

- Hardware revision
 - Software including the application version and the date of release
3. **(Optional)** Tap the > icon.
 4. Tap the < icon twice to return to the Home screen.

Logging in to Avaya B199

Procedure

1. On your web browser, type the IP address of your phone.
2. Click **Enter** to log into the web server of your Avaya B199.
3. Enter your password.

The default password is 0000 for the user account.

Changing the PIN code

About this task

Use this procedure to change the PIN code of the user account through the web interface.

Procedure

1. On the web interface, select **Settings**.
2. Click the **Basic** tab, and on the **Default** line, click the **Edit** button .
3. Enter a new PIN.
The maximum PIN code length is eight digits.
4. Click the **Set** button.
5. Click the **Save** button.
The phone changes the PIN code of the user account.
6. Save the new PIN codes for future use.

Configuration of the basic settings

You can configure the basic settings directly on Avaya B199. For that you need to navigate through the menu and select the options you need. Using the web interface make the settings configuration easier. This guide provides the explanations of both options for you to choose the more convenient one.

The following basic settings of Avaya B199 can be configured by any user:

- Language
- Time and date format
- Ring level
- Key tone
- Recording
- Recording tone
- Auxiliary port
- Equalizer
- Screen text

To configure other basic and advanced settings you must log in as the administrator. For more information about the basic settings, see [Basic settings](#) on page 37.

 **Note:**

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

Configuring the basic settings on the phone

About this task

Use this procedure to configure the settings on the phone:

Procedure

1. On the phone screen, tap **Settings** > \equiv > **Basic**.
2. Choose the parameter that you want to configure and proceed to the options available.
3. After the choices are made, press **OK**.

Configuring the settings by using the web interface

About this task

Use this procedure to configure the settings through the web interface of your Avaya B199. Note that only administrator can configure all the settings.

Procedure

1. Log in to the web interface of Avaya B199.
2. Click **Basic**.
3. Choose the parameter that you want to configure and proceed to the options available.

4. Click the **Save** button.

Basic settings

To configure the following parameters, go to **Settings > Basic** for Avaya B199.

Name	Description
Language	To select the appropriate language. The options are: <ul style="list-style-type: none"> • English • French • Spanish • German • Italian • Russian • Nordics • Dutch • Polish • Turkish • Traditional Chinese
Ring level	To choose from six volume levels and a silent mode. You hear the ring tone for each level that you select. If you select the silent mode, only the blue LEDs on the phone flash when a call is received.
Key tone	To choose whether you want a tone to be heard when you press a button.
Equalizer	To adjust the sound reproduction to the required pitch. The options are: <ul style="list-style-type: none"> • Soft • Neutral • Bright
Date format	To set the date representation format most convenient to you.
Time format	To choose between the 12-hour and 24-hour time representation format.
Recording	To enable or disable recording the voice sessions on the phone. ★ Note: Only the administrator can turn a recording on or off.
Recording tone	To enable or disable a recording tone on Avaya B199. Recording tone is a short beep that is heard every 20 seconds, so that all the parties in the call know it is being recorded.

Table continues...

Name	Description
Screen text	To place text that the screen will display when the phone is in a stand-by or on hook mode.
Auxiliary port	To select a wireless headset or an external PA system-activating features for external microphone mixer and the PA system. An optional PA interface box is required to connect the PA system. ★ Note: Do not select the PA option unless a PA system is connected. With this option, the internal microphone and internal speakers are turned off. However, you can select the Headset option regardless of the headset connection.
Bluetooth PIN code required	To enable or disable the use of a PIN code for Bluetooth activation. When you enable this parameter, it prevents a man-in-the-middle attack. ★ Note: Only the administrator can configure this parameter.
Wall mount	To enable or disable mounting the phone onto the wall. ★ Note: Only the administrator can configure this parameter.
Daisy chaining	To connect up to three Avaya B199 devices in a daisy chain cascade. To do so, you must define the roles of your phones: a master or a slave. The phone stores the configuration after it is assigned a role. ★ Note: Only the administrator can configure this parameter.

Configuration of the system settings

You can configure the following Avaya B199 system settings:

- System restart
- System reboot
- System reset

The **System restart** and **System reboot** settings can be configured only through the web interface. You can reset the system setting to the default parameters on the phone.

★ **Note:**

The phone resets the phone book, conference guide and all basic settings, but it does not reset the account, network and SIP settings.

Restarting the system

About this task

Use this procedure to restart the phone, which is required to start applying the new settings after you configure the settings. Note that the restart influences only that part of the system where parameters were changed.

The phone restart takes about thirty seconds.

Procedure

1. On the web interface, select **Settings > System**.
 2. Click the **Restart** button.
-

Rebooting the system

About this task

Use this procedure to reboot this phone and restart the whole system covering all the parameters. This is useful when there is some failure in the phone operation.

The phone reboots for about two minutes.

Procedure

1. On the web interface, select **Settings > System**.
 2. Click the **Reboot** button.
-

Resetting the system

About this task

Use this procedure to reset your Avaya B199 to the default settings.

Before you begin

Keep the information related to the phone book, conference guide and all basic settings because the phone resets it to the factory default settings.

Procedure

1. On the phone, select **Menu > Settings >Basic**.
2. Tap **Ok**.
3. Select **Default**.
4. Confirm your choice.

Profiles

You can personalize and make your phone book, conference groups, and basic settings inaccessible for other users on Avaya B199. To do it, you must create your personal user profile on the phone. Avaya B199 supports four user profiles, each holding up to 1000 contacts and 20 conference groups.

Settings that are unique for each profile are:

- Language
- Ringtone level
- Keypad tone
- Time format
- Equalizer
- Display text

The procedures to manage the contacts and settings of your profile are regular procedures for configuration of the basic settings and managing phone books. The changes that you make do not affect the default and other user profiles. For more information about the basic settings, see [Basic settings](#) on page 37

You must enter a PIN code to enter your profile. By default, the PIN code is 0000, which you must change when you first enter your user profile.

 **Note:**

The user profile name and the PIN code can only be changed through the web interface. The administrator can change all user profile names and PIN codes.

Using a user profile on the phone

About this task

Procedure

1. On the phone screen, tap *.
2. Select **Profiles**.
3. Choose the profile that you need and proceed to the options available.
4. Tap **OK**.
5. Enter the PIN code for the profile.
6. To log out of the profile, on the phone screen, tap * > **Profiles**.
7. Select **Logout**.
8. Tap **OK**.

