



© 2009 Avaya Inc.

All Rights Reserved.

Notice

While reasonable efforts were made to ensure that the information in this document was complete and accurate at the time of printing, Avaya Inc. can assume no liability for any errors. Changes and corrections to the information in this document might be incorporated in future releases.

Note:

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

Documentation disclaimer

Avaya Inc. is not responsible for any modifications, additions, or deletions to the original published version of this documentation unless such modifications, additions, or deletions were performed by Avaya. Customer and/or End User agree to indemnify and hold harmless Avaya, Avaya's agents, servants and employees against all claims, lawsuits, demands and judgments arising out of, or in connection with, subsequent modifications, additions or deletions to this documentation to the extent made by the Customer or End User.

Link disclaimer

Avaya Inc. is not responsible for the contents or reliability of any linked Web sites referenced elsewhere within this documentation, and Avaya does not necessarily endorse the products, services, or information described or offered within them. We cannot guarantee that these links will work all the time and we have no control over the availability of the linked pages.

Warranty

Avaya Inc. provides a limited warranty on this product. Refer to your sales agreement to establish the terms of the limited warranty. In addition, Avaya's standard warranty language, as well as information regarding support for this product, while under warranty, is available through the Avaya Support Web site: <http://www.avaya.com/support>

Licenses

USE OR INSTALLATION OF THE PRODUCT INDICATES THE END USER'S ACCEPTANCE OF THE TERMS SET FORTH HEREIN AND THE GENERAL LICENSE TERMS AVAILABLE ON THE AVAYA WEB SITE <http://www.avaya.com/support/LicenseInfo/> ("GENERAL LICENSE TERMS"). IF YOU DO NOT WISH TO BE BOUND BY THESE TERMS, YOU MUST RETURN THE PRODUCT(S) TO THE POINT OF PURCHASE WITHIN TEN (10) DAYS OF DELIVERY FOR A REFUND OR CREDIT.

Avaya grants End User a license within the scope of the license types described below. The applicable number of licenses and units of capacity for which the license is granted will be one (1), unless a different number of licenses or units of capacity is specified in the Documentation or other materials available to End User. "Designated Processor" means a single stand-alone computing device. "Server" means a Designated Processor that hosts a software application to be accessed by multiple users. "Software" means the computer programs in object code, originally licensed by Avaya and ultimately utilized by End User, whether as stand-alone Products or pre-installed on Hardware. "Hardware" means the standard hardware Products, originally sold by Avaya and ultimately utilized by End User.

License types

Designated System(s) License (DS). End User may install and use each copy of the Software on only one Designated Processor, unless a different number of Designated Processors is indicated in the Documentation or other materials available to End User. Avaya may require the Designated Processor(s) to be identified by type, serial number, feature key, location or other specific designation, or to be provided by End User to Avaya through electronic means established by Avaya specifically for this purpose.

Shrinkwrap License (SR). With respect to Software that contains elements provided by third party suppliers, End User may install and use the Software in accordance with the terms and conditions of the applicable license agreements, such as "shrinkwrap" or "clickwrap" license accompanying or applicable to the Software ("Shrinkwrap License"). The text of the Shrinkwrap License will be available from Avaya upon End User's request (see "Third-party Components" for more information).

Copyright

Except where expressly stated otherwise, the Product is protected by copyright and other laws respecting proprietary rights. Unauthorized reproduction, transfer, and or use can be a criminal, as well as a civil, offense under the applicable law.

Third-party components

Certain software programs or portions thereof included in the Product may contain software distributed under third party User may containe terre thre

M m
M of t1 AWEB

Contents

Chapter 1: Introduction to the 1608/1608-I IP Telephone	5
Overview of phone buttons and features.....	6
LEDs.....	8
Icons in the telephone display.....	9
Scrolling and navigation.....	10
Paper labels.....	10
Chapter 2: Logging in to and out of your telephone	

