

Using Avaya J129 IP Phones

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

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- 66 EXPENSE, DIRECTLY FROM THE APPLICABLE THIRD PARTY
- 67 SUPPLIER.
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- You acknowledge and agree that it is Your responsibility for
- 90 complying with any applicable laws and regulations, including, but not
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- 92 intellectual property, trade secret, fraud, and music performance
- 93 rights, in the country or territory where the Avaya product is used.

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- 95 "Toll Fraud" is the unauthorized use of your telecommunications
- 96 system by an unauthorized party (for example, a person who is not a
- corporate employee, agent, subcontractor, or is not working on your
- 98 company's behalf). Be aware that there can be a risk of Toll Fraud
- 99 associated with your system and that, if Toll Fraud occurs, it can
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- 111 the Security Policies and Support section of https://
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- 124 telephone numbers and contact addresses, go to the Avaya Support
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- 127 Contact Avaya Support.

128 Regulatory Statements 129 Australia Statements

130 Handset Magnets Statement:



Danger:

- 131 The handset receiver contains magnetic devices that can
- 132 attract small metallic objects. Care should be taken to avoid
- 133 personal injury.

134 Industry Canada (IC) Statements

- 136 This device complies with Industry Canada licence-exempt RSS
- standard(s). Operation is subject to the following two conditions:
- 1. This device may not cause interference, and

- This device must accept any interference, including interference that may cause undesired operation of the device
- 4 Le présent appareil est conforme aux CNR d'Industrie Canada
- applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes: 62
 - 1. L'appareil ne doit pas produire de brouillage, et
 - 2. L'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.
- 11 Radio Transmitter Statement
- 12 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
- 15 radio interference to other users, the antenna type and its gain
- 16 should be so chosen that the equivalent isotropically radiated power
- (EIRP) is not more than that necessary for successful
- 18 communication.

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- 19 Conformément à la réglementation d'Industrie Canada, le présent
- émetteur radio peut fonctionner avec une antenne d'un type et d'un
- gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie
- Canada. Dans le but de réduire les risques de brouillage
- radioélectrique à l'intention des autres utilisateurs, il faut choisir le
- type d'antenne et son gain de sorte que la puissance isotrope
- rayonnée équivalente ne dépasse pas l'intensité nécessaire à
- 26 l'établissement d'une communication satisfaisante.
- 27 This Class B digital apparatus complies with Canadian ICES-003.
- 28 Cet appareil numérique de la classe B est conforme à la norme
- 29 NMB-003 du Canada.
- 30 Radiation Exposure Statement
- 31 This equipment complies with FCC & IC RSS102 radiation exposure
- limits set forth for an uncontrolled environment. This equipment
- should be installed and operated with minimum distance 20cm
- between the radiator & your body. This transmitter must not be co-
- 35 located or operating in conjunction with any other antenna or
- 36 transmitter.
- Cet équipement est conforme aux limites d'exposition aux
- rayonnements ISEDétablies pour un environnement non contrôlé.
- Cet équipement doit être installé et utilisé avec un minimum de 20
- cm de distance entre la source de rayonnement et votre corps.
- 41 Japan Statements
- 42 Class B Statement
- 43 This is a Class B product based on the standard of the VCCI Council.
- 44 If this is used near a radio or television receiver in a domestic
- 45 environment, it may cause radio interference. Install and use the
- 46 equipment according to the instruction manual.

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取扱説明書に従って正しい取り扱いをして下さい。 VCCI-B 47

48 Denan Power Cord Statement



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Danger:

- 49 Please be careful of the following while installing the
- 50 equipment:
 - Please only use the connecting cables, power cord, and Avaya to be used with the equipment. If you use any other equipment, it may cause failures, malfunctioning, or fire
 - Power cords shipped with this equipment must not be used with any other equipment. In case the above guidelines are not followed, it may lead to death or severe injury.



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69 México Statement

70 The operation of this equipment is subject to the following two 71 conditions:

- 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.
- 76 La operación de este equipo está sujeta a las siguientes dos 77 condiciones:
 - Es posible que este equipo o dispositivo no cause interferencia perjudicial y
 - Este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

83 Power over Ethernet (PoE) Statement

- 84 This equipment must be connected to PoE networks without routing
- to the outside plant. 85

86 U.S. Federal Communications Commission (FCC) Statements

- 87 Compliance Statement
- 88 The changes or modifications not expressly approved by the party
- 89 responsible for compliance could void the user's authority to operate
- 90 the equipment.
- 91 To comply with the FCC RF exposure compliance requirements, this
- 92 device and its antenna must not be co-located or operating to
- 93 conjunction with any other antenna or transmitter.
- 94 This device complies with part 15 of the FCC Rules. Operation is
- 95 subject to the following two conditions:
 - 1. This device may not cause harmful interference, and
 - This device must accept any interference received, including interferences that may cause undesired operation.
- 100 When using IEEE 802.11a wireless LAN, this product is restricted to indoor use, due to its operation in the 5.15 to 5.25GHz frequency
- 102 range. The FCC requires this product to be used indoors for the 103 frequency range of 5.15 to 5.25GHz to reduce the potential for
- 104 harmful interference to co channel mobile satellite systems. High-
- power radar is allocated as the primary user of the 5.25 to 5.35GHz
- and 5.65 to 5.85GHz bands. These radar stations can cause
- 107 interference with and/or damage to this device.
- 108 Class B Part 15 Statement
- 109 For product available in the USA/Canada market, only channel 1~11 can be operated. Selection of other channels is not possible.
- AC adapters shipped with the equipment or specified by 111 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 117 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
 - 60 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.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- 7 Consult the dealer or an experienced radio/TV technician for help.

