



Using Avaya B189 IP Conference Phone

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Note

Using a cell, mobile, or GSM phone, or a two-way radio in close proximity to an Avaya IP telephone might cause interference.

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Australia Statements

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Danger:

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Denan Power Cord Statement



Danger:

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- Please only use the connecting cables, power cord, and AC adapters shipped with the equipment or specified by Avaya to be used with the equipment. If you use any other equipment, it may cause failures, malfunctioning, or fire.
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2. This equipment or device must accept any interference, including interference that may cause undesired operation.

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1. Es posible que este equipo o dispositivo no cause interferencia perjudicial y
2. Este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

Power over Ethernet (PoE) Statement

This equipment must be connected to PoE networks without routing to the outside plant.

Taiwan Low Power Radio Waves Radiated Devices Statement

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U.S. Federal Communications Commission (FCC) Statements

Compliance Statement

The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

To comply with the FCC RF exposure compliance requirements, this device and its antenna must not be co-located or operating to conjunction with any other antenna or transmitter.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interferences that may cause undesired operation.

Class B Part 15 Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designated to provide reasonable protection against harmful interferences in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interferences to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Radiation Exposure Statement

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance of 8 in or 20 cm between the radiator and your body. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

EU Countries

This device complies with the essential requirements and other relevant provisions of Directive 1999/5/EC. A copy of the Declaration may be obtained from <http://support.avaya.com> or Avaya Inc., 211 Mt. Airy Road, Basking Ridge, NJ 07920 USA.

General Safety Warning

- Use only the Avaya approved Limited Power Source power supplies specified for this product.
- There is a risk of explosion if you use an incorrect type of battery in the DECT handset. Replace used batteries with the correct battery type: Nickel Metal Hydride (NiMH), rechargeable, size AAA.
 - This product uses NiMH batteries which are recyclable and must not be disposed of as municipal waste to reduce the risk of releasing substances into the environment. At the end of the battery's useful life, remove the rechargeable batteries and take them to the nearest battery collection location to be recycled.
- Ensure that you:
 - Do not operate the device near water.
 - Do not use the device during a lightning storm.
 - Do not report a gas leak while in the vicinity of the leak.
 - Limit the power to the device over telecommunications wiring to 36-57 volt DC or ≤ 1.3 ampere DC.

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Chapter 1: Introduction

Introduction

This document describes the procedures for using Avaya B189 IP Conference Phone with an Avaya Aura® Communication Manager call server.

 **Caution:**

Ensure that adequate technical support is available for servers used with any Avaya B189 IP Conference Phone. If the servers do not function correctly, the conference phones will not operate properly.

Intended audience

This guide is intended for people who use Avaya B189 IP Conference Phone.

Related resources

Documentation

| Title | Use this document to: | Audience |
|---|--|--------------------------------------|
| Installing | | |
| Installing and maintaining Avaya B189 IP Conference Phone | Install and maintain Avaya B189 IP Conference Phone. | Administrators and network engineers |
| Administering | | |
| Administering Avaya B189 IP | Configure and administer Avaya B189 IP Conference Phone. | Administrators and end users |

Table continues...

| Title | Use this document to: | Audience |
|--------------------------------|--|-----------|
| Conference Phone | | |
| Quick Reference | | |
| Avaya B189 IP Conference Phone | Reference the Avaya B189 IP Conference Phone features quickly. | End users |

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Chapter 2: Getting started

Overview

Avaya B189 IP Conference Phone is a multiline H.323 conference phone that you can use to make calls and hold conferences with HD quality voice.

The features of the conference phone include a 5-inch touch screen, mute, and volume control buttons, one On-hook/Off-hook button, and a Phone button. You can navigate the menu only through the touch screen. Bi-color LEDs provide visual indication of an incoming call, call in progress, call on hold, and a muted microphone.

Avaya B189 IP Conference Phone supports Public Address (PA) system and two-way communication with external microphones and speakers. As the LEDs are visible from all angles, the conference phone visually alerts the users. You can attach additional microphones to the conference phone to cover a wide area. The conference phone supports both Auto dialing and Edit dialing.

Buttons and physical layout



Figure 1: Front view of Avaya B189 IP Conference Phone

The following table lists the buttons and the other parts on Avaya B189 IP Conference Phone.

| Callout number | Description |
|----------------|--|
| 1 | Volume decrease button |
| 2 | Volume increase button |
| 3 | Mute buttons and status indicator LEDs |
| 4 | Touch screen |
| 5 | Phone button |
| 6 | Phone On-hook/Off-hook button |

Connection layout

The following table lists the connections that are available on the conference phone.



