



IP Office Platform

B149 Series User Guide

Notice

While reasonable efforts have been made to ensure that the information in this document is complete and accurate at the time of printing, Avaya assumes no liability for any errors. Avaya reserves the right to make changes and corrections to the information in this document without the obligation to notify any person or organization of such changes.

Documentation disclaimer

"Documentation" means information published by Avaya in varying mediums which may include product information, operating instructions and performance specifications that Avaya may generally make available to users of its products and Hosted Services. Documentation does not include marketing materials. Avaya shall not be responsible for any modifications, additions, or deletions to the original published version of documentation unless such modifications, additions, or deletions were performed by Avaya. End User agrees 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 End User.

Link disclaimer

Avaya is not responsible for the contents or reliability of any linked websites referenced within this site or documentation provided by Avaya. Avaya is not responsible for the accuracy of any information, statement or content provided on these sites and does not necessarily endorse the products, services, or information described or offered within them. Avaya does not guarantee that these links will work all the time and has no control over the availability of the linked pages.

Warranty

Avaya provides a limited warranty on Avaya hardware and software. 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 to Avaya customers and other parties through the Avaya Support website: <https://support.avaya.com/helpcenter/getGenericDetails?detailId=C20091120112456651010> under the link "Warranty & Product Lifecycle" or such successor site as designated by Avaya. Please note that if You acquired the product(s) from an authorized Avaya Channel Partner outside of the United States and Canada, the warranty is provided to You by said Avaya Channel Partner and not by Avaya.

"Hosted Service" means a hosted service subscription that You acquire from either Avaya or an authorized Avaya Channel Partner (as applicable) and which is described further in Hosted SAS or other service description documentation regarding the applicable hosted service. If You purchase a Hosted Service subscription, the foregoing limited warranty may not apply but You may be entitled to support services in connection with the Hosted Service as described further in your service description documents for the applicable Hosted Service. Contact Avaya or Avaya Channel Partner (as applicable) for more information.

Hosted Service

THE FOLLOWING APPLIES IF YOU PURCHASE A HOSTED SERVICE SUBSCRIPTION FROM AVAYA OR AN AVAYA CHANNEL PARTNER (AS APPLICABLE), THE TERMS OF USE FOR HOSTED SERVICES ARE AVAILABLE ON THE AVAYA WEBSITE, [HTTPS://SUPPORT.AVAYA.COM/LICENSEINFO](https://support.avaya.com/licenseinfo) UNDER THE LINK "Avaya Terms of Use for Hosted Services" OR SUCH SUCCESSOR SITE AS DESIGNATED BY AVAYA, AND ARE APPLICABLE TO ANYONE WHO ACCESSES OR USES THE HOSTED SERVICE. BY ACCESSING OR USING THE HOSTED SERVICE, OR AUTHORIZING OTHERS TO DO SO, YOU, ON BEHALF OF YOURSELF AND THE ENTITY FOR WHOM YOU ARE DOING SO (HEREINAFTER REFERRED TO INTERCHANGEABLY AS "YOU" AND "END USER"), AGREE TO THE TERMS OF USE. IF YOU ARE ACCEPTING THE TERMS OF USE ON BEHALF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS OF USE. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT WISH TO ACCEPT THESE TERMS OF USE, YOU MUST NOT ACCESS OR USE THE HOSTED SERVICE OR AUTHORIZE ANYONE TO ACCESS OR USE THE HOSTED SERVICE. YOUR USE OF THE HOSTED SERVICE SHALL BE LIMITED BY THE NUMBER AND TYPE OF LICENSES PURCHASED UNDER YOUR CONTRACT FOR THE HOSTED SERVICE, PROVIDED, HOWEVER, THAT FOR CERTAIN HOSTED SERVICES IF APPLICABLE, YOU MAY HAVE THE OPPORTUNITY TO USE FLEX LICENSES, WHICH WILL BE INVOICED ACCORDING TO ACTUAL USAGE ABOVE THE CONTRACT LICENSE LEVEL. CONTACT AVAYA OR AVAYA'S CHANNEL PARTNER FOR MORE INFORMATION ABOUT THE LICENSES FOR THE APPLICABLE HOSTED SERVICE, THE AVAILABILITY OF ANY FLEX LICENSES (IF APPLICABLE), PRICING AND BILLING INFORMATION, AND OTHER IMPORTANT INFORMATION REGARDING THE HOSTED SERVICE.

Licenses

THE SOFTWARE LICENSE TERMS AVAILABLE ON THE AVAYA WEBSITE, [HTTPS://SUPPORT.AVAYA.COM/LICENSEINFO](https://support.avaya.com/licenseinfo), UNDER THE LINK "AVAYA SOFTWARE LICENSE TERMS (Avaya Products)" OR SUCH SUCCESSOR SITE AS DESIGNATED BY AVAYA, ARE APPLICABLE TO ANYONE WHO DOWNLOADS, USES AND/OR INSTALLS AVAYA SOFTWARE, PURCHASED FROM AVAYA INC., ANY AVAYA AFFILIATE, OR AN AVAYA CHANNEL PARTNER (AS APPLICABLE) UNDER A COMMERCIAL AGREEMENT WITH AVAYA OR AN AVAYA CHANNEL PARTNER. UNLESS OTHERWISE AGREED TO BY AVAYA IN WRITING, AVAYA DOES NOT EXTEND THIS LICENSE IF THE SOFTWARE WAS OBTAINED FROM ANYONE OTHER THAN AVAYA, AN AVAYA AFFILIATE OR AN AVAYA CHANNEL PARTNER; AVAYA RESERVES THE RIGHT TO TAKE LEGAL ACTION AGAINST YOU AND ANYONE ELSE USING OR SELLING THE SOFTWARE WITHOUT A LICENSE. BY INSTALLING, DOWNLOADING OR USING THE SOFTWARE, OR AUTHORIZING OTHERS TO DO SO, YOU, ON BEHALF OF YOURSELF AND THE ENTITY FOR WHOM YOU ARE INSTALLING, DOWNLOADING OR USING THE SOFTWARE (HEREINAFTER REFERRED TO INTERCHANGEABLY AS "YOU" AND "END USER"), AGREE TO THESE TERMS AND CONDITIONS AND CREATE A BINDING CONTRACT BETWEEN YOU AND AVAYA INC. OR THE APPLICABLE AVAYA AFFILIATE ("AVAYA").

Avaya grants You a license within the scope of the license types described below, with the exception of Heritage Nortel Software, for which the scope of the license is detailed below. Where the order documentation does not expressly identify a license type, the applicable license will be a Designated System License. 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 You. "Software" means computer programs in object code, provided by Avaya or an Avaya Channel Partner, whether as stand-alone products, pre-installed on hardware products, and any upgrades, updates, patches, bug fixes, or modified versions thereto. "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. "Instance" means a single copy of the Software executing at a particular time: (i) on one physical machine; or (ii) on one deployed software virtual machine ("VM") or similar deployment.