9 Radiation Exposure Statement

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

15 EU Countries

- 16 This device complies with the essential requirements and other
- 17 relevant provisions of Directive 1999/5/EC. A copy of the Declaration
- 18 may be obtained from http://support.avaya.com or Avaya Inc., 211
- 19 Mt. Airy Road, Basking Ridge, NJ 07920 USA.

20 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.
- Limit the power to the device over telecommunications
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Chapter 1: Introduction

₂ Purpose

This document describes how to use product features and capabilities.

4 Intended audience

- 5 This document is intended for people who want to learn how to use product features and
- 6 capabilities.

Chapter 2: Avaya J129 IP Phones overview

- The Avaya J129 IP Phones is a SIP-based phone intended to be used for basic business
- 3 communications.

4 Physical specifications

- Two call appearances
- A 128 x 32 graphical LCD
- Three softkeys
- Dual network ports with integrated Power over Ethernet (PoE)
 - Magnetic Hook Switch

Feature specifications

- Call forwarding
 - Call transferring
- Call conferencing
- Voice mail

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Deskphone customization

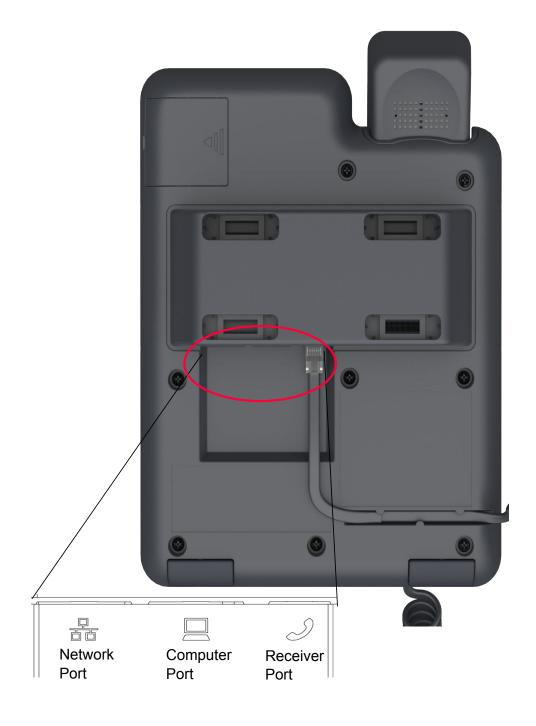
Physical layout



Callout number	Name	Icon	Description
1	Beacon LED	N/A	The beacon LED flashes a red light to the upper-right corner of the deskphone, which indicates that you have a voice mail, an incoming call or you are on a call using speakers.
2	Phone display	N/A	The phone displays the call information in this area, such as the extension, caller information, and missed calls.
3	Softkeys	N/A	The softkeys selects the action that is displayed in the softkey section of the phone display. The softkeys are context sensitive.
4	Navigation arrows and OK	N/A	The OK button performs the action of selecting the function assigned to the left most soft key function.
			The navigation arrows performs the action of scrolling through various sections of the phone display.
5	Phone		Press the Phone button to move to the phone screen.
6	Back		Press the Back button to return to the previous menu.
7	Speaker		Press the Speaker button to use the speakerphone. To take the call off the speakerphone, lift the handset.
8	Main Menu		Press the Main Menu button to access the menu options and other phone settings.
9	Hold		Press Hold button to place the call on hold.
			To resume the call, press the Resume softkey.
10	Volume		If you press + or - on the Volume button on an active call, the phone increases or decreases the volume of your handset, or speaker accordingly. When you are not on an active call, pressing these buttons adjusts the ringer volume.
11	Mute		Press the Mute button to mute a call in progress. To unmute the call, press the Mute button again.

Connection jacks

- The following image illustrates the connection jacks that are present on the back panel of Avaya
- J129 IP Phones models. The image schematically describes which device to connect in which jack.



Icons on the deskphone

The following table lists the icons used in the Avaya J129 IP Phones:

Icon	Description
*	Incoming call
Ť	Outgoing call
	Missed call
	Line indicator call appearance on
	Line indicator call appearance off
	Check
章	MDA active
=	New call setup
*	No handset
+	Incoming call recents
t"	Outgoing recents MDA
	Recents
Ð	More than 10 recent missed calls
À	Speaker silent
	Voicemail
	Checkbox off
	Checkbox on
CC	Active conference
≅	Conference on hold
•	Contrast
Ð	EC500
	Failover
	Radio button off
<u> </u>	Table continues

Table continues...

Icon	Description
	Radio button on
Z.	Feature unavailable
	Call forward
C	Handset
II	Hold
	Phone lock
	Mute
Ţ	Ringer on
⊯	Ringer off
36	Speaker
Ø	Do not disturb

Supported features

- Avaya J129 IP Phones supports the Avaya Aura® and IP Office environments. The following table shows the supported features in both the environments.