Call lists

You can check the list of calls received by Avaya B199. Calls are grouped as:

- Recent calls
- Incoming calls
- Outgoing calls
- Missed calls

Avaya B199 always shows calls lists in chronological order.

You can see the following information about each call:

- Call group
- Time of the call
- Name, number, or URI of the contact.

*** Note:**

You can see the names only of contacts in your phone book. The unlisted calls show only as a number or a URI.

Checking call lists

About this task

Use this procedure to check the call lists on your conference phone.

Procedure

1. On the web interface, select the **Call list** tab.
2. Select the call group tab to check the following types of calls:
 - **Recent**
 - **Incoming**
 - **Outgoing**
 - **Missed**

Chapter 6: Connectivity

Connection to other devices

Avaya B199 is based on a multi-connectivity platform and uses the following features and accessories to connect to a personal computer, deskphone, headset, extension microphones, PA system, and other devices:

- Built-in Bluetooth LE
- Built-in Bluetooth Classic (HSP/HFP/A2DP)
- USB 2.0 Host
- USB 2.0 Device
- Built-in NFC tag
- AUX

You can bridge together all the active connections into a combined conference call.

Cable connection

Avaya B199 supports cable connection to a personal computer, deskphone, headset, extension microphones, PA system, and other devices. The phone has the following connection ports:

- AUX
- USB Type A
- USB Type B

When connected with a cable, Avaya B199 serves as a full duplex, echo cancellation and noise reduction device. The audio signal is also available for manual adjustment in the communication software, for example, in Skype®.

Connection to a personal computer or a deskphone

You can connect your Avaya B199 to a personal computer, a laptop, or a deskphone by using a USB cable.

The connected device normally uses the phone as a speaker and a conference unit. When the computer starts communication software or audio recording software, the microphone on the phone is also activated. At the same time, the blue LEDs on the phone light up.

You can make VoIP calls by using Skype®, an online meeting service or some other Voice over IP (VoIP) software.

Connecting to a personal computer or a deskphone

About this task

Use this procedure to connect your Avaya B199 to a personal computer, a laptop, or a deskphone with a cable. When connected, the phone becomes an echo-cancelling device with support for volume control. This connection ensures better sound quality that can be manually adjusted in the appropriate applications on the PC.

Before you begin

Prepare USB micro Type B receptacle for connection purposes.

Procedure

1. Use the USB cable to connect the phone and the computer.
The Avaya B199 screen shows that the USB mode is enabled.
Note that If you are in an active VoIP call, USB mode is not enabled until the call ends.
2. **(Optional)** Access the computer settings and select the phone as the audio device. The computer's operating system automatically selects the phone as a speaker and microphone.
3. **(Optional)** Restart the software to switch to the new audio device if the computer has active software that is using the computer's built-in speakers.

Managing VoIP calls through a PC

About this task

Use this procedure to manage VoIP calls through a personal computer or a laptop. The phone functions as a speaker and microphone for the PC and the LEDs show a steady blue light.

Before you begin

- Turn on the PC.
- Connect Avaya B199 with the USB receptacle to the PC.
- Select Avaya B199 as the audio device in the computer's settings.
- Run the VoIP software.

Procedure

1. In the VoIP software, select the contact to call.
2. Dial the number and talk to your contact. Note that during an active USB call, incoming VoIP calls are rejected with a busy signal.
3. End the call in the computer's VoIP software.

The phone functions as a speaker for the computer.

Connection to a mobile device

You can connect your Avaya B199 to a mobile phone or a tablet by using a USB cable.

After connection, the conference phone works in the same way as a headset connected to the mobile phone. When the mobile device starts a call, the microphone on the phone is activated and the blue LEDs light up.

Normally, Avaya B199 automatically detects a mobile device connection with a cable. However, some mobile phones do not activate the connection until a call starts or the phone is set to sleep after a certain period of inactivity. When you first connect the mobile device to the conference phone, you must make a test call to check the functioning of a specific mobile device.

Connecting to a mobile device

About this task

Use this procedure to connect your Avaya B199 to a mobile phone or a tablet with a cable. When connected, the phone becomes an echo-cancelling and noise reduction device. This ensures a better sound quality and full duplex audio.

 **Note:**

Avaya B199 performs over the full audio bandwidth, but limitations in mobile telecommunications networks can reduce the bandwidth and impact the sound quality. Calls through the updated networks are more likely to have good audio quality.

Before you begin

Prepare the USB micro Type B receptacle for connection purposes.

Procedure

1. Use the USB cable to connect the phone and the mobile device.
Avaya B199 activates the mobile device connection button.
2. Make a test call to check that the other party has good sound quality.

Managing calls through a mobile device

About this task

Use this procedure to manage calls through a mobile phone or a tablet connected to Avaya B199. The phone functions as a speaker and microphone for the mobile device and the LEDs show a steady blue light.

Before you begin

Connect Avaya B199 with the USB receptacle to the mobile device.

Procedure

1. Dial the number on the mobile phone.

2. Do one or more of the following:

- Adjust the volume by tapping the **Volume up / Volume down** icons.

You cannot turn the sound off by using the volume control in the context of telephone communications.

- Put the call on hold by tapping **Hold** icon.

The microphones and speakers are turned off.

- Transfer the call from Avaya B199 to the mobile device and vice versa by removing or connecting the cable from the mobile phone.

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

The **USB** icon on the conference phone remains active until you disconnect the devices.

Bluetooth connection

Avaya B199 provides for wireless communication over Bluetooth with mobile phones, tablets, computers, headsets, and other devices. You can make calls, answer incoming calls, transfer calls, organize and conduct conference calls, and play music over Bluetooth on your conference phone.

Avaya B199 supports classic Bluetooth profiles and Bluetooth LE. Classic Bluetooth profiles and Bluetooth LE can be used at same time.

The phone supports the following three classic profiles of the audio signal transmission over Bluetooth:

Profile	Role	Description
HSP 1.2	Headset	To provide support for the headsets to be used with the phone. Avaya B199 works as a Bluetooth headset.
HFP 1.6	Hands-free unit	To communicate with the hands-free devices. Avaya B199 works as a Bluetooth hands-free unit.
A2DP 1.2	Music playback	To enable Bluetooth audio streaming. The phone works as an audio receiver that can play back music.

