

► Hold

To place a call on hold:



- Press .

To return to caller:

- Press the call appearance button of the held call.

► Transfer



To transfer a call to another extension:

- During a call, press .
- Dial the number and announce call.
- Press  and hang up.

To return to caller:

- Press the call appearance button of the held call.

To transfer a call to voicemail:

- During a call, press .
- Press the voicemail button.
- Dial *##.
- Enter the extension number.
- Press  and hang up.

► Send All Calls

To send all calls to voicemail:

- Press **Send All Calls** while on-hook or dial *3.

To cancel Send All Calls:

- Press **Send All Calls** while on-hook or dial #3.

► Call Park



To park a call:

- Press **Transfer**.
- Dial *6.
- Press **Transfer**.
- Press **Release**.

To retrieve a call parked at any extension:



- Dial #6.
- Dial the extension number where the call is parked.

► Conference (6 Parties)

- During a call, press .
- Dial new number.
- Press .

Note: Repeat steps to add additional parties.

To add a held call to an active call:

- Press .
- Press the call appearance button of the held call.
- Press  again.

To drop the last party:

- Press the **Drop** button .

► Call Pickup

To answer a call placed to your pickup group:

- Press **Call Pickup** or dial *7.

To answer a new call while active on another:

- Press **Hold**.
- Press **Call Pickup**.

► Call Forward

To forward all calls:

- Press **Call Forward**.
- Dial extension number. (You will hear 3 beeps.)

To cancel:

- Press **Call Forward** again.

► Call Log

To view the call log:

- Press the **Log** softkey.
- Navigate to either Incoming Answered Call Log or the Outgoing Calls Log by pressing the **InAns** or **Outgo** softkey, respectively.
- To review calls, press the **Page Right/Left** button.
- To view **call detail**, press the line button next to the applicable call.
- To call a party, press the line button next to the entry, and press the **Call** softkey.

To add a Call Log entry or a Web phone number to a speed dial button:

- From a Call Log, press the line button to the left of the party you want to add. To add a Web phone number start at the next step.
- Select the **AddtoSD** softkey.
- Edit the info by selecting the appropriate field. (Use the **Arrow** softkeys to move the cursor.)
- Press the **Done** softkey.
- Press the **Save** softkey.
- Press **Phone/Exit** when finished.

► Speed Dials (108)

To add speed dials:

- Press the **SpDial** softkey.
- Press the **Add** softkey.
- Use the Dialpad to enter the name. (Use the **Case** key to switch between lower/upper case. For spaces, use the **Space** key.)
- Press the **Done** softkey.
- Use the Dialpad to enter the number.
- Press the the **Done** softkey.
- Press the **Save** softkey.
- Press **Phone/Exit** when finished.

To edit speed dials:

- Press the **SpDial** softkey.
- Use **Page Left/Right** buttons to locate applicable Speed Dial button.
- Press the **Edit** softkey.
- Press the line button next to the entry you want to edit.
- Use the **Arrow** softkey to move cursor and the **Backspace** softkey to remove characters.
- Press the **Done** softkey.
- Press the **Save** softkey.

► Speed Dials (108)

To delete speed dials:

- Press the **SpDial** softkey.
- Use **Page Left/Right** buttons to locate applicable Speed Dial button.
- Press the **Delete** softkey.
- Press the line button next to the entry you want to delete.
- Press the **Delete** softkey again.

► SD Buttons

To program SD buttons:

- Press **Abr Program** softkey.
- Press the **SD** button to program.
- Dial number.
- Press **#** to save.

AVAYA



**46XX IP Series
Digital Telephones**

Quick Reference Guide