

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

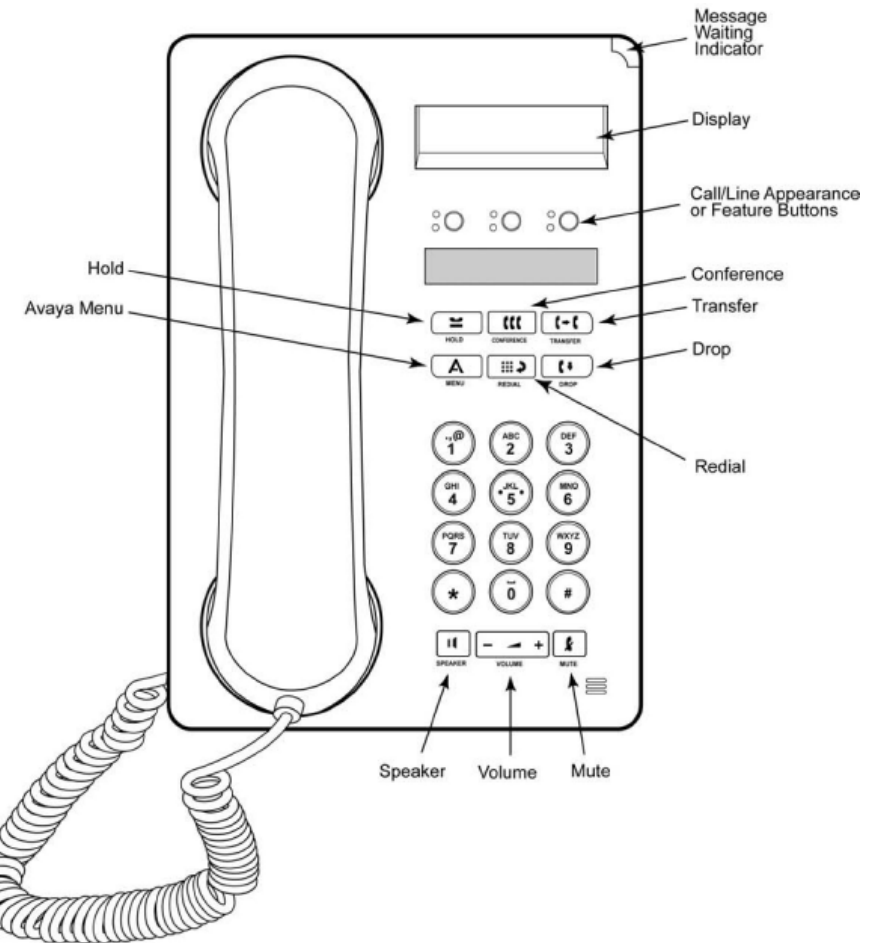
The feature button label identifies the feature that has been assigned for your telephone. For more information about the feature administered for your telephone, and other features that are available for your extension, contact your system administrator.



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IP Office 1403 IP Telephone Quick Reference Guide

Avaya one-X™ Deskphone Value Edition



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

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.

Avaya Menu

You can use the Avaya Menu to adjust and customize phone settings, select the display language, view network settings, and log out. To access the Avaya Menu, press the **A** button.

The Avaya Menu has several sub-menus:

- **Screen** lets you adjust the display brightness and contrast and turn visual alerting on and off.
- **Sounds** lets you select your ringing pattern, turn button click sounds on and off, and turn error tones on and off.
- **Advanced** lets you select the display language, set automatic gain control on the handset and speaker, or initiate a manual backup/restore if you have a backup/ restore file server. See your system administrator for more information.

Adjusting the brightness or contrast of the display

1. Press the **A** button.
2. Press **#** to continue.
3. Press ***** to select **Screen**.
4. Press **#** to scroll to **Brightness** or **Contrast**
5. Press **-** or **+** on the volume button to adjust the brightness or contrast.

Changing the ring pattern

1. Press the **A** button.
2. Press **#** to scroll to **Sounds**.
3. Press ***** to select **Sounds**.
4. Press **-** or **+** on the volume button to select a ring type.

Turning visual alerting on or off

1. Press the **A** button.
2. Press **#** to continue.
3. Press ***** to select **Screen**.
4. Press **#** to scroll to **Visual Alert**.
5. Press **-** or **+** on the volume button to turn visual alerting on or off.

Changing the language

1. Press the **A** button.
2. Press **#** to scroll to **Advanced**.
3. Press ***** to select **Advanced**.
4. Press **#** to scroll to **Language**
5. Press ***** to select **Language**.
6. Press **#** to scroll to the desired language.
7. Press ***** to save your selection.
8. Press **4** to confirm or **6** to cancel.