Features	Avaya Aura [®]	IP Office
End to end security indicator	Yes	No
Private call	Yes	No
Automatic call back	Yes	No
Emergency dialing when user not logged in	Yes	No
Attended transfer	Yes	Yes
Transferring a call by selecting a contact or recents	Yes	No
Contacts	Yes	No
Presence	Yes	No
Quick log in	Yes	No
Multiple Device Access (MDA)	Yes	No
Concurrent log in	Yes	No

Table continues...

LED on speaker button	No	No
Voice mail	Yes	Yes
Call Park/Unpark	Yes	Yes; It is supported using short codes.
Block Calling party info	Yes	No
EC500	Yes	Yes (The feature is called Mobility)
Malicious Call Trace (MCT)	Yes	No



Chapter 3: Getting started

2 Logging in to your deskphone

- About this task
- 4 Perform this task to log in to your deskphone. Log in from the initial screen when it prompts you for
- your extension.
- 6 Procedure
 - Enter your extension.
 - Enter the password that your administrator assigned to you.
 - Press Enter or OK or #.

Logging out your deskphone

- 11 About this task
- Use this procedure to log out of your deskphone. If the administrator has enabled the offline call-log
- feature on the deskphone, the deskphone downloads the call log database when you log in. The
- offline call-log database stores the calls that landed on the deskphone while you were not logged in.
- These calls are added to the call history as missed calls. The offline call-log feature is only available
- in an Avaya Aura[®] environment.
- 17 Procedure

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- 1. Press Main Menu > Log Out.
- 2. Press **Log out** when the deskphone prompts for confirmation.

Locking and unlocking the deskphone

- 21 About this task
- Use this procedure to lock your deskphone when it is idle. This prevents the use of deskphone for
- making calls when you are away, with the exception of making emergency calls. Locking your phone
- does not log you out.

- 1. Press Main Menu > Lock.
 - The deskphone displays a padlock symbol and your presence status changes to Away.
 - Note:
 - ⁴ You can receive incoming calls after you lock your deskphone.
- 2. To unlock your phone, press **Unlock** and enter the password you use for deskphone login.



Chapter 4: Handling outgoing calls

² Making a call

- Before you begin
- Set the **Dial mode** to automatic or manual.
- 5 Procedure
 - Lift the handset or press Speaker.
 - 2. Do one of the following:
 - If the dial mode is set to Auto, dial the number you want to call.
 - Note:
 - 9 In IP Office, you can press the **Call** softkey or wait for a timeout.
 - If the dial mode is set to Manual, dial the number you want to call and press the Call softkey.
- 12 Related links

10

Setting the Dial mode on page 40

14 Redialing a number

- 15 Procedure
- From the Phone screen, press **Redial** or press **OK**.
- 17 The phone redials the last number that you have dialed.
 - Note:
 - 18 The deskphone clears the last dialed number, if you clear the outgoing call log.

Toggling between active calls

2 Procedure

- During an active call, press Hold.
 - 2. Do any one of the following:
 - To make a new call, press **NewCall** and dial the extension of the second person.
- To answer an incoming call, press Answer.
 - 3. To toggle between the two active calls, press **Swap**.

Realing a person form the contacts list

About this task

- Use this procedure to call any contact from the contacts list.
- This feature is only available in the Avaya Aura® environment.

12 Procedure

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- 1. Do one of the following to search for a contact:
 - On the phone screen, press Contacts > Search.
 - Press Main Menu > Contacts to use dialpad to search.
- 2. Press **Call** or **OK** to initiate a call to the selected contact number.

7 Making a call from call history

- Do one of the following:
 - Press Main Menu > Recents.
 - Press Recents from the phone screen.
- 22 2. Use the **Up** and **Down Arrow** keys to select the number that you want to call.
- 3. Press Call or OK.

Making an emergency call

About this task

- If your administrator configured emergency calling for your deskphone, the Phone screen displays
- an **Emerg** softkey to immediately connect you with a preset emergency services number.
- However, if emergency dialing is not configured for your deskphone, **Recents** softkey replaces
- **Emerg** softkey.

Note:

- ⁷ You can make an emergency call when your deskphone is logged out only if your administrator
- 8 configured this feature for you. The emergency call feature is available in IP Office only when
- 9 you are logged in to your deskphone. Also, in IP Office environment, **Emerg** softkey is not
- 10 available. You must manually dial the emergency number.

Important:

- 11 During phone failover, when the phone switches between system servers due to a system
- 12 failure, the Emergency softkey might not be available until your phone connects to an alternate
- 13 server. This process might take a few seconds.

14 Procedure

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- 1. On the Phone screen, press **Emerg**.
- 2. To end the emergency call, press **Speaker**...

17 Making an international call

18 About this task

- E.164 is a standard format of international public telephone numbering. An E.164 number can have
- up to 15 digits and is preceded by a plus sign (+). Use the following procedure to dial an E.164
- 21 number.

- 1. Long press the **0** key to display the plus sign (+).
- 2. Dial the number that you want to call.

