Using Avaya B199 IP Conference Phone

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Note

Using a cell, mobile, or GSM phone, or a two-way radio in close proximity to an Avaya IP telephone might cause interference.

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1. L'appareil ne doit pas produire de brouillage, et
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Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (EIRP) is not more than that necessary for successful communication.

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Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

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1. It is possible that this equipment or device may not cause harmful interference, and
2. This equipment or device must accept any interference, including interference that may cause undesired operation.

La operación de este equipo está sujeta a las siguientes dos condiciones:

1. Es posible que este equipo o dispositivo no cause interferencia perjudicial y
2. Este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

U.S. Federal Communications Commission (FCC) Statements

Compliance Statement

The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

To comply with the FCC RF exposure compliance requirements, this device and its antenna must not be co-located or operating to conjunction with any other antenna or transmitter.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interferences that may cause undesired operation.

Class B Part 15 Statement

For product available in the USA/Canada market, only channel 1~11 can be operated. Selection of other channels is not possible.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designated to provide reasonable protection against harmful interferences in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interferences to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.

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- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Radiation Exposure Statement

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment . This equipment should be installed and operated with minimum distance of 8 in or 20 cm between the radiator and your body. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

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General Safety Warning

- Use only the Avaya approved Limited Power Source power supplies specified for this product.
- Ensure that you:
  - Do not operate the device near water.
  - Do not use the device during a lightning storm.
  - Do not report a gas leak while in the vicinity of the leak.
- Do not push objects into holes and ventilation slots of the device.
- Do not place a naked flame source, such as lighted candles, on or near the device.
- Do not intentionally hit the device or place heavy or sharp objects on the device.
- Do not attempt to repair the device yourself. Always use a qualified service agent to perform adjustments and repairs.
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Chapter 1: Introduction

Purpose

This document describes the procedures for using Avaya B199 IP Conference Phone. It is intended for the phone end users.

Chapter 2: Overview

Phone overview

Avaya B199 is a SIP conference phone that you can use to make calls and hold conferences with a better audio quality. It provides an improved user experience and ensures an easier connection to audio conference bridges. The phone is based on a multi-connectivity platform to leverage BYOD.

The features of the conference phone include a simple-to-use 4.5 inch graphical LCD with a backlight and volume up/down and mute buttons. Two more mute key buttons are located along the perimeter of the device. You can attach additional expansion microphones or cascade three Avaya B199 devices in a daisy chain to expand the audio distribution and pickup in the room.

Safety guidelines

Ensure that you are familiar with the following safety guidelines before installing, configuring, and administering Avaya B199.

Note:

This conference phone is not designed for making emergency telephone calls when the power fails. Make alternative arrangements for access to emergency services.

- Read, understand, and follow all the instructions.
- Use the external power supply that is included in the package. Using another power supply might cause damage to the phone or affect its reliability. If you are not sure of the type of power supply in your location, consult your dealer or local power company.
- Do not place this phone on an unstable cart, stand, or table. Avaya B199 may fall, causing serious damage to the device.
- Do not drop, knock, or shake the phone. Rough handling can break internal circuit boards.
- Ensure that the power cord or plug is not damaged.
- Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
- Avoid wetting the device to prevent fire or electrical shock hazard.

- Unplug the device from the wall outlet before cleaning. Do not use liquid or aerosol cleaners, harsh chemicals, cleaning solvents, or strong detergents to clean the device. Use a damp cloth for cleaning.
- Avoid exposing the phone to high temperatures, low temperatures below 0°C (32°F), or high humidity.
- Do not block or cover slots and openings of the phone. These openings are provided for ventilation, to protect the phone from overheating.
- Never push objects of any kind into this phone through cabinet slots as they might touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock.
- Do not disassemble this product to reduce the risk of electric shock. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock during subsequent use.
- Do not use the phone to report a gas leak in the vicinity of the leak.
- Do not use the phone near intensive care medical equipment or close to persons with pacemakers.
- Do not place the phone too close to electrical equipment such as answering machines, TV sets, radios, computers, and microwave ovens to avoid interference.