License type(s)

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

Concurrent User License (CU). End User may install and use the Software on multiple Designated Processors or one or more Servers, so long as only the licensed number of Units are accessing and using the Software at any given time. A "Unit" means the unit on which Avaya, at its sole discretion, bases the pricing of its licenses and can be, without limitation, an agent, port or user, an e-mail or voice mail account in the name of a person or corporate function (e.g., webmaster or helpdesk), or a directory entry in the administrative database utilized by the Software that permits one user to interface with the Software. Units may be linked to a specific, identified Server or an Instance of the Software.

Database License (DL). End User may install and use each copy or an Instance of the Software on one Server or on multiple Servers provided that each of the Servers on which the Software is installed communicates with no more than one Instance of the same database.

CPU License (CP). End User may install and use each copy or Instance of the Software on a number of Servers up to the number indicated in the order provided that the performance capacity of the Server(s) does not exceed the performance capacity specified for the Software. End User may not re-install or operate the Software on Server(s) with a larger performance capacity without Avaya's prior consent and payment of an upgrade fee.

Named User License (NU). You may: (i) install and use each copy or Instance of the Software on a single Designated Processor or Server per authorized Named User (defined below); or (ii) install and use each copy or Instance of the Software on a Server so long as only authorized Named Users access and use the Software. "Named User", means a user or device that has been expressly authorized by Avaya to access and use the Software. At Avaya's sole discretion, a "Named User" may be, without limitation, designated by name, corporate function (e.g., webmaster or helpdesk), an e-mail or voice mail account in the name of a person or corporate function, or a directory entry in the administrative database utilized by the Software that permits one user to interface with the Software.

Shrinkwrap License (SR). You may install and use the Software in accordance with the terms and conditions of the applicable license agreements, such as "shrinkwrap" or "clickthrough" license accompanying or applicable to the Software ("Shrinkwrap License").

Heritage Nortel Software

"Heritage Nortel Software" means the software that was acquired by Avaya as part of its purchase of the Nortel Enterprise Solutions Business in December 2009. The Heritage Nortel Software is the software contained within the list of Heritage Nortel Products located at <https://support.avaya.com/LicenseInfo> under the link "Heritage Nortel Products" or such successor site as designated by Avaya. For Heritage Nortel Software, Avaya grants Customer a license to use Heritage Nortel Software provided hereunder solely to the extent of the authorized activation or authorized usage level, solely for the purpose specified in the Documentation, and solely as embedded in, for execution on, or for communication with Avaya equipment. Charges for Heritage Nortel Software may be based on extent of activation or use authorized as specified in an order or invoice.

Copyright

Except where expressly stated otherwise, no use should be made of materials on this site, the Documentation, Software, Hosted Service, or hardware provided by Avaya. All content on this site, the documentation, Hosted Service, and the product provided by Avaya including the selection, arrangement and design of the content is owned either by Avaya or its licensors and is protected by copyright and other intellectual property laws including the sui generis rights relating to the protection of databases. You may not modify, copy, reproduce, republish, upload, post, transmit or distribute in any way any content, in whole or in part, including any code and software unless expressly authorized by Avaya. Unauthorized reproduction, transmission, dissemination, storage, and or use without the express written consent of Avaya can be a criminal, as well as a civil offense under the applicable law.

Virtualization

The following applies if the product is deployed on a virtual machine. Each product has its own ordering code and license types. Note that each Instance of a product must be separately licensed and ordered. For example, if the end user customer or Avaya Channel Partner would like to install two Instances of the same type of products, then two products of that type must be ordered.

Third Party Components

"Third Party Components" mean certain software programs or portions thereof included in the Software or Hosted Service may contain software (including open source software) distributed under third party agreements ("Third Party Components"), which contain terms regarding the rights to use certain portions of the Software ("Third Party Terms"). As required, information regarding distributed Linux OS source code (for those products that have distributed Linux OS source code) and identifying the copyright holders of the Third Party Components and the Third Party Terms that apply is available in the products, Documentation or on Avaya's website at: <https://support.avaya.com/Copyright> or such successor site as designated by Avaya. The open source software license terms provided as Third Party Terms are consistent with the license rights granted in these Software License Terms, and may contain additional rights benefiting You, such as modification and distribution of the open source software. The Third Party Terms shall take precedence over these Software License Terms, solely with respect to the applicable Third Party Components to the extent that these Software License Terms impose greater restrictions on You than the applicable Third Party Terms.

The following applies if the H.264 (AVC) codec is distributed with the product. THIS PRODUCT IS LICENSED UNDER THE AVC PATENT PORTFOLIO LICENSE FOR THE PERSONAL USE OF A CONSUMER OR OTHER USES IN WHICH IT DOES NOT RECEIVE REMUNERATION TO (i) ENCODE VIDEO IN COMPLIANCE WITH THE AVC STANDARD ("AVC VIDEO") AND/OR (ii) DECODE AVC VIDEO THAT WAS ENCODED BY A CONSUMER ENGAGED IN A PERSONAL ACTIVITY AND/OR WAS OBTAINED FROM A VIDEO PROVIDER LICENSED TO PROVIDE AVC VIDEO. NO LICENSE IS GRANTED OR SHALL BE IMPLIED FOR ANY OTHER USE. ADDITIONAL INFORMATION MAY BE OBTAINED FROM MPEG LA, L.L.C. SEE [HTTP://WWW.MPEGLA.COM](http://www.mpegla.com).

Service Provider

THE FOLLOWING APPLIES TO AVAYA CHANNEL PARTNER'S HOSTING OF AVAYA PRODUCTS OR SERVICES. THE PRODUCT OR HOSTED SERVICE MAY USE THIRD PARTY COMPONENTS SUBJECT TO THIRD PARTY TERMS AND REQUIRE A SERVICE PROVIDER TO BE INDEPENDENTLY LICENSED DIRECTLY FROM THE THIRD PARTY SUPPLIER. AN AVAYA CHANNEL PARTNER'S HOSTING OF AVAYA PRODUCTS MUST BE AUTHORIZED IN WRITING BY AVAYA AND IF THOSE HOSTED PRODUCTS USE OR EMBED CERTAIN THIRD PARTY SOFTWARE, INCLUDING BUT NOT LIMITED TO MICROSOFT SOFTWARE OR CODECS, THE AVAYA CHANNEL PARTNER IS REQUIRED TO INDEPENDENTLY OBTAIN ANY APPLICABLE LICENSE AGREEMENTS, AT THE AVAYA CHANNEL PARTNER'S EXPENSE, DIRECTLY FROM THE APPLICABLE THIRD PARTY SUPPLIER.

