

Avaya Phone Instructions (1416,1408,1616,1608)

Transfer Call:

Answer Call

(Do not put call on hold)

Press Transfer Button

Find Extension with Arrow Buttons and Press Extension Key or

Dial Extension Example (202)

Stay on the line if you would like to inform end party who is on the call

Once you hang up call is Transferred

Transfer Call Directly to Voicemail:

Answer Call

(Do not put call on hold)

Press Transfer Button

Dial 7

Find Extension and Press Extension Key or

Dial Extension Example (202)

Hang up phone

Conference Call:

Dial First Call

Place on Hold

Dial Second Call

Press Conference Button

Speed Dial

Press Contacts

Start Dialing name of Speed Dial: (*Example ZACK would be 9225*)

Press Call button under Display

Back To Home Screen:

Hit Phone/ Exit Button at any time to get back to main Screen

Avaya Visual Voicemail:

Initialize Mailbox:

Press Message Button

Press Select

Press Select

Listen to Instruction on how to record name

Press 1 After you record your name

Press # to Submit name

Change Password:

Press Message Button

Press Down arrow until you get to Password

Enter Code

Press Done

Once you enter a Password you will have to use one after you press The message button

Listen to Message:

Press Message Button

Press Select

Press Select on New

Or press the down arrow to retrieve Old, or Saved messages Press Select On the Category you want

Message will start to Play automatically

Press Delete when done message is done

Next Message will automatically start Playing.

Forward Message:

After Listening to message

Press More

Press Copy

Press Tragets

Dial Extension

Press Done

Record Greeting:

Press Message Button

Press Down Arrow Until you get to Greeting

Press Select

Press Record (Remember you will not hear a tone (beep) it starts right away

Press Stop

Press More

Press Submit

