Contacts

Calling a person from the contacts list

1. Press the **CONTACTS** button.
2. Scroll up or down to select the person or number you want to call.
3. Press the **OK** button or the call soft key.

Adding a new contact

1. Press the **CONTACTS** button.
2. Press the **More** soft key.
3 Press the **New** soft key.
4. Enter the name using the dial pad. To enter characters using the dial pad:
   a. Repeatedly press the number key that corresponds to the letter or number you want to enter until the letter or number is displayed.
   b. Pause before entering the next characters if the characters are on the same key.
   c. To enter a space, press 0.
   d. Enter remaining letters or numbers.
   e. Press the **Bksp** soft key to delete the last character.
5. Press the **OK** button or the **OK** soft key.
6. Enter the telephone number.
7. Press the **Save** soft key or the **OK** button.

Editing a contact

1. Press the **CONTACTS** button.
2. Scroll to the contact you want to edit.
3. Press the **Details** soft key.
4. Press the **Edit** soft key.
5. Scroll up or down to choose the field you want to edit.
6. Use the dial pad and soft keys to make changes to the contact information.
7. Press the **Save** soft key or the **OK** button to save your changes.

Avaya Menu

You can use the Avaya Menu to adjust and customize phone settings, select the display language, view network settings, and log out. The Avaya Menu has six sub-menus:

- **Screen/Sound** - lets you adjust the display brightness and contrast, select your ringing pattern, turn button click sounds on and off, and turn error tones on and off.
- **Call Settings -** Lets you turn the call timer display, visual alerting, and show incoming calls on or off; set the redial option; and set the audio path to speakerphone or headset.
- **Applications** - Lets you turn call logging on and off as well as turn logging of bridged calls, line calls, and line calls answered by others on and off.

Changing the language

1. Press the **A** button.
2. Scroll to **Advanced Options**. Press the **Select** soft key or the **OK** button.
4. Select **Language**. Press the **Select** soft key or the **OK** button.
6. Scroll up or down to select a display language.
7. Press the **Select** soft key or the **OK** button to change to the selected language.
8. Press the **OK** button to confirm selection.

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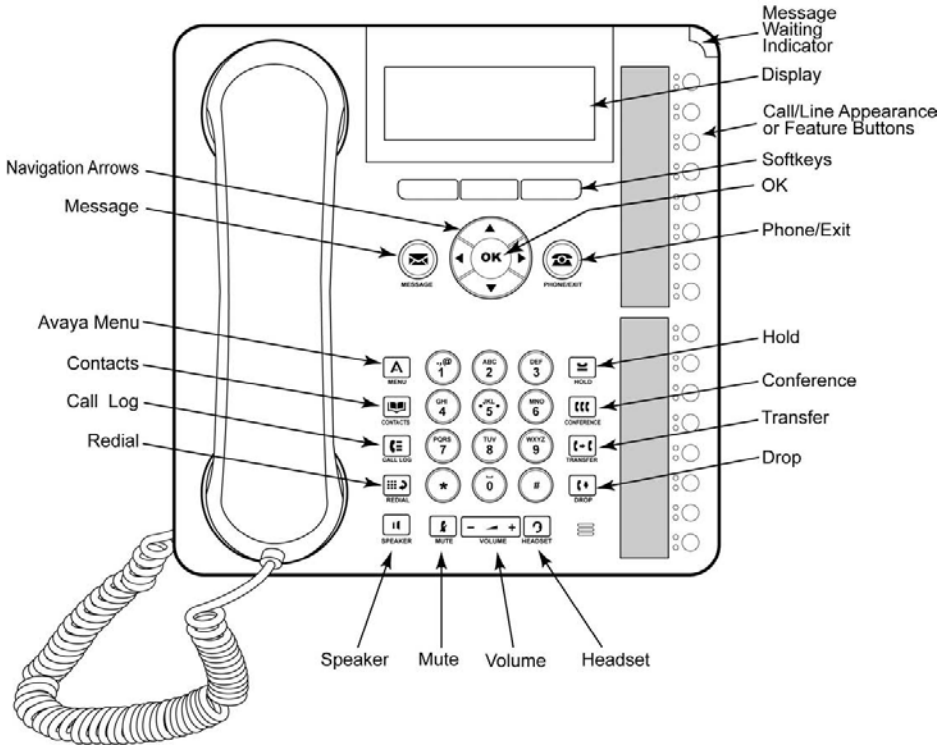

For More Information

Go to www.avaya.com/support for latest support information, including user guide, administrator guide, installation and maintenance guide, interactive document, and software downloads.

