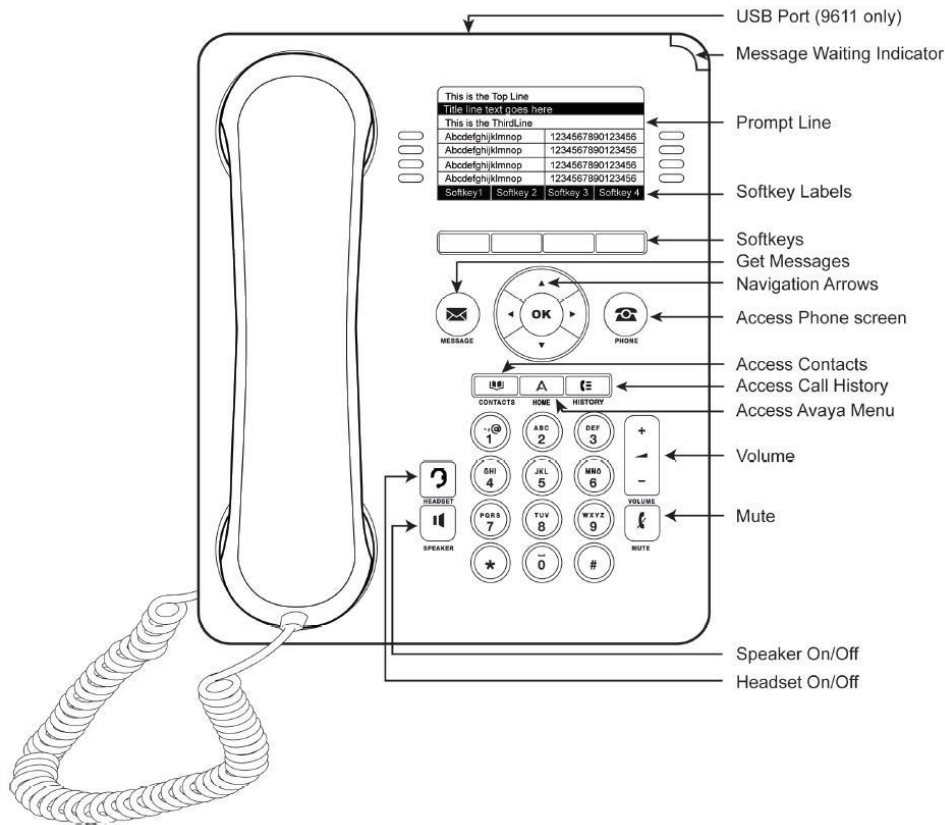


# Using your Avaya 9611G Voice Over IP Phone

Buttons on your phone set and their meanings:

| Name                      | Description  |
|---------------------------|--|
| Message Waiting Indicator | An illuminated red light in the upper-right corner of your phone indicates you have voicemail messages waiting. If visual alerting is enabled, this light flashes when you receive an incoming call.   |
| Missed Call Indicator     | The icon on the <b>History</b> button is illuminated when you have missed calls. The top line shows the <b>Missed Call</b> icon and the number of calls missed.  |
| Prompt Line               | View the prompt line to see helpful information, such as when you can use the right or left navigation arrows to view alternate screens or menus.  |
| Call Appearances          | The number of lines available to make or receive calls (call appearances) depend on how your system is administered. Press the line button to initiate or answer a call.   |
| Lines                     | The line buttons with integrated LEDs show which lines are in use and correspond to the lines on the display. Press the line button to select that line. Lines also indicate if a feature or system number (for example, an autodial number) is enabled or disabled in the Feature or System Numbers view. |
| Softkeys                  | Use the Softkey to act on objects displayed on the screen. The Softkey labels show you the action that each key produces.  |
| Message                   | Press the <b>Message</b> button to connect directly to your voicemail system.  |
| Navigation Arrows         | Use the right and left navigation arrows to navigate between menus or to move the cursor during text input. Use the up and down navigation arrows to move from one line to another.  |
| Phone                     | Press <b>Phone</b> to view and manage your calls.  |
| Contacts                  | Press <b>Contacts</b> to view the entries in your Contacts list.   |
| History                   | Press <b>History</b> to view the history of your outgoing, incoming, and missed calls.   |
| Home                      | Press <b>Home</b> to configure options and settings, access the browser, log out, or view network information.   |
| Volume                    | Press <b>Volume</b> to adjust the volume of the handset, headset, speaker, and ringer.   |
| Headset                   | Press <b>Headset</b> to use the headset if it is connected. Only HIS headset cords are compatible with your phone.   |
| Mute                      | Press <b>Mute</b> to mute a call in progress. To take a call off mute, press <b>Mute</b> again.  |
| Speaker                   | Press <b>Speaker</b> to use the speakerphone. To take a call off speakerphone, lift the handset.   |



## Icons that can appear in the prompt line:

| Icon | Description  |
|------|--|
|      | Missed call; a call was not answered or was forwarded to voice mail.   |
|      | Incoming call is alerting.   |
|      | Call is active.  |
|      | Call is on hold.   |
|      | Conference is active.  |
|      | Conference is on hold.   |
|      | Use the Right or Left navigation arrow to see additional pages/screens/options.  |
|      | Scroll left for other options.   |
|      | Scroll right for other options.  |
|      | Scroll up or down when there is more information than can display in the application area.   |
|      | The call in progress is muted.   |
|      | The ringer volume is off due to pressing - on the <b>Volume</b> button until the volume turns off. To reinstate volume, press + on the <b>Volume</b> button. |
|      | Icon indicating the telephone is not connected to its Network. Please call the <b>Help Desk at 8-3375</b> for further assistance.                            |

For more information, please visit <http://grok.lsu.edu>  
 If you experience any problems, please call the **Help Desk at 8-3375**

## Basic Phone Functions:

|                                    |   |
|------------------------------------|---|
| <b>Mute a Call</b>                 | Press the <b>Mute</b> Button  |
| <b>Put a Call on Hold</b>          | Press <b>Hold</b> Softkey   |
| <b>Transfer a Call</b>             | Press <b>Transfer</b> Softkey,<br><br>Dial the destination telephone number, press <b>Complete</b> or <b>OK</b> |
| <b>Ignore a Call</b>               | Press <b>Ignore</b> Softkey   |
| <b>Check Voicemail Messages</b>    | Press <b>Message</b> Button   |
| <b>Redial a Number</b>             | Press <b>Redial</b> Softkey   |
| <b>Send All Calls to Voicemail</b> | Press <b>Send All</b> Softkey   |
| <b>Put a call on Speakerphone</b>  | Press the <b>Speaker</b> Button   |
| <b>Create a Conference Call</b>    | Press <b>Conf</b> Softkey<br><br>Dial your next call then press the <b>Join</b> Softkey                         |