Figure 2: Connection layout on Avaya B189 IP Conference Phone

| Callout number | Description |
|----------------|---|
| 1 | Left side expansion microphone port |
| 2 | USB Connection Note: This connection is reserved for future use. |
| 3 | RJ 45 Network connection socket |
| 4 | Right side expansion microphone port |
| 5 | Daisy chain connection socket Note: This connection is reserved for future use. |
| 6 | Auxiliary connection port. This port is used to connect to a PA system using PA System Interface Box. |
| 7 | Headset connection port This connection is reserved for future use. |



Figure 3: Connection layout on Avaya B189 IP Conference Phone

| Callout number | Description |
|----------------|--------------|
| 1 | SD card slot |

Recommendations to improve audio quality

If your laptop is open, position the screen at a 45-degree angle away from the conference phone or the expansion microphones. Else, the audio will get distorted. Consider the following recommendations before and during a conference :

- Turn off noisy fans.
- Turn down the volume of mobile devices.
- Do not drum your fingers or tap a pen on the table.
- Turn your laptop screen in a direction that does not obstruct the microphone.
- Do not place papers or folders on top of the extra microphones on the table.
- Do not rest your chin on your hand while talking.
- Close the door or the windows to keep out external sounds.
- Prevent miscellaneous noise by muting the microphone when you are not talking.

Additional audio recommendations

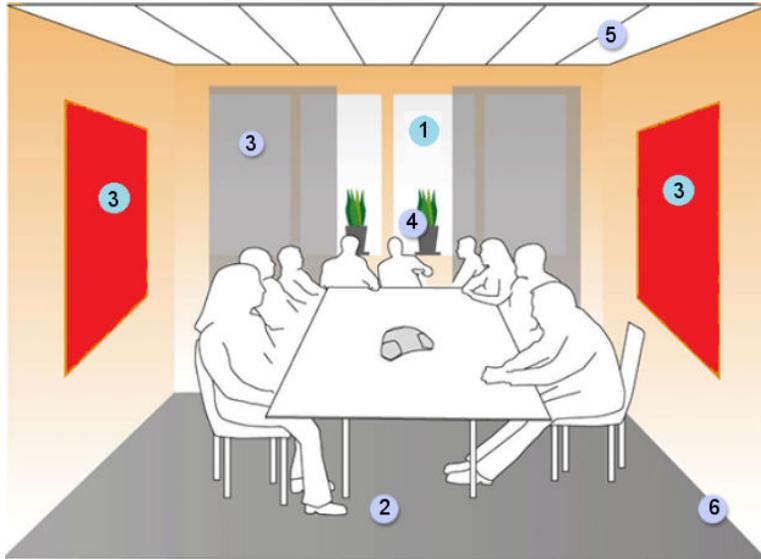


Figure 4: Setting up the conference room

Decorate and furnish the room to reduce reverberation because a cold room causes sound to bounce around the room. If you are still dissatisfied with the audio quality, consider the following options:

1. Choose a room where there is no noise from traffic or an air conditioner.
2. Select a room that has wall-to-wall carpeting, which reduces the reverberations.
3. Use long curtains or wall hangings if the room has large windows or a high ceiling.
4. Use potted plants or artificial plants as decorative aids to reduce reverberation.
5. Install sound damping panels if the ceiling is too high.
6. Seek advice from an interior designer to redecorate the conference room.

Headsets and expansion microphones

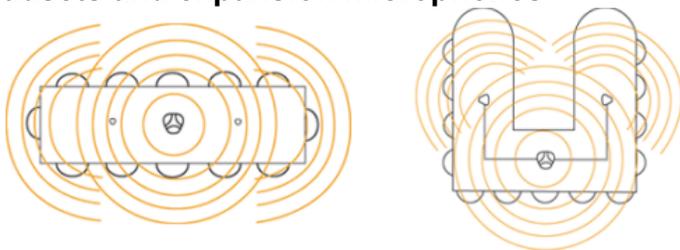


Figure 5: Placement of the expansion microphones

During a presentation, the speaker stands away from the participants. The speaker must use a wireless headset to transmit the voice clearly to the conference phone. To double the voice-pickup range, place expansion microphones on either side of the phone.