Important:

In case Avaya B199 and the corresponding accessories are damaged, the device does not operate normally or exhibits a distinct change in performance, refer for servicing to the qualified service personnel.

Physical layout

Figure 1: Front view of Avaya B199 IP Conference Phone

The following table lists the buttons and the other elements of Avaya B199 IP Conference Phone.

Callout number	Description
1	Mute buttons
2	Volume down button
3	Volume up button
4	NFC tag
5	Touch screen
6	LED status indicators

Connection layout

Figure 2: Connection layout of Avaya B199 IP Conference Phone

The following table lists the sockets and ports available on Avaya B199 IP Conference Phone for connection.

Callout number	Description
1	RJ 45 Network connection socket
2	USB Type-A Connection
3	Micro-USB Type-B Connection
4	Expansion microphone ports
5	Headset connection port

Dimensions

The following table shows the dimensions of Avaya B199 IP Conference Phone.

Parameter	Dimension
Width	326.41 mm
Length	369.87 mm
Height	74.7 mm

Icons

Icons on the on the main screen of Avaya B199 IP Conference Phone

Icon	Name	Description
	Contacts	To add, search, edit, and delete contacts from the phone.
	Dialpad	To dial phone numbers and codes for telephone operations or Avaya Unite connection.
	Recent	To check the call list. The phone provides the following information about the calls: • **Number**. You can view the number or the name of the contact from the phone book. • **Date**. You can view the information when the phone received the call. For the current day the phone informs how many minutes or hours ago it received the call. • **Duration**. You can view the information in the `mm:ss` format. • **Direction**. You can view the incoming, outgoing and missed calls.

Table continues…

Icon	Name	Description
	Settings	To check and configure the settings from the phone. You can view the phone's status and reach the menu.
	Mute	To mute and unmute the phone.
	Volume up	To increase the phone's volume level.
	Volume down	To decrease the phone's volume level.

Other icons of Avaya B199 IP Conference Phone

Icon	Name	Description
	Menu	To access and configure the phone's settings. You can configure the following settings: • Phone settings • SIP settings • Network settings • Time settings
	Home	To return to the main screen.
	Off-hook	To indicate the phone's off-hook status.
	On-hook	To indicate the phone's on-hook status.
	Incoming call	To show an incoming call.
	Outgoing call	To show an outgoing call.
	Hold	To indicate that a call is on hold.
	Conference	To organize a conference call.
	Split	To divide a conference call into several separate calls.

Table continues…

Icon	Name	Description
	Add participant	To add a participant to a conference call.
	Contact	To view a contact in the phone book.
	Edit	To edit the information.
	Caps	To capitalize the letters.
	Delete	To delete an unneeded number or letter.
	Enter	To confirm the input of information.
	Confirm	To agree with information.
	Reject	To disagree with information.
	Arrow down	To move to the sections below.
	Arrow up	To move to the sections above.
	Arrow left	To return to the previous page.
	Arrow right	To move to subsections of a section.
	Avaya Unite connected	To show the connection of the phone to Avaya Unite.
	Bluetooth	To indicate an active Bluetooth connection.
	USB	To indicate an active USB connection.
	Daisy chain	To indicate that the phone is in a daisy chain mode and is connected to the master device.

Table continues…

Icon	Name	Description
	Wi-Fi	To indicate a Wi-Fi connection.
	Volume level	To show the volume level and modify it.
	Loading	To show that the phone is loading the firmware.
	Information	To indicate the important information for the phone user.

LED status indicators

The LEDs on the phone indicate the status of a call: an incoming call, a call on hold, or a call on mute. The LEDs emit bright red and blue colors that are visible over a distance to draw your attention to the call status as required.