Chapter 5: Answering a call

2 About this task

- When you receive an incoming call, the phone selects the incoming call automatically. However, if
- 4 you are already on a call or if you receive more than one incoming call at a time, you might need to
 - select the call you want to answer manually.

Note:

- 6 The procedure for answering a call might vary depending on how the administrator has
- ⁷ configured your phone.

Procedure

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- Answer an incoming call in one of the following ways:
 - If you are not on another call, lift the handset, or press **Speaker**, **OK**, or **Answer** to answer the call using the speakerphone.
 - If you are on another call and the deskphone does not automatically display the incoming call, from the Phone screen scroll to the line with the incoming call and press Answer or OK. If you are on another call and the phone does automatically display the incoming call, you can press Answer to automatically put the first call on hold when you answer the new call. Also, you can press Ignore or Next to return to the first incoming call screen.

17 Related links

8 Making an unattended transfer on page 23

19 Ignoring an incoming call

- 20 About this task
- Use this procedure to turn off the ringer for an incoming call.
- 22 Procedure
- 23 From the Phone screen, press **Ignore**.

Switching to another deskphone during an active call

About this task

- Avaya J129 IP Phones supports Multiple Device Access (MDA) using which you can register up to
- 4 10 SIP devices with your extension. If you register to multiple devices, you can perform functions,
- such as switching to another registered device during an active call or bridging on to calls at multiple
- 6 registered devices.
- This feature is only available in an Avaya Aura® environment.

8 Before you begin

9 Ensure that the system administrator activates the option for your extension.

10 Procedure

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- 1. Answer the incoming call from your deskphone.
- 2. To switch to the other deskphone, press **Bridge** on that deskphone.

13 Making an attended transfer

14 About this task

- An attended transfer is when you transfer an active call to another deskphone number after
- announcing the call transfer. If the administrator enabled the Transfer on Hang-up feature, you can
- complete the call transfer by disconnecting the deskphone through any of the following methods:
- 18 Transfer on Hang-up feature is only available in an Avaya Aura® environment.
 - · Put the handset on the cradle
 - Press Speaker

21 Before you begin

You must answer the call before transferring the call to another deskphone.

- 1. While on the active call, press the **Transfer** softkey.
- 2. Perform one of the following actions:
 - · Dial the number.
 - Call the person from the contacts list or from the history list.
- 3. Tell the contact about the call when the contact answers your call.
- 4. To complete the transfer, perform one of the following actions:
 - Disconnect the call if the administrator enabled the Transfer on Hang-Up feature for your deskphone.
 - Press the Complete softkey.

Result

Your deskphone transfers the call to the selected number.

3 Making an unattended transfer

- 4 Before you begin
- You must answer the call before transferring the call to another deskphone
- 6 About this task
- An unattended transfer is when you transfer an active call to another deskphone without announcing
- the call transfer. If the administrator enabled the Transfer on Hang-up feature, you can complete the
 - call transfer by disconnecting the deskphone through any of the following methods:
 - · Put the handset on the cradle
 - Press Speaker

Procedure

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- 1. While on the active call, press the **Transfer** softkey.
- 2. Perform one of the following actions:
 - Dial the number.
 - Call the person from the contacts list or from the history list.
- 3. To complete the transfer, perform one of the following actions:
 - Disconnect the call if the administrator enabled the Transfer on Hang-Up feature for your deskphone.
 - Press the Complete softkey.
- 21 Result
- Your deskphone transfers the call to the selected number.
 - Note:
 - 23 Unanswered transfers might return to your deskphone as a recalled transfer.
- 24 Related links
- Answering a call on page 21

26 Transferring a call on hold

- 27 About this task
- Use this procedure to transfer a call on hold to a new outgoing call or an incoming call.

- 1. Dial the extension of the first person you want to call.
 - 2. When the first person answers the call, press **Hold**.
- 3. Do one of the following:
 - To make a new call, press **NewCall** and dial the extension of the second person.
 - To answer an incoming call, press **Answer**.
 - Note:
 - ⁷ To toggle between the calls, press **Swap**.
- 4. When the second person answers the call, press the **Transfer** softkey.
- 5. To confirm the transfer, press the **Transfer** softkey.

Chapter 6: Using call forwarding

2 Activating and deactivating Call Forward

- About this task
- Use this procedure to forward incoming calls to a specified number.
- In the IP Office environment, this feature is supported only through short code.
- 6 Before you begin
- Your system administrator must activate the feature for your extension.
- Procedure

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- Press Main Menu > Features.
 - Use the **Down Arrow** key to go to the Call Fwd screen.
- 3. Press **Select** or **OK**.
 - 4. In the **Destination** field, enter the number where you want to forward the incoming calls.
 - Press Save or OK.
 - The deskphone generates a confirmation tone and returns to the Features menu.
- 6. To deactivate the Call Forward feature, go to the Call Fwd screen.
- 7. Press **Select** or **OK**.

Activating call forwarding when you do not answer the call

- 18 Before you begin
- Your system administrator must activate the feature for your extension.
- 20 Procedure
 - Press Main Menu > Features.
- 22 2. Use the **Down Arrow** key to go to the Fwd B/NA screen.
- 3. Press **Select** or **OK**.
- 4. In the **Destination** field, enter the number where you want to forward the call.