PA system connection



Figure 6: PA interface box in larger rooms

To encourage active participation in larger conference rooms, provide microphones for all participants. Use a PA interface box to connect the external speakers and the microphones of the participants in the room.

Icons

Table 1: Icons on the phone buttons

| Icon | Description |
|---|------------------------|
|  | Phone |
|  | Phone On-hook/Off-hook |
|  | Mute microphone |
|  | Volume control |

Table 2: Icons on the touch screen

| Icon | Description |
|---|--------------------|
|  | Mute Alert |
|  | Error |
|  | Message |
|  | Warning |
|  | Dial pad |
|  | Features |
|  | Contacts |
|  | Settings |
|  | Last number redial |
|  | Ringer off |
|  | Conference |
|  | Drop participant |
|  | Hold |
|  | Mute participant |
|  | Unmute |

Settings Menu

The Settings menu has the following options and sub options:

| Main menu option | Icon | Sub option | Purpose |
|---------------------------------|---|------------------------|--|
| | | | To pair incoming calls and contacts. |
| Call settings |  | Pair Contacts to Calls | To pair incoming calls and contacts. |
| | | Edit Dialing | To edit the last dialed number. |
| Screen & Sound Options |  | Brightness | To increase or reduce the brightness of the touch screen. |
| | | Language | To change the language on the phone. |
| | | Button Clicks | To enable or disable the sound of button clicks. |
| | | Error Tones | To enable or disable error tones. |
| Backup/Restore |  | Backup Procedure | To backup the settings for the display language, the button clicks, the error tone, and the pairing contacts on your phone. |
| | | Restore Procedure | To restore the information that you have backed up. |
| Network Info |  | Audio Parameters | To view information about audio parameters such as received coding, packet loss, packetization delay, one way network delay, and network jitter delay during a call. You can also view information about PA system audio parameters such as internal microphone, speaker, and VU-meter. |
| | | IP Parameters | To view the information related to IP such as phone IP address, HTTP server IP address, HTTPS server IP address, subnet mask, router IP address, call server IP address, and information about 802.1x supplicant, VLAN IDs, and VLAN test. |
| | | Quality of Service | To view the values for QoS parameters such as L2 Audio, L2 Signaling, L3 Audio, and L3 Signaling. |
| | | Miscellaneous | To view information about the phone model number and serial number, MAC address, group, protocol, application file, ethernet port, kernel file, and backup app file names. |
| Guest Login |  | Guest Login | To enable a guest to log in for a specified duration of time. |
| Log Out |  | | To log out of the phone. |
| About Avaya IP Conference Phone |  | | To view the firmware version and year. |

Table continues...

| Main menu option | Icon | Sub option | Purpose |
|---------------------|---|------------|--|
| | | | To pair incoming calls and contacts. |
| Administration Menu |  | | To view and administer settings, troubleshoot, and test the phone. |
| Screen Cleaning |  | | To clean the touch screen. |

LED status indicators

The status indicator LEDs on the conference phone indicate the status of a call, whether a call is an incoming call, a call is on hold, or if a call is on mute. The LEDs emit bright red and blue colors that are visible over a distance to draw your attention to the call status as required.

You can also press the status indicator LEDs to mute and unmute the phone.

| LED color | Description |
|---------------|------------------------------|
| Steady red | Microphones are on mute. |
| Flashing red | A call is on hold. |
| Steady blue | A call is in progress. |
| Flashing blue | An incoming call is ringing. |

Logging in and logging out of the phone

Logging in to the phone

About this task

Log in from the initial screen when it prompts you for your extension.

If multiple gatekeepers are configured for the deskphone, the deskphone stops at the discovery mode in the following conditions:

- The login credentials are incorrect.
- The phone is logged in. One of the gatekeepers is not reachable, because of an upgrade or a network outage. In the discovery mode, press **Reset**. The phone deletes the credentials from the memory, reboots, and displays the login page.

Procedure

1. Enter your extension.

2. Press **Enter** or **OK** or **#**.
3. Enter your password.
4. Press **Enter** or **OK**.

Logging out of the phone

Procedure

1. Press **Home**.
2. Press **Log Out** to choose **Log Out**.
3. Press **Log Out** or **OK**.
4. Press **Log Out** to confirm.

Using the Guest login feature

Use the Guest login feature to allow other users to log in to your phone with their extension. For example, a colleague visiting from a branch office.

