46XX Series IP Telephone
Instruction Booklet

* 7 line x 29 character display
* 24 system call appearance/feature button
* Provides automated call tracking with 100-entry call log
* Provides access to 104 speed-dial number
* Adjustable desk stand

46XX IP Telephone Reference

1 - Call appearance feature buttons: Used to access incoming/outgoing lines and programmed features.

2 - Display: Shows the status for the call appearances, information for a call, information provided by the Avaya call server, the Home screen, the Speed Dial screen, the call Log screen, and the Options screens.

3 - Message Lamp: This lamp is lit when a Audix message has arrived.

4 - Softkeys: Allows you to perform specific functions.
    Speed Dial: Add - Edit - Delete - Done
    Log: list of incoming/outgoing calls

5 - Options Button: Use to set ring tones, adjust display contrast

6 - Arrow keys: Use to move between screen pages, to cycle through Call Log and Speed Dial entries, and to move the cursor during data entry

7 - Hold button: Use to place calls on hold.

8 - Transfer Button: Use to transfer calls.

9 - Conference button: Use to conference calls.

10 - Drop button: Disconnects the current call. if you are on a conference call, press this button to drop the last person you added to the conference.

11 - Redial button: Dials the last number you dialed.

12 - Dialpad: Standard 12 -button pad that allows you to dial telephone numbers.

13 - Volume control buttons: Use to adjust speaker, handset, headset, or ringer/button .

14 - Mute button: Turns off the micropphone. When the Mute feature is active, the associated lamp turns on and the person at the other end of the call cannot hear you.

15 - Headset button: Use to activate a headset that is connected to the to the headset jack.

16 - Speaker button: Use to accessthe built-in speakerphone. The lamp associated with this button turns on when the speaker is active.

17 - Headset Jack: Use to connect a headset. This jack is located on the back of the telephone.

18 - Exit button: Returns you to the first page of the Home screen.

Call-Handling Features

Answer a call

When a call arrives at your46XX telephone, you hear a ringing tone, and a blinking bell icon appears on the associated call appearance. In addition, call identification information is displayed.

To answer an incoming call

Perform one of the following steps:

- If you are not active on another call, answer the call with your handset, headset, or speakerphone. To use your speakerphone, see "Speakerphone".
- If you are active on a call already, place the active call on hold, and then answer the incoming call.
- If the call appearance for the ringing call is not displayed on the current Home screen page, use ◁ and ▷ to switch between the pages. Use 🏠 to return to page 1 of the Home screen. When you locate the call appearance for the ringing call, press the corresponding call appearance button.

Make a call

To make a call

1. Get Dial tone.
2. Dial number.

   #### *To have the 46XX telephone make a call automatically*

   Perform one of the following steps:

   - Press 📇 redial for the last number that you dialed.
   - Access the Call Log and start a call to a specific entry. See "Make a Call from the Call Log."

     If using "Incoming" Phone log, you will need to dial,

     9-Local #   or

     9-1-area code & Long Distance #

- Access the Speed Dial List in your personal directory and start a call to a specific entry. Note: see "**Speed Dial/Personal Directory**" for setting up these numbers.

Hold

The Hold feature puts a call on hold until you can return to it.

To put a call on hold

Press 📞 .

To return to the held call

Press the call appearance button of the held call.

Redial

The Redial or Last Number Dialed feature automatically redials the last number you dialed.

To redial the last number that you dialed

Press 📇 .

Transfer

The Transfer feature allows you to transfer a call from your telephone to another extension or outside number.

To transfer the current call to another extension

1. While on a call, press 📞 .
2. When you hear dial tone, dial the number to which the call is to be transferred.
5. Press 📞 again and hang up to complete the transfer.

Conference

The Conference feature allows you to conference you and up to five other parties on a call.

To add another party to a call

1. Press 📞 .
2. When you hear dial tone, dial the number of the person you want to add to the call.
3. Wait for an answer.
4. To add the person to the call, press 📞 again. If the called party does not answer or does not want to join the conference, press 📞 . Then, you can return to the held call by pressing its call appearance button.
5. Repeat Steps 1 through 4 for additional conference connections.

To remove the <u>last person</u> *added to the conference call*

1. Ensure that the conferenced call appearance is selected.

2. Press 📞 .

Getting Messages

Message

Your Message lamp turns on when a caller has left a message for you.

Personalized Settings

Visual Ring

The Flash Message Lamp option allows you to choose a visual alert for incoming calls. When this option is enabled, the telephone rings and the lamp above the 46XX display area flashes when an incoming call arrives.

To set the Flash Message Lamp option

1. From the Home screen, press the *Option* softkey.

The Options screen is displayed.

2. Press the **Ring Options** feature button.

   The Ring Options screen is displayed.

3. Press the **Flash Message Lamp** feature button.

4. Press the **Yes/No** softkey or press the button to the right of the setting to indicate whether you want Flash Message Lamp enabled.

5. Press the **Save** softkey.

   You will hear a confirmation tone.

Personal Ringing

The Personal Ringing option allows you to choose a ring pattern for the 46XX.

To select a personalized ringing pattern

1. From the Home screen, press the **Option** softkey.

   The Options screen is displayed.

2. Press the **Ring Options** feature button.

   The Ring Options screen is displayed.