You can disable A2DP profile and only support Hands-free profile for music playback.

*** Note:**

You can turn off Bluetooth on Avaya B199. If there is no Bluetooth icon on the screen, you must open the settings and activate Bluetooth. For more information, see [Basic settings](#) on page 37

You must pair and connect the conference phone and the mobile device or a computer to activate the headset, hands-free, and music channels. When Avaya B199 receives audio from a music application, it automatically activates the music mode. When the phone receives audio from a communication application, it activates the call mode.

Pairing and connection

For devices to communicate over Bluetooth, you must pair the devices with regular Bluetooth pairing or by using the Near Field Communications (NFC) tag.

Connection of paired devices

During the pairing, the mobile device and Avaya B199 save information about one another. The devices retain this information even if the connection breaks. Connection might break in the following cases:

- The devices are far apart. Bluetooth has a range of about 10 metres only.
- Bluetooth turns off on the mobile device and the phone.
- Connection breaks on Avaya B199.

You can connect the already paired devices when they come within range of one another.

 **Note:**

The phone supports only one connection over Bluetooth at a time.

Pairing with NFC

About this task

Use this procedure to pair and connect your Avaya B199 with a mobile device by using the NFC tag. Note that the mobile device must support NFC.

Before you begin

Activate NFC on the mobile device, and turn on the screen.

Procedure

1. Hold the mobile device against the NFC tag on the phone.
2. **(Optional)** Move the mobile device back and forth for it and Avaya B199 to make contact through the NFC.

The range is only about one centimeter.

The phone and the device are paired and connected. The phone displays the name of the paired mobile device on the screen. Normally, the paired mobile device activates the music mode on the phone, which is fully controlled by the mobile device. Various mobile devices might function differently.

3. Check that the phone has the **Antenna signal** icon on the screen. The icon shows the signal strength of the mobile device antenna.

Pairing without NFC

About this task

Use this procedure to pair and connect your Avaya B199 with a mobile device without NFC. You can do it from the phone and the mobile device.

! Important:

Do not try to pair from both devices at the same time. This can result in a conflict.

Before you begin

- Get the names of the phone and the mobile device that you want to pair. Note that the name of Avaya B199 can be changed.
- Turn on the Bluetooth on your mobile device and Avaya B199 to make them visible to other Bluetooth devices.

Procedure

- To pair from the mobile device, do the following:
 1. Start a search on your mobile device.
 2. Select the name of your Avaya B199 from the list of available devices.
- To pair from Avaya B199, do the following:
 1. In the dialog box, tap **Add** to start the search.
 2. Add your mobile device.
 3. Select the mobile device from the list of devices found and tap **Ok**.
 4. **(Optional)** On your mobile device, confirm that you want to pair it with Avaya B199.
 5. **(Optional)** Enter the PIN code if the mobile device does not support the Secure Simple Pairing protocol.

The PIN code for connecting to the phone is 0000.

Result

- The phone displays the Bluetooth icon on the screen, the name of the connected mobile device, the strength of the antenna signal, and the **Dial pad** icon.
- The phone also displays the **Music playback** icon if it supports playing music with A2DP.

Connecting paired devices

About this task

Use this procedure to connect your Avaya B199 with a mobile device if they are already paired. You can do it by using the NFC or without using it.

Before you begin

Activate NFC and Bluetooth on the phone and the mobile device.

Procedure

- To connect the devices by using NFC, do the following:

Hold the mobile device against the NFC tag on Avaya B199.
- To connect the devices without using NFC, do the following:
 1. On the phone screen, tap **Bluetooth** to open the list of paired devices.

2. Select your mobile device from the list and tap **Ok**.

The phone transfers any active call on your mobile device to Avaya B199.

Making calls with paired devices

About this task

Use this procedure to make calls with your paired Avaya B199 and the mobile device. You can do it from the conference phone or from the mobile phone.

Procedure

- To make a call from your mobile device, do the following:

1. Dial the number on the mobile phone.

The LEDs on the conference phone turn blue, and the sound comes from Avaya B199.

2. **(Optional)** On the mobile phone, select where the sound comes from:

- the mobile phone
- the headset (Avaya B199)

3. On the mobile phone screen, tap the **On-hook** icon to end the call.

- To make a call from your conference phone, do the following:

1. On the phone screen, tap **Dial pad** and dial the number.

Your mobile phone rings the number. The LEDs on the conference phone turn blue, and the sound comes from Avaya B199.

2. On the conference phone screen, tap the **On-hook** icon to end the call.

Answering calls

About this task

Use this procedure to answer calls from your paired Avaya B199 and the mobile device. You can do it from the conference phone or from the mobile phone.

Before you begin

You must have an incoming call.

Procedure

- To answer the call from the conference phone, do the following:

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

The sound comes from Avaya B199.

2. On the phone screen, tap the **On-hook** icon to end the call.

- To answer the call from the mobile phone, do the following:

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

The sound comes from your mobile phone. Avaya B199 displays the **Transfer to conference phone** icon.

2. **(Optional)** Tap **Transfer to conference phone** icon to transfer the sound to the conference phone.
3. On the mobile phone screen, tap the **On hook** icon to end the call.

Transferring calls between paired devices

About this task

Use this procedure to answer calls between your paired Avaya B199 and the mobile device.

Before you begin

Start a call.

Procedure

- To transfer the call to the mobile device, do the following:

On the conference phone screen, tap the **Transfer to mobile phone** icon.

The phone switches off the LEDs, and the sound is transferred to the mobile phone. The **Transfer to mobile phone** icon changes to the **Transfer to conference phone** icon.

- To transfer the call to the conference phone, do the following:

1. On the conference phone screen, tap the **Transfer to mobile phone** icon.

The sound comes from your mobile phone. Avaya B199 displays the **Transfer to conference phone** icon.

2. Tap the **Transfer to conference phone** icon to transfer the sound to the conference phone.

3. On the phone screen, tap the **On-hook** icon to end the call.

Connecting and transferring ongoing calls

About this task

Use this procedure to connect the paired devices and transfer an ongoing call from the mobile phone to Avaya B199.

Before you begin

- Get paired but do not connect the mobile phone and conference phone.
- Start a call on your mobile phone.