Before you begin

The Guest login feature is available only if the administrator has configured the feature for your phone.

Procedure

1. Tap **Settings**.
The phone displays the **Settings menu** screen.
2. Tap **Guest Login**.
The phone displays the **Guest Login** screen.
3. Enter the extension number and the password in the corresponding boxes.
4. Set the duration for using the guest login in hours by tapping the **+** and **-** buttons as required.
You can set a maximum duration of 12 hours after which the phone automatically logs out the guest user.
5. Tap **Log In**.
The phone logs in to the configured extension.

Chapter 3: Handling calls

Making a call

Procedure

1. To make a call, perform one of the following actions:
 - If the phone displays a dial pad, start dialing the number.
 - If the phone does not display a dial pad, tap the dial pad  icon and dial the number when the screen displays the dial pad.
 - Press the Phone On-hook/Off-hook  button and start dialing the number.
2. To edit a dialed number, tap the backspace icon.

To enable the edit dialing feature, go to **Settings > Call Settings > Edit dialing**.

Calling a number from the contacts list

Before you begin

You must have added at least one contact to the conference phone.

See [Adding contacts](#) on page 28.

About this task

Store frequently used numbers with the contact names in the contacts list. Use the contacts list to dial the phone numbers of your contacts.

Procedure

1. On the touch screen, tap **Contacts**.

The phone displays the **Contacts** screen with the contacts.
2. Scroll to the contact that you want to dial.
3. Tap the contact that you want to dial.

Redialing the last dialed number

About this task

Use the dial pad icons to dial the last number from the conference phone.

Procedure

1. Tap the dial pad  icon.
2. Perform one of the following actions:
 - If edit dialing mode is enabled, tap the call icon  to view and dial the last-dialed number if edit dialing mode is enabled.

 **Tip:**

On the dial pad screen, tap the call icon twice to directly dial the last-dialed number.

- If edit dialing mode is disabled, tap the redial icon .

Result

The conference phone dials the last-dialed number.

Using the emergency number feature

About this task

Use the emergency number feature to dial an emergency number with a single touch.

You can use this feature only if the administrator configured the emergency number on the call server.

Procedure

Tap the **Emerg.** button on the dial pad.

The phone dials the configured emergency number.

Answering calls

On an incoming call, the phone plays a ringtone, the blue LED starts flashing, and the phone displays the number of the calling party on the screen.

Procedure

1. On the touch screen, tap **Answer** or press the Phone On-hook/Off-hook  button.
When you answer the call, the phone displays the timer.

If you want to ignore the call, tap **Ignore**.

2. To end the call, press the Phone On-hook/Off-hook  button.

Answering a call while on another call

You can answer another incoming call when you are on a call without dropping the first call.

For example, you are on a call with A. You get an incoming call from B. The status indicator LED starts flashing blue.

The screen displays the calling party number and the following options:

- Answer Hold
- Answer Drop
- Ignore

Procedure

1. To answer the call from B and put A on hold, tap **Answer Hold**.
2. To answer the call from B and drop the call from A, tap **Answer Drop**.
3. To ignore the call from B and continue the call with A, tap **Ignore**.

The conference phone stops ringing. However, the status indicator LED keeps flashing blue as long as B keeps calling.

Placing an active call on hold

You can place an active call on hold if you want to make another call, or if you want to do something else before rejoining the call back again.

Before you begin

You must be on an active call.

Procedure

1. To place an active call on hold, tap the Hold  icon on the touch screen.
The status indicator LEDs start flashing red indicating that the call is placed on hold.
2. To resume the call, tap the Hold  icon again.
The status indicator LED turns blue indicating that the call is active again.

Chapter 4: Conference calls

Setting up a conference call

About this task

You can set up a conference call when you need to add more than one participant to your call.

Procedure

1. To make a conference call, perform any one of the following three actions:
 - Touch a call appearance on the phone screen.
 - Press the Phone Off-hook/On-hook  button.
 - Tap the dial pad icon.

The screen displays the dial pad.

2. Dial the number of the first party that you want to include in the conference.
3. Tap **Conference**.

The phone displays the dial pad.

4. Dial the number of the second party that you want to include in the conference call.

On an active call, when you dial another number to set up a conference, you might see the * symbol instead of the dialed digits. Contact the phone administrator to enable viewing the dialed digits.