Contents

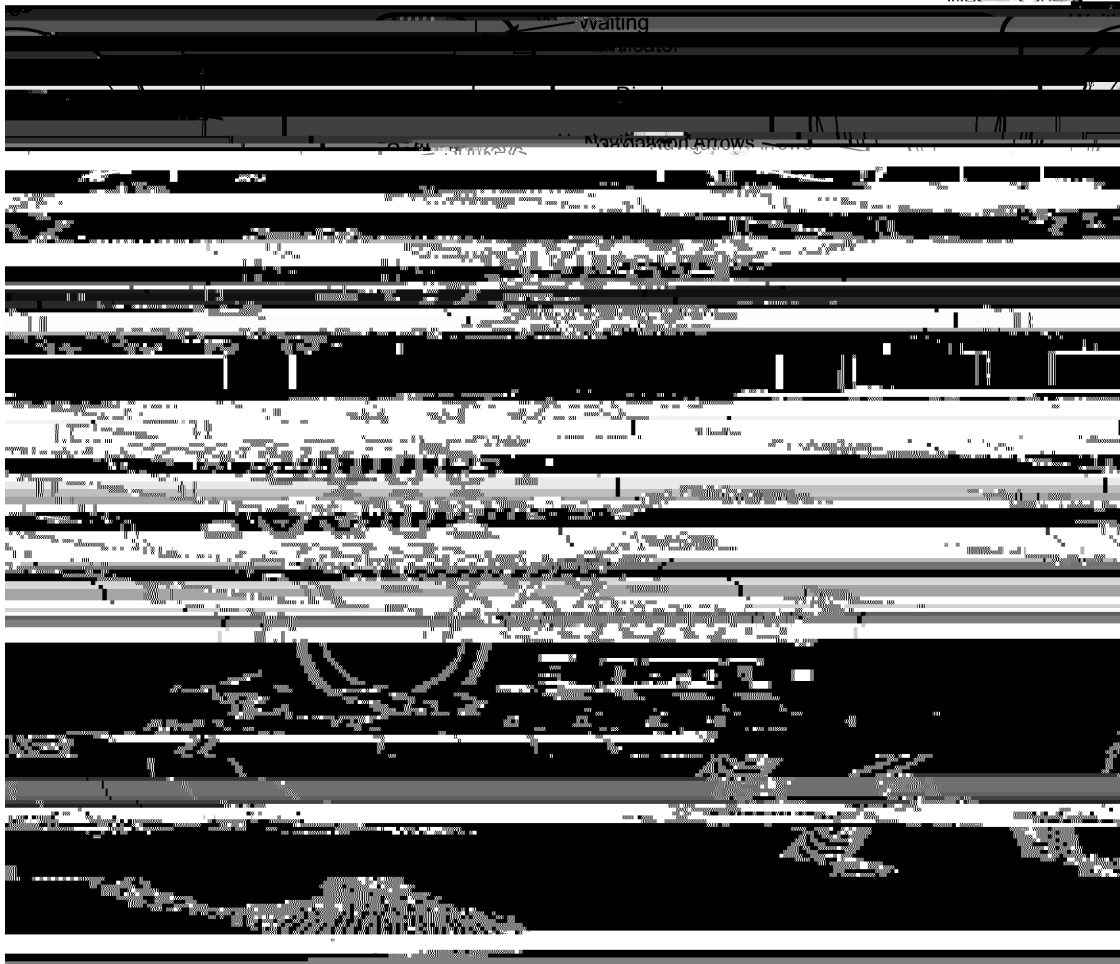
- Adding a new contact.....29
- Editing a contact.....30
- Deleting a contact.....30
- Chapter 10: Call log.....33**
 - Viewing the call log.....33
 - Viewing call log details.....33
 - Adding an entry from the call log to your contacts list.....34
 - Removing an entry from the call log.....34
 - Clearing all entries from the call log.....34
 - Turning call logging on or off.....35
- Chapter 11: Advanced telephone features.....37**
 - Forwarding a call.....37
 - Send all calls.....38
 - Calling a person from the corporate directory.....38
 - Activating Extension to Cellular (EC500).....38
- Chapter 12: Features menu.....41**
 - Accessing the Features menu.....41
- Chapter 13: Avaya Menu.....43**
 - Adjusting the brightness or contrast of the display.....43
 - Changing the ring pattern.....44
 - Turning button click sounds on and off.....44
 - Turning error tones on or off.....45
 - Turning the call timer on or off.....45
 - Turning visual alerting on or off.....45
 - Setting redial options.....46
 - Setting the audio path.....46
 - Turning show incoming call on or off.....47
 - Setting automatic gain control.....47
 - Changing the language.....48
 - Viewing network information.....48
- Index.....49**

Chapter 1: Introduction to the 1608/1608-I IP Telephone

The 1608/1608-I telephone is a multiline IP telephone for use with Avaya Communication Manager or Avaya Distributed Office call processing systems. The 1608/1608- IP telephone puts convenient features and capabilities at your fingertips, including a phone screen to view and manage your calls, a contacts list, a call log, a menu of options and settings to customize your phone, and access to your voice mail.