- 5. Press **Save** or **OK**.
- The deskphone generates a confirmation tone and returns to the Features menu.
- 6. To deactivate the feature, go to theFwd B/NA screen.
- 7. Press **Select** or **OK**.



Chapter 7: Managing conference calls

2 Adding a person to an active call

- 3 About this task
- Use this procedure to set up a conference call and add participants to the conference call.
- 5 Before you begin
- 6 You must be on a call.
- 7 Procedure

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- 1. During an active call, from the Phone screen, press Conf.
- The active call goes on hold.
 - 2. Dial the telephone number, or call the person from the contacts list or the history list.
 - 3. Press **Join** when the person answers the call.
 - 4. To add another person, press **Add** and repeat steps 3 and 4.
 - In IP Office environment, the **Add** softkey is not available.

14 Adding a person on hold to a conference call

- About this task
- Use this task to add a person that you have put on hold to a conference call.
- 17 Procedure
 - 1. During an active call, press **Hold**.
 - 2. Do one of the following:
 - To make a new call, press **NewCall** and dial the extension of the second person.
 - To answer an incoming call, press Answer.
 - Note:
 - 22 To toggle between the calls, press **Swap**.
 - 3. When the second person answers the call, press the **Conf** softkey.

The person on hold adds to the conference call.

2 Putting a conference call on hold

- 3 About this task
- Use this procedure to put a conference call on hold, while the other parties can talk to each other.
- 5 Procedure
- Press Hold during a conference call.
- 2. Press **Resume** or **OK** or select the call appearance to resume the conference call.

Chapter 8: Using call related features

2 Muting and unmuting a call

- 3 Procedure
- To mute an active call, press Mute.
 - 2. To unmute the call, press **Mute** again.
 - Note:
 - 6 The Mute button is illuminated when you press mute.

Activating Mute Alert

- 8 About this task
- Use this procedure to configure your deskphone to alert if you speak while your deskphone is on mute.
- 11 Before you begin
- Ensure that the system administrator activates the option for your extension.
- 13 Procedure

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- 1. Press Main Menu > Settings > Phone Settings.
- 2. Use the **Down Arrow** key to go to the Mute Alert screen.
- 3. Press **Change** to select one of the following:
 - Audible: If you put a call on mute and start speaking after eight seconds, the deskphone produces a beep to notify that you are on mute.
 - Visual: If you put a call on mute and start speaking after eight seconds, the deskphone displays the Call Muted icon.
 - Note:
 - 21 If the user stops talking while mute alerting is on, after a delay of 500 milliseconds, the 22 call muted icon is replaced by the normal active call icon
 - Both: Combines the actions of both audible and visual alerting.
 - None: Disables the mute alert for your deskphone.

- Press Save.
- Mute alert turns off automatically when you take the call off mute.

3 Visual alerting

- 4 The beacon LED works in the following manner to indicate incoming calls and messages:
 - If there is an incoming call, the beacon LED blinks.
 - If there are new voice mail messages, the beacon LED is lit continuously.
 - If the speaker is on during an active call and there are new voice mail messages, the beacon LED turns off every 15 seconds.
 - If the speaker is on during an active call and there are no voice mail messages, the beacon LED turns on every 15 seconds.

Note:

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- When the call is on speaker, the speaker icon (🞉) replaces the active call handset (🕻)
- If the call is on hold, the beacon LED stops flashing.

14 Related links

5 Setting Visual alerting on page 41

Placing a call on hold and resuming the call

- 17 Procedure
 - 1. To put an active call on hold, press Hold.
 - To resume the call, press Resume or OK.

Activating transfer to voice mail

- **About this task**
- Use this procedure to transfer an active call to voice mail.
- 23 Before you begin
- Your system administrator must activate the feature for your extension.
- 25 Procedure
 - 1. Press Main Menu > Features.

- 2. Use the **Down Arrow** key to go to the Transfer to VM screen.
 - 3. Press **Select** or **OK** to activate Transfer to VM.

3 Parking and unparking a call

- 4 About this task
- Use this procedure to park the active call and answer the call from another extension.
- This feature is only available in the Avaya Aura® environment.
- Your system administrator must activate the feature for your extension.
- In the IP Office environment, this feature is supported only through short code.
- 9 Before you begin
- 10 Procedure

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- 1. While on an active call, press **Main Menu > Features**.
- 2. Use the **Down Arrow** key to go to the Call Park screen.
- Press Select or OK.
- The deskphone parks the call.
- 4. To answer a parked call, press Main Menu > Features.
- 5. Use the **Down Arrow** key to go to the Call Unpark screen.
- 6. Press Select or OK.
 - 7. Enter the extension from which the call was parked.
- 8. Press **OK**.
- The deskphone unparks the call.

21 Activating Do Not Disturb

- 22 About this task
- Use this procedure to direct incoming calls to a predefined coverage number that is set by the
- 24 system administrator.
- 25 Before you begin
- Your system administrator must activate the feature for your extension.
- 27 Procedure

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Press Main Menu > Features.

- Use the **Down Arrow** key to go to the Do Not Disturb screen.
- Select Do Not Disturb.