5. Tap **Join** when the called party answers.

The phone displays the conference call window and initiates the conference call. The conference call window displays the name or number of the participants on the call and a call timer.

Actions in a conference call

After you set up a conference call, you can:

- Add participants to the conference call.
- Drop participants from the conference call.

- Transfer the conference call to another extension.
- View details such as the name and the number of the parties in the conference call.
- Mute a participant on the call.
- Mute your microphone so that the participants cannot hear you.
- Put the conference on hold.

Adding more participants to a conference call

You can add more participants to an ongoing conference call.

Before you begin

You must have an active conference call with at least three participants on the conference call.

Procedure

1. On the conference screen on the phone, tap **Add**.

The phone screen displays the dial pad.

2. Dial the number of the party that you want to include in the conference call.
3. Tap **Join** to include the called party in the call.

The phone includes the called party in the conference call when the party answers the call.

Viewing details on a conference call

You can view the names and numbers of the participants who are on a conference call. You can use the conference details window to drop any participant or mute any participant on the conference call.

* Note:

You can view the details on a conference call only if the administrator has enabled this feature for your phone.

Before you begin

You must have an active conference with at least three participants.

Procedure

On the conference screen, tap **Details**.

The conference call window displays the names and numbers of the call participants and the Drop participant  icon and Mute  icon against the numbers.

Related links

[Muting a participant on a conference call](#) on page 25

[Dropping a participant on a call](#) on page 25

Muting a participant on a conference call

Before you begin

You must have an ongoing conference call.

About this task

You can mute any participant on a conference call. This action does not mute the other participants.

* Note:

You can mute a participant only if your administrator has enabled the feature for your extension.

Procedure

1. On the conference screen, tap **Details**.
The phone displays the conference details screen with the list of the participants.
2. To mute a participant, tap the Mute  icon.
3. To unmute the participant, tap the Unmute  icon.

Related links

[Viewing details on a conference call](#) on page 24

Dropping a participant on a call

Use this feature to drop a participant on a conference call.

Before you begin

You must have an active conference call with at least three participants on the conference call.

* Note:

You can drop a participant only if the administrator has enabled this feature for your phone. The feature only works if the participant is over a non-IP phone.

Procedure

1. On the conference screen, tap **Details**.
The phone screen displays the names of all the participants on the call.
2. Tap the Drop participant  icon next to the participant entry.
The phone screen displays the confirmation prompt.

3. Tap **Yes**.

The phone drops the participant from the call.

Related links

[Viewing details on a conference call](#) on page 24

Dropping the last participant on a conference call

You can drop the last participant on a conference call and continue the conference call with other participants.

Before you begin

You must have an active conference with at least three participants.

Procedure

On the conference screen, tap **Drop**.

The phone drops the last participant from the call and you can continue the conference with the other participants on the call.

Transferring a conference call to another extension

You can transfer an active conference call to another extension in your network.

Before you begin

You must be on an active conference call to transfer the call to another extension.

Procedure

1. On the conference screen, tap **Transfer**.
The screen displays the dial pad.
2. Dial the number to which you want to transfer the conference call.
3. Tap **Complete**.
The phone transfers the conference call to the new number.

Putting a conference call on hold

You can put a conference call on hold if you want to make another call or join back after some time.

Before you begin

You must have an active conference call.

Procedure

1. On the conference screen, tap the Hold  icon.

The phone minimizes the call conference window and puts the conference call on hold. The **Mute** button and status indicator LED flashes red.

2. To rejoin the conference call, tap the Hold  icon.

The call conference window maximizes and displays the options that are available for a conference call. The **Mute** button and status indicator LEDs turn blue.

Chapter 5: Contacts

Adding a contact to the conference phone

About this task

You can add the telephone numbers of the people that you frequently call to the conference phone as contacts.

Procedure

1. On the phone touch screen, tap **Contacts**.
The phone displays the **Contacts** screen with the contacts.
2. Tap **Add**.
The phone displays the **Add Contact** screen.
3. Tap the **Name** text box.
The phone displays the **Edit Contact** screen.
4. Tap the required letters for the contact name.
The **Add Contact** screen displays the name of the contact.
5. Tap the Check mark  icon when you complete entering the letters of the contact name.
The phone displays the **Add Contact** screen.
6. Tap the text box next to the phone icon to enter the phone number for the contact.
The first entry for the phone number has a Check mark  icon next to the number. This mark indicates that the number is a primary number for that contact.
7. Tap the Check mark  icon when you finish entering the phone number.
The phone displays the **Add Contact** screen.
8. Repeat steps 6 and 7 to add two additional numbers for the contact.
 **Note:**
You can make any number the primary number for that contact by selecting the Check mark  icon against the number.
9. Tap **Save**.