Not all features described in this user guide may be available on your telephone. If you find that a feature is not available, contact your system administrator.

Overview of phone buttons and features



Name	Description
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.
Phone Display	There are three lines in the phone display. When the phone is idle, the top line shows the missed call icon with number of calls missed and either the call forwarding icon, the Send All Calls icon, or the EC500 icon when one of those features is enabled. The top line also shows the primary extension and the time and date as well as any system messages. The middle line displays application-specific information. The bottom line displays the softkey labels.

Name	Description
Softkeys	Press the softkeys to select the softkey labels. The softkey labels show you the action that each softkey produces. The labels and the actions vary depending on the object that is selected.
Message	Press the Message button to connect directly to your voicemail system.
Navigation Arrows	Press the up and down navigation arrows to scroll through lists. Press the right and left navigation arrows to navigate between different views of an application, to move the cursor during text input, or to turn an option on or off.
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.
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.
Avaya Menu	Press the A button to access the Avaya menu. The Avaya menu provides options that allow you to customize phone settings, configure call logging, select the display language, view network information, and log out.
Contacts	Press the Contacts button to view the entries in your contact list.
Call Log	Press the Call Log button to view a list of your outgoing, incoming, and missed calls. The icon on the Call Log button is illuminated when you have missed calls.
Redial	Press the Redial button to either dial the last number you dialed or display the redial list from which you can select a number to redial. See Setting redial options on page 46 for more information.
Hold	Press the Hold button to put the active call on hold.
Conference	Press the Conference button to add another party to an existing call.
Transfer	Press the Transfer button to transfer a call to another number.
Drop	Press the Drop button to drop the active call. While on a conference call, press the Drop button to drop the last person added to the conference call. See Dropping the last person added from a conference call on page 20 or

Name	Description
	Dropping a person from a conference call on page 21 for more information.
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 and speaker are inactive.
Headset	Press the Headset button to use the headset if it is connected. Only HIS headset cords are compatible with your phone.
Mute	Press the Mute button to mute a call in progress. To take a call off mute, press Mute again.
Speaker	Press the Speaker button to use the speakerphone. To take a call off speakerphone, lift the handset or press the Headset button.
Feature Buttons and Call/Line Appearance Buttons	There are 8 buttons that can be programmed 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 feature buttons provide access to the Avaya call management system features that have been administered for your extension. 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. The feature buttons provide the same features that are available in the features menu. For more information about the features menu, see Features menu on page 41. For more information about the feature buttons, see Advanced telephone features on page 37.

LEDs

Each call/line appearance button and feature button has two LEDs, one green and one red, to indicate the status of the call/line appearance or feature. The status is identified by whether the LED is on, off, or blinking as described in the following tables.

Table 1: Call/Line Appearance Button LEDs

LED	Description
Steady green	Call/line appearance is active.
Slow blinking green	Call/line appearance is ringing.

LED



Chapter 2: Logging in to and out of your telephone

Logging

Chapter 3: Making calls

3. Press the **Contacts**

Calling a person from the contacts list

-
1. Press the **Contacts** button.
 2. Scroll up or down to select the person or number you want to call.
 3. Press the **OK** button or the **Call** softkey.

Chapter 4: Handling calls

Use the procedures in this chapter to handle calls from your telephone. This includes procedures such as answering a call, muting a call, and transferring a call.

Answering a call

When you receive an incoming call, the green LED associated with the call will flash. The incoming call is usually selected automatically. However, if you are already on a call or if you receive more than one incoming call at a time, you may need to select the call you want to answer manually.

1. If you are not on another call, do one of the following:
 - Lift the handset.
 - Press the call/line appearance button whose green LED flashes for the incoming call.
 - Press the **Answer** softkey if one appears.
 - Press the **Speaker** button to answer using the speakerphone.
 - Press the **Headset** button to answer using the headset.
 - If you are using a wireless headset, press the **ON** button.
2. If you are on another call, do one of the following:
 - Press the call/line appearance button whose green LED flashes for the incoming call.
 - Press the **Answer** softkey if one appears.

 **Note:**

If the Auto Hold (Communication Manager) feature is enabled by your system administrator, you can answer another call without first putting an active call on hold. If Auto Hold is not enabled, you must put your active call on hold before answering the incoming call; otherwise, you will drop the active call when you answer the other one.