3 Setting up automatic call back

- 4 About this task
- When an extension is busy, use this procedure to receive a call back automatically after the
- 6 extension is free.
- 7 Before you begin
- Your system administrator must activate the feature for your extension.
- Procedure

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- 1. During an active call, press Main Menu > Features.
 - 2. Use the **Down Arrow** key to go to the Auto Callback screen.
- Press Select or OK to activate Auto Callback.
 - When you end the callback call, the system deactivates the feature automatically.

Activating EC500

- 15 About this task
- Use this procedure to answer office calls on your cell phone.
- 17 Before you begin
- The system administrator must program the deskphone so that you can receive incoming calls on
- your cell phone.
- Your system administrator must activate the feature for your extension.
- This feature is only available in the Avaya Aura® environment.
- 22 Procedure

23

- Press Main Menu > Features.
- 2. Use the **Down Arrow** key to go the EC500 screen.
- 3. Press **OK**.

Tracing a malicious call

2 About this task

- Use this procedure to activate malicious call tracing (MCT) and providing information about the
- 4 malicious call. This feature is available only if your administrator has set up the phone system to
- trace and track malicious calls and there is an attendant or controlling user to oversee the trace.
- This feature is only available in an Avaya Aura® environment.

7 Before you begin

Your system administrator must activate the feature for your extension.

9 Procedure

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- 1. During an active call, press **Main Menu > Features**.
- 2. Use the **Down Arrow** key to go to the MCT screen.
- Press **OK**.
- An alerting tone or flashing beacon LED indicates that the trace is active. Hanging up deactivates MCT.

Blocking your extension from displaying during calls

16 About this task

17 This feature is only available in an Avaya Aura® environment.

18 Before you begin

Ensure that the system administrator activates the option for your extension.

- 1. Press Main Menu > Features.
- 2. Select CPN Block.
- 3. In the **Destination** field, enter the extension number that you do not want the called party to see.
- 4. Press **OK**.

Chapter 9: Managing call history

Turning call history on and off

- About this task
- Use this procedure to turn the call history feature on or off.
- 5 Procedure
- Press Main Menu > Settings > Phone Settings.
 - 2. Use the **Down Arrow** key to go to the Log recent calls screen.
 - 3. To toggle the **Log recent calls** feature on or off, do one of the following:
 - Select Change.
 - Use the Left and Right Arrow keys.
- 11 4. Press **Save**.

2 Viewing call history details

3 Procedure

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- 1. Do one of the following:
- Press Recents.
- Press Main Menu > Recents.
- Select the number that you want to view.
- 3. Press **Details**.
- The details section contains: name, extension number, time, date, and duration.

Adding or deleting a call record from the call history menu

Procedure

- 1. Do one of the following:
 - Press Recents.
- Press Main Menu > Recents.
- Select **Details**.
 - 3. Select one of the following:
 - +Contacts: To add a call record from the call history menu to the contacts list.
 - Delete: To delete a call record from the call history.

Clearing the call history menu

Procedure

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- Do one of the following:
 - Press Recents.
- Press Main Menu > Recents.
- 2. Select ClearAll.
 - Select one of the following:
 - ClearAll: To clear all entries.
- **Cancel**: To cancel and return to the main menu.

Chapter 10: Managing contacts

2 Adding a new contact

- Before you begin
- This feature is only available in the Avaya Aura® environment.
- 5 Procedure

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- Press Contacts > More > New.
 - 2. Use the dialpad to enter the first name and last name.
 - Press the number key that corresponds to the letter or number that you want to enter.
 - If the characters are on the same key, pause before entering the next character.
 - To enter a space, press 0.
 - Enter the remaining letters or numbers.
 - To enter a symbol, press **More** > **Symbol**. Use the navigation arrows to highlight the symbol that you want to enter and press **Insert**.
 - To delete the last character, press the **Bksp** softkey.
- 3. Enter the number.
- The contact number can include a-z, A-Z, 0-9, and special symbols, such as comma (,), plus (+), dot (.).
 - 4. Press Save.

• Editing a contact

- Press Contacts.
- 2. Select the contact that you want to edit.
- 3. Press More > Details > Edit.
- 4. Choose the field that you want to edit.
- 5. Use the dial pad and softkeys to change the contact information.

6. Press Save.

2 Viewing the contact details

- 3 About this task
- Use this procedure to view the details of a contact. You can make a call, edit or delete a contact
- from the details.
- Procedure

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- 1. Press Contacts.
- 2. Select the contact that you want to view.
- Press More > Details.
 - To call a contact, press Call.
 - To edit a contact, press **Edit**.
 - To delete a contact, press **Delete**.

Searching for a contact

- Procedure
 - 1. To search for a contact from the local contacts, do the following:
 - a. Press Main Menu > Contacts.
 - b. Use the dialpad to search for the contact.
 - 2. To search for a contact from the enterprise directory, do the following:
 - a. On the phone screen, press Contacts > Search.
 - b. Use the dialpad to search by the full name, or part of the first and last name.
 - c. Press **Search**.

Deleting a contact

- 23 Procedure
 - Press Contacts.
- 25 2. Select the contact you want to delete.
- 3. Press More > Details > Delete.