You can also press the status indicator LEDs to mute and unmute the phone.

LED color	Description
Steady red	Microphones are on mute.
Flashing red	A call is on hold. Microphones and the speaker are turned off.
Steady blue	A call is in progress.
Flashing blue	An incoming call is ringing.
LED Off	The phone is inactive.

Specifications

The following specifications are supported on Avaya B199:

Name	Description
Power supply	• PoE supports Type 1 and Type 2. • The PoE injector is sold as an accessory.
Power source	• PoE Type 2 (30W) • PoE Type 1 (15W) • Daisy Chain for expansion microphones (30W)

Table continues…

Name	Description
Connectivity	• Ethernet RJ45 10/100/1000 Mbps, PoE Type 1 and 2 (IEEE 802.3af and IEEE 802.3at) • Built-in Bluetooth LE • Built-in Bluetooth Classic (HSP/HFP/A2DP) • USB 2.0 Host • USB 2.0 Device • Daisy Chain connectors (6-pin RJ-type)
Screen	Graphical touch screen with a resolution of approximately 480x800 and size of 4.5”
Acoustics	• 3 symmetrically placed MEMS microphones • Full range speaker in the sealed enclosure
Music	• PoE Type 2: 91 dB and bass boost • PoE Type 1: 87 dB • Daisy Chain: 91 dB
Speech	• PoE Type 2: 91 dB • PoE Type 1: 87 dB • Daisy Chain: 91 dB
USB	• Micro-USB Type B • USB Type-A
Bluetooth profiles	• Bluetooth LE • Bluetooth Classic (HSP/HFP/A2DP).
Accessories	• External AD power supply adaptor • PA interface box • Expansion microphones • Up to 2 additional Avaya B199 devices can be connected to form a daisy chain. • Daisy chain connectors
User interface	• Simplified user interface • Functional keypad and dial pad • LED indicators for mute/hold
Operation environment	• Avaya Aura® • IP Office

Table continues…

Name	Description
Interoperability with PBX and platforms	• Broadsoft • Zang Office • Coredial • Star2Star • Metaswitch

Expansion microphone specification

The following specifications are supported on the expansion microphones of your Avaya B199:

Name	Description
Power supply	Powered over daisy chain.
Connectivity	Connected with a daisy chain connector.
Acoustics	Equipped with 3 symmetrically placed MEMS microphones.
Software	Frost floating-point algorithm.
User interface	• Mute key • Mute LED indicator

Chapter 3: Telephony operations

Regular phone calls

You can make and manage regular phone calls with Avaya B199. Regular call is a traditional telephony option when two persons are speaking over the phone.

Avaya B199 supports the following regular phone call operations:

- Making a call
- Answering a call
- Answering a call while on another call
- Placing the call on hold
- Redialing a number

You can use the volume control buttons on the phone to adjust the volume during a call.

Making a call

About this task

Use this procedure to make a call with Avaya B199.

Procedure

1. On the phone screen, tap the **Dial pad** icon.
2. On the displayed dial pad, dial the number you want to call.
3. **(Optional)** To edit a dialed number, tap the **Delete** icon.
4. Tap the **Off-hook** icon.

   The phone starts dialing the number. The LEDs show a steady blue light. You can see the duration of the call on the screen.

Answering a call

About this task

Use this procedure to answer an incoming call. When there is an incoming call, the phone plays a ringtone, the blue LED starts flashing, and the phone displays the number and the name of the calling person on the screen.

Procedure

1. On the phone screen, tap the **Off-hook** icon.

   When you answer the call, the phone displays the timer. You can control the duration of the call.

2. **(Optional)** Tap the **On-hook** icon to ignore the call.
3. To end the call, tap the **On-hook** icon.

Answering a call while on another call

About this task

Use this procedure to answer an incoming call when you are on a call without dropping the first call. When there is a second incoming call, the phone shows the caller's number and the blue LED starts flashing.