Sending an incoming call directly to voice mail

Press the **To Vmail** softkey to send an incoming call directly to voice mail without answering.

To do this, your voice mail must be administered as the first entry in your coverage path. See your system administrator for more information.

Ignoring an incoming call

Press the **Ignore** softkey to stop the ringer for an incoming call.

Muting a call

If a call is on mute and you switch between the handset, headset, or speakerphone, the mute will be turned off. When the Mute button light is on, the call is muted.

-
1. Press the **Mute** button during a call so that the other person cannot hear you.
 2. Press the **Mute** button again to unmute the call.
-

Putting a call on hold

-
1. Press the **Hold** button to put your active call on hold.

The fast blinking green LED next to the call/line appearance button indicates the call is on hold. If the active call is on a line appearance on an Avaya Distributed Office system, the red LED will also be on.

2. To resume the call when there is more than one call on hold, do one of the following:
 - Press the call/line appearance button.
 - Scroll to the call and press the **Resume** softkey or the **OK** button.
 3. To resume the call when there is only one call on hold, do one of the following:
 - Press the **Hold** button.
 - Press the call/line appearance button.
 - Press the **Resume** softkey.
 - Press the **OK** button.
-

Transferring a call

1. If the call you want to transfer is not your active call, press the call/line appearance button for the call you want to transfer.
2. Press the **Transfer** button.

The very fast blinking green LED next to the call/line appearance button indicates the call is being transferred. If the active call is on a line appearance on an Avaya Distributed Office system, the red LED will also be on.
3. Dial the telephone number, call the person from the contacts list, or call the person from the call log.

 **Note:**

To transfer the call to a call that is on hold, press the call/line appearance button for the call that is on hold.

4. Press the **Transfer** button or the **Complete** softkey to transfer the call.
-

Handling calls

Chapter 5: ConQ M

er Q C

- Press the call/line appearance button for the call on hold. Be sure not to choose the call/line appearance button for the call that is on soft hold.
 - Scroll to the call on hold, and press the **Resume** softkey.
4. Press the **Join** softkey or the **Conference** button to add the person to the conference call.
-

Putting a conference call on hold

When you put a conference call on hold, the other parties can still talk to each other.

-
1. Press the **Hold** button during a conference call.
The blinking green LED next to the call/line appearance button indicates the conference is on hold.
 2. Press the **Resume** softkey or the **Hold** button to resume the conference call.
-

Viewing conference details

-
1. From the Phone screen, press the **Details** softkey (if available) during a conference call.
 2. Scroll to view the participants on the call.
 3. To exit conference details, press the **Exit** softkey.
-

Dropping the last person added from a conference call

While active on a conference call, press the **Drop** button.

Dropping a person from a conference call

-
1. From the Phone screen, select the **Details** softkey (if available) during a conference call.
 2. Scroll to the person you want to drop.
 3. Press the **Drop** button.
-

Silencing a person on a conference call

Only people calling from external numbers can be silenced on a conference call.

-
1. From the Phone screen, select the **Details** softkey (if available) during a conference call.
 2. Scroll to the person you want to silence.
 3. Press the **Silence** softkey.
-

Chapter 6: Getting your messages

Use the **Message** button to connect to your voice mail system. When you have messages waiting, the red light on the upper right-hand corner of your telephone is illuminated. Your messages are an administered function. Contact your system administrator with any questions.

Logging into your voice mail

-
1. To log in to your voice mail, press the **Message** button.
 2. Follow the voice prompts from your voice mail system.
-

Getting your messages

Chapter 7: Bridged call appearances

Your phone may show one or more bridged call appearances on the display screen in addition to your own call appearances. A bridged call appearance typically belongs to someone else, but bridging allows you

Making an outgoing call on a bridged call appearance

When you make a call on a bridged call appearance, you are using another person's call appearance. The caller ID may show the call as coming from you or coming from the person whose call appearance you are using. If you have any questions about how the name or extension displays to the person you are calling, contact your system administrator.

-
1. Press the call/line appearance button associated with the bridged call appearance.
 2. Dial the telephone number, or call the person from the contacts list, or call the person from the call log.
-

Chapter 8: Shared line appearances

If your call processing system is an Avaya Distributed Office system and depending on how it is configured, your phone may show shared line appearances on the display screen in addition to your own lines. A shared line appearance is a line that is shared among multiple users. You can answer a call, join a call in progress, and make an outgoing call on a shared line appearance. The procedures to answer, join, and make a call on a shared line appearance are similar as those for a bridged appearance. But instead of using another person's line, you are using a shared line.