Procedure

1. On the Avaya B199 screen, tap the **Bluetooth** icon to open the list of paired devices.
2. Select your phone from the list.
3. Tap **Ok**.

The LEDs on Avaya B199 light up, and the sound comes from the conference phone.

Using the keypad during calls

About this task

Use this procedure to send digit codes during a call with the paired Avaya B199 and mobile phone. This is required, for example, when you connect to a conference service.

You can send digit codes both from your mobile phone and from Avaya B199.

Before you begin

Start a call.

Procedure

1. On the phone screen, tap **Dial pad**.
2. Dial the digits.
3. Tap **Return to main screen**.

Ending connection to Avaya B199

About this task

Use this procedure to continue your call on your mobile device and end the connection to Avaya B199.

Before you begin

Start a call.

Procedure

1. On the phone screen, tap the **Transfer to mobile phone** icon.
2. Tap the **Bluetooth** icon.
3. Tap **Break connection > Return to main screen**.

Audio receiver function

Avaya B199 supports wireless communication over Bluetooth A2DP optimized for music. It is a one-way audio streaming channel with a higher audio bandwidth.

You must pair and connect the conference phone to a mobile device or a computer with a music application to use the music playback mode. In this mode, the phone screen displays the name of the artist, album, and title of the piece of music , provided that Avaya B199 obtains this information from the source. The mode also has icons to play/pause the music and jump forward and backward in the source's play list.

You can adjust the volume from both the conference phone and the connected device by using the **Volume up** and **Volume down** buttons.

Note:

When there is an incoming call during the music playback, the call takes precedence. The phone attenuates the music and plays the call ring tone .

Bridge connection

Avaya B199 supports bridging all connected devices into a combined conference call. The phone accepts calls until all SIP lines or codecs are allocated. You can answer a call or dial a new number to add to a conference call. The procedure is similar to [Setting up a conference call](#) on page 21 and [Adding a participant to a conference call](#) on page 22. You can handle individual calls with Avaya Unite. For more information, see [Avaya Unite](#) on page 52.

When bridging your computer and the phone, you must activate both sources of sound. Avaya B199 can handle full duplex, echo cancellation, and noise reduction for all bridged sound sources simultaneously.

Note:

The sound from the bridged computer and mobile device can have different levels. To hear all participants of the conference call clearly, adjust each sound source individually .

Chapter 7: Unite application

Avaya Unite

You can manage your Avaya B199 from a mobile phone or a tablet if you have Avaya Unite installed on the device. You can download and install Avaya Unite free from **App Store** and **Google Play** like any other application.

The application provides a simplified user interface for managing the phone. With Avaya Unite, you can call contacts from your local address book, create conference groups, and adjust the phone's settings.

The mobile device with Avaya Unite is connected to the phone over the built-in Bluetooth LE. Avaya B199 is always discoverable for this connection.

You can configure Avaya Unite parameters on the phone through the web interface and from the mobile device with the application installed.

Pairing and connecting devices

About this task

Use this procedure to pair your Avaya B199 with Avaya Unite in your mobile device the first time when you use them together. After that, they connect with one touch when you run the application near the conference phone.

The connection range is up to 20 metres. The connection breaks if this range is exceeded. You see a request to reconnect when Avaya Unite is within the range of Avaya B199. Reconnection requires only one touch.

Important:

You can pair up to 100 mobile phones or tablets with your Avaya B199. But only one user connection is active at a time.

Before you begin

Install Avaya Unite on your mobile device.

Procedure

1. On your mobile device, open Avaya Unite.

The mobile phone displays the closest Avaya B199.

2. Select the phone you want to connect.

- The mobile phone displays a pairing code on the screen.
3. Enter the code with the keypad on the conference phone.
 4. Press **OK** on the conference phone to start pairing.

When the devices are paired, both Avaya Unite and Avaya B199 display a connection symbol.

The conference phone and Avaya Unite remain paired while they are close to one another, and you use them. A connection breaks after 5 minutes of inactivity.

Deleting pairing

About this task

Use this procedure to delete the pairing from either the mobile phone or the conference phone.

Before you begin

Pair Avaya B199 with Avaya Unite.

Procedure

- To delete the pairing from an Android mobile device, do the following:
 1. On the Android mobile device, select **Settings > Avaya Unite**.
 2. Select the device.
 3. Select **Break connection**.
- To delete the pairing from an iPhone or IPad, do the following:
 1. On an Iphone or Ipad, select **Settings > Avaya Unite**.
 2. Select the device.
 3. Select **Forget this device**.
- To delete the pairing from the conference phone, do the following:
 1. On Avaya B199, enter **Menu** and select **Unite**.
 2. Select one of the following:
 - **Delete device** to delete this device.
 - **Delete all devices** to delete all the devices available at the phone.
- To delete the pairing through the web interface, do the following:
 1. On the web interface, select **Advanced > Unite**.

The computer displays the list of paired devices and the number of vacant devices that can be paired with Avaya B199.
 2. Select the device that you want to unpair and click **Erase device**.

3. (Optional) Select **Erase all** to delete all paired devices.
-

Checking the calendar and today's agenda

About this task

Use this procedure to check your calendar on your mobile device with Avaya Unite installed. Then you can arrange calls with the paired Avaya B199 and Avaya Unite.

Before you begin

Allow your mobile device with Avaya Unite to connect to your calendar and agenda.

Procedure

1. On your mobile device, open Avaya Unite.
2. Tap the **Calendar** icon.

The mobile phone displays a list of selected calendars on the screen. Avaya Unite marks each activity that contains call information with a phone symbol.

3. Select a conference call from the list.

The mobile phone displays an overview and a list of other participants of the conference call. Avaya Unite finds the phone numbers, PIN codes, and meeting links in the calendar.

Participating in a conference call from the calendar

About this task

Use this procedure to participate in a conference call from the calendar accessible with Avaya Unite.

Before you begin

Your calendar must contain an invitation to a conference call. The contact information in the conference invitation must comply with the E164 international phone number standard. This guarantees that Avaya Unite interprets the information correctly.

Procedure

1. After you receive a notification about the upcoming conference call to your mobile device, open Avaya Unite.

The application finds the closest Avaya B199.

2. In the conference room, pair Avaya Unite and Avaya B199.
3. Connect to the meeting from the mobile device by tapping the conference in the calendar.

Avaya Unite dials the phone number and enters the PIN code from the conference call invitation.

