Using voice dialing

Making a Call

Answering a Call

Answer an incoming call in one of the following ways:
If you are not on another call, lift the handset, or press Speaker to answer using the speakerphone, or press Headset to answer using the headset.
If you are on another call, from the Phone screen, scroll to the line with the incoming call and press Answer or OK, or press the line button next to the incoming call.

Making a Call

1. Lift the handset, or press Speaker or Headset (if applicable), or a line button for an available line.
2. Dial the number you want to call.

Using voice dialing

1. Press Contacts.
2. If no tone is generated or if no check mark appears next to the Voice softkey, press Voice.
3. Within a few seconds or as soon as you hear the tone, say the name of the person you want to call.
4. When one or more contacts display, press the appropriate softkey.

Putting a Call on Hold

1. Press Phone to view the main Phone screen, if necessary.
2. If you are not active on the line you want to put on hold, select that line.
3. Press Hold.
4. Press Resume or the line button of the held call to retrieve the call.

Transferring a Call

1. From the Phone screen, select the line you want to transfer.
2. Press Transfer or OK.
3. Dial the telephone number, or call the person from the Contacts list, or call the person from the Call Log list.
4. Press Complete or OK to transfer the call.

Conference Calls

Setting up a conference call

1. From the Phone screen, select your active call.
2. Press Conf.
3. Dial the telephone number, or call the person from the Contacts list, or call the person from the Call Log list.
4. When the person answers, press Join or OK to add the person to the existing call.
5. Press Add and repeat these steps to add another person to the conference call.

Adding a person on hold to a conference call

1. From the Phone screen, select your active call.
2. Press Conf, or Add if you are already in a conference.
3. Select the call on hold that you want to add to the conference.
4. Press Resume to take the call off hold.
5. Press Join to add the person to the conference call.

Dropping a person from a conference call

1. From the Phone screen, select your active call.
2. Press More then Details.
3. Select the person you want to drop.
4. Press Drop.

Features

For more information about what features and options are available for your extension, contact your system administrator.

Accessing the Features menu

From the Phone screen, scroll right to access the Features menu.

Send all Calls

1. Press Forward to access the main Forwarding menu.
2. Select SendAllCalls.
3. Select Send or OK to turn Send All Calls on or off.

Contacts

You can save up to 250 names and up to 3 telephone numbers per name. You can call a contact by speaking the contact name. You can also import or export a Contact list using a USB device.

Searching for a contact

1. Press Contacts.
2. Using the dialpad, start typing the name for which you want to search.
3. You can also search for and dial a contact using voice dialing; see Using voice dialing for information.

4. Press Call to call the person or press More then Edit to edit contact information.

Calling a person from the Contacts list

1. Press the Contacts button.
2. Select the person or primary number you want to call. To call a non-primary number, select the person, press Details, then select the desired number.
3. Press Call or OK.
Adding a new contact
1. Press Contacts.
2. Press New if this is your first contact list entry, or press More then New if you already have entries in your contact list.
3. Enter the name using the dialpad.
4. Select the next field.
5. Enter the telephone number and press Primary if applicable. The primary number is the one that will always display without having to go into contact details.
6. Select the next field.
7. Select the type of number entered (general, work, mobile, home)
8. If you have another number for this contact, scroll down and repeat Steps 5 - 7. You can add up to two additional numbers for this contact, but you can designate only one number as primary.
9. Press Save or OK.

Editing a contact
1. Press Contacts.
2. Search for and select the contact you want to edit.
4. Choose the field you want to edit.
5. Use the dialpad and softkeys to make changes to the contact information.
6. Press Save or OK.

Call Log
Calling a person from the call log
1. Press the Call Log button.
2. Select the person or number you want to call.
3. Press the Call softkey or the OK button.

Adding an entry from the call log to your Contacts list
1. Press Call Log.
2. Select the number you want to add to your Contacts list.
3. Press +Contact.
4. Edit name and telephone number, if necessary.
5. Press Save.

Changing the language
1. Press Avaya Menu.
2. Select Options & Settings or Phone Settings.
3. Press Select or OK.
4. Select Screen & Sound Options.
5. Press Select or OK.
6. Select Language....
7. Select a display language.
8. Press Select or OK.
9. Press Yes to confirm the selected language.

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.