



Avaya 1600 Series IP Telephone





Getting Started

- 1 Answering and Making Calls
- 2 Creating and Saving Contacts
- 3 Conference Calls
- 4 Using the Call Log

Answering Calls





1. If you are not on another call, lift the **handset**
 - Or press the corresponding call line button, located above the dial pad. If you only press the button without lifting the handset, it will put you on speaker phone.
2. If you would like to use a **different method**:
 - Press the **Speaker**  button.
 - Press the **Headset**  button (requires headset).

Making Calls


1. Start by either:
 - Lifting the **handset**;
 - Pressing the **Headset**  button; or
 - Pressing the **Speaker**  button;
 - Pressing the **OK**  button if an idle call line is available.
2. Then dial the number you want to enter.
 - Remember to dial **9**  for an outside number

Creating and Saving Contacts

Creating Contacts




1. Press the **Contacts**  button.
2. Press the **More** softkey.
3. Press the **New** softkey.
4. Enter the name using the **Dialpad**.
 - To enter characters using the **Dialpad**:
 - Press the **number key** that corresponds to the **letter** or **number** you want to enter until the letter or number is displayed.
 - Pause before entering the **next character** if the characters are on the same key.
 - Enter remaining letters or numbers.
 - To enter a space, press **0** .
 - Press the **Bksp** softkey to delete the last character.
5. When finished, press the **OK**  button or the **OK** softkey.
6. You will be prompted to enter the telephone number of the contact, enter it now.
7. Press the **Save** softkey or the **OK**  button.

Calling Contacts



1. Press the **Contacts**  button.
2. Scroll up or down to select the person or number you want to call.
3. Press the **Call** softkey.

Conference Calls

Making a Conference Call

1. While already in a call, press the **Transfer**  button. Then:
 - Dial the telephone number; or
 - Call the person from your **Contacts list**; or
 - Call the person from your **Call log** .
2. Press the **Conference**  button to complete the call.

Adding a Person on Hold

1. While already in a call, press the **Conference**  button.
 - Press the call/line button for the call on hold; or
 - Scroll to the call on hold and press the **Resume** softkey.
2. Press the **Conference**  button or the **Join** softkey.



Dropping the Last Person

Press the **Drop**  button.

Put a Call on Hold

Press the **Hold**  button.

Transferring a Call

1. While already in a call, press the **Transfer**  button.
2. Dial the number which you would like to transfer. (5-digits for on-campus, 7-digits for off).
3. Press the **Transfer**  button again to complete the call.

Using the Call Log

Making a Call

1. Press the **Call Log** (☰) button.
2. Press the **Left arrow** or **Right arrow** to view the following different call types:

- All Calls
- Missed Calls
- Answered Calls
- Outgoing Calls

3. After selecting the type of call, press the **Up arrow** or **Down arrow** to select the **person** or **number** from the previous selection.
4. Press the (OK) button or the **Call** softkey.

Adding Contact from Call Log

1. Press the **Call Log** (☰) button.
2. Find the number through the process listed above.
3. Press the **Details** softkey.
4. Press the **+Contact** softkey
 - To edit the name or number, press the **Up arrow** or **Down arrow** to select the corresponding field, then enter the numbers or letters with the **Dialpad**.
5. Press the **Save** softkey or the (OK) button.

Avaya IP Telephone