Answering a call on a shared line appearance

1. Press the call/line appearance button associated with the shared line appearance.
The ringing shared line appearance may be selected automatically if there are no other active calls. If you are on another call when a call comes in to a shared line appearance, you may have to select the ringing shared line appearance button (just like for an incoming call to a primary line).
2. Press the **Answer** softkey.
Answering a call on a shared line appearance is basically the same as a call on a primary line. If the ringing shared line appearance is selected, you can answer by picking up the handset, by pressing the **Speaker** or **Headset** button, or pressing the **Answer** softkey.

Joining a call on a shared line appearance

1. Scroll to the call in progress that you want to join.
2. Press the call/line appearance button for the shared line appearance, or press the **Join** softkey.

Making an outgoing call on a shared line appearance

If you have any questions about how the name or extension displays to the person you are calling when you make a call on a shared line appearance, contact your your

Chapter 9: Contacts

You can save up to 100 names and telephone numbers. For additional information, see [Calling a person from the contacts list](#) on page 14.

Viewing contacts details

-
1. Press the **Contacts** button.
 2. Scroll to the contact you want to view.
Names are listed alphabetically by last name. To return to the top of the list, press the **Contacts** button again.
 3. Press the **Details** softkey to see the contact number.
 4. Scroll down to see the contact name.
-

Adding a new contact

-
1. Press the **Contacts** button.



Note:

If this is the first contact you are adding, skip step 2.

2. Press the **More** softkey.
If the **More** softkey is not displayed and this is not your first contact, press the **Contacts** button again.
3. Press the **New** softkey.

- c. To enter a space, press **0**.
- d. Enter remaining letters or numbers.
- e. Press **Bksp** to delete the last character.

 **Note:**

If you want to remove a letter, number, space, or symbol that is in the middle of the text you entered, use the left and right navigation arrows to place your cursor after the character you want to remove. Once your cursor is in the correct position, press **Bksp** to remove the character to the left of the cursor.

5. Press the **OK** button or the **OK** softkey.
 6. Enter the telephone number as you would if you were dialing it directly.
 7. Press the **Save** softkey or the **OK** button.
-

Editing a contact

-
1. Press the **Contacts** button.
 2. Scroll to the contact you want to edit.
 3. Press the **Details** softkey.
 4. Press the **Edit** softkey.
 5. Scroll up or down to choose the field you want to edit.
 6. Use the dialpad and softkeys to make changes to the contact information.
 7. Press the **Save** softkey or the **OK** button to save your changes.
-

Deleting a contact

-
1. Press the **Contacts** button.
 2. Scroll to the contact you want to delete.
 3. Press **More > Delete** .
 4. Press the **Delete** softkey again to confirm.

 **Note:**

If you press the **Cancel** softkey prior to pressing the **Delete** softkey, your contact information will not be removed.

Adding an entry from the call log to your contacts list

-
1. Press the **Call Log** button.
 2. Scroll to the number you want to add to your contacts list.
 3. Press the **Details** softkey.
 4. Press the **+Contact** softkey.
If your contacts list is full, the **+Contact** softkey is not displayed.
 5. To edit the name or number, scroll up or down and edit as appropriate.
 6. Press the **Save** softkey or the **OK** button.
-

Removing an entry from the call log

-
1. Press the **Call Log** button.
 2. Select the number you want to delete.
 3. Press **More > Delete** .
 4. Press the **Delete** softkey again to confirm.
-

Clearing all entries from the call log

Clearing all entries from a call log deletes all of the entries for the specific list you are viewing. For example, if you are viewing the Outgoing calls list, only outgoing calls are deleted from the call log. However, if you are viewing the All calls list, pressing the **DelAll** softkey deletes all calls from the call log.

-
1. Press the **Call Log** button.
 2. Select the list you want to delete.

3. Press **More > DelAll** to delete all of the entries in the list you are viewing.
 4. Press the **DelAll** softkey again to confirm.
-

Turning call logging on or off

You can turn call logging on or off. In addition to logging your primary calls, if you have bridged call appearances or line call appearances, you can choose whether or not to include those calls in your call log.