Procedure

1. On the phone screen, tap one of the following:
   a. **Answer Hold**. To answer the second call, and put the first call on hold.
   b. **Answer Drop**. To answer the second call, and drop the first call.
   c. **Ignore**. To ignore the second call, and continue the first call.
2. Go on with the call.

   Avaya B199 stops ringing.

Muting and unmuting a participant on a call

About this task

Use this procedure to mute the other participant on a call.

Before you begin

Start a call.

Procedure

1. On the phone, tap the **Mute** icon.

   The LED color changes from blue to red. The other participant cannot hear what you are saying.

2. To unmute the participant, tap the **Mute** icon again.

Placing a call on hold

About this task

Use this procedure to place an active call on hold and then resume the call.

Before you begin

Start a call.

Procedure

1. On the phone screen, tap the **Hold** icon.

   The LED starts flashing red indicating that the call is placed on hold.

2. Tap the **Hold** icon again.

   The LEDs turn blue indicating that the call is active again.

3. Tap the **On-hook** icon to end the call.

Redialing a number

About this task

Use this procedure to redial the number from your call list.

Procedure

1. On the phone screen, tap the **Recent** icon.

   The phone displays the list of the last incoming and outgoing numbers.

2. Scroll through the list and select the number you want to call.

   The phone displays the following information about the call:

   - Number
   - Date and time
   - Duration
   - Direction

3. Tap the **Off-hook** icon to redial the number.

   The phone dials the selected number.

4. **(Optional)** Copy the number by tapping the **Dial pad** icon.

Calling from the phone book

About this task

Use this procedure to call a contact from the phone book.

Before you begin

Ensure that you have at least one phone book on your phone. For more information about phone books, see Use of phone books on page 25

Procedure

1. On the phone screen, press and hold a number button for two seconds.

   The phone screen displays the phone book with the contacts listed in alphabetical order, starting with the first letter of the pressed number button .

2. Select the contact that you want to call.
3. Tap the **On-hook** button.

Conference calls

You can make and manage conference calls with Avaya B199. Conference call is a telephony option when at least three persons are speaking over the phone.

Avaya B199 supports the following conference call operations:

- Setting up a conference call
- Adding participants to a conference call
- Muting a participant of a conference call
- Dropping a participant from a conference call
- Transferring a conference call to another extension
- Putting a conference call on hold

Setting up a conference call

About this task

Use this procedure to set up a conference call on your phone.

Procedure

1. Tap the **Dial pad** icon.
2. Dial the number of the first person that you want to include in the conference call.
3. Tap the **Conference** icon.

   The phone displays the dial pad.
4. Dial the number of the second person that you want to include in the conference call.
5. Tap **Join** when the called party answers.

   The phone displays the conference call window and starts the conference call. The conference call window displays the names or numbers of the participants on the call and a call timer.

Adding a participant to a conference call

About this task

Use this procedure to add participants to an ongoing conference call.

Before you begin

Start a conference call.

Procedure

1. On the phone screen, tap **Add**.

   The phone displays the dial pad.
2. Dial the number of the person that you want to include in the conference call.
3. Tap **Join**.

   The phone includes the called person into the conference call when the person answers the call.

Muting and unmuting a participant on a conference call

About this task

Use this procedure to mute and unmute any participant on a conference call. This action does not mute other participants on the call.

Before you begin

Start a conference call.

Procedure

1. On the phone screen, tap **Details**.

The phone displays the conference details screen with the list of participants.

2. To mute a participant, press the **Mute** icon.
3. To unmute the participant, press the **Mute** icon again.

Dropping a participant from a conference call

About this task

Use this procedure to drop a participant from an ongoing conference call.

Before you begin

Start a conference call.

Procedure

1. On the phone screen, tap **Details**.

   The phone displays the conference details screen with the list of the participants.

2. Tap the **Drop participant** icon next to the participant in the list.

   The phone displays the confirmation prompt.

