SALUT - CODES – Information service of Lund University

How to connect your extension to SALUT, Information service on when you will be back.

1. Press the button for ***23*** in the feature menu on the phone.
   To get to the feature menu press arrow - right.
   Important! IP-telephone AVAYA 4602 presses **923** instead.
   Same procedure if you are using a mobile extension.

2. Press the code (read text below) followed by time/date. End with #.
   Important! You no longer press * between code and time/date.

State time with HHMM and date with MMDD.

Codes

0	Lunch	Apply time	If you press ***23*** (or 923) followed by 0# the phone automatically opens in an hour.
1	Gone for the day	#	Press ***23*** (or 923) followed by 1# for return the next day.
2	Business errand	Apply time	
3	Meeting	Apply time	
4	Business trip	Apply date	
5	Timetable on the extension	Apply time	To submit permanent timetable, call the switchboard.
6	Vacation	Apply time	
7	Leave of absence	Apply date	The switchboard can submit until further notice.
8	Teaching	Apply date	
9	Sick leave	#	The connection will stay until further notice.

Exemple:
You dial   **Information service will tell**

23 (or 923) 0 1300 #   that you are at lunch and will be back at one o'clock.
23 (or 923) 5 1400 #   that your extension has a timetable and will be open for calls again
                    at 2 o'clock.
23 (or 923) 6 0801 #   that you are on vacation and will be back the 1st of August.

Cancellation of Information service:
Press ***23*** (or 923) followed by #.

Note! If you can't find anything suitable or if you want help with the connections, contact the **switchboard** by dialling **99**. If you have a mobile extension dial **499**.