WITH RESPECT TO CODECS, IF THE AVAYA CHANNEL PARTNER IS HOSTING ANY PRODUCTS THAT USE OR EMBED THE G.729 CODEC, H.264 CODEC, OR H.265 CODEC, THE AVAYA CHANNEL PARTNER ACKNOWLEDGES AND AGREES THE AVAYA CHANNEL PARTNER IS RESPONSIBLE FOR ANY AND ALL RELATED FEES AND/OR ROYALTIES. THE G.729 CODEC IS LICENSED BY SIPRO LAB TELECOM INC. SEE WWW.SIPRO.COM/CONTACT.HTML. THE H.264 (AVC) CODEC IS LICENSED UNDER THE AVC PATENT PORTFOLIO LICENSE FOR THE PERSONAL USE OF A CONSUMER OR OTHER USES IN WHICH IT DOES NOT RECEIVE REMUNERATION TO: (I) ENCODE VIDEO IN COMPLIANCE WITH THE AVC STANDARD ("AVC VIDEO") AND/OR (II) DECODE AVC VIDEO THAT WAS ENCODED BY A CONSUMER ENGAGED IN A PERSONAL ACTIVITY AND/OR WAS OBTAINED FROM A VIDEO PROVIDER LICENSED TO PROVIDE AVC VIDEO. NO LICENSE IS GRANTED OR SHALL BE IMPLIED FOR ANY OTHER USE. ADDITIONAL INFORMATION FOR H.264 (AVC) AND H.265 (HEVC) CODECS MAY BE OBTAINED FROM MPEG LA, L.L.C. SEE [HTTP://WWW.MPEGLA.COM](http://WWW.MPEGLA.COM).

Compliance with Laws

Customer acknowledges and agrees that it is responsible for complying with any applicable laws and regulations, including, but not limited to laws and regulations related to call recording, data privacy, intellectual property, trade secret, fraud, and music performance rights, in the country or territory where the Avaya product is used.

Preventing Toll Fraud

"Toll Fraud" is the unauthorized use of your telecommunications system by an unauthorized party (for example, a person who is not a corporate employee, agent, subcontractor, or is not working on your company's behalf). Be aware that there can be a risk of Toll Fraud associated with your system and that, if Toll Fraud occurs, it can result in substantial additional charges for your telecommunications services.

Avaya Toll Fraud intervention

If You suspect that You are being victimized by Toll Fraud and You need technical assistance or support, call Technical Service Center Toll Fraud Intervention Hotline at +1-800-643-2353 for the United States and Canada. For additional support telephone numbers, see the Avaya Support website: <https://support.avaya.com> or such successor site as designated by Avaya.

Security Vulnerabilities

Information about Avaya's security support policies can be found in the Security Policies and Support section of <https://support.avaya.com/security>. Suspected Avaya product security vulnerabilities are handled per the Avaya Product Security Support Flow (<https://support.avaya.com/css/P8/documents/100161515>).

Downloading Documentation

For the most current versions of Documentation, see the Avaya Support website: <https://support.avaya.com>, or such successor site as designated by Avaya.

Contact Avaya Support

See the Avaya Support website: <https://support.avaya.com> for product or Hosted Service notices and articles, or to report a problem with your Avaya product or Hosted Service. For a list of support telephone numbers and contact addresses, go to the Avaya Support website: <https://support.avaya.com> (or such successor site as designated by Avaya), scroll to the bottom of the page, and select Contact Avaya Support.

Contents

1. General

1.1 The Phone	9
1.2 LEDs	10
1.3 The Keypad.....	10
1.4 Writing Text.....	10
1.5 Navigating the Menus.....	11
1.6 The Menu Tree.....	11

2. Installation

2.1 Unpacking.....	14
2.2 Connecting.....	14
2.3 Set the Phone Region.....	15
2.4 Set the Phone Language.....	15
2.5 Set the Phone Caller ID.....	15
2.6 Set the Phone Flash Recall Pulse Setting.....	15
2.7 Configure the Conference Codes.....	16

3. Answering and Making Calls

3.1 Answering Calls.....	18
3.2 Making Calls.....	18
3.3 Redialing	18
3.4 Calling from the Phonebook.....	18
3.5 Making Three-Way Calls.....	19
3.6 Adjusting the Speaker Volume.....	19
3.7 Muting Calls.....	19
3.8 Placing Calls on Hold.....	19
3.9 Ending Calls.....	19

4. Conferencing

4.1 Creating Conference Groups.....	22
4.2 Making Conference Group Calls.....	22
4.3 Making Multiparty Calls.....	23
4.4 Display Conference Group Members.....	23
4.5 Editing Conference Groups.....	23
4.6 Deleting Conference Groups.....	23
4.7 Delete All Conference Groups.....	24
4.8 Display Conference Guide Status.....	24

5. Phonebook

5.1 Searching for Contacts.....	26
5.2 Adding Contacts.....	26
5.3 Editing Contacts.....	26
5.4 Deleting Contacts.....	26
5.5 Deleting All Contacts.....	26
5.6 Display Phonebook Status.....	27

6. Recording

6.1 Starting a Recording.....	30
6.2 Hold	30
6.3 Mute	30
6.4 Stopping Recording.....	30
6.5 Listening to Recordings.....	31
6.5.1 Listening to Recordings.....	31
6.5.2 Adjusting the Volume.....	31
6.5.3 Pause Playback.....	31
6.5.4 Move Forward During Playback.....	31

6.5.5 Stop Playback.....	31
6.6 Managing Recordings.....	32
6.6.1 Editing the Name of a Recording.....	32
6.6.2 Deleting a Recording.....	32
6.6.3 Deleting All Recordings.....	32
6.7 Adjusting the Recording Indicator.....	32
6.8 Display Recording Status.....	32

7. Settings

7.1 Selecting the Language.....	35
7.2 Selecting the Region.....	35
7.3 Deactivating the Keypad Tones.....	35
7.4 Adjusting the Ring Volume.....	35
7.5 Configuring the Conference Codes.....	36
7.6 Adjusting the Flash/Recall Pulse.....	36
7.7 Selecting the Caller ID Method.....	37
7.8 Adjusting the Date and Time.....	37
7.8.1 Changing the Date.....	37
7.8.2 Changing the Time.....	37
7.8.3 Changing the Time Format.....	37
7.9 Changing the Display Screen Text.....	38
7.10 Adjusting the LCD Contrast.....	38
7.11 Defaulting the Phone.....	38
7.12 Checking the Phone Status.....	38

8. Appendix

8.1 Maintenance.....	40
8.2 Technical Specification	40
Index	0

Chapter 1.