Starting an unscheduled call

About this task

Use this procedure to start a call that is not scheduled in the calendar. You will have a complete direct control over Avaya B199 during the call from your mobile device with Avaya Unite installed.

Before you begin

Ensure that Avaya B199 is paired with Avaya Unite.

Procedure

1. Do one of the following:
 - Select a number from your personal local phone book.
 - Select a number from your **Favorites**.
 - Select a number from your **Call history**.
 - Dial a number by using the keypad.
- The phone dials the number, and the call starts. The screen displays the name of the person called if this number is registered in the phone book.
2. **(Optional)** Do one or more of the following:
 - a. Adjust the volume on the screen of your mobile device by moving the **Volume up** slider.
 - b. Add additional participants by tapping the **Add participant** icon.
 - c. Split the conference call to separate calls by tapping **Conference**.
 - d. Mute the microphone by tapping **Mute**. To unmute, tap **Mute** again.
 - e. Enter Dual Tone Multi Frequency (DTMF) tone by tapping **Keypad**.
 - f. Put the call for any participant on hold by tapping **Arrow > Hold**.
 - g. Talk to any participant in private by tapping **Arrow > Private**.
 - h. Disconnect any participant from the call by tapping **Arrow > Hangup**.
3. Tap **On-hook** to end the call.

Managing contacts

About this task

Use this procedure to manage contacts with Avaya Unite.

Procedure

1. On your mobile device, open Avaya Unite.

2. Tap the **Contacts** icon.
3. On the screen, tap one of the following:
 - a. **Contacts > Plus** to create a new contact in the phone book.
 - b. **Groups > Plus** to create a new conference group in the phone book.
 - c. **Favorites** and tick the star to add a contact to your favorite contacts list.

Configuring the Avaya Unite settings

About this task

Use this procedure to configure the Avaya Unite settings on the phone, through the web interface or on your mobile device:

Procedure

- To configure the Avaya Unite settings on the phone, do the following:
 1. Select **Menu > Unite** and tap **Ok**.
 2. Select one of the following parameters to modify:
 - **Disconnect**. To disconnect the currently paired and connected mobile device.
 - **Erase device**. To delete a device from the list of the paired devices.
 - **Erase all**. To delete all the paired devices on the phone.
 - **Status**. To check the number of paired devices and vacant positions for future device pairing.
 3. Tap **Ok** to confirm your choice.
- To configure the Avaya Unite settings through the web interface, do the following:
 1. On the web interface, select **Advanced > Unite**.
 2. Select the parameter you want to modify and confirm your choice:
 - **Erase all**. To delete all the paired devices on the phone.
 - **Erase device**. To delete a device from the list of the paired devices.
- To configure the Avaya Unite settings from the application installed on a mobile device, do the following:
 1. Run Avaya Unite on your mobile device.
 2. Connect to the phone.
The phone displays a connection symbol on the screen.
 3. Tap **Settings** and proceed with configuration.

Avaya Unite settings

You can configure the following parameters for Avaya B199 from the Avaya Unite interface:

Name	Description
Connection	To enable or disable the connection to Avaya B199. The options are: <ul style="list-style-type: none"> • On: The default option. • Off: To use Avaya Unite without connection to any Avaya B199. You can use the mobile device with the application for conferencing with the mobile phone subscription.
Moderator code	To join the scheduled conference calls as a moderator. The options are: <ul style="list-style-type: none"> • Use moderator code: To host conference calls over a bridge service. For every call you join with your guest code, Avaya Unite uses your moderator code. • Instead of guest code: The code that you sent to your meeting participants.
Dial prefix	To enter the prefix digits in the Use prefix field.
My bridge	To enter the phone number and optional PIN code of the most frequently used conference service. You can use the My Bridge button to join the conference call.
Meeting notification	To set a reminder about a call. The options are: <ul style="list-style-type: none"> • 5 minutes before • 10 minutes before • 15 minutes before • Never
Calendars to show	To select the calendars in the mobile phone from which you want Avaya Unite to take the information.
Tell a colleague	To share information with a contact. The options are: <ul style="list-style-type: none"> • a messenger • an e-mail application • connection by Bluetooth
Read more about	To get additional information about Avaya Unite.
Feedback and support	To share your experience of using the application and request for support. The options are: <ul style="list-style-type: none"> • a messenger • an e-mail application • connection by Bluetooth

Table continues...

Name	Description
Diagnostics	<p>To select a log of the events for Avaya Unite. The options are:</p> <ul style="list-style-type: none"> • Logger: Shows your actions related to the application initialization. • Storage: Displays the information about the items and files stored. • BLE: Provides data on the status of Bluetooth LE connection. • Badges: Registers all stages of the application usage, including fetched, pause, resume, and other. • Blescan: Displays information about the phone scanning with Bluetooth LE • MDLPPL: Provides information about the navigator items loaded and cache saved. <p>You can send the created log by:</p> <ul style="list-style-type: none"> • a messenger • an e-mail application • connection by Bluetooth <p>The log can be used in troubleshooting.</p> <p>You can also delete the logs by tapping Clear.</p>
Show tutorial	To read information about Avaya Unite features.
About	To check the version of the application installed on your mobile device

Chapter 8: Features and accessories

Recording

You can record an ongoing call on Avaya B199 that supports flash memory cards. The recording capacity is 35 hours per GB.

Recording can be managed only on the phone for security purposes. The following indicate the recording in progress:

- The recording symbol flashes on the phone screen.
- The participants of the call hear a beep every 20 seconds. Only the administrator can turn off the beep.

The phone saves the recorded call to a flash memory card in a folder with the current date. The document name is the time, when the recording began. The file format is .wav, so the file name, for example, can be 10.10.2019.wav. You can change this name after the recording ends.

 **Important:**

You must inform the participants of the call about the call recording before it starts.

Managing recording

About this task

Use this procedure to manage recording on the phone.

Before you begin

- Connect a slash memory card.
- Start a call.
- Inform all the participants of the call about recording before the recording starts.

Procedure

- To start recording, do the following:
 1. On the phone screen, tap the **Rec** icon.
 2. Tap **OK**.

The phone displays the recording symbol.

- To turn the microphone off and on during the call recording, do the following:
 1. Press the **Mute** button.

