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Chapter 1: Introduction to the 1616/1616-I IP Telephone

The 1616/1616-I telephone is a multiline IP telephone for use with Avaya Communication Manager or Avaya Distributed Office call processing systems. The 1616/1616-I IP telephone puts convenient features and capabilities at your fingertips, including a phone screen to view and manage your calls, a contacts list, a call log, a menu of options and settings to customize your phone, and access to your voice mail.

Not all features described in this user guide may be available on your telephone. If you find that a feature is not available, contact your system administrator.

Overview of phone buttons and features
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message Waiting Indicator</td>
<td>An illuminated red light in the upper-right corner of your phone indicates you have voicemail messages waiting. If Visual Alerting is enabled, this light flashes when you receive an incoming call.</td>
</tr>
<tr>
<td>Phone Display</td>
<td>There are four lines in the phone display. When the phone is idle, the top line shows the missed call icon with number of calls missed and either the call forwarding icon, the Send All Calls icon, or the EC500 icon when one of those features is enabled. The top line also shows the primary extension and the time and date as well as any system messages. The middle two lines display application-specific information. The bottom line displays the softkey labels.</td>
</tr>
<tr>
<td>Softkeys</td>
<td>Press the softkeys to select the softkey labels. The softkey labels show you the action that each softkey produces. The labels and the actions vary depending on the object that is selected.</td>
</tr>
<tr>
<td>Message</td>
<td>Press the <strong>Message</strong> button to connect directly to your voicemail system.</td>
</tr>
<tr>
<td>Navigation Arrows</td>
<td>Press the up and down navigation arrows to scroll through lists. Press the right and left navigation arrows to navigate between different views of an application, to move the cursor during text input, or to turn an option on or off.</td>
</tr>
<tr>
<td>OK</td>
<td>Press the <strong>OK</strong> button for a shortcut to an action. For example, when you select a call log entry, pressing the <strong>OK</strong> button dials the number.</td>
</tr>
<tr>
<td>Phone/Exit</td>
<td>Press the <strong>Phone/Exit</strong> button to view and manage your calls. For example, if you are viewing a menu, pressing the <strong>Phone/Exit</strong> button switches the phone display back to the call view.</td>
</tr>
<tr>
<td>Avaya Menu</td>
<td>Press the <strong>A</strong> button to access the Avaya menu. The Avaya menu provides options that allow you to customize phone settings, configure call logging, select the display language, view network information, and log out.</td>
</tr>
<tr>
<td>Contacts</td>
<td>Press the <strong>Contacts</strong> button to view the entries in your contact list.</td>
</tr>
<tr>
<td>Call Log</td>
<td>Press the <strong>Call Log</strong> button to view a list of your outgoing, incoming, and missed calls. The icon on the Call Log button is illuminated when you have missed calls.</td>
</tr>
<tr>
<td>Redial</td>
<td>Press the <strong>Redial</strong> button to either dial the last number you dialed or display the redial list from which you can select a number to redial. See <strong>Setting redial options</strong> on page 46 for more information.</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hold</td>
<td>Press the <strong>Hold</strong> button to put the active call on hold.</td>
</tr>
<tr>
<td>Conference</td>
<td>Press the <strong>Conference</strong> button to add another party to an existing call.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Press the <strong>Transfer</strong> button to transfer a call to another number.</td>
</tr>
<tr>
<td>Drop</td>
<td>Press the <strong>Drop</strong> button to drop the active call. While on a conference call, press the <strong>Drop</strong> button to drop the last person added to the conference call. See <a href="#">Dropping the last person added from a conference call</a> on page 20 or <a href="#">Dropping a person from a conference call</a> on page 21 for more information.</td>
</tr>
<tr>
<td>Volume</td>
<td>Press + or - on the <strong>Volume</strong> button while active on the handset, headset, or speaker to adjust the volume. To adjust the volume of the ringer, press + or - on the <strong>Volume</strong> button while the handset and speaker are inactive.</td>
</tr>
<tr>
<td>Headset</td>
<td>Press the <strong>Headset</strong> button to use the headset if it is connected. Only HIS headset cords are compatible with your phone.</td>
</tr>
<tr>
<td>Mute</td>
<td>Press the <strong>Mute</strong> button to mute a call in progress. To take a call off mute, press <strong>Mute</strong> again.</td>
</tr>
<tr>
<td>Speaker</td>
<td>Press the <strong>Speaker</strong> button to use the speakerphone. To take a call off speakerphone, lift the handset or press the <strong>Headset</strong> button.</td>
</tr>
<tr>
<td>Feature Buttons and Call/Line Appearance Buttons</td>
<td>There are 16 buttons that can be programmed as either call/line appearance buttons or feature buttons. Press a call/line appearance button to make or answer a call or resume a call on hold. Press a labeled feature button to enable or disable that feature. The feature buttons provide access to the Avaya call management system features that have been administered for your extension. The green LED next to each feature button indicates if the feature is currently on or off. If the light is on, the feature is on. The feature buttons provide the same features that are available in the features menu. For more information about the features menu, see <a href="#">Features menu</a> on page 41. For more information about the feature buttons, see <a href="#">Advanced telephone features</a> on page 37.</td>
</tr>
</tbody>
</table>
LEDs