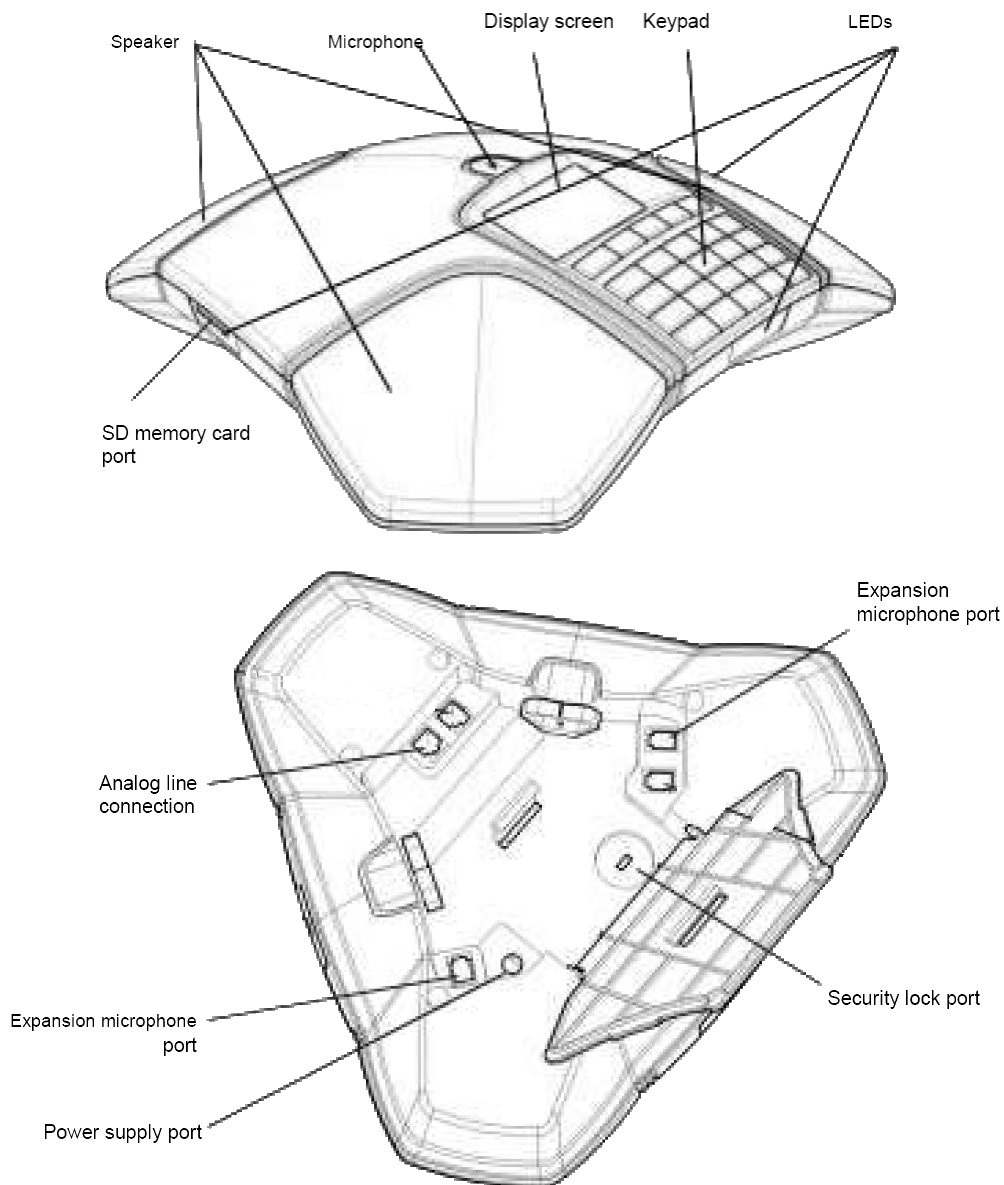
General

1. General

The Avaya IP Office B149 Conference Phone offers a host of innovative features:

- OmniSound audio technology.
- Conference guide for easy set-up of multiparty calls.
- Record your meetings with an SD memory card so that you can listen to them later on.
- Optional expansion microphones can be added to increase the voice pickup range.

1.1 The Phone

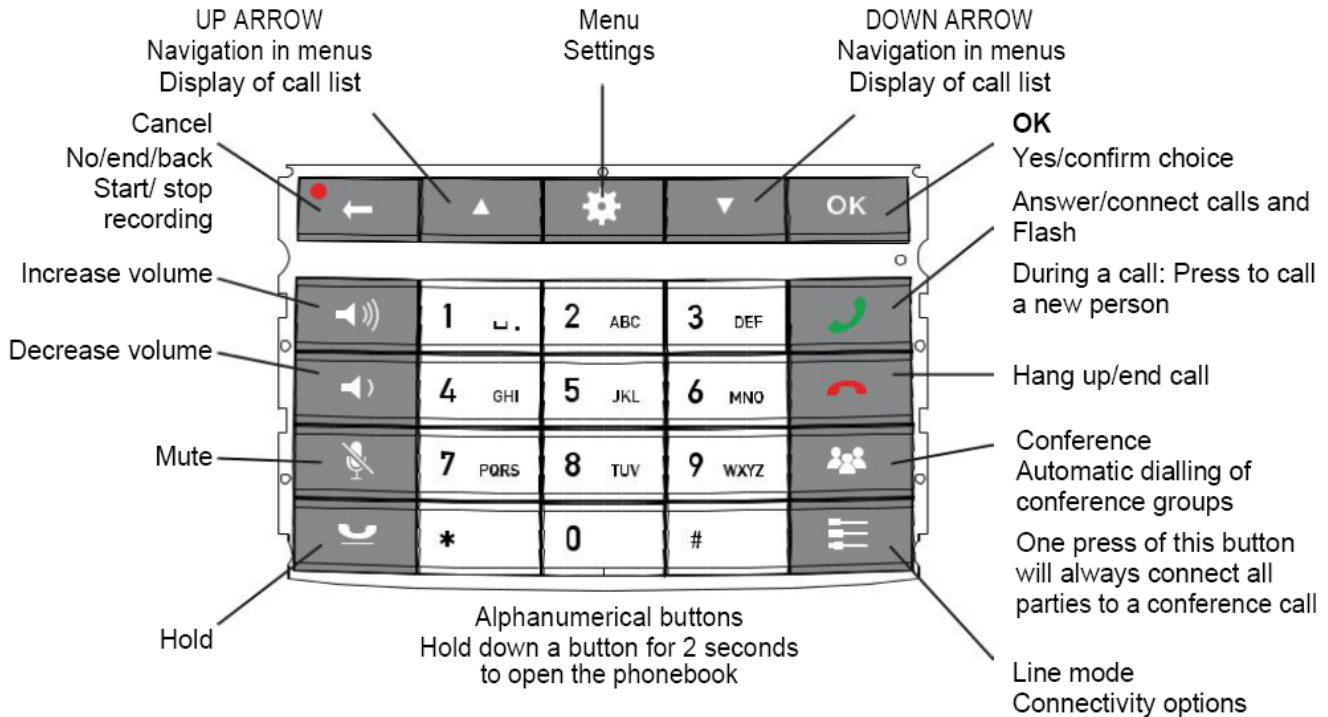


1.2 LEDs

The phone uses the following LEDs:


- **Flashing Blue:** Incoming call.
- **Steady Blue:** Call in progress.
- **Flashing Red:** On Hold. Microphone and speaker off.
- **Steady Red:** Mute. Microphone off.