The other party cannot hear what you are saying, and the phone records only the called party. The LEDs change from blue to red.
 2. Press the **Mute** button again to turn the microphone on.
- To place the recording on hold, do the following:
 1. On the phone screen, tap the **Hold** icon.

The phone turns off the microphone and the speaker, and puts the call on hold. The phone records none of the parties. The LEDs change from blue to flashing red.
 2. Tap the **Hold** icon again to resume recording.
- To stop recording, do the following:
 1. On the phone screen, tap the **Rec** icon to stop recording.
 2. Tap **OK**.
 3. **(Optional)** Confirm that you want to stop recording when the call ends.

The phone stops displaying the recording symbol.

Listening to a recording

About this task

Use this procedure to listen to the recorded calls on the phone. You can also listen to the recordings on your PC.

Before you begin

- Record a call on the flash memory card.
- Connect the flash memory card to the phone.

Procedure

1. On the phone screen, tap **Menu**.
2. Select **Recording > Playback file**.
3. Select the folder for the specific date.
4. Tap **OK**.

The phone displays the list of recordings for the chosen date with the date, time, and length of the recordings.
5. Select the recording and tap **OK**.
6. Do one or more of the following:
 - a. Adjust the speaker volume by using the volume control buttons on the phone.

- b. Pause and resume the playback by tapping **OK**.
 - c. Fast forward and rewind the playback by tapping forward and back arrows.
7. Stop the playback by tapping **Stop**.

Editing the name of a recording

About this task

Use this procedure to edit the name of a recording on the phone. You can also edit it on your PC.

Before you begin

- Record a call on the flash memory card.
- Connect the flash memory card to the phone.

Procedure

1. On the phone screen, tap **Menu> Recording > Playback file**.
2. Select the folder by the date.
3. Tap **OK**.
4. Select the name of the recording that you want to edit and tap **OK**.
5. Edit the name and tap **Ok**.
6. **(Optional)** Cancel the name editing by tapping **Back**.

Deleting a recording

About this task

Use this procedure to delete recordings on the phone. You can also delete recordings on your PC.

Before you begin

- Record a call on the flash memory card.
- Connect the flash memory card to the phone.

Procedure

1. On the phone screen, tap **Menu > Recording > Erase file**.
2. Select the folder with the recording and tap **Ok**.
3. Select the recording that you want to delete and tap **Ok**.
4. **(Optional)** To delete all recordings, select **Recording > Erase all**.
5. To confirm the deletion, tap **OK**.
6. **(Optional)** To cancel the deletion, tap **Back**.

Adjusting the recording indicator

About this task

Use this procedure to turn the beep on and off on the phone during recordings. You can also adjust this setting through the web interface. For more information, see [Configuring the settings by using the web interface](#) on page 36.

Procedure

1. On the phone screen, tap **Menu > Recording > Settings**.
The phone displays the following options:
 - **Yes**. To turn the beep on. This is the default option.
 - **No**. To turn the beep off.
2. Select an option and tap **Ok**.

Viewing the recording feature status

About this task

Use this procedure to view the recording feature status on Avaya B199.

Procedure

On the phone screen, select **Menu > Recording > Status**.

The phone displays the following:

- Number of recordings
- Total length of the recorded calls
- Recording time left before the memory card is full

Wireless headset

You can use wireless headset with your Avaya B199. The benefits of using a connected wireless headset include the following:

- Free movement in the room without compromising on sound quality and clarity
- Multitasking while taking calls
- Enhanced productivity

For the USB headset, Avaya B199 acts as a host and supports the mute functionality and volume control of the headset. Volume control is local to the headset. The phone uses USB Type A receptacle for this connection type.

Connecting a wireless headset

About this task

Use this procedure to connect a wireless AUX or USB headset to your Avaya B199. For more information about the configuration of the headset, see the headset manual.

Procedure

- To connect the wireless headset to the AUX port, do the following:
 1. Connect the cable into the AUX port on the phone.
 2. Connect the other end of the cable to the headset.
 3. On the web interface, click **Basic**.
 4. Change the **Auxiliary port** settings to **Headset**.
 - To connect the wireless headset to the USB port, do the following:
 1. Connect the USB Type A receptacle to the USB port on the phone.
 2. Connect the other end of the receptacle to the headset.
- Avaya B199 identifies the headset.

Result

The microphones of the phone and the wireless headset work simultaneously and transmit the call to other participants in the phone conference.

Turning off the internal speakers when using a headset

About this task

Use this procedure to temporarily turn off the internal speakers of your Avaya B199 when using the phone as a personal telephone with a headset.

Before you begin

Start a phone call.

Procedure

1. On the phone, select the **Menu** button > **Headset**.
2. Select **Yes** when asked **Speaker off?**.

Result

The phone speakers are turned off for the period of the call and come on automatically when the call ends.

Expansion of the phone coverage

You can use your Avaya B199 on larger conference tables or when the number of a meeting participants is greater than 10. In this case you can ensure high-level quality of audio signal by expanding the phone coverage in the room without a PA system. You can do it by connecting extension microphones to the phone or by cascading several Avaya B199 devices in a daisy chain.

Daisy chain cascading helps to improve the audio quality when covering large rooms. The daisy chain of a conference phone and two extension microphones increase the capture range from 30 square meters to up to 70 square meters. Three phones in a cascade increase the range from 30 square meters to up to 90 square meters.

Daisy chain arrangement

You can organize a daisy chain with your conference phone and another Avaya B199 or extension microphones. The maximum number of devices connected in a daisy chain is 3. One Avaya B199 phone acts as a central device (a “master”) and one or two other units act as extension devices (“slaves”).

The typical arrangements of a daisy chain are the following:

- Master phone — Slave phone
- Slave phone — Master phone — Slave phone
- Master phone — Extension microphone
- Extension microphone — Master phone — Extension microphone

When Avaya B199 acts as a master, it performs all its configured functions.

When Avaya B199 acts as a slave, it can perform only the following functions:

- Play audio received from the master device. The master phone defines the audio characteristics.
- Send its microphone audio to the master device.
- Receive and indicate mute state changes made on the master device.
- Send information to the master device, when you tap **Mute**.
- Send information to the master device when you adjust the volume on it.

In a daisy chain the master phone powers all the devices connected through PoE. The power available from each port is around 5W.

Arranging a daisy chain

About this task

Use this procedure to arrange a daisy chain of one master Avaya B199 phone and one or two slave conference phones or extension microphones.