3. Confirm your choice.

   The phone drops the participant from the conference call.

4. **(Optional)** On the phone screen, tap **Drop**.

   The phone drops the last participant from the conference call, and the conference call continues with the other participants.

Placing a conference call on hold

About this task

Use this procedure to place an ongoing conference call on hold.

Before you begin

Start a conference call.

Procedure

1. On the phone screen, tap the **Hold** icon.

   The LED indicators flash red to indicate the **Mute** status.

2. To rejoin the conference call, tap the **Hold** icon.

   The phone displays the options that are available for the conference call. The LED indicators turn blue.

Transferring a conference call to another extension

About this task

Use this procedure to transfer the ongoing conference call to another extension in your network.

Before you begin

Start a conference call.

Procedure

1. On the phone screen, tap **Transfer**.
2. On the dial pad, dial the number to which you want to transfer the conference call.
3. Tap **Ok**.

Chapter 4: Phone books and conference guide

Use of phone books

You can create a personal phone book on Avaya B199 in your user profile. The phone book is protected by a password, so you can ensure confidentiality of your contact information.

The maximum number of contacts in the profile's phone book is 1000.

You can do the following in the phone book:

- Add a contact
- Search for a contact
- Edit a contact
- Delete one or all contacts
- Import or export contacts

When you call or receive a call from a contact in your phone book, the phone screen displays that person's name. Otherwise, you can only see the number of the calling person.

Adding contacts

About this task

Use this procedure to add contacts to the phone book. You can do it on the phone or through the web interface.

Procedure

- To add a contact through the web interface, do the following:
  1. Select **Phone book** > **Contacts**.
  2. In the **Name** field, type the contact's name.

     You can enter maximum 15 characters.

3. In the **Number/URI** field, enter the contact's phone number or Uniform Resource Identifier (URI). The format of the number can be:
   - Complete phone number including the country code
   - Phone number including the area code
   - Local phone number only
   - Internal speed dial number for the company's own PBX
   - URI
   - URI with IP address within a local network
4. Click **Save contact**.

- To add a contact on your Avaya B199, do the following:
  1. On the phone screen, select **Menu** > **Phone book** > **Add contact**.
  2. Type the name of the contact.
  3. Tap **Ok**.
  4. Type the phone number.
  5. Tap **Ok**.

Searching for contacts

About this task

Use this procedure to search contacts in the phone book on the phone.

Procedure

1. On the phone screen, select **Menu** > **Phone book** > **Search contact**.
2. **(Optional)** Hold down an alphanumeric button for two seconds.

   The phone displays the contacts whose names start with the letter on the alphanumeric button.
3. Select a contact and do one of the following:
4. To dial the selected contact, tap **Ok** or the **Off hook** icon.
5. To return to the **Phone book** menu, tap **Back**.
6. To exit the menu, tap **Menu**.

Editing contacts

About this task

Use this procedure to edit a contact in the phone book. You can do it on the phone or through the web interface.

Before you begin

The phone book must contain at least one contact.

Procedure

- To edit a contact through the web interface, do the following:
  1. Select **Phone book** > **Contacts**.
  2. Click the **Edit contact** button next to the contact you want to change.
  3. Edit the contact.
  4. Click the **Save contact** button.
- To edit a contact on your Avaya B199, do the following:
  1. On the phone screen, select **Menu** > **Phone book** > **Edit contact**.
  2. Select the contact you want to change.
  3. Tap **Ok**.
  4. Make the change and tap **Ok**.
  5. **(Optional)** To cancel the change, tap **Back**.

Deleting contacts

About this task

Use this procedure to delete a contact in the phone book. You can do it on the phone or through the web interface.

Before you begin

The phone book must contain at least one contact.