Each call/line appearance button and feature button has two LEDs, one green and one red, to indicate the status of the call/line appearance or feature. The status is identified by whether the LED is on, off, or blinking as described in the following tables.

Table 1: Call/Line Appearance Button LEDs

<table>
<thead>
<tr>
<th>LED</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steady green</td>
<td>Call/line appearance is active.</td>
</tr>
<tr>
<td>Slow blinking green</td>
<td>Call/line appearance is ringing.</td>
</tr>
<tr>
<td>Fast blinking green</td>
<td>Call/line appearance is on hold.</td>
</tr>
<tr>
<td>Very fast blinking green</td>
<td>Conference or Transfer is pending.</td>
</tr>
<tr>
<td>Steady red</td>
<td>Call/line appearance is selected and will be used when you go off-hook.</td>
</tr>
<tr>
<td></td>
<td>It remains steady red while you use the call/line appearance.</td>
</tr>
<tr>
<td>Off</td>
<td>Call/line appearance is available.</td>
</tr>
</tbody>
</table>

Table 2: Feature Button LEDs

<table>
<thead>
<tr>
<th>LED</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steady green</td>
<td>Feature is active.</td>
</tr>
<tr>
<td>Blinking green</td>
<td>Feature is pending (request is being processed and not immediately available).</td>
</tr>
<tr>
<td>Blinking red</td>
<td>Feature is shown on the phone display.</td>
</tr>
<tr>
<td>Off</td>
<td>Feature is not active.</td>
</tr>
</tbody>
</table>

**Note:**
Depending on your call processing system, the feature button LEDs for some features may operate differently.
Icons in the telephone display

Icons are provided in the phone display to indicate the state of a call and navigation choices. The icons that appear in the phone display are described in the following table.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>#X</td>
<td>Number of calls missed, where # represents the number.</td>
</tr>
<tr>
<td>➡</td>
<td>Call forward, Send All Calls, or EC500 is active. (These features are available if they have been administered for your telephone.)</td>
</tr>
<tr>
<td>✉</td>
<td>Incoming call is ringing.</td>
</tr>
<tr>
<td>☑</td>
<td>Call is active.</td>
</tr>
<tr>
<td>☑</td>
<td>Call is on hold.</td>
</tr>
<tr>
<td>☑</td>
<td>Call is on soft hold (when using Conference or Transfer feature).</td>
</tr>
<tr>
<td>☑</td>
<td>Conference is active.</td>
</tr>
<tr>
<td>☑</td>
<td>Conference is on hold.</td>
</tr>
<tr>
<td>◀</td>
<td>Scroll left for other options.</td>
</tr>
<tr>
<td>▶</td>
<td>Scroll right for other options.</td>
</tr>
<tr>
<td>⇧</td>
<td>Scroll up or down for other options.</td>
</tr>
</tbody>
</table>

Scrolling and navigation

To navigate through the options and features on your telephone display, use the navigation arrows to scroll and the OK button to select lines or options.

A navigation icon appears in the phone display to indicate that you can scroll to more options or information. 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 softkey 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.
Paper labels

Next to each call/line appearance button and feature button is a paper label. The label identifies the call/line appearance number or the feature that has been programmed on the button by your system administrator. You can remove the labels if you want to change a label or write on a blank one. Printed labels are also available for your telephone. See your system administrator for more information.
Chapter 2: Logging in to and out of your telephone

Logging in and out maintains your contacts and personal options if you share a telephone with other users, or if you want to use the same extension from another phone. Logging out also prevents unauthorized use of your telephone during an absence.