1.3 The Keypad







1.4 Writing Text

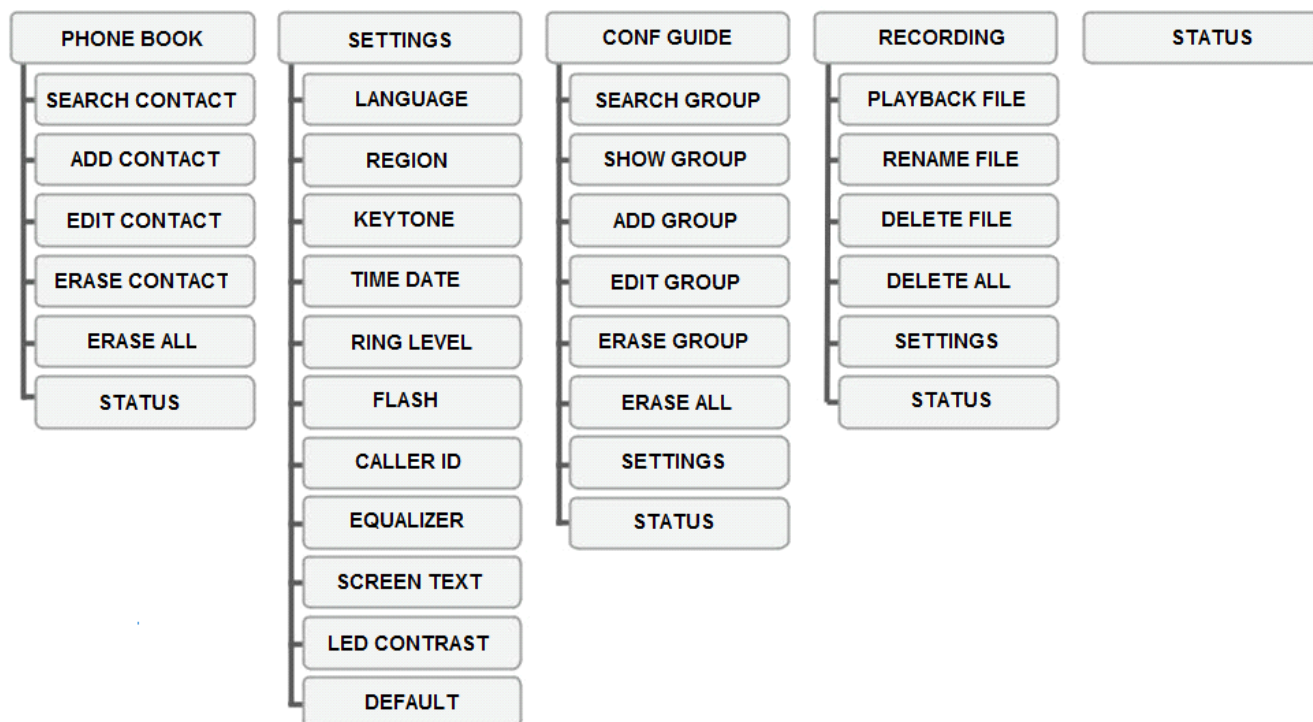
Each button contains letters and characters – more than those shown on the button (see illustration below). Press the same button repeatedly to change to another character. If there are two letters under the same button that you want to enter one after the other, you need to pause slightly before entering the second letter.

Press the  button to delete the last character you entered.

1.5 Navigating the Menu

1. Press .
2. Select the option you want from the [menu tree](#)  using the arrow buttons.
3. Confirm by pressing **OK** to select the marked option.
4. Cancel the setting or go back one level in the menu by pressing .
5. Quit the menu by pressing  again.
6. Note that after you have made changes to a setting, you must press **OK** to activate the setting.

1.6 The Menu Tree



Chapter 2.

Installation

2. Installation

2.1 Unpacking

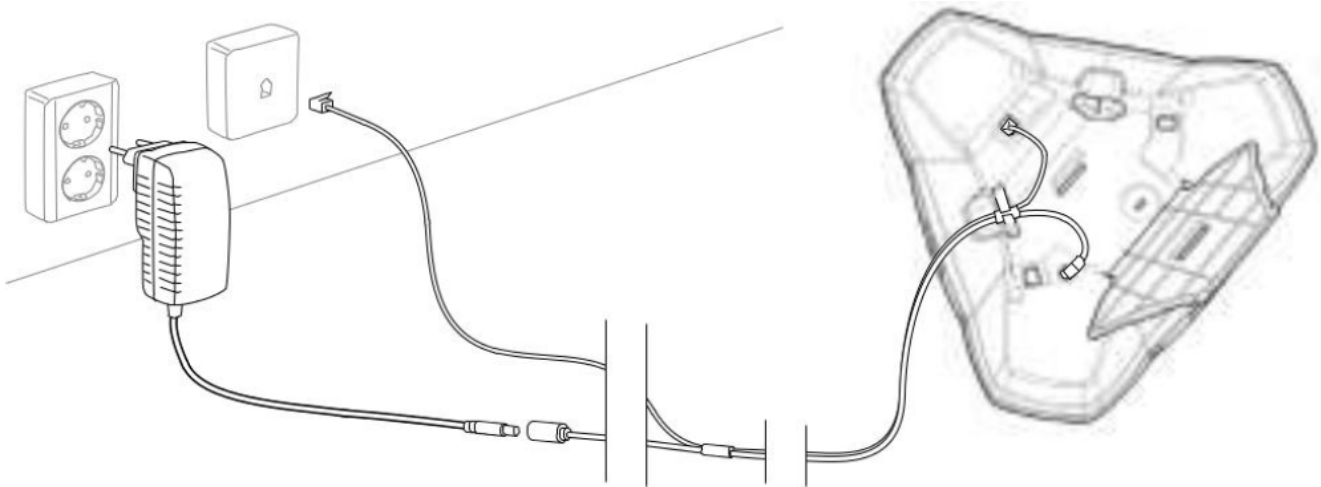
Check that all parts are included in the package. If any parts are missing, please contact your retailer.

- The Avaya IP Office Conference Phone
- Power adapter with universal socket compatibility
- 7.5 metre cable for electric power and line connection
- Intermediate plugs for analog connection
- Quick reference guides in different languages

2.2 Connecting

Connect to an analog line as illustrated:


- Plug the conference phone into the mains using the power adapter as illustrated.
- Place the conference phone in the middle of the table.



2.3 Set the Phone Region

The first time the phone is started, you need to select the region in which you are located. The conference phone then automatically configures to the normal telecom network settings for that region. Your selected entry can be changed later via this menu.


To set the phone's region:

1. Select  > **SETTINGS** > **REGION**.
2. Select the region in which you are located and press **OK** to confirm.

2.4 Set the Phone Language

The phone supports a range of languages for the menu display.


To set the phone's menu language:

1. Select  > **SETTINGS** > **LANGUAGE**.
2. Select the language you want and press **OK** to confirm.

2.5 Set the Phone Caller ID

The phone needs to be configured to match the caller ID signalling method used in your country or region. The table below is a guideline for choosing the correct setting. If the caller ID is not working properly, select another setting or contact your telephone service provider for further information.


To set the phone's call ID setting:

1. Select  > **SETTINGS** > **CALLER ID**.
2. Select your choice.


Caller ID Standard	Country
Bellcore (Telcordia)	Canada (usually), USA, Australia, New Zealand, China, Hong Kong, Singapore.
ETSI	Austria, Belgium, Czech Republic, France, Germany, Italy, Luxemburg, Norway, Poland, Spain, Slovenia, Switzerland, Turkey, South Africa, Taiwan.
BT (British Telecom)	United Kingdom
DTMF	Denmark, Finland, Greece, Iceland, Netherlands, Portugal, Sweden, China, India, Saudi Arabia, Brazil, Uruguay.

3. Press **OK** to confirm.

2.6 Set the Phone Flash Recall Pulse Setting

The Flash/Recall signal sent when  is pressed during a call. It is used to request a new line from the telephone system to which the telephone is connected. Typically the length of the signal required varies between different countries and so must be set correctly.