Chapter 11: Managing your presence

2 Enabling Away Timer

- 3 About this task
- Use this procedure to automatically update the presence status to Away after a predefined time.
- 5 Procedure
- 1. Press Main Menu > Settings > Presence Settings.
 - The deskphone displays the Away Timer screen.
- 2. Press **Change** to turn on the Away Timer.
 - 3. Use the **Down Arrow** key to go to the Timer Value screen.
 - Enter time in minutes.
- You can enter any value from 1 to 999.
- 5. Press **Save**.

Chapter 12: Managing voice mails

2 Retrieving a voice mail

- 3 About this task
- Use this procedure to listen to your messages. The beacon LED illuminates to indicate that you
- 5 have a voice mail.
- 6 Before you begin
- Your system administrator must configure the user ID of your voice mail.
- 8 Procedure
- Dial the user ID of your voice mail.
- 2. Follow the voice prompts to listen to your messages.

Chapter 13: Customizing Avaya J129 IP Deskphones

3 Setting the Dial mode

- About this task
- 5 Use this procedure to set the dialing method used to initiate dialing.
- 6 Procedure

10

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- 1. Press Main Menu > Settings > Phone Settings.
- 2. Use the **Down Arrow** key to go to the Dial mode screen.
 - 3. Press **Change** to select one of the following:
 - Manual: Press the Call softkey to start a call.
 - Note:
 - 11 In the IP Office environment, use the **Manual** mode.
 - Auto: The dialed digits must match the dialplan to start a call.
- 4. Press Save.

14 Assigning Speed Dial

- 15 About this task
- Use this procedure to assign speed dial numbers to your contacts. You can assign up to nine speed dial entries.
- 18 Procedure
 - 1. Press Main Menu > Settings > Phone Settings.
- 2. Select **Speed Dial**.
- 3. Use the **Up** and **Down Arrow** keys to select a Speed Dial number.
- 4. Press **Contacts** to select a contact.
- 5. Press **Select** to assign the contact to the selected Speed Dial number.

You can assign only one contact to a Speed dial number.

3 Replacing and clearing a Speed Dial contact

- 4 About this task
- 5 Use this procedure to replace or remove a Speed Dial contact.
- 6 Before you begin
- Assign a contact to a Speed Dial number.
- 8 Procedure

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- 1. Press Main Menu > Settings > Phone Settings.
- 2. Select **Speed Dial**.
 - 3. Use the **Down Arrow** key to go to the Speed Dial contact that you want to replace or clear.
- 4. Press one of the following:
 - **Replace**: To replace the contact with another contact.
 - Clear: To remove the contact from the Speed Dial.
 - 5. Press **Replace** or **Clear** when the deskphone prompts for confirmation.

Setting Visual alerting

- 17 About this task
- Use this procedure to illuminate the beacon LED when there are incoming calls and messages.
- 9 Procedure
 - 1. Press Main Menu > Settings > Phone Settings.
 - 2. Use the **Down Arrow** key to go to the Visual alerting screen.
- 22 3. Press **Change** to activate or deactivate visual alerting.
- 4. Press Save.

Displaying Call timers

- 25 About this task
- Use this procedure to display the duration of calls.

Procedure

- 1. Press Main Menu > Settings > Phone Settings.
- 2. Use the **Down Arrow** key to go to the Call timers screen.
- 3. Press **Change** to activate or deactivate the Call timers.
- 4. Press **Save**.

Setting a ring tone for incoming calls

7 Procedure

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- 1. Press Main Menu > Settings > Audio Settings.
- 2. Use the **Down Arrow** key to select **Ring Type**.
- 3. Press **Select** to choose the required ring tone.
 - 4. Press **Save**.

2 Turning Button Clicks on and off

13 Procedure

- Press Main Menu > Settings > Audio Settings.
- 2. Use the **Down Arrow** key to go to the Button Clicks screen.
- 3. Press **Change** to turn the audio on or off.
- 4. Press **Save**.

Turning Error Tones on and off

19 About this task

- Use this procedure to activate the error tone alarm when you perform an incorrect action while using
- the deskphone.

Procedure

- Press Main Menu > Settings > Audio Settings.
- 2. Use the **Down Arrow** key to go to the Error Tones screen.
- 3. Press **Change** to turn error tones on or off.

4. Press Save.

2 Turning audio settings on and off

About this task

- 4 Automatic gain control (AGC) raises the volume when a caller is speaking in a low voice and lowers
- the volume when the caller is speaking aloud. Use this procedure to turn AGC on or off separately
- for the headset and speaker.

Procedure

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- 1. Press Main Menu > Settings > Audio Settings.
- Select AGC.
- Use the Up and Down Arrow keys to select the handset or speaker for which you want to turn AGC on or off.
 - 4. Press **Change** to turn AGC on or off.
 - Press Save.

4 Setting Handset Profile

About this task

The task is relevant for people with hearing difficulties. Use this procedure to change the audio characteristic of the deskphone.

18 Procedure

- 1. Press Main Menu > Settings > Audio Settings.
- 2. Select Handset Equalization.

The deskphone displays the following:

- Default
- Normal
- Amplified: Extends the maximum volume beyond the normal audio level. The option must be used with care because long term extended use of the highest volume settings can cause ear damage.
- Hearing Aid: Optimizes the sound quality of hearing aids.
- 3. Press **Change** to select one of the options.
- 4. Press Save.