The phone saves the contact information and the screen displays the **Delete** and **Edit** options for that number.

10. Tap **Back** to return to the **Contacts** screen.

Editing a contact

About this task

You can edit the information of a contact that you have added to the conference phone contact list.

Procedure

1. On the phone touch screen, tap **Contacts**.
The phone displays the **Contacts** screen.
2. Tap the Contacts  icon next to a contact.
The phone displays the contact details.
3. Tap **Edit**.
The phone displays the **Edit Contact** screen.
4. Enter or edit the information as required.
5. Tap **Save**.
The changes are stored in the phone.

Deleting a contact

Procedure

1. On the phone touch screen, tap **Contacts**.
The phone displays the **Contacts** screen.
2. Tap the Contacts  icon next to the contact that you want to delete.
The phone book displays the contact details.
3. Tap **Delete**.
The phone displays the delete confirmation screen.
4. Tap **Delete** to confirm deletion of the contact.

Chapter 6: Settings

Pairing contacts to calls

About this task

You can configure the conference phone to display contact names for incoming calls from the numbers in the contacts list.

Procedure

1. Tap **Settings**.
The phone displays the **Settings** screen.
2. Tap **Call Settings**.
The phone displays the current settings.
3. Tap **Pair Contacts to calls**.
The phone changes the setting from **On** to **Off** or **Off** to **On**.
4. Tap **Save** to save the new setting.

Enabling and disabling the edit dialing mode

About this task

You can edit the last dialed number by enabling the **Edit Dialing** mode.

Procedure

1. Tap **Settings**.
The conference phone displays the **Settings** screen with the available options.
2. Tap **Call Settings**.
 - Tap **Edit Dialing** once to enable.
 - Tap **Edit Dialing** again to disable.

Changing the brightness setting

About this task

You can change the brightness settings on the conference phone to suit your environment.

Procedure

1. Tap **Settings**.

The phone displays the **Settings** screen with the available options.

2. On the **Settings** screen, tap **Screen & Sound Options**.

The phone displays the **Screen & Sound Options** screen.

3. Tap **Brightness**.

The phone displays the brightness control setting screen with a small circular icon.

4. Drag the circular icon to the left or the right to increase or decrease the brightness on the screen.

The brightness of the screen varies as you move the icon to the left or the right direction.

5. Tap **Save** to save the brightness setting.

Turning the button clicks on or off

About this task

You can turn on or turn off the button clicks on your conference phone. Button clicks are set to **On** by default.

Procedure

1. Tap **Settings**.

The phone displays the **Settings** screen with the available options.

2. On the **Settings** screen, tap **Screen & Sound Options**.

The phone displays the **Screen & Sound Options** screen.

3. Tap **Button Clicks** to change the setting to **On** or **Off** as required.

Turning the error tones on or off

About this task

Error tones help you detect any errors that you make while using the phone. You can turn on or turn off the error tones. The error tones are set to **On** by default.

Procedure

1. Tap **Settings**.
The phone displays the **Settings** screen with the available options.
2. On the **Settings** screen, tap **Screen & Sound Options**.
The phone displays the **Screen & Sound Options** screen.
3. Tap **Error Tones** to change the setting to **On** or **Off** as required.

Changing the language

You can change the language on your conference phone to one of the languages that are available on the phone.

Before you begin

Your administrator must enable the language settings for you to be able to change the language.

Procedure

1. Tap **Settings**.
The phone displays the **Settings** screen with the available options.
2. On the **Settings** screen, tap **Screen & Sound Options**.
The phone displays the **Screen & Sound Options** screen.
3. Tap **Languages**.
The phone displays the **Select Desired Language** screen with the list of available languages.
4. Tap the language that you want to display on your conference phone.
The screen displays a check mark next to the language that you selected.
5. Tap **Save**.
You must restart the phone to initiate the new language.

Adjusting the microphone volume for a PA box setup

About this task

You can adjust the microphone volume from an external microphone mixer using the built in VU (volume unit) meter while making a call. You do not need access to the administration menu.

