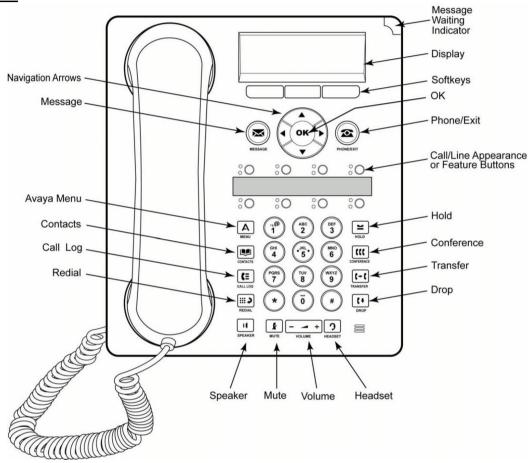


one communications (Equipment version) AVAYA IP Office System – 1408 Digital Phone Quick Reference v1.0

Avaya 1408







AVAYA IP Office System – 1408 Digital Phone Quick Reference

Updated: Dec 2021

Service Features	Access
Internal Call	Lift the headset + dial Extn. No.
External Call	Lift the headset + [9] + Telephone No.
Speakerphone • to turn on (LED turns on) • to turn off (LED turns off) Speakerphone er	[Speaker] [Speaker] again
Headset • to turn on (LED turns on) • to turn off (LED turns off) Headset Headset	[Headset] [Headset] again
 Mute to turn off microphone (LED turns on) to turn on microphone (LED turns off) 	[Mute] [Mute] again
Redial Redi	
Call Hold put a line on hold reconnect Hold	[Hold] [Extn. Line] which is on hold
Call Waiting	[Extn. Line] which has a incoming call awaiting to answer
Transfer • transfer • reconnect (if the line is busy or no answer) Transfer Transfer	[Transfer] + Extn No. + [Transfer]
Conference set up reconnect (if the line is busy or no answer) to drop/mute a party	re [Conference] + Extn No. / 9 + Tel No. + [Conference]
Drop (to terminate current call & reseize dial tone) Drop (to terminate current call & Drop (to terminate c	
Call Pickup (answer a call ringing at other extr Group	[Pickup Group] or #7
Send All Calls (route all calls to voicemail) setup ("N" & "SAC" show on the screen) cancel	[SAC] [SAC] again
Call Forward (all calls) setup ("D" shows on the screen) cancel	[Call Fwd] + Extn. No. (* key for backspace) + # [Call Fwd]





AVAYA IP Office System – 1408 Digital Phone Quick Reference

Service Features	Access				
Abbreviated Dialing					
• set up	{ Features } + (Phone User) + [OK]				
to call	Press the associated button				
Contacts List (up to 100 entries) to add a new entry Contacts	[Contacts] Press { New } Enter Name + { OK } + enter Tel No. + { Save }				
to search (entries listed in alphabetical order by name)	Press [◀] / [▶] to select a directory (All / External / Group / Users / Personal) Enter name to search / press { List } to view the whole list Press [▲] / [▼] to select an entry				
to call	Search & select an entry, press { Call }				
to edit	Search & select an entry, press { Details } + { Edit } Modify the Name + [▼] + modify Tel No. + { Save }				
to delete	Search & select an entry, press { Details } + { Delete } + { Delete }				
Call Log (up to 30 entries) (#X appears on the screen when you have missed calls, where # represents the number of calls) Call Log Call Log	Press [Call Log] Press [◀] / [▶] to view the call lists as below: Missed page to check missed incoming calls; Answered page to check recent answered incoming calls; Outgoing page to check recent outgoing calls; All Calls page to check all incoming / outgoing calls Press [▼] / [▲] to select call record in the call list. Press { Call } to call the no.; or { More } + { Delete } to remove the record.				
Access Voicemail System Message	[Message]				
Visual Alerting (Enable / Disable the message indicator flashes to alert you to an incoming call)	Press [Menu] + (Call Settings) + [OK] + (Visual Alerting) + { On/Off } / [OK] to turn it ON / OFF Press { Done } to use				
Ring Pattern	Press [Menu] + (Screen / Sounds) + [OK] + (Personal Ringing) + [OK] Press [▼] / [▲] to select Ring Pattern + { Play } to Listen Press { Save } to use				
Button Click Sound	Press [Menu] + (Screen / Sounds) + [OK] + (Button Click) + { On/Off } / [OK] to turn it ON / OFF Press { Done } to use				

Note: To avoid unnecessary disturbance, please remember to cancel the activated features when not required.