Before you begin

If you arrange the daisy chain made of several conference phones, prepare the connection cables. The standard connection cables are of 1.5 and 2.5 meters long. You can also purchase the cables up to 6 meters long.

Procedure

1. Connect the cable to the **Exp.mic** slot on the phone.

There are 2 Exp.mic slots on Avaya B199.

2. Connect the other end of the cable to the **Exp.mic** slot of the other phone.

In case of extension microphones, the other end of the cable is fixed in the device.

Defining the mode of the phone

About this task

Use this procedure to define the mode of your Avaya B199 in a daisy chain.

Procedure

- To define the mode of your conference phone on the phone, do the following:

1. On the phone screen, tap **Settings > Phone > Daisy chain**.
2. Select the required mode.

The following options are available:

- Master
- Slave

- To define the mode of your Avaya B199 through the web interface, do the following:

1. On the web interface, click **Basic**.
2. In **Daisy chain mode**, select the required mode from the drop-down list.

The following options are available:

- Master
- Slave

3. Click **Save**.

PA system

For events involving many participants, you can connect Avaya B199 to an external Public Address (PA) system. You can do it to improve the quality of audio signal in large conference rooms.

The PA system consists of the following elements:

- Expansion microphones with built-in echo cancellation
- External speakers

You can configure the PA settings only on the phone, not through the web interface.

! **Important:**

You must always disconnect the power supply before disconnecting or connecting equipment to the phone.

Connecting a PA system

About this task

Use this procedure to connect the PA system to your Avaya B199.

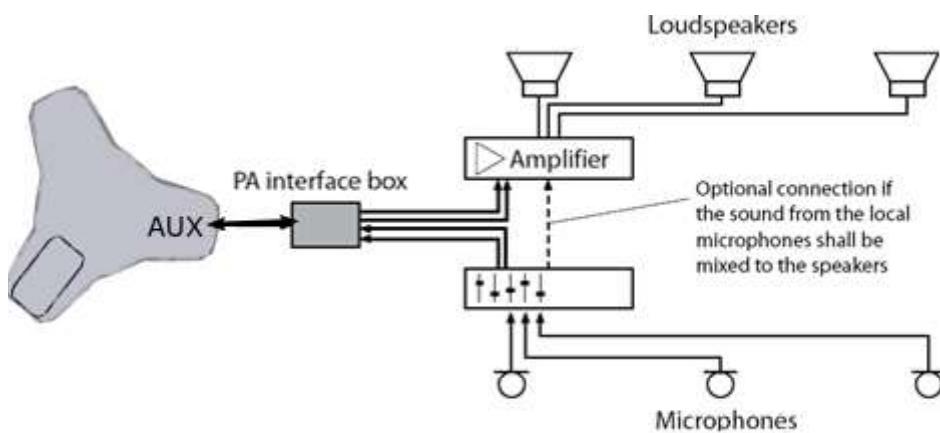
Before you begin

- Get the required connection cable and the PA interface box.
- Study the guidelines for the PA system provided by the manufacturer.
- Disconnect the power supply to avoid electrical shock.

Procedure

1. Connect the PA interface box to the AUX port on Avaya B199 with the cable provided.
2. Connect the external amplifier to the RCA connector marked with a speaker.
3. Connect the microphone mixer to the RCA connector marked with a microphone.

Example



Changing the auxiliary port setting

About this task

Use this procedure to activate the functions of the PA system on your conference phone and enables the external microphones and the speaker system.

Before you begin

Connect the PA system to the phone. Note that changing the auxiliary port setting turns off the built-in microphone and speakers of Avaya B199.

Procedure

1. On the web interface, select **Settings > Basic**.
2. Change the **Auxiliary port** settings to **PA**.
3. Click the **Save** button.

Next steps

Calibrate the PA settings in line with your preferences. For that you must change the **Auto** settings. The screen displays the default calibration values in brackets.

 **Note:**

After you configure the PA settings, ask a participant of an ongoing call to assess the effect of your adjustments.

Activating the internal microphone and speakers

About this task

Use this procedure to activate the internal microphone and speakers of the PA system. The following ensures the best audio quality:

- Do not use the internal microphone and external microphones connected with the PA box at the same time.
- Do not use the internal speakers and external speakers connected with the PA box at the same time.

Before you begin

- Connect the PA interface box connected to your Avaya B199.
- Connect the PA interface box, which is connected to your phone, to a power outlet.
- Study the guidelines for the PA system provided by the manufacturer.

Procedure

1. On the phone, tap the **Menu** button.
2. Select **Settings > Basic > PA**.

3. Select **Internal Mic** and tap **OK** to toggle between **On** and **Off**.

Only the internal microphone is turned off. Any external microphones connected to the phone are still on.

4. Select **Internal spkr** and tap **OK** to toggle between **On** and **Off**.

Adjusting the microphone volume

About this task

Use this procedure to adjust the microphone volume from the PA system.

Before you begin

Start a call.

Procedure

1. On the phone, tap the **Menu** button.
2. Select **Settings > Basic > PA**.
3. Select **PA monitor**.
4. Adjust the microphone volume from the mixer. The appropriate level is around 10–12 when speaking in a normal tone.

You can see the volume level on the screen.

Adjusting PA calibration manually

About this task

Use this procedure to calibrate the duplex performance of the phone with the connected PA system. The calibration level can be set automatically by the phone or adjusted manually to any value between 0 and 5. 0 is a full duplex setting.

Principles for the calibration adjustment:

- Increase the calibration if the other party experiences disturbing echo.
- Decrease the calibration if the other party experiences low duplex, when the voice is muted or clipped during the conversation.

Note that the position of the PA system's microphones and speakers and the amplifier's settings might affect full duplex performance.

Before you begin

Start a call.

Procedure

1. On the phone, tap the **Menu** button.

2. Select **Settings > Basic > PA.**
3. Select **Calibration**. The default setting is **Auto** with its value in brackets.
4. Select different levels and compare the audio quality to achieve your preferred setting. You must ask the other party of the call to assess the effect of the adjustments you make.

Chapter 9: Maintenance

Device status

You can find the information about Avaya B199 status, including its current settings, through the web interface. This information can be useful for troubleshooting.

The following table describes the type of the information available in each of the status tabs.