Procedure

- To delete a contact through the web interface, do the following:
  1. Select **Phone book** > **Contacts**.
  2. Click the **Erase contact** button next to the contact you want to delete.
  3. Confirm that you want to delete the contact.
  4. **(Optional)** Click the **Erase all** button to delete all contacts.

- To delete a contact on your Avaya B199, do the following:
  1. On the phone screen, select **Menu** > **Phone book** > **Erase contact** .
  2. Select the contact you want to delete.
  3. Tap **Ok**.
  4. Confirm the deletion by tapping **Ok**.
  5. **(Optional)** To cancel the deletion, tap **Back**.

Importing contacts

About this task

Use this procedure to import contact lists to the phone book.

Procedure

1. Organize the contacts in a comma separated values (CSV) file. You can create a CSV file by doing the following:
   - By using Microsoft Excel and saving the file in the CSV format. You must put the names in the first column and the phone numbers or URIs in the second. Do not use hyphens or spaces in the number.
   - By using software that can save the file in an unformatted text format. On a line you must write a name, followed by a semicolon and number. You must save the file with a .csv extension instead of .txt.
2. On the web interface, select **Phone book** > **Contacts**.
3. In the **Import** subsection, select the **Scroll** button.
4. Open your CSV file.

   The name in the file must be maximum 15 characters long, as the phone screen cannot display more than 15 characters.
5. Select the **Import** button.

   The phone retains the existing contacts during importing.

Exporting contacts

About this task

Use this procedure to export contacts from Avaya B199. You can also import the exported phone book to another conference phone.

Procedure

1. On the web interface, select **Phone book** > **Contacts**.

2. In the **Export** subsection, select the **Export** button.
3. Save the document.

Viewing the phone book status

About this task

Use this procedure to view the phone book status on Avaya B199 and manage your contacts accordingly.

Procedure

On the phone screen, select **Menu** > **Phone book** > **Status**.

The phone displays the following:

- The number of stored contacts
- The number of free contacts that can be added

Use of the conference guide

Avaya B199 supports creation of conference groups in the phone book. You can do it to make the organization of conferences easier.

The maximum number of conference groups in the Avaya B199 phone book is 20.

You can create conference groups on the phone or through the web interface. You can do the following with your conference groups:

- Add a conference group.
- Search for a conference group.
- Make a conference group call.
- Edit a conference group.
- Delete one or all conference groups.
- Import or export conference groups.

Adding conference groups

About this task

Use this procedure to add a conference group to the phone book through the web interface or the phone.

Procedure

- To add a conference group through the web interface, do the following:
  1. Select **Phone book** > **Conference guide**.
  2. In the **Group name** field, type the conference group name.

     You can enter maximum 15 characters.
  3. In the **Part name** field, type the names of the conference group members.
  4. In the **Number/URI** field, type the member's phone number or URI.
  5. **(Optional)** Add members from **Phone book**.
  6. Click the **Add group** button.
- To add a conference group on the phone, do the following:
  1. On the phone screen, select **Menu** > **Conf guide** > **Add group**.
  2. Type the group name and tap **Ok**.
  3. To enter the first person, tap **Ok**.
  4. Type the name of the first person and tap **Ok**.
  5. Type the phone number of the first person and tap **Ok**.
  6. To add another person, repeat the last three steps.
  7. Tap **Back** to finish.

Making conference group calls

About this task

Use this procedure to make a conference call with all the members of a specific conference group on Avaya B199.

Before you begin

Create at least one conference group in the phone book.

Procedure

1. Tap the **Conference** button.
2. Select the conference group that you want to call.
3. **(Optional)** To view the members of the conference group, tap **Ok**.
4. Tap the **Off hook** button.

   The phone dials all the contacts in the conference group. The connected status is indicated next to the contact's name as soon as the person answers.

Searching for a conference group

About this task

Use this procedure to search a conference group in the phone book on the phone.

Procedure

1. On the phone screen, select **Menu** > **Conf guide** > **Search group**.
2. Select the conference group.
3. To make a call to the selected conference group, tap one of the following: **Ok** or the **Off hook** icon.