Remarks:

Buttons / Keys				Line Status Icons							
[XXX]	{ XXX }	(XXX)	A	(OK)	A	1	(2	J	CC	C
Fixed key	Soft key	Menu Item	Phone / Exit	Navigation Arrows / OK	Menu	Ringing	Active	On Hold	On Soft Hold	Conference	Conference Hold

Service hotline number: 1833 111

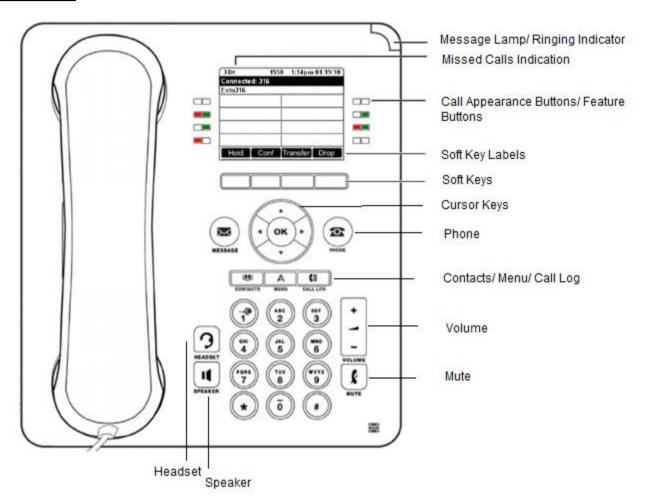
Voice mail box and email reminder: Customer is recommended to clean up voice mail box and email regularly.





one communications (Equipment version) AVAYA IP Office System – 9508 Digital Phone Quick Reference v1.0

Avaya 9508







AVAYA IP Office System - 9508 Digital Phone Quick Reference

Updated: Dec 2021

Service Features		Access				
Internal Call		Lift the headset + dial Extn. No.				
External Call		Lift the headset + [9] + Telephone No.				
Speakerphone to turn on (LED turns on) to turn off (LED turns off)	Speaker	[Speaker] [Speaker] again				
Headset to turn on (LED turns on) to turn off (LED turns off)	3 Headset	[Headset] [Headset] again				
 Mute to turn off microphone (LED turns on) to turn on microphone (LED turns off) 	Mute	[Mute] [Mute] again				
Call Waiting		[Extn. Line] which has a incoming call awaiting to answer				
Call Pickup (answer a call ringing at Group	,	[Pickup Group] or #7				
 Send All Calls (route all calls to voicemail) setup ("N" & "SAC" show on the screen) cancel 		[SAC] [SAC] again				
Call Forward (all calls) setup ("D" shows on the scre cancel	en)	[Call Fwd] + Extn. No. (* key for backspace) + # [Call Fwd]				
Call Appearance Buttons or Feature Buttons CA/ F. Button		Appearance Buttons: These buttons are user to make and received calls. Each button can represent a separate call Feature Buttons: These buttons are not configured as appearance buttons can be used for programmable feature buttons. The display label next to programmed button will indicate the feature. The button lamps indicated the features status.				
Soft Keys Soft Keys		The keys below the display have variable functions. When the key is active, its function is indicated by the text label above				
Cursor Keys Cursor Keys		 This dial acts as a set of cursor keys: to press for up or down to scroll through lists to use left and right cursor keys to enter or exit the different levels of the menu to scroll through possible settings to change settings 				
Volume	Volume	Press + (plus) or – (minus) ends of the key to adjust the volume				





AVAYA IP Office System - 9508 Digital Phone Quick Reference

Service Features	Access					
Abbreviated Dialing						
• set up	{ Features } + (Phone User) + [OK]					
to call	Press the associated button					
to add a new entry to search (entries listed in alphabetical order by name) Contacts	[Contacts] Press { New } Enter Name + { OK } + enter Tel No. + { Save } Press [◀] / [▶] to select a directory (All / External / Group / Users / Personal)					
to call to edit	Enter name to search / press { List } to view the whole list Press [▲] / [▼] to select an entry Search & select an entry, press { Call } Search & select an entry, press { Details } + { Edit }					
to delete	Modify the Name + [▼] + modify Tel No. + { Save } Search & select an entry, press { Details } + { Delete } + { Delete }					
Menu or Home	[Menu or Home] to access the menu for phone settings and information. These are settings stored by the phone itself rather than the telephone system.					
Call Log (up to 30 entries) (#X appears on the screen when you have missed calls, where # represents the number of calls) Call Log	Press [Call Log] Press [◀] / [▶] to view the call lists as below: Missed page to check missed incoming calls; Answered page to check recent answered incoming calls; Outgoing page to check recent outgoing calls; All Calls page to check all incoming / outgoing calls Press [▼] / [▲] to select call record in the call list. Press { Call } to call the no.; or { More } + { Delete } to remove the record.					
Access Voicemail System	[Message]					
Phone Message Phone	[Phone] to exit any menu and return to phone's normal button display					
Visual Alerting (Enable / Disable the message indicator flashes to alert you to an incoming call)	Press [Menu] + (Call Settings) + [OK] + (Visual Alerting) + { On/Off } / [OK] to turn it ON / OFF Press { Done } to use					
Ring Pattern	Press [Menu] + (Screen / Sounds) + [OK] + (Personal Ringing) + [OK] Press [▼] / [▲] to select Ring Pattern + { Play } to Listen Press { Save } to use					
Button Click Sound	Press [Menu] + (Screen / Sounds) + [OK] + (Button Click) + { On/Off } / [OK] to turn it ON / OFF Press { Done } to use					

Note: To avoid unnecessary disturbance, please remember to cancel the activated features when not required.





Remarks:

Buttons / Keys				Line Status Icons							
[XXX]	{ XXX }	(XXX)	A	(OK)	A	1	C	1	J	CC	CC
Fixed key	Soft key	Menu Item	Phone	Navigation Arrows / OK	Menu	Ringing	Active	On Hold	On Soft Hold	Conference	Conference Hold

Service hotline number: 1833 111

Voice mail box and email reminder: Customer is recommended to clean up voice mail box and email regularly.