Note:
Call log information is lost after you log out.

Logging in to your telephone

Log in from the initial screen that prompts you for your extension.

1. Enter your extension.
2. Press the OK button, the OK softkey, or the # button.
3. Enter your password.
4. Press the OK button, the OK softkey, or the # button.

Logging out of your telephone

1. Press the A button.
2. Scroll down to select Log Out.

Note:
Log Out is not available if you are on a call.

3. Press the OK button or the Select softkey.
4. Press the Select softkey again to confirm.
Logging in to and out of your telephone
Chapter 3: Making calls

Use the procedures in this chapter to make calls from your telephone.

Making a call

If you are not on a call, simply dial the number you want to call.

1. Lift the handset, press the Speaker button, press the Headset button, or press an available call/line appearance button.
2. Dial the number you want to call.

Clearing a number

Press Clear to erase all dialed digits and enter a new number.

Redialing a number

1. From the Phone screen, press the Redial button. The last number will be redialed or you will see a list of the most recent numbers that you have dialed, from which you can select one to redial.
2. Press the OK button or the Call softkey.
   See Setting redial options on page 46 for information on redial settings.
Making calls

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 softkey.

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 Call softkey or the OK button.
Chapter 4: Handling calls

Use the procedures in this chapter to handle calls from your telephone. This includes procedures such as answering a call, muting a call, and transferring a call.

Answering a call

When you receive an incoming call, the green LED associated with the call will flash. The incoming call is usually selected automatically. However, if you are already on a call or if you receive more than one incoming call at a time, you may need to select the call you want to answer manually.

1. If you are not on another call, do one of the following:
   • Lift the handset.
   • Press the call/line appearance button whose green LED flashes for the incoming call.
   • Press the Answer softkey if one appears.
   • Press the Speaker button to answer using the speakerphone.
   • Press the Headset button to answer using the headset.
   • If you are using a wireless headset, press the ON button.

2. If you are on another call, do one of the following:
   • Press the call/line appearance button whose green LED flashes for the incoming call.
   • Press the Answer softkey if one appears.

Note:
If the Auto Hold (Communication Manager) feature is enabled by your system administrator, you can answer another call without first putting an active call on hold. If Auto Hold is not enabled, you must put your active call on hold before answering the incoming call; otherwise, you will drop the active call when you answer the other one.
Sending an incoming call directly to voice mail

Press the To Vmail softkey to send an incoming call directly to voice mail without answering.
To do this, your voice mail must be administered as the first entry in your coverage path. See your system administrator for more information.

Ignoring an incoming call

Press the Ignore softkey to stop the ringer for an incoming call.

Muting a call

If a call is on mute and you switch between the handset, headset, or speakerphone, the mute will be turned off. When the Mute button light is on, the call is muted.

1. Press the Mute button during a call so that the other person cannot hear you.
2. Press the Mute button again to unmute the call.

Putting a call on hold

1. Press the Hold button to put your active call on hold.
Transferring a call

The fast blinking green LED next to the call/line appearance button indicates the call is on hold. If the active call is on a line appearance on an Avaya Distributed Office system, the red LED will also be on.

2. To resume the call when there is more than one call on hold, do one of the following:
   • Press the call/line appearance button.
   • Scroll to the call and press the Resume softkey or the OK button.

3. To resume the call when there is only one call on hold, do one of the following:
   • Press the Hold button.
   • Press the call/line appearance button.
   • Press the Resume softkey.
   • Press the OK button.

Transferring a call

1. If the call you want to transfer is not your active call, press the call/line appearance button for the call you want to transfer.

2. Press the Transfer button.
   The very fast blinking green LED next to the call/line appearance button indicates the call is being transferred. If the active call is on a line appearance on an Avaya Distributed Office system, the red LED will also be on.

3. Dial the telephone number, call the person from the contacts list, or call the person from the call log.

   🌟 Note:

   To transfer the call to a call that is on hold, press the call/line appearance button for the call that is on hold.

4. Press the Transfer button or the Complete softkey to transfer the call.
Handling calls
Chapter 5: Conference calls

You can use conference calls to speak with up to five people in different locations on the same call. Additional conferencing options may be available through Expanded Meet-Me Conferencing. Contact your system administrator for more information about this feature.

Making a conference call

1. While active on a call, press the Conference button.
   The very fast blinking green LED next to the call/line appearance button indicates the call is being conferenced. If the active call is on a line appearance on an Avaya Distributed Office system, the red LED will also be on.