Adjusting the contrast of the display screen

- Procedure
- Press Main Menu > Settings > Display Settings.
- Select Contrast.
- Use the Left and Right Arrow keys to increase or decrease the contrast.
- 4. Press **Save**.

Setting the display language

8 Procedure

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- 1. Press Main Menu > Settings > Display Settings.
- Select Language.
- 3. Press Select or OK to change the language.
 - 4. Press **Yes** or **OK** when the phone prompts for confirmation.
- The phone saves the new language and returns to the Display Settings screen.

14 Setting the Time Format

- 15 Procedure
 - 1. Press Main Menu > Settings > Display Settings.
- 2. Use the **Down Arrow** key to go to the Time Format screen.
- The deskphone displays the following:
 - Time Format 24 Hour
 - Time Format 12 Hour
- 3. Press **Change** to select one of the options.
- 4. Press Save.

23 Setting the Date Format

- 24 Procedure
 - Press Main Menu > Settings > Display Settings.

- 2. Use the **Down Arrow** key to go to the Date Format screen.
- The deskphone displays one of the following:
- Default
- mm/dd
- dd/mm
- mm.dd
- dd.mm
- mm-dd
- dd-mm
- mmm dd
- 3. Press **Change** to select one of the options.
- 12 4. Press **Save**.

3 Setting the time zone

- 14 About this task
- Use this procedure to set the current time of the deskphone.
- 16 Procedure

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- 1. Press Main Menu > Settings > Display Settings.
 - 2. Select **Time Zone** to go to the My time screen.
 - 3. To set the required time, do one of the following:
 - Use the Left and Right Arrow key.
- Press or + softkey.
- 22 4. Press **Save**.

Chapter 14: Related resources

Documentation

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

Title	Use this document to:	Audience		
Overview				
Avaya Aura® Session Manager Overview and Specification	See characteristics and capabilities, including feature descriptions, interoperability, performance specifications, security and licensing requirements of the Avaya Aura® Session Manager.	For people who want to gain a high-level understanding of the Avaya Aura® Session Manager features, functions, capacities, and limitations.		
Implementing	Implementing			
Deploying Avaya Aura [®] Session Manager	See the installation procedures and initial administration information for Avaya Aura® Session Manager.	For people who install, configure, and verify Avaya Aura® Session Manager on Avaya Aura® System Platform.		
Upgrading Avaya Aura® Session Manager	See upgrading checklists and procedures.	For people who perform upgrades of Avaya Aura® Session Manager.		
Deploying Avaya Aura [®] System Manager on System Platform	See the installation procedures and initial administration information for Avaya Aura® System Manager.	For people who install, configure, and verify Avaya Aura® System Manager on Avaya Aura® System Platform at a customer site.		
Administering				
Administering Avaya Aura® Session Manager	See information about how to perform Avaya Aura® Session Manager administration tasks including how to use management tools,	For people who perform Avaya Aura [®] Session Manager		

Table continues...

Title	Use this document to:	Audience
	how to manage data and security, an how to perform periodic maintenance tasks.	system administration tasks.
Administering Avaya Aura® System Manager for Release 7.1	See information about how to perform Avaya Aura® System Manager administration tasks including how to use management tools, how to manage data and security, an how to perform periodic maintenance tasks.	For people who perform Avaya Aura® System Manager administration tasks.
Maintaining		
Maintaining Avaya Aura® Session Manager	See information about the maintenance tasks for Avaya Aura® Session Manager.	For people who maintain Avaya Aura® Session Manager.
Troubleshooting Avaya Aura® Session Manager	See information for troubleshooting Avaya Aura® Session Manager, resolving alarms, replacing hardware, and alarm codes and event ID descriptions.	For people who troubleshoot Avaya Aura® Session Manager.
General		
Avaya IP Office™ Platform Feature Description	See information about the feature descriptions.	For people who perform system administration tasks.
Avaya IP Office™ Platform Solution Description	See information about how the products and services that interoperate with this solution.	For people who want to gain a high-level understanding of the Avaya Aura® Session Manager features, functions, capacities, and limitations.

2 Finding documents on the Avaya Support website

About this task

Use this procedure to find product documentation on the Avaya Support website.

Procedure

- 1. Use a browser to navigate to the Avaya Support website at http://support.avaya.com/.
- 2. At the top of the screen, enter your username and password and click **Login**.
- 3. Put your cursor over **Support by Product**.
- 4. Click Documents.
- 5. In the **Enter your Product Here** search box, type the product name and then select the product from the drop-down list.
- 6. If there is more than one release, select the appropriate release number from the **Choose Release** drop-down list.

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- 7. Use the **Content Type** filter on the left to select the type of document you are looking for, or click **Select All** to see a list of all available documents.
- For example, if you are looking for user guides, select **User Guides** in the **Content Type** filter. Only documents in the selected category will appear in the list of documents.
 - Click Enter.

√ Viewing Avaya Mentor videos

- Avaya Mentor videos provide technical content on how to install, configure, and troubleshoot Avaya products.
- 9 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

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- To find videos on the Avaya Support website, go to http://support.avaya.com and perform one of the following actions:
 - 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 perform one of the following actions:
 - 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.



24 Videos are not available for all products.

Support

- Go to the Avaya Support website at http://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.

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