign to the key.



**Note:**

To go to the desired entry more quickly, you can also enter one or more of the first letters of the name.

12. Press the **OK** button. The name and call number are displayed and can be edited as required.
13. Press the **Assign** softkey.
14. Press the key to which you want to assign a new destination. You can now see the function or call number previously assigned to the key.
15. Press the **Save** softkey.

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**Related topics:**

[Entering a destination into the favorite screen](#) on page 62

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## Changing an existing destination

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1. Press the **Avaya Menu** button.
  2. Select **Settings**.
  3. Press the **OK** button.
  4. Select **Keys**.
  5. Press the **OK** button.
  6. Select **Set destination keys**.
  7. Press the **OK** button.

8. Select **Edit destination key**.
9. Press the **OK** button.
10. Press the key that you want to edit. You can now change the name and the call number.
11. Press **Save** softkey.

 **Note:**

A partner key can not be simply overwritten. If the key you want is previously set as partner key, this assignment must be cleared, before you can assign a different destination or a function.

 **Note:**

You can also change the existing destination by pressing the associated function key and select the **Edit destination key** menu item.

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## Deleting key assignments

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1. Press the **Avaya Menu** button.
  2. Select **Settings**.
  3. Press the **OK** button.
  4. Select **Keys**.
  5. Press the **OK** button.
  6. Select one of the following:
    - **Set destination keys**
    - **Set function keys**
  7. Press the **OK** button.
  8. Select one of the following:
    - **Delete destination key**
    - **Delete entry**
  9. Press the **OK** button.
  10. Press the key whose assignment you want to delete.  
You can now see the function or call number previously assigned to the key.
  11. Press **Delete** softkey.  
The key is now free again.
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## Setting up a macro (diversion and pick-up)

You can assign multi-step macro functions to your telephone's function keys, the multi-step macro functions are applicable to the Avaya 1416 Telephone. This means that you can, for example, activate and deactivate a fixed call diversion by pressing a single key. If you assign a partner diversion to a function key, you can activate a partner diversion or switch between two fixed diversion destinations by pressing a single key.

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1. Press the **Avaya Menu** button.
  2. Select **Settings**.
  3. Press the **OK** button.
  4. Select **Keys**.
  5. Press the **OK** button.
  6. Select **Set macro function**.
  7. Press the **OK** button.
  8. Select the macro function you want to assign to the key.
    - **Call diversion 1** or
    - **Call diversion 2** or
    - **Call pick-up 1** or
    - **Call pick-up 2**
  9. Press the **OK** button.
  10. Enter the phone number, to which you want to divert calls (call diversion) or from which you want to pick-up calls on your telephone (pick-up).
  11. Press the **Assign** softkey.
  12. Press the key to which you want to assign the macro function. You can now see the function or call number previously assigned to the key.
  13. Press the **Save** softkey.

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### Related topics:

[Answering a call ringing at another phone \(pick-up\)](#) on page 19

[Introduction to call diversion](#) on page 23

[Diverting partner calls to your telephone](#) on page 50

[Diverting your calls to a partner](#) on page 49

[Setting the deputy key \\*](#) on page 53

[Diverting partner calls to partners, extended \\*](#) on page 52