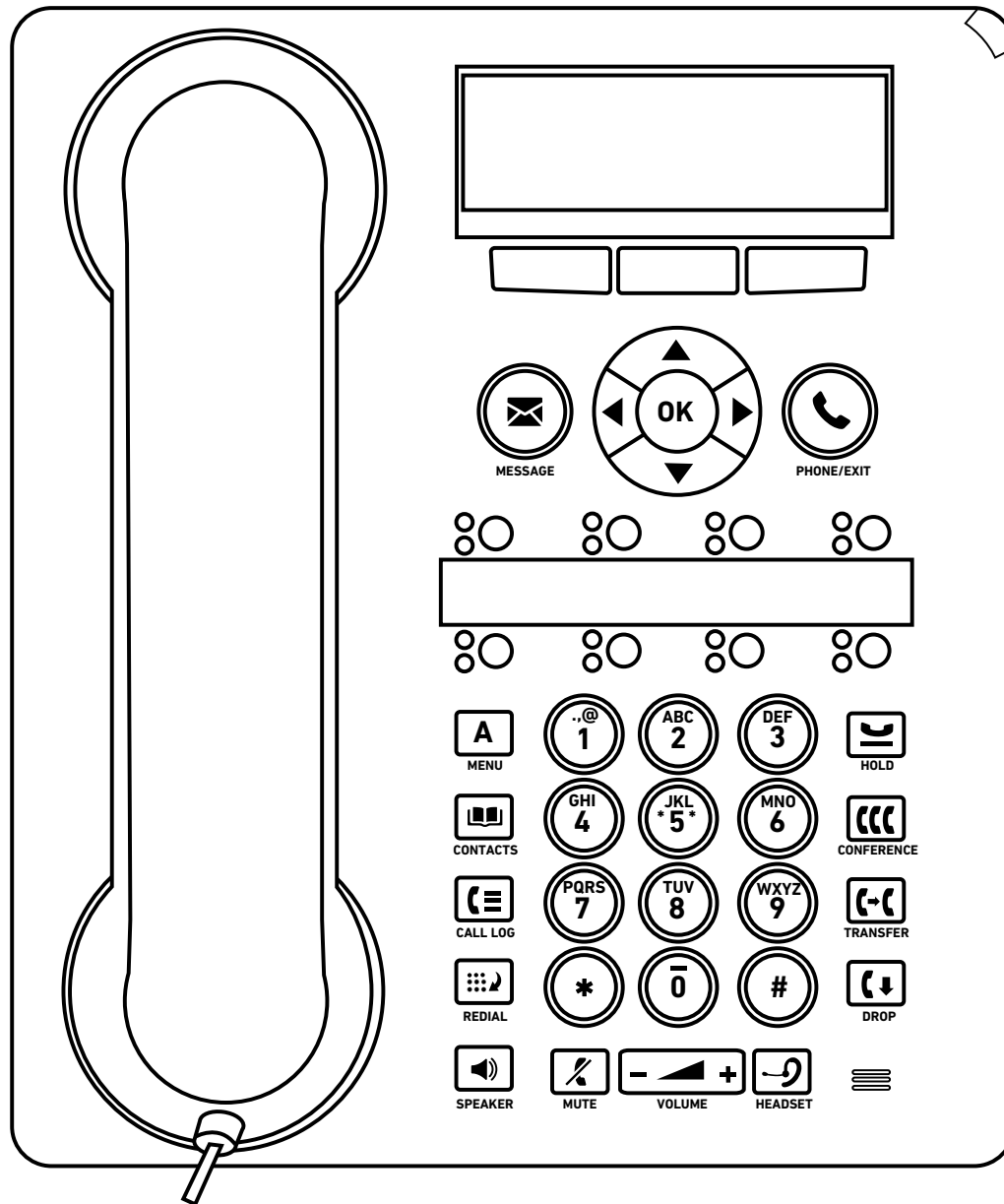


Avaya 1608 IP Telephone User Guide



The following user guide describes the function of each button on the Avaya 1608 model telephone.

The buttons function is described along side an image of each button as it appears on the telephone.

Not every phone displays the name of the button beneath it. Refer to the large image of the phone to see the position of each button.



Navigation Arrows

Press the up and down navigation arrows to scroll through lists.



Hold

Press Hold to put the active call on hold.



Volume

Press + or - on the Volume button while active on the handset, headset, or speaker to adjust the volume. To adjust the volume of the ringer, press + or - on the Volume button while the handset, headset, and speaker are inactive.



Message/Voicemail

Press the Message button to connect directly to your voicemail system



Conference

Press Conference to add another party to an existing call.



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SPEAKER

Speaker

Press the Speaker button to use the speakerphone. To take a call off speakerphone, lift the handset or press the Headset button.



Message Waiting Indicator

An illuminated red light in the upper-right corner of your phone indicates you have voicemail messages waiting. If Visual Alerting is enabled, this light flashes when you receive an incoming call.



REDIAL

Redial

Press Redial to either dial the last number you dialed or display the redial list from which you can select a number to redial.



DROP

Drop

Press Drop to drop the active call. While on a conference call, press Drop to drop the last last person added to the conference call.



MENU

Avaya Menu

Press the A button to access the Avaya menu. Press the A button twice to exit the Avaya menu. The Avaya menu provides options that allow you to customize phone settings, configure call logging, select the display language and log out.



TRANSFER

Transfer

Press Transfer to transfer a call to another number.



OK

Press the OK button for a shortcut to an action. For example, when you select a call log entry, pressing the OK button dials the number.



Softkeys

Press the softkeys to select the softkey labels. The softkey labels show you the action that each softkey produces.



CONTACTS

Contacts

Press the Contacts button to view the entries in your contact list.



CALL LOG

Call Log

Press the Call Log button to view a list of your outgoing, incoming, and missed calls.



PHONE/EXIT

Phone/Exit

Press the Phone/Exit button to view and manage your calls. For example, if you are viewing a menu, pressing the Phone/Exit button switches the phone display back to the call view.



HEADSET

Headset

Press the Headset button to use the headset if it is connected. Only HIS headset cords are compatible with your phone.



MUTE

Mute

Press Mute to mute a call in progress. To take a call off mute, press Mute again.



Phone Display

There are two lines in the phone display. The top and middle lines show the primary extension and the time and date. System messages are also displayed on the middle line. The bottom line displays the softkey labels.



Call/Line Appearance Buttons and Feature Buttons

There are 8 buttons that can be programmed by the system administrator as either call/line appearance buttons or feature buttons. Press a call/line appearance button to make or answer a call or resume a call on hold. Press a labeled feature button to enable or disable that feature.

The green LED next to each feature button indicates if the feature is currently on or off. If the light is on, the feature is on.



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