To set the phone's flash/recall pulse width:

1. Select  > **SETTINGS** > **FLASH**.
2. Select your choice. Examples of settings are:
 - **100ms** = Scandinavia, Europe, Siemens HiPath
 - **300ms** = Germany, France, Israel
 - **500ms** = USA
3. Press **OK** to confirm.


2.7 Configure the Conference Codes

To automate multiparty conferencing, the phone needs to be configured with codes that match those expected by the telephone system to which it is connected. For example, by default IP Office systems use the system short code *47 to let a user conference together their current and held calls.

In the actions below:

- To enter **F**, press the  button.
- To backspace, press the  button.

To set the phone's conference signalling settings:

1. Select  > **CONF GUIDE** > **SETTINGS**.
2. At the **ENQUIRY** prompt, enter the command the telephone system uses to hold the current call and press **OK**.
For IP Office, enter **F** and press **OK**.
3. At the **CONFERENCE** prompt, enter the command the telephone system uses to conference your held and current calls together and press **OK**. For IP Office, enter **F*47** and press **OK**.
4. At the **RETURN** prompt, enter the command your telephone system uses to switch between calls and press **OK**.
For IP Office, enter **F** and press **OK**.

Chapter 3.


Answering and Making Calls

3. Answering and Making Calls

3.1 Answering Calls



A ring tone and the blue flashing LED indicates an incoming call.

To answer a call:

1. Press  to answer.
2. The LEDs show a steady blue light. The duration of the call is shown on the display screen.


3.2 Making Calls

To make a call:

1. Either:
 - Dial the number and press .
 - Press  and dial the number.
2. The number is called and the LEDs show a steady blue light. The duration of the call is shown on the display screen.

3.3 Redialing


To redial the previous number called:

1. Press an arrow button. The last number that you dialed appears on the display screen.
2. Use the arrow buttons to look through previously dialed numbers.
3. Press . The number you select is dialed.

3.4 Calling from the Phonebook

See [Phonebook](#) ²⁶ for instructions on adding and updating contacts in the phonebook.




To make a call from the phonebook:

1. Press and hold down a number button for two seconds.
2. The phonebook appears on the display screen. The pre-programmed names appear in alphabetical order, starting with the number button's first letter.
3. Use the arrow buttons to look through the phonebook.
4. Press . The contact you select is dialed.

3.5 Making Three-Way Calls



The simplest way to set up a multi-party call is to use the [conference guide](#) ^[23]. You can connect another party to an existing call as follows.

To start a simple conference:

1. Press . A second dialling tone is heard.
2. Dial the second participant's number and wait for an answer.
 - If you don't get an answer when you dial the second number, go back to the first call by pressing .
3. Press the  button and then *47. All three participants are now linked together in one call.

3.6 Adjusting the Speaker Volume



To adjust the speaker volume:

1. Adjust the speaker volume using the buttons  and .

3.7 Muting Calls



When a call is muted, you can still hear the other parties but they cannot hear you.

To mute a call:

1. Press  to turn off the microphone. The LEDs change from blue to red. The other party cannot hear what you are saying.
2. Press  to reconnect the call.


3.8 Placing Calls on Hold

To hold a call:

1. Press  to put the call on hold. The LEDs change from blue to flashing red. Both the microphone and the speaker are turned off and the call is on hold.
2. Press  to reconnect the call.

3.9 Ending Calls

To end a call:


1. End the call by pressing .



Chapter 4.

Conferencing



4. Conferencing

You may need to adjust some settings in your conference phone to make it compatible with your PBX. See [Configure the Conference Codes](#) .

4.1 Creating Conference Groups





The conference guide allows you to create 20 conference groups with up to six people in each. You can then call the participants in a meeting by simply pressing a few buttons.

To create a conference group:

1. Select  > **CONF GUIDE** > **ADD GROUP**.
2. Enter a group name and press **OK** to confirm.
3. Press **OK** to enter the first person.
4. Write the name of the first person and press **OK** to confirm.
5. Enter the number and press **OK** to confirm.
6. Press **OK** to add another person and repeat the above steps.
7. Conclude by pressing .






4.2 Making Conference Group Calls

To call a conference group:

1. Press the  button.
2. Select the conference group you want to call.
3. The conference phone dials the first person and asks you to confirm when the person answers.
 - a. Press  if the person you are trying to call does not answer.
 - b. The phone will ask you if you want to redial that person:
 - To redial press **OK**.
 - To not redial press . You will be asked if you want to end the conference guide or continue to the next person. Press **OK** to continue or  to end the guide.
4. Press **OK** when the first person has answered.
5. Continue in the same way for each person in the group.


4.3 Making Multiparty Calls

To make a multiparty call:

1. Press the  button.
2. Select **QUICK GUIDE** with the arrow buttons. Press **OK** to confirm.
3. The Quick Guide asks you to dial the first number.
4. Dial the first person's telephone number. Press **OK** to confirm.
5. Press **OK** when the first person has answered.
 - a. Press  if the person you are trying to call does not answer.
 - b. The phone will ask you if you want to redial that person:
 - To redial press **OK**.
 - To not redial press . You will be asked if you want to end the conference guide or continue to the next person. Press **OK** to continue or  to end the guide.
6. Press **OK** to call another person and repeat the above steps. Press  when you have called all the persons you want for your meeting.
7. If one of the persons does not answer, follow the steps for calling a saved conference group (see above).




4.4 Display Conference Group Members

To display a conference group's members:

1. Select  > **CONF GUIDE** > **SHOW GROUP**.
2. Mark the group you want and press **OK**.
3. The names of the conference group participants are displayed.



4.5 Editing Conference Groups

To edit a conference group:

1. Select  > **CONF GUIDE** > **EDIT GROUP**.
2. Here, you can change the name of a conference group, add or delete a person from a group and change a person's name and phone number.
3. Mark your choice of option in the menu using the arrow buttons and press **OK** to confirm.
4. The names of the conference groups are displayed.
5. Mark the group you want to change and press **OK** to confirm.
6. Mark a person you want to change and press **OK** to confirm.
7. Make the change and press **OK** to confirm.
8. Delete a number or a letter in a name by pressing . If you want to cancel the change you are making and leave the name or number as they were, press  until the **CONFERENCE GUIDE** menu appears.




4.6 Deleting Conference Groups

To delete a conference group:

1. Select  > **CONF GUIDE** > **ERASE GROUP**.
2. Mark the group you want to delete and press **OK**.
3. Confirm that you really want to delete the group by pressing **OK** or cancel the deletion of a group by pressing .

4.7 Delete All Conference Groups


To delete all conference groups:

1. Select  > **CONF GUIDE** > **ERASE ALL**.
2. Confirm that you really want to delete all groups by pressing **OK** or cancel the deletion of all groups by pressing  .

4.8 Display Conference Guide Status

You can display the current number of configured conference groups. The conference guide can contain up to 20 groups.

To display the conference guide status:

1. Select  > **CONF GUIDE** > **STATUS**.
2. The display screen indicates the number of conference groups already stored plus how many more groups can be added.

