

1608 IP Phone (cont'd)

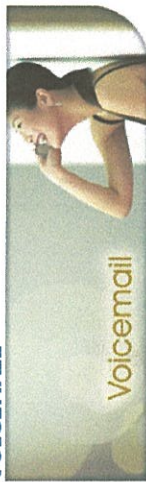
APPLICATION SETTINGS

- Enabling Call Log
- Personalizing your button labels

SCREEN AND SOUND ADJUSTING

- Contrast control
- Selection of Ringers
- Button clicks and tones

VOICEMAIL



AVAYA 1608 IP Telephone And VoiceMail User Guide

To get Messages

- To listen **Press 2**
- Delete Message **Press 0**
- Skip to next message **Press *3**
- Replay Message **Press #**
- Forward with Comment **Press 2 3**
- Press 1 2**

Create Personal Greeting

- Listen to greeting in use **Press 3**
- To create/change/Delete **Press 1**
- Indicate greeting no **eg: 1,2,3,4**
- Record your greeting **Press # to approve**
- or **Press 1 to edit**
- To replay **Press 2 3**
- To delete **Press *3**
- Activate greeting for all calls **Press 1**

First time login

From Office – Dial your voicemail access extension **5999** or press the **MESSAGE** button.

Prompt: Enter your extension and press #
Prompt: Enter Password and #
Your initial password is **1235**

System will prompt user to change password (4-digits).

Change your password and record your name

- To Record Name **Press 1**
- Record your name and **Press 1**
- Approve **Press #**
- Re-record Name **Press 1**

Access internally – Dial voicemail extension number
Prompt: Enter Password followed by #

Access Externally outside of the office
Dial the DDI number **6372 5999**
Prompt: Enter your extension and press #
Prompt: Enter Password followed by #

Change Password

- Mailing List **Press 5**
- Password **Press 1**
- Re-record Name **Press 4**
- Approve **Press 5**
- Press #**

Record & send messages

- Record your message after the tone "beep" **Press 1**
- When finish recording **Press #**
- Enter recipient's extension no. & # **Press #**
- Finish Addressing **Press #**
- Deliver Message **Press #**

main menu

1 2 3 4 5 6 7 8 9 *

- To record and send messages **Press 1**
- To retrieve Messages **Press 2**
- Personal Greeting **Press 3**

Press **9 to Disconnect from Voice Mail

Press *7 to Return to mail menu

Press # to Skip to next message

Press *4 for Help

Press 1 to skip greeting and leave a message



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4. REDIAL

The last number called will be redialed (there are options to this – see Avaya Menu)

5. HOLD

- To put a call on hold, press **HOLD** button
- Press **Resume** to retrieve the call

6. CALL TRANSFER

- Press **Transfer**
- Dial required number, Press **Clear** if there is an error
- Wait for calling party to answer if necessary
- Press **Complete** to transfer the call
- Press **Cancel** to take back the call

7. CONFERENCE

To set up a conversation of up to 6 parties including yourself

- Dial 1st party telephone number
- Press **Conf**, 1st party is on hold
- Dial 2nd party telephone number
- Press **Join** to connect all parties
- Press **Add** to connect another party
- Press **Join** to connect all parties

8. CALL PICK

Call Pick button green light indicator will flash when someone phone is ringing within the same group

- Press **Call Pick** button and the call will be connected

9. DIRECTORY

To search directory for a name, using the dial pad

- Press **Directory** (observe the phone screen display)
- Key in last name using the dial pad
- Press **Next** to scroll within the alphabet
- Press **Make Call** to call

10. CALL FORWARD

To divert your calls to another extension or external number

- Select **Call Forward** button on your Avaya phone
- You will hear a dial tone
- Enter the number you want forward to
Eg: 5717 or external 9 97581238
- Listen for a confirmation tone (indicator on)

Note: Please check with your company administrator if you are authorize for forwarding to external numbers.
To Cancel:

- Press **Call Forward** to turn off (indicator off)

1. GENERAL INFORMATION

Line 1 - allows you to answer or make calls
Line 2 - allows you to answer or make calls
Line 3 - allows you to dial out while holding the other lines but is not able to receive incoming calls
All calls will be routed to voicemail after 3 rings

2. How to Answer Incoming calls and dial out

To dial out press **9** followed by desired number
To dial IDD press **9** followed by the overseas number followed by #
Eg: 9 001 852 846328120#

To answer a call, press **Answer**

- Lift the **Handset** to answer
- Press **IGNORE** to stop the ringing of an incoming call (**IGNORE** appears when the ringing starts)
- To answer another call, while on the 1st line Press the white line button next to the incoming call
Your system has an auto-hold feature turned on

To adjust the volume for either ringing or talking:

Press the volume control button by pressing the keys left and right allows you to adjust volumes for: Ringer, Handset and Speaker whilst talking handsfree
The level will be shown on the LCD display as follows: ■■■■■

3. MUTE

This feature prevents the caller from hearing you when you are speaking to someone

- Press **MUTE** (Red light is on)
- Press **MUTE** to resume conversation
(Red light goes off)

11. CONTACTS

Adding a new contact

- Press the **CONTACTS** button
- Press **New**
- (Press **More** if you do not see **New**)
- Enter the **Name** using the dial pad (as per mobile phone)
- Press **OK**
- Enter the **Number**
- (Remember to use the full access codes)
- Once finished press **SAVE** and Exit

Calling a person from the Contact List

- Press **Contacts**
- Select the person you want to call
- Press **OK** or **CALL**

Deleting a new contact

- Press the **CONTACTS** button
- Press **More**
- Press **Delete**
- Press **Delete** again

12. CALL LOG

All missed, incoming and outgoing calls are logged in the phone

- Press **HISTORY** and you will see the list of outgoing, incoming answered, and incoming missed calls
- Scroll to the right or left to view separate lists of your incoming, missed, answered, or outgoing calls lists

Viewing call log details

- Press **Call Log**
- Select the number you want to view

13. MENU

The Avaya Menu allows you to change the phone settings

Press **MENU** button to view the various selection Use the navigator to scroll through the settings Select the following:

CALL SETTINGS

- Phone screen on calling out - Yes/no
- Redial One number or list
- Visual Alerting on/off
- Pair Contacts to Calls