2. Do one of the following:
   • Dial the telephone number.
   • Call the person from the contacts list.
   • Call the person from the call log.

3. Press the Conference button or the Join softkey to add the person to the existing call.

Adding a person on hold to a conference call

1. From the Phone screen, select your active conference call.

2. Press the Conference button.
   The active conference call is put on soft hold.

3. Do one of the following:
Putting a conference call on hold

When you put a conference call on hold, the other parties can still talk to each other.

1. Press the Hold button during a conference call. The blinking green LED next to the call/line appearance button indicates the conference is on hold.
2. Press the Resume softkey or the Hold button to resume the conference call.

Viewing conference details

1. From the Phone screen, press the Details softkey (if available) during a conference call.
2. Scroll to view the participants on the call.
3. To exit conference details, press the Exit softkey.

Dropping the last person added from a conference call

While active on a conference call, press the Drop button.
Dropping a person from a conference call

1. From the Phone screen, select the Details softkey (if available) during a conference call.
2. Scroll to the person you want to drop.
3. Press the Drop button.

Silencing a person on a conference call

Only people calling from external numbers can be silenced on a conference call.

1. From the Phone screen, select the Details softkey (if available) during a conference call.
2. Scroll to the person you want to silence.
3. Press the Silence softkey.
Chapter 6: Getting your messages

Use the Message button to connect to your voice mail system. When you have messages waiting, the red light on the upper right-hand corner of your telephone is illuminated. Your messages are an administered function. Contact your system administrator with any questions.

Logging into your voice mail

1. To log in to your voice mail, press the Message button.
2. Follow the voice prompts from your voice mail system.
Getting your messages
Chapter 7: Bridged call appearances

Your phone may show one or more bridged call appearances on the display screen in addition to your own call appearances. A bridged call appearance typically belongs to someone else, but bridging allows you to see if that call appearance is in use, answer calls on that appearance, or join a call in progress on that call appearance from your telephone. You can also make outgoing calls on a bridged call appearance when it is not in use.

Answering a call on a bridged call appearance

1. Press the call/line appearance button associated with the bridged call appearance. The ringing bridged call appearance may be selected automatically if there are no other active calls. If you are on another call when a call comes in to a bridged call appearance, you may have to select the ringing bridged call appearance button (just like for an incoming call to a primary line).

2. Press the Answer softkey.

   Answering a call on a bridged call appearance is basically the same as a call on a primary line. If the ringing bridged call appearance is selected, you can answer by picking up the handset, by pressing the Speaker or Headset button, or pressing the Answer softkey.

Joining a call on a bridged call appearance

1. Scroll to the call in progress that you want to join.

2. Press the call/line appearance button for the bridged call appearance, or press the Bridge softkey.
Making an outgoing call on a bridged call appearance

When you make a call on a bridged call appearance, you are using another person’s call appearance. The caller ID may show the call as coming from you or coming from the person whose call appearance you are using. If you have any questions about how the name or extension displays to the person you are calling, contact your system administrator.

1. Press the call/line appearance button associated with the bridged call appearance.
2. Dial the telephone number, or call the person from the contacts list, or call the person from the call log.
Chapter 8: Shared line appearances

If your call processing system is an Avaya Distributed Office system and depending on how it is configured, your phone may show shared line appearances on the display screen in addition to your own lines. A shared line appearance is a line that is shared among multiple users. You can answer a call, join a call in progress, and make an outgoing call on a shared line appearance. The procedures to answer, join, and make a call on a shared line appearance are similar as those for a bridged appearance. But instead of using another person’s line, you are using a shared line.

Answering a call on a shared line appearance

1. Press the call/line appearance button associated with the shared line appearance. The ringing shared line appearance may be selected automatically if there are no other active calls. If you are on another call when a call comes in to a shared line appearance, you may have to select the ringing shared line appearance button (just like for an incoming call to a primary line).

2. Press the Answer softkey.

   Answering a call on a shared line appearance is basically the same as a call on a primary line. If the ringing shared line appearance is selected, you can answer by picking up the handset, by pressing the Speaker or Headset button, or pressing the Answer softkey.

Joining a call on a shared line appearance

1. Scroll to the call in progress that you want to join.

2. Press the call/line appearance button for the shared line appearance, or press the Join softkey.
Making an outgoing call on a shared line appearance

If you have any questions about how the name or extension displays to the person you are calling when you make a call on a shared line appearance, contact your system administrator. You can make only outside calls on shared line appearances.