You can also choose whether or not you want to include line call appearances that are answered by others in your call log. For example, if Log Line Calls is turned on, but you do not want line calls that are answered by others to appear as missed calls in your call log, turn on Log Answered by Others. Configured in this way, the line calls that are answered by others will appear as answered calls in your call log. To include calls only on your primary lines in your call log, turn off Log Bridged Calls and Log Line Calls.

-
1. Press the **A** button.
 2. Select **Applications**.
 3. Press the **Select** softkey.

34 Select All log 3 U H V V

;H O D O O O R J L X W \ E W K U Q H G ! D ` ð

X U Q R D O O O R J L Q J J 37 Select db "@D

Call log

Send all calls

The Send All Calls (SAC) feature allows you to send all of your incoming calls directly to a predefined coverage number, typically your voice mail. Incoming calls ring once at your extension and then go directly to a number which is set by your system administrator.

If you use a Feature Access Code to enable Send All Calls, the forwarding icon does not appear in the phone display.

-
1. Press the **SAC** feature button to send all calls to coverage.
The forwarding icon appears on the top line of your phone display, and the green LED next to the feature button turns on.
 2. To turn the feature off, press the **SAC** feature button.
The forwarding icon no longer appears on the top line of your phone display, and the green LED next to the feature button turns off.
-

you are away from your desk. The cell phone number is programmed by your system administrator.

If you use a Feature Access Code to enable EC500, the forwarding icon does not appear in the phone display.

-
1. Press the **EC500** feature button to turn the feature on.
The gre`

Chapter 12: Features menu

The Features menu provides access to the same advanced telephone features, such as Directory and Call Forwarding, that are programmed on your feature buttons. In addition to providing another way of accessing the features, you can use the Features Menu to confirm the features programmed on the feature buttons if, for example, a feature button label is missing or labeled incorrectly.

See [Advanced telephone features](#) on page 37 for more information about the features that can be administered for your phone.

Accessing the Features menu

1. From the Phone screen, scroll right to access the first feature on the Features Menu.
To return to the main Phone screen, press the **Phone/Exit** button or the **Exit** softkey.
2. Scroll down to see the features that have been administered for your extension.
The green LED next to the Feature button indicates if the feature is currently on or off. If the light is on, the feature is on. The red LED next to the Feature button blinks while the feature label is displayed on the screen.

Chapter 13: Avaya Menu

You can use the Avaya Menu to adjust and customize phone settings, configure call logging, select the display language, view network settings, and log out.

The Avaya Menu has six sub-menus:

Screen/Sound	Lets you adjust the display brightness and contrast, select your ringing pattern, turn button click sounds on and off, and turn error tones on and off.
Call Settings	Lets you turn the call timer display, visual alerting, and show incoming calls on or off; set the redial option; and set the audio path to speakerphone or headset.
Applications	Lets you turn call logging on and off as well as turn logging of bridged calls, line calls, and line calls answered by others on and off.
Advanced Options	Lets you select the display language; set automatic gain control on the handset, headset, and speaker; or initiate a manual backup/restore if you have a backup/restore file server. See your system administrator for more information.
Network Information	Shows a summary of network-related parameters for your phone, such as IP parameters and Quality of Service.
Log Out	Lets you log out of your telephone to prevent unauthorized use during your absence.

 **Note:**

The sub-menus that appear depend on how your extension was administered. Some sub-menus may not be available.

Adjusting the brightness or contrast of the display

1. Press the **A** button.
2. Select Screen/Sound Options.
3. Press the **Select** softkey or the **OK** button.
4. Select Brightness or Contrast.

5. Press the **Select** softkey or the **OK** button.
 6. Scroll to the right or left to adjust the brightness or contrast.
-

Changing the ring pattern

1. Press the **A** button.
 2. Select Screen/Sound Options.
 3. Press the **Select** softkey or the **OK** button.
 4. Select Personalized Ringing.
 5. Press the **Select** softkey or the **OK** button.
 6. Scroll up or down to see a list of the available ring patterns.
 7. Select a ring pattern to listen to it.
 8. Press the **Play** softkey to hear it again.
 9. Press the **Save** softkey to make it your ring pattern.
-

Turning button click sounds on and off

1. Press the **A** button.
 2. Select Screen/Sound Options.
 3. Press the **Select** softkey or the **OK** button.
 4. Select Button Clicks.
 5. Press the **On** or **Off** softkeys, the **OK** button, or the right or left navigation arrow to turn sounds on or off.
-

Turning error tones on or off

-
1. Press the **A** button.
 2. Select Screen/Sound Options.
 3. Press the **Select** softkey or the **OK** button.
 4. Select Error Tones.
 5. Press the **On** or **Off** softkeys, the **OK** button, or the right or left navigation arrow to turn error tones on or off.
-

Turning the call timer on or off

You can set your call settings to automatically display the duration of calls. You can turn the call timer display on or off.