Editing conference groups

About this task

Use this procedure to edit a conference group in the phone book through the web interface or the phone.

Before you begin

Create at least one conference group in the phone book.

Procedure

- To edit a conference group through the web interface, do the following:
  1. Select **Phone book** > **Conference guide**.
  2. Click the **Edit group** button next to the conference group that you want to change.
  3. Edit the conference group.
  4. Click the **Save group** button.
- To edit a conference group on the phone, do the following:
  1. On the phone screen, select **Menu** > **Conf guide** > **Edit group**.
  2. Select the conference group that you want to edit.
  3. Tap **Ok**.
  4. Select one of the following:
     - To edit the name of the conference group, select **Edit name**.
     - To add a participant to the conference group, select **Add part**.
     - To edit a participant of the conference group, select **Edit part**.
     - To delete a participant from the conference group, select **Erase part**.
  5. Tap **Ok** to save the changes.

Deleting a conference group

About this task

Use this procedure to delete a conference group from the phone book through the web interface or the phone.

Before you begin

Create at least one conference group in the phone book.

Procedure

- To delete a conference group through the web interface, do the following:
  1. Select **Phone book** > **Conference guide**.
  2. Select one of the following buttons:
     - To delete a specific conference group, click the **Erase group** button next to the conference group that you want to delete.
     - To delete all conference groups, click the **Erase all groups** button.

     Tap **Ok** to confirm the deletion.
- To delete a conference group on the phone, do the following:
  1. On the phone screen, select **Menu** > **Conf guide** > **Erase group**.
  2. Select the conference group that you want to delete.
  3. Tap **Ok**.
  4. Tap **Ok** to save the changes.

Importing conference groups

About this task

Use this procedure to import conference groups to the phone book through the web interface.

Before you begin

Organize the conference groups in a CSV file. The file must contain the name of the group in the first column, the names of the group members in the second column, and their phone numbers or URIs in the third column.

Procedure

1. On the web interface, select **Phone book** > **Conference guide**.
2. In the **Import** subsection, click the **Scroll** button.
3. Open your CSV file.
4. Click the **Import** button.

The phone retains the existing conference groups while importing the new ones.

Exporting conference groups

About this task

Use this procedure to export the conference groups from Avaya B199 through the web interface. You can also import the exported conference groups to another conference phone.

Before you begin

Create at least one conference group in the phone book.

Procedure

1. On the web interface, select **Phone book** > **Conference guide**.
2. In the **Export** subsection, click the **Export** button.
3. Save the document.

Viewing the conference guide status

About this task

Use this procedure to view the conference guide status on Avaya B199 and manage your conference groups accordingly.

Procedure

On the phone screen, select **Menu** > **Conf guide** > **Status**.

The phone displays the following:

- The number of stored conference groups
- The number of free conference groups that can be added

Chapter 5: Settings configuration and management

Use of the web interface

You can use the web browser of a PC connected to the same network to manage contacts, conference groups, and settings in Avaya B199.

All the settings that can be made directly on Avaya B199 can also be adjusted through the web interface. You can import and export contacts and conference groups, name user profiles, view logs, and configure the basic settings in the web interface.

Note:

For security reasons, recordings can only be managed directly on Avaya B199.

The user can view and change the user account PIN code in the web interface. The administrator can always view and change the PIN code to the user account. The default setting for the PIN code is `0000` for the user account .

Important:

Change the PIN code to protect the settings.

Viewing the IP address

About this task

Use this procedure to view the IP address of your Avaya B199. You can use this address to log into the web interface of the conference phone and manage the settings in the device through the web browser.

Procedure

1. On the phone's screen, tap **Settings**.
2. Tap **Status**.

   The phone displays the following hardware details:

   - IP address
   - MAC address
   - Bluetooth MAC Address