1. Press the call/line button associated with the shared line appearance.
2. Dial the telephone number, or call the person from the contacts list, or call the person from the call log.
Chapter 9: Contacts

You can save up to 100 names and telephone numbers. For additional information, see Calling a person from the contacts list on page 14.

Viewing contacts details

1. Press the Contacts button.
2. Scroll to the contact you want to view.
   Names are listed alphabetically by last name. To return to the top of the list, press the Contacts button again.
3. Press the Details softkey to see the contact name and number.

Adding a new contact

1. Press the Contacts button.

   ✧ Note:
   If this is the first contact you are adding, skip step 2.

2. Press the More softkey.
   If the More softkey is not displayed and this is not your first contact, press the Contacts button again.
3. Press the New softkey.
4. Enter the name using the dialpad. To enter characters using the dialpad:
   a. 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 character if the characters are on the same key.
   c. To enter a space, press 0.
Contacts

d. Enter remaining letters or numbers.
e. Press Bksp to delete the last character.

🌟 Note:
If you want to remove a letter, number, space, or symbol that is in the middle of the text you entered, use the left and right navigation arrows to place your cursor after the character you want to remove. Once your cursor is in the correct position, press Bksp to remove the character to the left of the cursor.

5. Press the OK button or the OK softkey.
6. Enter the telephone number as you would if you were dialing it directly.
7. Press the Save softkey 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 softkey.
4. Press the Edit softkey.
5. Scroll up or down to choose the field you want to edit.
6. Use the dialpad and softkeys to make changes to the contact information.
7. Press the Save softkey or the OK button to save your changes.

Deleting a contact

1. Press the Contacts button.
2. Scroll to the contact you want to delete.
4. Press the Delete softkey again to confirm.

🌟 Note:
If you press the **Cancel** softkey prior to pressing the **Delete** softkey, your contact information will not be removed.
Contacts
Chapter 10: Call log

You can use the call log to view a list of your recent calls or view separate lists of your outgoing, answered, or missed calls. See Turning call logging on or off on page 35 for information about logging bridged call appearances, line call appearances, and line calls that are answered by others.

Viewing the call log

1. Press the Call Log button.
   You can go to the top of the list by pressing the Call Log button again.
2. Scroll to the right or left to view separate lists of all, answered, outgoing, or missed calls.

Viewing call log details

1. Press the Call Log button.
2. Scroll to the number you want to view.
3. Press the Details softkey to view the name, number, and call duration.
4. Scroll down to view the date and time of the call.
5. Press the Back softkey to return to the list view.
Adding an entry from the call log to your contacts list

1. Press the Call Log button.
2. Scroll to the number you want to add to your contacts list.
3. Press the Details softkey.
4. Press the +Contact softkey.
   If your contacts list is full, the +Contact softkey is not displayed.
5. To edit the name or number, scroll up or down and edit as appropriate.
6. Press the Save softkey or the OK button.

Removing an entry from the call log

1. Press the Call Log button.
2. Select the number you want to delete.
4. Press the Delete softkey again to confirm.

Clearing all entries from the call log

Clearing all entries from a call log deletes all of the entries for the specific list you are viewing. For example, if you are viewing the Outgoing calls list, only outgoing calls are deleted from the call log. However, if you are viewing the All calls list, pressing the DelAll softkey deletes all calls from the call log.

1. Press the Call Log button.
2. Select the list you want to delete.
3. Press More > DelAll to delete all of the entries in the list you are viewing.
4. Press the DelAll softkey again to confirm.

---

Turning call logging on or off

You can turn call logging on or off. In addition to logging your primary calls, if you have bridged call appearances or line call appearances, you can choose whether or not to include those calls in your call log.

You can also choose whether or not you want to include line call appearances that are answered by others in your call log. For example, if Log Line Calls is turned on, but you do not want line calls that are answered by others to appear as missed calls in your call log, turn on Log Answered by Others. Configured in this way, the line calls that are answered by others will appear as answered calls in your call log. To include calls only on your primary lines in your call log, turn off Log Bridged Calls and Log Line Calls.