Before you begin

Ensure that the external microphone is connected.

Procedure

1. Make a call.
2. Tap **Settings**.
3. On the **Settings** menu, tap **Network Info** .
4. On the network information screen, tap **Audio Parameters** .
5. Scroll down and tap the **VU meter**.
6. Adjust the volume level to an average of –20 dB.

The red dot next to the dB value indicates the input signal.

Chapter 7: Maintenance Options

Maintenance options

This section contains procedures that are critical to the operation of the phone and these procedures are generally carried out by administrators.

Viewing the network information

About this task

You can view the network related information such as audio parameters, IP parameters, Quality of Service, interfaces, and other miscellaneous information. With this information, you can troubleshoot the network issues related to your conference phone.

Procedure

1. Tap **Settings**.

The phone displays the **Settings Menu**.

2. On the **Settings Menu**, tap **Network Info**.

The phone displays the **Network Info** screen with the following options.

- **Audio Parameters**
- **IP Parameters**
- **Quality of Service**
- **Miscellaneous**

3. Tap the category of the information that you want to view.

Backing up the phone data

Use this procedure to back up the contacts and the settings for the display language, the button clicks, the error tone, the edit dialing, and the pairing contacts on your phone. This information is backed up on a server that the administrator has configured for your phone. If the phone loses the related information, you can restore the information using the restore procedure.

Before you begin

The backup procedure is available only if the administrator has configured the option for the phone on the call server.

Procedure

1. Tap **Settings**.

The phone displays the **Settings menu** screen.

2. Tap **Backup/Restore**.

The phone displays the **Backup/Restore** screen.

3. Tap **Backup Procedure**.

The phone displays a `Backup in progress` message and then a `Backup successful` message. If the administrator has not configured the option for your phone, then the phone displays a `Backup failed` message.

Using the restore procedure

Use the restore procedure to restore the contacts and settings related to the display language, the button clicks, the error tone, and the pairing contacts on your phone.

You can use this procedure only if you backed up the information for your phone.

Before you begin

The restore procedure is available on your phone only if the administrator has configured the option for your phone.

Procedure

1. Tap **Settings**.

The phone displays the **Settings menu** screen.

2. Tap **Backup/Restore**.

The phone displays the **Backup/Restore** screen.

3. Tap **Restore Procedure**.

The phone displays a `Retrieval in Progress` message, and then a `Retrieval successful` message. The related information is restored on the phone. If the administrator has not configured the option for your phone, then the phone displays an error `Retrieval failed` message.

Adjusting the speaker volume

You can adjust the volume of the speaker when you are on a call or when the phone is off-hook.

 **Note:**

The volume level of button click, error beep, and confirmation tone is also affected when you change the speaker volume level.

Procedure

1. To turn the phone to the Off-hook mode, press the Phone On-Hook/Off-Hook  button once.

You should now hear the dial tone.

2. Do one of the following:

- To increase the speaker volume, press the volume control  button on the right side of the Mute  button.
- To decrease the speaker volume, press the volume control  button on the left side of the Mute  button.

The screen displays the current volume level each time you press the volume control buttons. You can adjust the volume in 16 steps.

Cleaning the touch screen

You must periodically clean the touch screen on the phone so that the touch screen functions efficiently.

Before you begin

You must not be on an active call when you clean the touch screen.

Procedure

1. Tap **Settings**.
2. Tap **Screen Cleaning**.
3. Use a soft dry cloth to wipe the screen clean.
4. Press any phone button when you complete the cleaning.

Chapter 8: Features

About the Features button

Use the **Features** button to access special features that the administrator has configured for use on your phone.

The administrator can configure the following features for use on the **Features** button of your conference phone:

- Auto call back
- Instant Transfer
- Account
- Audix record
- Consult
- CPN Block
- Drop
- Exclusion
- Limit in calls
- No hold conference
- Ringer Off

Contact the administrator for more information on these features.

 **Note:**

The administrator can also configure the Far End Mute (fe-mute) and the Conference Display (conf-dsp) features for your phone. However these features do not appear on the **Features** button, these features are available on the conference details screen.

Using the Features button

Procedure

1. Tap **Features**.

The **Phone Features** screen displays a list of the features that the administrator has configured for your phone.

2. Tap the feature that you want to activate.

 **Note:**

The screen can display only four feature buttons. If there are more than four features configured for your phone, scroll down the list to access these features.

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