Chapter 5.

Phonebook





5. Phonebook

The conference phone has a phonebook that holds up to 50 entries. See [making calls via the phonebook](#) ¹⁸.

5.1 Searching for Contacts



The simplest way to search for a contact in the address book is to hold down a number button for two seconds. You can also search for a contact via the PHONEBOOK menu.

To search the phone book:

1. Select  > **PHONE BOOK** > **SEARCH CONTACT**.
2. Mark the contact you want.
3. You can use the arrow buttons to press an alphanumeric button to jump to the first name that starts with that letter in the list.
4. Press **OK** or  to dial the selected contact. Press  to return to the **PHONE BOOK** menu or  to exit the menu.




5.2 Adding Contacts

To add a contact:

1. Select  > **PHONE BOOK** > **ADD CONTACT**.
2. Enter the name of the contact and press **OK** to confirm.
3. Write the number and press **OK** to confirm.
4. Press **OK** to add another contact or  to exit the menu.



5.3 Editing Contacts

To edit a contact:

1. Select  > **PHONE BOOK** > **EDIT CONTACT**.
2. Mark the contact you want to change. Press **OK** to confirm.
3. Make the change and press **OK** to confirm.
4. Delete a number or a letter in a name by pressing . If you want to cancel the change, press  until the **PHONEBOOK** menu appears.



5.4 Deleting Contacts

To delete a contact:

1. Select  > **PHONE BOOK** > **ERASE CONTACT**.
2. Mark the contact you want to delete and press **OK**.
3. Confirm that you really want to delete the contact by pressing **OK** or cancel the deletion of a contact by pressing .

5.5 Deleting All Contacts


To delete all conference groups:

1. Select  > **PHONE BOOK** > **ERASE ALL**.
2. Confirm that you really want to delete all contacts by pressing **OK** or cancel the deletion of a contact by pressing .

5.6 Display Phonebook Status

You can display the current number of contacts in your phone book and how many more contacts you can add. The phone book can hold up to 50 entries.

To display the phone book status:

1. Select  > **PHONE BOOK > STATUS**.
2. The display screen indicates the number of contacts already stored plus how many more contacts can be added.

Chapter 6.

Recording

6. Recording

It is possible to record a phone conference on an SD (Secure Digital) memory card so you can listen to it later on.


A flashing symbol appears on the display screen during recording. A beep is heard every 20 seconds so that other parties in the call know it is being recorded. The beep can be [turned off](#)^[32].

The recorded call is saved on the memory card. The document is named after the time at which the recording began (e.g. 14-35-01.wav) and is saved in a folder with the current date. This name [can be changed](#)^[32] after the recording has ended.

6.1 Starting a Recording

Remember to notify all parties in the call before you start recording.


To start recording a call:

1. Press the  button for two seconds and press **OK** to confirm.
2. The recording symbol flashes on the display screen.

6.2 Hold

You can hold a call that is being recorded. Whilst held none of the parties in the call are recorded.


To hold a recorded call:

1. Press  during the call to put the call on hold.
 - The LEDs change from blue to flashing red.
 - Both the microphone and the speaker are turned off and the call is on hold. None of the parties will now be recorded.

6.3 Mute


You can mute a call while recording. The other party will not be able to hear you but they are still recorded.

To mute recording:

1. Press the  button during a call to turn the microphone off.
 - The LEDs change from blue to red.
 - The other party cannot hear what you are saying but they are still recorded.

6.4 Stopping Recording

To stop recording:


1. Press the  button for two seconds and press **OK** to confirm.
2. The recording symbol is no longer displayed on the screen.

6.5 Listening to Recordings

You can listen to a recorded phone conference on your conference phone or a computer using an SD memory card reader. Recordings are saved in .wav format and can be played back on your choice of media player.



6.5.1 Listening to Recordings

To listen to recordings:

1. Select  > **RECORDING** > **PLAYBACK FILE**.
2. Mark the folder you want (date) and press **OK** to confirm.
3. A list of all recordings for the specified date is displayed. Names, date, time and length are displayed for each recording.
4. Mark the recording you want and start the playback by pressing **OK**.

6.5.2 Adjusting the Volume

To change the playback volume:

1. Increase the volume using the  button and lower it using .

6.5.3 Pause Playback

To pause playback:

1. Pause the playback by pressing **OK**.
2. Restart playback by pressing **OK** again.


6.5.4 Move Forward During Playback

To fast forward:

1. Move forward in the recording by pressing arrow down or backward by pressing arrow up.
2. The recording advances about 10 seconds every time you press the button. You can also jump further forward in the recording:
 - **3** = Forward 1 minute.
 - **6** = Forward 10 minutes.
 - **1** = Backward 1 minute.
 - **4** = Backward 10 minutes.

6.5.5 Stop Playback

To stop recording playback:






1. Stop the playback by pressing .

6.6 Managing Recordings

6.6.1 Editing the Name of a Recording




The recording is named by default with the time at which the recording started.

To change the name of a recording:

1. Select  > **RECORDING** > **RENAME FILE**.
2. Mark the folder you want and press **OK** to confirm.
3. Mark the recording to be edited and press **OK**.
4. Make the change and press **OK** to confirm.
5. Delete a number or a letter in a name by pressing  .
6. If you want to cancel the change you are making and leave the name or number as they were, press   several times until the **RECORDING** menu appears.




6.6.2 Deleting a Recording

To delete a recording:

1. Select  > **RECORDING** > **DELETE FILE**.
2. Mark the folder you want and press **OK**.
3. Mark the recording to be deleted and press **OK**.
4. Confirm that you really want to delete the recording by pressing **OK** again, or cancel the deletion of a recording by pressing  .

6.6.3 Deleting All Recordings


To delete all recordings:

1. Select  > **RECORDING** > **DELETE ALL**.
2. Confirm that you really want to delete all recordings by pressing **OK** again, or cancel the deletion of a recording by pressing  .

6.7 Adjusting the Recording Indicator


When it is recording a call, the phone can play a short beep every 20 seconds so that all the parties in the call know it is being recorded.

To turn the call recording beep on/off:

1. Select  > **RECORDING** > **SETTINGS**.
2. Select your choice.
3. Press **OK** to save the setting.

6.8 Display Recording Status

To display the recording status:

1. Select  > **RECORDING** > **STATUS**.
2. The display screen indicates the number of recordings, the total length of recorded calls and how many hours of recording time are left before the memory card is full.
3. <<<and>>>

Chapter 7.

Settings

7. Settings

This section covers how to change the phone's settings:

- [Selecting the Phone's Language](#) [35]
- [Selecting the Region](#) [35]
- [Deactivation the Keypad Tones](#) [35]
- [Adjusting the Ring Volume](#) [35]
- [Configuring the Conference Codes](#) [36]
- [Adjusting the Flash/Recall Pulse Width](#) [36]
- [Selecting the Caller ID Method](#) [37]
- [Changing the Date](#) [37]
- [Changing the Time](#) [37]
- [Changing the Time Format](#) [37]
- Adjusting the Sound Equalizer
- [Changing the Display Screen Idle Text](#) [38]
- [Adjusting the LCD Contrast](#) [38]
- [Defaulting the Phone](#) [38]
- [Displaying the Phone Status](#) [38]

7.1 Selecting the Language

The first time the phone is started, you need to select the region in which you are located. The conference phone then automatically configures to the normal telecom network settings for that region. Your selected entry can be changed later via this menu.