-
1. Press the **A** button.
 2. Scroll to Call Settings.
 3. Press the **Select** softkey or the **OK** button.
 4. Select **Call Timers**.
 5. Press the **On** or **Off** softkeys, the **OK** button, or the right or left navigation arrow to turn the call timer display on or off.
 6. Press the **Phone/Exit** button to return to the phone screen.
-

Turning visual alerting on or off

When the Visual Alerting option is turned on, incoming calls cause the LED in the top right corner of the phone to flash. You can turn Visual Alerting on or off.

-
1. Press the **A** button.
 2. Scroll to Call Settings.

3. Press the **Select** softkey or the **OK** button.
 4. Select Visual Alerting.
 5. Press the **On** or **Off** softkeys, the **OK** button, or the right or left navigation arrow to turn visual alerting on or off.
-

Setting redial options

You can set Redial to dial the last number you dialed or to display a list of the last numbers you dialed.

-
1. Press the **A** button.
 2. Scroll to Call Settings.
 3. Press the **Select** softkey or the **OK** button.
 4. Select **Redial**.
 5. Press the **Change** softkey or the **OK** button to toggle between One and List.
-

Setting the audio path

You can set the audio path of your phone so that when you initiate a call, the audio path automatically goes to either the speakerphone or your headset.

-
1. Press the **A** button.
 2. Scroll to Call Settings.
 3. Press the **Select** softkey or the **OK** button.
 4. Select **Audio Path**.
 5. Press the **Change** softkey or the **OK** button to toggle between Headset and Speaker.
-

Turning show incoming call on or off

You can set your call settings to automatically display incoming calls. You can turn the Show Incoming Call option on or off.

-
1. Press the **A** button.
 2. Scroll to Call Settings.
 3. Press the **Select** softkey or the **OK** button.
 4. Select **Show Incoming Call**.
 5. Press the **On** or **Off** softkeys, the **OK** button, or the right or left navigation arrow to turn Show Incoming Call on or off.
-

Setting automatic gain control

Automatic gain control helps to maintain a constant audio level by automatically increasing or decreasing the gain depending upon the signal level. For high level signals, the gain is reduced and for low level signals, the gain is increased.

-
1. Press the **A** button.
 2. Press **#** to scroll to Advanced.
 3. Press ***** to select Advanced.
 4. Scroll to Advanced Options.
 5. Press the **Select** softkey or the **OK** button.
 6. Select **Automatic Gain Control**.
 7. Press the **Select** softkey or the **OK** button.
 8. Select Handset, Headset, or Speaker.
 9. Press the **On** or **Off** softkeys, the **OK** button, or the right or left navigation arrow to turn automatic gain control on or off.
-

Changing the language

-
1. Press the **A** button.
 2. Press **#** to scroll to Advanced.
 3. Press ***** to select Advanced.
 4. Scroll to Advanced Options.
 5. Press the **Select** softkey or the **OK** button.
 6. Select **Language**.
 7. Press the **Select** softkey or the **OK** button.
 8. Scroll up or down to select a display language.



Note:

Other languages may be available. Contact your system administrator.

9. Press the **Select** softkey or the **OK** button to change to the selected language.
 10. Press the **OK** button to confirm selection.
-

Viewing network information

-
1. Press the **A** button.
 2. Scroll to Network Information.
 3. Select Audio Parameters, IP Parameters, Quality of Service, Interfaces, or Miscellaneous.
 4. Press the **View** softkey or the **OK** button.
-

Features	
accessing	41
Features menu	
about	41
forwarding	
a call	37

G

getting your messages	23
-----------------------------	--------------------

H

handling calls	15
hold	
conference calls	20

I

icons in telephone display	
about	9
Incoming call	
ignoring	16
incoming calls	
answering	15
directing to multiple telephones	38
forwarding	37
sending directly to voice mail	16
sending to coverage	38
transferring	17

L

Language	
changing	48
LEDs	
about	8
legal notices	2
logging in to your telephone	11