LEDs

Table 1: Call appearance button LEDs

LED	Description
Steady green and steady red	Call appearance is active.
Slow blinking green and steady red	Call appearance is ringing.
Fast blinking green	Call appearance is on hold.
Very fast blinking green	Call is being transferred or conferenced.
Steady red	Call appearance is selected and will be used when you go off-hook.
Off	Call appearance is available.

Answering and making a call

Answering a call

- If you are not on another call, do one of the following:
  - Lift the handset.
  - Press the call appearance button whose green LED flashes for the incoming call.
  - Press the **Speaker** button to answer using the speakerphone.
- If you are on another call, press the call appearance button whose green LED flashes for the incoming call.

Making a call

1. Do one of the following:
   - Lift the handset.
   - Press the **Speaker** button.
   - Press an available call appearance button.
2. Dial the number you want to call.

Putting a call on hold

1. Press the **Hold** button to put your active call on hold.
2. To resume the call, press the call appearance button for the call on hold.

Transferring a call

1. If the call you want to transfer is not your active call, press the call appearance button for the call you want to transfer.
2. Press the **Transfer** button.
3. Dial the telephone number.
4. Press the **Transfer** button again or hang up to complete the transfer.

Conference calls

Making a conference call

1. While active on a call, press the **Conference** button.
2. Dial the telephone number.
3. Press the **Conference** button to add the person to the existing call.

Adding a person on hold to a conference call

1. While active on a call, press the **Conference** button.
   You hear a dial tone.
2. Press the call appearance button of the call on hold.
3. Press the **Conference** button again to add the person to the conference call.

Putting a conference call on hold

1. Press the **Hold** button during a conference call.
   The blinking green LED next to the call appearance button indicates the conference is on hold.
2. Press the call appearance button to resume the conference call.

Dropping the last person added from a conference call

While active on a conference call, press the **Drop** button.

Avaya Menu

You can use the Avaya Menu to adjust and customize phone settings, select the display language, view network settings, and log out. To access the Avaya Menu, press the **A** button. To exit the Avaya Menu, press the **A** button twice.

The Avaya Menu has five sub-menus:

Screen	Lets you adjust the display brightness and contrast and turn visual alerting on and off.
Sounds	Lets you select your ringing pattern, turn button click sounds on and off, and turn error tones on and off.
Advanced	Lets you select the display language and set automatic gain control on the handset and speaker.
Network Information	Shows a summary of network-related parameters for your phone, such as IP parameters and Quality of Service.
Log Out	Lets you log out of your telephone to prevent unauthorized use during your absence.

> **Note:**
> The sub-menus that appear depend on how your extension was administered. Some sub-menus may not be available.

Adjusting the brightness or contrast of the display

1. Press the **A** button.
2. Press **#** to continue.
3. Press ***** to select Screen.
4. Press **#** to scroll to Bright or Contrast.
5. Press **-** or **+** on the volume button to adjust the brightness or contrast.

Changing the ring pattern

1. Press the **A** button.
2. Press **#** to scroll to Sounds.
3. Press ***** to select Sounds.
4. Press **-** or **+** on the volume button to select a ring type.

Turning visual alerting on or off

When the Visual Alerting option is turned on, incoming calls cause the LED in the top right corner of the phone to flash. You can turn Visual Alerting on or off.

1. Press the **A** button.
2. Press **#** to continue.
3. Press ***** to select Screen.

4. Press **#** to scroll to Visual Alert.

5. Press **-** or **+** on the volume button to turn visual alerting on or off.

Changing the language

1. Press the **A** button.

2. Press **#** to scroll to Advanced.

3. Press ***** to select Advanced.

4. Press **#** to scroll to Language.

5. Press ***** to select Language.

6. Press **#** to scroll to the desired language.

7. Press ***** to save your selection.

8. Press **+** to confirm or **-** to cancel.

Advanced telephone features

The feature button label identifies the feature that has been assigned for your telephone. For more information about the feature administered for your telephone, and for other features that are available for your extension, contact your system administrator.

For more information

Go to www.avaya.com/support for latest support information, including the user guide, administrator guide, installation and maintenance guide, interactive document, and software downloads.

AVAYA

Avaya one-X™ Deskphone Value Edition SIP for 1603SW-I IP Deskphone Quick Reference Quick Reference