Tab name	Description
Device	To show the status information of Avaya B199, including the following: <ul style="list-style-type: none">• Product name• Serial number• MAC address• Bluetooth address• Software. You can see the version of the application installed.
Network	To show the information about the network settings of the phone. You can see the following information: <ul style="list-style-type: none">• DHCP. You can see whether DCHP is enabled or disabled.• IP address• Netmask• Gateway• Primary DNS• Secondary DNS• VLAN. You can see whether VLAN is enabled or disabled.• VLAN ID• Hostname• Domain

Table continues...

Tab name	Description
Time and region	<p>To show the information about the time and region settings of the phone. You can see the following information:</p> <ul style="list-style-type: none"> • Enable NTP. You can see whether NTP is enabled or disabled. • Time • Timezone • NTP server • Date • Daylight saving. You can see whether daylight saving is enabled or disabled. • Country
SIP	<p>To show the information about the SIP settings of the phone. You can see the following information:</p> <ul style="list-style-type: none"> • Account <ul style="list-style-type: none"> - Status. You can see whether the account is registered or disabled. - Account name - User - Registrar - Proxy - Realm - Authentication name - Password. You can see the password characters protected with asterisks. - Registration interval • Transport <ul style="list-style-type: none"> - Protocol - Local UDP port

Table continues...

Tab name	Description
Media	<p>To show the information about the media settings of the phone. You can see the following information:</p> <ul style="list-style-type: none"> • Codec. You can see the priority order for the following codecs <ul style="list-style-type: none"> - G722 - G711 A-law - G711 U-law - G729 - OPUS • Security <ul style="list-style-type: none"> - SRTP. You can check, which Secure Real-time Transport Protocol (SRTP) parameter is chosen. - Secure signalling. You can see whether it is disabled, or TLS, or SIPS is enabled. • DTMF signalling. You can see what Dual-tone multi-frequency (DTMF) signalling option is defined.
Log	<p>To create log messages about the phone's activities. The following logs are available:</p> <ul style="list-style-type: none"> • Application log • SIP trace • System log • Device management log • Upgrade log
Licenses	<p>To see the license information for the software installed.</p>

 **Note:**

You can not change settings in the **Status** tab.

Viewing the phone status

About this task

Use this procedure to view the status and settings of Avaya B199 through the web interface.

Procedure

1. Log in to the web interface.
2. Select the **Status** tab.
3. Select **Device**, **Network**, **Time and Region**, **SIP**, **Media**, **Log**, or **Licenses**.

Chapter 10: Related resources

Documentation

See the following related documents at <http://support.avaya.com>.

Title	Use this document to:	Audience
Overview and Specification		
<i>Avaya B199 Conference IP Phone Overview and Specification</i>	Get an understanding of Avaya B199 and the features available to users.	Implementation personnel, administrators, and end users
Deploying		
<i>Administering Avaya Aura® System Manager</i>	Get an understanding of Avaya Aura® System Manager.	Implementation personnel and administrators
<i>Administering Avaya Aura® Communications Manager</i>	Get an understanding of Avaya Aura® Communication Manager.	Implementation personnel and administrators
<i>Administering Avaya Aura® Session Manager</i>	Get an understanding of Avaya Aura® Session Manager.	Implementation personnel and administrators
<i>Deploying Avaya IP Office™ Platform IP500 V2</i>	Get an understanding of Avaya IP Office 500.	Implementation personnel and administrators
<i>Installing and Administering Avaya B199 Conference IP Phone</i>	Install, configure, and maintain Avaya B199	Implementation personnel and administrators
Using		
<i>Using Avaya B199 Conference IP Phone</i>	Set up and use Avaya B199.	End users
Quick Reference		
<i>Avaya B199 Conference IP Phone</i>	Reference Avaya B199 features quickly.	End users

Finding documents on the Avaya Support website

Procedure

1. Go to <https://support.avaya.com/>.
2. At the top of the screen, type your username and password and click **Login**.
3. Click **Support by Product > Documents**.
4. In **Enter your Product Here**, type the product name and then select the product from the list.
5. In **Choose Release**, select an appropriate release number.
6. In the **Content Type** filter, click a document type, or click **Select All** to see a list of all available documents.
For example, for user guides, click **User Guides** in the **Content Type** filter. The list displays the documents only from the selected category.
7. Click **Enter**.

Support

Go to the Avaya Support website at <https://support.avaya.com> for the most up-to-date documentation, product notices, and knowledge articles. You can also search for release notes, downloads, and resolutions to issues. Use the online service request system to create a service request. Chat with live agents to get answers to questions, or request an agent to connect you to a support team if an issue requires additional expertise.

Using the Avaya InSite Knowledge Base

The Avaya InSite Knowledge Base is a web-based search engine that provides:

- Up-to-date troubleshooting procedures and technical tips
- Information about service packs
- Access to customer and technical documentation
- Information about training and certification programs
- Links to other pertinent information

If you are an authorized Avaya Partner or a current Avaya customer with a support contract, you can access the Knowledge Base without extra cost. You must have a login account and a valid Sold-To number.

Use the Avaya InSite Knowledge Base for any potential solutions to problems.

1. Go to <http://www.avaya.com/support>.
2. Log on to the Avaya website with a valid Avaya user ID and password.
The system displays the Avaya Support page.
3. Click **Support by Product > Product Specific Support**.
4. In **Enter Product Name**, enter the product, and press **Enter**.
5. Select the product from the list, and select a release.
6. Click the **Technical Solutions** tab to see articles.
7. Select relevant articles.

Viewing Avaya Mentor videos

Avaya Mentor videos provide technical content on how to install, configure, and troubleshoot Avaya products.

About this task

Videos are available on the Avaya Support website, listed under the video document type, and on the Avaya-run channel on YouTube.

Procedure

- To find videos on the Avaya Support website, go to <https://support.avaya.com/> and do one of the following:
 - In **Search**, type Avaya Mentor Videos to see a list of the available videos.
 - In **Search**, type the product name. On the Search Results page, select **Video** in the **Content Type** column on the left.
- To find the Avaya Mentor videos on YouTube, go to www.youtube.com/AvayaMentor and do one of the following:
 - Enter a key word or key words in the **Search Channel** to search for a specific product or topic.
 - Scroll down Playlists, and click the name of a topic to see the available list of videos posted on the website.

 **Note:**

Videos are not available for all products.

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