---

1. Press the A button.
2. Select Applications.
3. Press the Select softkey.
4. Select Call Log.
5. Press the On or Off softkeys, the OK button, or the right or left navigation arrow to turn call logging on or off.
   The call log must be turned on in order to log line calls or bridged calls. If the call log is turned off, no calls are logged even if Log Line Calls or Log Bridged Calls is turned on.
6. Press the Back softkey.
7. Select Log Bridged Calls, Log Line Calls, or Log Answered by Others.
   Log Line Calls must be turned on in order for Log Answered by Others to operate.
8. Press the On or Off softkeys, the OK button, or the right or left navigation arrow to turn call logging on or off.
Chapter 11: Advanced telephone features

Avaya call management systems provide many advanced telephone features such as Directory, Call Forwarding, and Abbreviated Dial buttons. These features are administered on the feature buttons on your telephone. The features are identified on the associated paper labels. The features that have been administered for your telephone are also listed in the Features Menu that you can access from the Phone display. For more information about the Features Menu, see Features menu, on page 41.

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

The Call Forward feature allows you to forward your incoming calls to another number. You must enter the telephone number where the calls will be forwarded each time you use this feature. You can forward calls only to internal numbers.

If you use a Feature Access Code to enable call forwarding, the forwarding icon does not appear in the phone display.

1. Press the CFrdw 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. The forwarding icon appears on the top line of your phone display, and the green LED next to the feature button turns on.

3. To turn call forwarding off, press the CFrdw feature button.
   The forwarding icon no longer appears on the top line of your phone display, and the green LED next to the feature button turns off.
Send all calls

The Send All Calls (SAC) feature allows you to send all of your incoming calls directly to a predefined coverage number, typically your voice mail. Incoming calls ring once at your extension and then go directly to a number which is set by your system administrator.

If you use a Feature Access Code to enable Send All Calls, the forwarding icon does not appear in the phone display.

1. Press the SAC feature button to send all calls to coverage. The forwarding icon appears on the top line of your phone display, and the green LED next to the feature button turns on.
2. To turn the feature off, press the SAC feature button. The forwarding icon no longer appears on the top line of your phone display, and the green LED next to the feature button turns off.

Calling a person from the corporate directory

The Directory feature allows you to dial other users in your system by name.

1. Press the Directory feature button.
2. Use the dialpad keys to start spelling the last name of the person you want to call. Press each dialpad key one time for each corresponding letter. For example, for “Hill”, press 4,4,5,5.
3. Press the Next feature button to view the next name alphabetically in the directory, if necessary.
4. Press the Make Call feature button when you see the name you want.
5. To exit the Directory, press the Phone/Exit button or the Exit softkey.

Activating Extension to Cellular (EC500)

The Extension to Cellular (EC500) feature allows you to have incoming calls ring on your office telephone and your cell phone at the same time. This allows you to answer office calls while
you are away from your desk. The cell phone number is programmed by your system administrator.

If you use a Feature Access Code to enable EC500, the forwarding icon does not appear in the phone display.

1. Press the **EC500** feature button to turn the feature on. The green LED next to the feature button turns on.
2. To turn the feature off, press the **EC500** feature button. The green LED next to the feature button turns off.
Advanced telephone features
Chapter 12: Features menu

The Features menu provides access to the same advanced telephone features, such as Directory and Call Forwarding, that are programmed on your feature buttons. In addition to providing another way of accessing the features, you can use the Features Menu to confirm the features programmed on the feature buttons if, for example, a feature button label is missing or labeled incorrectly.

See Advanced telephone features on page 37 for more information about the features that can be administered for your phone.

Accessing the Features menu

1. From the Phone screen, scroll right to access the first feature on the Features Menu. To return to the main Phone screen, press the Phone/Exit button or the Exit softkey.

2. Scroll down to see the features that have been administered for your extension. The green LED next to the Feature button indicates if the feature is currently on or off. If the light is on, the feature is on. The red LED next to the Feature button blinks while the feature label is displayed on the screen.
Features menu
Chapter 13: Avaya Menu

You can use the Avaya Menu to adjust and customize phone settings, configure call logging, 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.

- **Advanced Options**: Lets you select the display language; set automatic gain control on the handset, headset, and speaker; or initiate a manual backup/restore if you have a backup/restore file server. See your system administrator for more information.

- **Network Information**: Shows a summary of network-related parameters for your phone, such as IP parameters and Quality of Service.

- **Log Out**: Lets you log out of your telephone to prevent unauthorized use during your absence.