3. Press the **Ring Pattern** feature button.

   The Select Ring screen with the current ring pattern is displayed.

4. Use ◁ and ▷ or the dialpad to cycle through the ringing patterns.

5. To save the selected ringing pattern, press the **Save** softkey.

   You will hear a confirmation tone.

   Note: If you go off-hook or receive a call during selection, the process is canceled and you must start again.

Call Appearance/Button Labels

Edit Labels

You can change the labels of the call appearance/feature buttons on your telephone. These new labels are stored in your 46XX telephone.

To edit call appearance/feature button labels

1. From the Home screen, press the **Label** softkey.

   The Label Action screen is displayed.

2. Press the **Edit** softkey.

   The Label Select screen is displayed. You can use ◁ and ▷ to locate the label you want to edit.

3. Press the feature button on the 46XX telephone that corresponds to the label you want to edit.

   The Label Edit screen is displayed. The New Label field displays the current customized label (if any), and the System Label field displays the system label.

4. Using the dialpad, edit the label. You can enter up to 13 characters. By default the first letter appears in uppercase, and the following characters appear in lowercase.

5. When you finish, press the *Save* softkey.

Speed Dial/Personal Directory

Add a Speed Dial Entry

You can store up to 48 personal speed dial entries in the 46XX telephone. When the maximum number of entries is stored, you must delete existing entries before the 46XX telephone allows you to enter new entries.

To add speed dial entries to your personal directory

1. From the Home screen, press the **SpDial** softkey.

   The Speed Dial screen is displayed.

2. Press the **Add** softkey.

   The Edit Name screen is displayed with the Name field underscored.

   Note: If the directory is full, a message is displayed indicating that your Speed Dial list is full. You must delete an existing entry before a new entry can be added.

3. Using the dialpad, enter the name for your speed dial entry. You can enter up to 13 characters. By default, the first letter you enter appears in uppercase, and the following characters appear in lowercase.

   Note: You can use the **Case** softkey to switch between uppercase and lowercase. You can use the **Space** softkey to insert a space between first and last names. After you enter a space, by default the next character is an uppercase letter. The following characters in that word appear in lowercase. Use the ***** (star) key to cycle through the period and star characters. Use the **#** (pound) key to cycle through the hyphen and pound characters.

4. When you finish entering a name, press the feature button to the left of the Number field to advance to that field.

5. Using the dialpad, enter the telephone number for this speed dial entry. You can enter numbers up to 24 characters long, including special characters.

6. When you finish entering the telephone number, press the *Save* softkey to save your entry.

   You will hear a confirmation tone.

7. Repeat Steps 2 through 6 for additional entries.

Make a call from a Speed Dial

To make a call to a directory entry with the Speed Dial feature

1. From the Home screen, press the *SpDial* softkey.

   The Speed Dial screen is displayed.

2. Press the feature button for the entry you want to call. If the entry is not displayed on the current page, use ◁ and ▷ to cycle through the entries.

Edit a Speed Dial Entry

To edit a stored speed dial entry

1. From the Home screen, press the *SpDial* softkey.

   The Speed Dial screen is displayed.

2. Press the *Edit* softkey.

3. Press the feature button that corresponds to the entry you want to edit.

4. Using the dialpad, enter the name for your speed dial entry. You can enter up to 13 characters. By default, the first letter you enter appears in uppercase, and the following characters appear in lowercase.

5. If you want to change the number, press the feature button to the left of the

Number field in the Edit Number screen. Otherwise, see Step 7.

6. Using the dialpad, enter the telephone number for this speed dial entry. You can enter numbers up to 24 characters long, including special characters.

7. When you finish making changes, press the *Save* softkey to save your entry.

8. Repeat Steps 3 through 7 for additional entries.

Call Log

View the Call Log

To view the list of all calls recorded in the Call Log

1. From the Home screen, press the *Log* softkey.

   The Call Log Summary screen is displayed.

2. Press the appropriate softkey for the type of call entries you want to view (that is, answered, unanswered (missed), outgoing, or all entries).

3. Use ◁ and ▷ to scroll through the pages.

4. To view information about a specific entry, press the button that corresponds to the entry.

   The Call Log Detail screen for this entry is displayed.

5. Press 📞 to return to the Home screen.

Make a Call from the Call Log

To make a call from an entry in the Call Log

1. From the Home screen, press the *Log* softkey.

   The Call Log Summary screen is displayed.

2. Use ◁ and ▷ to scroll through the pages.

3. When you locate an entry

you want to call, press the button that corresponds to that entry.

The Call Log Detail screen for this entry is displayed.

4. Press the *Call* softkey to make the call.

Note: You can use this method to make calls directly to extensions. To call outside numbers, go off-hook and dial the required code to access an outside line (for example, "9"). Then, press the *Call* softkey to make the call.

Save a Call Log Entry to a Speed Dial

To save an entry in the Call Log to your Speed Dial List

1. From the Home screen, press the *Log* softkey.

   The Call Log Summary screen is displayed.

2. Use ◁ and ▷ to scroll through the pages.

3. When you locate an entry you want to save, press the button that corresponds to that entry.

   The Call Log Detail screen for this entry is displayed.

4. Press the *Save* softkey.

   The Edit Name screen is displayed.

5. Make any changes, and then press the *Save* softkey to save the entry to the Speed Dial List.