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Contents

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1408/1416 Phone User Guide - Avaya

Using a cell, mobile, or GSM phone, or a two-way radio in close proximity to an Avaya IP telephone might cause interference. During a power surge, EFT or ESD, calls may be dropped. After a power surge, EFT or ESD, it is normal for

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the phone to restart. Documentation disclaimer Avaya Inc. is not responsible for any modifications, additions, or

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Summary of Contents for Avaya 1416
Page 1: Call Handling Page 1 of 3 Making
a Call Lift Handset or Press Speaker key,
Choose from the following: a) Dial

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Extension Number b) Dial 9 + Phone Number c) Press Contacts to scroll through contacts Note: Press the Mute key while on a call to mute your voice (you will be able to hear the caller but they ...

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1 (3/10/2011) IP Office Checking messages 1.Press the MESSAGE button. Enter your voicemail password if requested and press Done. 2.The numbers shown next to Listen indicate the number of new, old and saved messages. 3.Highlight Listen and press Select. 4.Use the Up and Down arrow keys to highlight the messages that is

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Pressing the MENU key accesses a menu that can be used to control various phone settings. These are mainly settings stored by the phone rather than user settings that move with you. The Phone A-Menu diagram shows a summary of the menu options.

Phone Settings - Avaya

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AVAYA TELEPHONE USER MANUAL Pdf Download | ManualsLib

The Avaya 1416 digital phone with 16 line displays/function keys are designed for attendants, receptionists, assistants, managers and other users with high telephone comfort requirements, who as typical agents of incoming calls, must forward customers, and monitor multiple

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lines throughout the day.

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Key. Description. Soft Keys - These 3 keys below the display have variable functions. When the key is active, its function is indicated by the text label above it. The left hand key is usually linked to the OK key.. Message - This key

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is used to access your voicemail system. By default this uses a series of menus on your phone's display.

Phone Keys - Avaya

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Answering and Making Calls Answering a call If you are not already on a call, lift the handset. If you are already on a call,

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press the alerting call appearance button (slow flashing green lamp) puts

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A D is shown on your phone's display when you have forward unconditional enabled. Forward on Busy. Forward on busy redirects your calls when your

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phone is not able to present you with any more alerting calls. • By default this function is only applied to incoming external calls to you. However, if required internal calls can also be selected.

Forwarding Calls - Avaya

If your telephone system includes a

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voicemail server, pressing the MESSAGES button accesses voicemail. Your system administrator can configure whether the access uses either spoken prompts from the voicemail server or visual menus on the phone called 'visual voice'. This guide assumes the default operation of using the visual voice menus.

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Voicemail - Avaya

These contacts are viewable and useable by all phone users. These are two types of external contacts:

- Some external contacts are entered into the telephone system configuration by the system administrator.
- Other external contacts are those imported by the

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telephone system from other directory sources. Notes. 1.

Contacts/Directory - Avaya

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Guide - Avaya

Not all features described in this user guide may be available on your telephone. If you find that a feature is not available, contact your system administrator. Overview of phone buttons and features Avaya 1616/1616-IP Deskphone User Guide February 2010
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