**Note:**
The sub-menus that appear depend on how your extension was administered. Some sub-menus may not be available.

---

**Adjusting the brightness or contrast of the display**

1. Press the A button.
2. Select Screen/Sound Options.
3. Press the Select softkey or the OK button.
4. Select Brightness or Contrast.
5. Press the **Select** softkey or the **OK** button.
6. Scroll to the right or left to adjust the brightness or contrast.

---

### Changing the ring pattern

1. Press the **A** button.
2. Select **Screen/Sound Options**.
3. Press the **Select** softkey or the **OK** button.
4. Select **Personalized Ringing**.
5. Press the **Select** softkey or the **OK** button.
6. Scroll up or down to see a list of the available ring patterns.
7. Select a ring pattern to listen to it.
8. Press the **Play** softkey to hear it again.
9. Press the **Save** softkey to make it your ring pattern.

---

### Turning button click sounds on and off

1. Press the **A** button.
2. Select **Screen/Sound Options**.
3. Press the **Select** softkey or the **OK** button.
4. Select **Button Clicks**.
5. Press the **On** or **Off** softkeys, the **OK** button, or the right or left navigation arrow to turn sounds on or off.
Turning error tones on or off

1. Press the A button.
2. Select Screen/Sound Options.
3. Press the Select softkey or the OK button.
4. Select Error Tones.
5. Press the On or Off softkeys, the OK button, or the right or left navigation arrow to turn error tones on or off.

Turning the call timer on or off

You can set your call settings to automatically display the duration of calls. You can turn the call timer display on or off.

1. Press the A button.
2. Scroll to Call Settings.
3. Press the Select softkey or the OK button.
4. Select Call Timers.
5. Press the On or Off softkeys, the OK button, or the right or left navigation arrow to turn the call timer display on or off.
6. Press the Phone/Exit button to return to the phone screen.

Turning visual alerting on or off

When the Visual Alerting option is turned on, incoming calls cause the LED in the top right corner of the phone to flash. You can turn Visual Alerting on or off.

1. Press the A button.
2. Scroll to Call Settings.
3. Press the **Select** softkey or the **OK** button.
5. Press the **On** or **Off** softkeys, the **OK** button, or the right or left navigation arrow to turn visual alerting on or off.

---

### Setting redial options

You can set Redial to dial the last number you dialed or to display a list of the last numbers you dialed.

1. Press the **A** button.
2. Scroll to Call Settings.
3. Press the **Select** softkey or the **OK** button.
4. Select **Redial**.
5. Press the **Change** softkey or the **OK** button to toggle between One and List.

---

### Setting the audio path

You can set the audio path of your phone so that when you initiate a call, the audio path automatically goes to either the speakerphone or your headset.

1. Press the **A** button.
2. Scroll to Call Settings.
3. Press the **Select** softkey or the **OK** button.
4. Select **Audio Path**.
5. Press the **Change** softkey or the **OK** button to toggle between Headset and Speaker.
Turning show incoming call on or off

You can set your call settings to automatically display incoming calls. You can turn the Show Incoming Call option on or off.

1. Press the A button.
2. Scroll to Call Settings.
3. Press the Select softkey or the OK button.
4. Select Show Incoming Call.
5. Press the On or Off softkeys, the OK button, or the right or left navigation arrow to turn Show Incoming Call on or off.

Setting automatic gain control

Automatic gain control helps to maintain a constant audio level by automatically increasing or decreasing the gain depending upon the signal level. For high level signals, the gain is reduced and for low level signals, the gain is increased.

1. Press the A button.
2. Scroll to Advanced Options.
3. Press the Select softkey or the OK button.
4. Select Automatic Gain Control.
5. Press the Select softkey or the OK button.
6. Select Handset, Headset, or Speaker.
7. Press the On or Off softkeys, the OK button, or the right or left navigation arrow to turn automatic gain control on or off.
Changing the language

1. Press the A button.
2. Scroll to Advanced Options.
3. Press the Select softkey or the OK button.
4. Select Language.
5. Press the Select softkey or the OK button.
6. Scroll up or down to select a display language.

**Note:**
Other languages may be available. Contact your system administrator.

7. Press the Select softkey or the OK button to change to the selected language.
8. Press the OK button to confirm selection.

Viewing network information

1. Press the A button.
2. Scroll to Network Information.
3. Select Audio Parameters, IP Parameters, Quality of Service, Interfaces, or Miscellaneous.
4. Press the View softkey or the OK button.
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