LEDs

Call Appearance Button LEDs	
Steady green	Call appearance connected/in use.
Slow blinking green	Call appearance is ringing/alerting.
Fast blinking green	Call appearance is on hold.
Steady red	Call appearance in use or is selected and will be used when you go off-hook.
Off	Call appearance free/not in use.
Feature Button LEDs	
Steady green	Feature is active.
Blinking green	Feature is pending (request is being processed and not immediately available).
Blinking red	Feature is shown on the phone display.
Off	Feature is not available

Scrolling and Navigation

A navigation icon appears in the phone display to indicate that you can scroll to more options or information. Use the up and down navigation arrows to scroll up or down through lists. Use the right and left navigation arrows to go to other screens or to move the cursor right or left when entering text. When you scroll to a line on the display, that line is selected.

The soft key labels will change according to the options available for the selected line. The **OK** button is a shortcut for the default action. For example, when you select an entry in your contacts list, pressing the **OK** button places a call to that person.

Answering and Making a Call

Answering a Call

- If you are not already on a call, lift the handset. If you are already on a call, press the alerting call appearance button (slow flashing green lamp) puts the existing call on hold and answers the alerting call.
- To answer the call on speakerphone, press the **SPEAKER** button.
- To answer the call using a headset, press the **HEADSET** button.

Making a Call

1. Dial the number you want to call.
2. When answered, either lift the handset or continue on speakerphone.

Putting a Call on Hold

1. While connected to the call, press **HOLD**.
2. To resume the call, press the call appearance for the held call (fast flashing green lamp).

Transferring a Call

1. While connected to the call you want to transfer, press **TRANSFER**.
2. Dial the telephone number.
3. Press **TRANSFER** again to complete the transfer.

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Conference Calls

Making a conference call

1. While active on a call, press the **CONFERENCE** button. The call is put on hold.
2. Call the person you want to add to a conference.
3. When they answer, if they want to join the conference press the **CONFERENCE** button again. If they do not want to join the conference, press the **DROP** button. Then press the fast flashing green button.

Adding a person to a conference call

1. Press the **HOLD** button to put the conference on hold.
2. Call the person you want to add to a conference.
   - When they answer, if they want to join the conference press the **CONFERENCE** button again.
   - If they do not want to join the conference, press the **DROP** button. Then press the fast flashing green button to rejoin the conference.

Advanced Telephone Features

The features that are available to you depend on what your administrator has assigned to your telephone. A few of the most commonly administered features are explained below. For more information about all the features that are available for your extension, contact your system administrator.

Forwarding a call

1. Press the **CFrwd** feature button. You hear a dial tone prompting you to dial the forwarding number.
2. Dial the number you want to forward your calls to. After you dial the number, you hear a confirmation tone.
3. To turn call forwarding off, press the **CFwrd** feature button.

Send all calls

1. Press the **SAC** feature button to send all calls to coverage.
2. To turn the feature off, press the SAC feature button.

Call Log

Calling a person from the call log

1. Press the **CALL LOG** button.
2. Scroll to the left or right to view a separate list of all, missed, answered, or outgoing calls.
3. Scroll up or down to select the person or number you want to call.
4. Press the **OK** button or the **Call** soft key.

Adding an entry from the call log to your contacts list

1. Press the **CALL LOG** button.
2. Scroll to the number that you want to add to your contacts list.
3. Press the **Details** soft key.
4. Press the **+Contact** soft key.
5. To edit the name or number, scroll up or down and edit as appropriate.
6. Press the **Save** soft key or the **OK** button.

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