To set the phone's region:

1. Select **⚙** > **SETTINGS** > **REGION**.
2. Select the region in which you are located and press **OK** to confirm.

7.2 Selecting the Region

The first time the phone is started, you need to select the region in which you are located. The conference phone then automatically configures to the normal telecom network settings for that region. Your selected entry can be changed later via this menu.

To set the phone's region:

1. Select **⚙** > **SETTINGS** > **REGION**.
2. Select the region in which you are located and press **OK** to confirm.

7.3 Deactivating the Keypad Tones

You can select whether or not you want a tone to be heard when you press a button. Note that this setting does not affect the tone you hear when you dial a number in call mode.

To switch keypad tones on/off:

1. Select **⚙** > **SETTINGS** > **KEY TONE**.
2. Select your choice.
3. Press **OK** to save.

7.4 Adjusting the Ring Volume



To adjust the ring volume:

1. Select **⚙** > **SETTINGS** > **RING LEVEL**.
2. Select your choice.
 - There are six volume levels plus a silent mode. You will hear the ring tone for each level you select.
 - If you select silent mode, an LED on the phone flashes when an incoming call is received.
3. Press **OK** to save the setting.


7.5 Configuring the Conference Codes

To automate multiparty conferencing, the phone needs to be configured with codes that match those expected by the telephone system to which it is connected. For example, by default IP Office systems use the system short code *47 to let a user conference together their current and held calls.


In the actions below:

- To enter **F**, press the  button.
- To backspace, press the  button.


To set the phone's conference signalling settings:

1. Select  > **CONF GUIDE** > **SETTINGS**.
2. At the **ENQUIRY** prompt, enter the command the telephone system uses to hold the current call and press **OK**. For IP Office, enter **F** and press **OK**.
3. At the **CONFERENCE** prompt, enter the command the telephone system uses to conference your held and current calls together and press **OK**. For IP Office, enter **F*47** and press **OK**.
4. At the **RETURN** prompt, enter the command your telephone system uses to switch between calls and press **OK**. For IP Office, enter **F** and press **OK**.

7.6 Adjusting the Flash/Recall Pulse

The Flash/Recall signal sent when  is pressed during a call. It is used to request a new line from the telephone system to which the telephone is connected. Typically the length of the signal required varies between different countries and so must be set correctly.


To set the phone's flash/recall pulse width:

1. Select  > **SETTINGS** > **FLASH**.
2. Select your choice. Examples of settings are:
 - **100ms** = Scandinavia, Europe, Siemens HiPath
 - **300ms** = Germany, France, Israel
 - **500ms** = USA
3. Press **OK** to confirm.

7.7 Selecting the Caller ID Method

The phone needs to be configured to match the caller ID signalling method used in your country or region. The table below is a guideline for choosing the correct setting. If the caller ID is not working properly, select another setting or contact your telephone service provider for further information.

To set the phone's call ID setting:


1. Select  > **SETTINGS** > **CALLER ID**.
2. Select your choice.

Caller ID Standard	Country
Bellcore (Telcordia)	Canada (usually), USA, Australia, New Zealand, China, Hong Kong, Singapore.
ETSI	Austria, Belgium, Czech Republic, France, Germany, Italy, Luxemburg, Norway, Poland, Spain, Slovenia, Switzerland, Turkey, South Africa, Taiwan.
BT (British Telecom)	United Kingdom
DTMF	Denmark, Finland, Greece, Iceland, Netherlands, Portugal, Sweden, China, India, Saudi Arabia, Brazil, Uruguay.


3. Press **OK** to confirm.

7.8 Adjusting the Date and Time


7.8.1 Changing the Date

1. Select  > **SETTINGS** > **TIME DATE** > **DATE**.
2. Change the flashing figures for the year using the arrow buttons or by entering the figures on the keypad.
3. Press **OK** to confirm and to continue to the month, and then proceed in the same way for the day.

7.8.2 Changing the Time

1. Select  > **SETTINGS** > **TIME DATE** > **TIME**.
2. Change the flashing figures for the hour using the arrow buttons or by entering the figures on the keypad. Press **OK** to confirm and to continue to minutes.




7.8.3 Changing the Time Format

1. Select  > **SETTINGS** > **TIME DATE** > **TIME FORMAT**.
2. Select either a 12-hour or a 24-hour format using the arrow buttons and press **OK** to confirm your choice.

7.9 Changing the Display Screen Text


The text shown on the display screen when the phone is idle can be changed.

To change the idle display text:

1. Select  > **SETTINGS** > **SCREEN TEXT**.
2. Delete any existing text using   and enter your new text.
3. Press **OK** to save the setting.

7.10 Adjusting the LCD Contrast




To set the display contrast:

1. Select  > **SETTINGS** > **LCD CONTRAST**.
2. Select your choice.
3. Press **OK** to save the setting.

7.11 Defaulting the Phone

There is a menu option under **SETTINGS** that resets all settings to default. That includes deleting all contacts in the phonebook and all groups saved in the conference guide.

To default the phone:

1. Select  > **SETTINGS** > **DEFAULT**.
2. Confirm that you really want to reset the settings to default by pressing **OK** again, or cancel the resetting procedure by pressing  .
3. Follow the process for [configuring a new phone](#)^[14].

7.12 Checking the Phone Status

If you need to check the software version or serial number.

To display the phone status:

1. Select  > **STATUS**.

Chapter 8.

Appendix

8. Appendix

8.1 Maintenance

Clean the equipment with a soft, dry cloth. Never use liquids.

8.2 Technical Specification

Physical

Size	Diameter 240 mm, height 77 mm
Weight	1 kg
Color	Charcoal black
Display screen	Illuminated graphics (LCD), 128x64
Keypad	Alphanumeric 0-9, *, off hook/F, on hook, mute, hold, volume up, volume down, 5 buttons for menu navigation.
Anti-theft protection	Kensington security slot
Memory	Support for SD memory cards up to 2 GB

Connectivity

Analog telephone connectivity	Modular 6/6 modular (RJ11) to an analog PBX
Power supply	AC adapter 100-240 V AC/14 V DC
Expansion microphones	2 x Modular 4/4

Audio

Technology	OmniSound® 2.0
Microphone	Omni-directional
Reception area	Up to 30 metres ² , >10 people
Speakers	Frequency band 200-3300 Hz, analog line
Sound level	90 dB SPL 0.5 m
Equalizer	Three pitches: soft, neutral, bright

Environment

Temperature	5°-40°C
Relative humidity	20-80% condensation free
Recommended acoustic conditions	Reverberation period: 0.5 S Rt 60, Background noise: 45 dBA

Approvals

Telecommunication	TBR21, 47 CFR Part 68/TIA, IC CS-03 Issue 1999/01/01
EMC	EN301 489-1,3. EN 300 220-1,2, FCC subparts B and C
Electrical safety	UL 60950-1, EN 60950-1:2001

