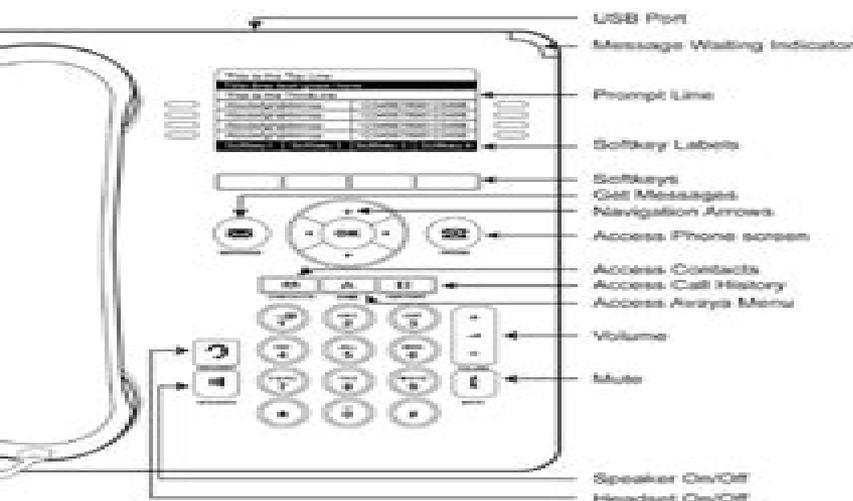


# Avaya 9608 Phone User Guide



## Answering and Making Calls

### Placing a call

- Lift the handset or just dial a extension or outside number starting with [9]

### Calling a person from the contacts list

- Press the [Contacts] button.
- Use the left/right keys to select the type of directory entries you want displayed; **External**, **Users**, **Groups**, **Personal** (Your own personal directory contacts) or **All**.
- Use the ▲▼ to find the person you wish to call or start dialing the name you want to find to display matching entries.
- Press the [Call] softkey or **OK** in the center of the phone.

### Redialing

- Press Redial. Use ▲▼ to scroll through your 10 most recent outgoing calls.
- Press Call to call the number displayed in the call record.

### Answering a call

- To quiet the ringing, press **Ignore**. The call will still continue alerting visually.
- To redirect the call to your mailbox, press **To VM** if shown.
- To answer the call using the handset, lift the handset.
- To answer the call handsfree, press the **SPEAKER** key.
- To answer the call on a headset, press the **HEADSET** key.

## In Call Functions

**Putting a call on hold** (Hold will appear on the bottom of the display once you are on an active call).

- Press the [Hold] softkey.
  - The line button flashes red and the hold icon appears

**Retrieving a held call** (The [Resume] softkey will replace the [Hold])

- Press the [Resume] softkey to return to call

**Transferring a call** (Transfer will appear on the bottom of the display once you are on an active call).

- During a call, press the [Transfer] softkey on the bottom of the display.
  - The call is automatically put on hold
- Dial the telephone number, the Contacts list, or from the History list.
- Press the [Complete] softkey to complete the transfer.
  - To stop the transfer and return to the caller, press the [Cancel] softkey or press the line button of the original call.

**Transferring a call straight to voicemail (DVM)**

- During a call, press the [Transfer] softkey on the bottom of the display.
- Use ▲▼ to locate the feature [Direct VM] OR Press [#]
- Dial the Extension number that the call is being transferred to, press the **Phone** button to return to the main screen
- Press the [Complete] softkey on the bottom of the display to complete the transfer.

**Conference calls** (With Conference you can have up to 6 people including yourself).

- Once you are on active call, press the [Conf] softkey.
  - The call is automatically put on hold
- Dial the telephone number, the Contacts list, or from the History list.
- Press the [Conf] softkey to add the new party to call.
  - To add additional parties press the [Add] softkey and follow above steps.

**Conferencing a held call to an active call**

- While on an active call, press the [Conf] softkey.
- Press the **Line** button of the original call on hold
  - You have successfully added the two calls

**Dropping a person from the conference call**

- From the Phone screen, select you active call.
- Press [Details] softkey
- Select the person you want to drop
- Press [Drop] softkey

# Avaya 9608 Administrator Guide

**Y Pai**



## **Avaya 9608 Administrator Guide:**

*Administrator's Guide to Active Directory* TechRepublic (Firm), TechRepublic, Incorporated, 2001-04-01 *Inside Active Directory* Sakari Kouti, Mika Seitsonen, 2002 *Inequality in Education Comparative and International Perspectives* is a compilation of conceptual chapters and national case studies that includes a series of methods for measuring education inequalities. The book provides up to date scholarly research on global trends in the distribution of formal schooling in national populations. It also offers a strategic comparative and international education policy statement on recent shifts in education inequality and new approaches to explore, develop and improve comparative education and policy research globally. Contributing authors examine how education as a process interacts with government finance policy to form patterns of access to education services. In addition to case perspectives from 18 countries across six geographic regions, the volume includes six conceptual chapters on topics that influence education inequality such as gender, disability, language and economics, and a summary chapter that presents new evidence on the pernicious consequences of inequality in the distribution of education. The book offers 1) a better and more holistic understanding of ways to measure education inequalities and 2) strategies for facing the challenge of inequality in education in the processes of policy formation, planning and implementation at the local, regional, national and global levels.

**Administrator's Guide to Active Directory** TechRepublic, 2003

**Administrator's Guide**, 1988 *Microsoft Office 365* M. O. Cuddley, 2016-09-13 This book is for the Office 365 Administrator who will like a quick and straight to the point step by step guide to Office 365 administration. It contains everything you need to take you from novice to expert level in administering your Office 365 organization. This book delves right into the tasks Office 365 Admins need to carry out regularly and focuses on presenting these How Tos in a clear, concise and step wise manner. If your current or intended job requires you to administer an Office 365 organization including but not limited to managing users, managing the tenant's security and compliance settings, administering Exchange Online, Skype for Business Online, SharePoint online etc, dive right in because this book is for you. Release 8.0 Administrator's Guide Lefty Leverenz, Steve Bobrowski, Joyce Fee, Richard Mateosian, 1997

**Oracle SOA Suite 12c Administrator's Guide** Harold Dost, Arun Pareek, Ahmed Abounaga, 2015-11-27 A guide to everything an Oracle SOA Suite 12c administrator needs to hit the ground running. About This Book Understand core administrative tasks such as deployments, purging, startup and shutdown, configuration and backup and recovery. Manage, monitor and troubleshoot SOA composites and OSB services. Follow step by step instructions to easily and quickly install a highly available two node cluster. Who This Book Is For With topic areas ranging from the simple to the complex, this book is intended for novice, mid level and experienced administrators of the Oracle SOA Suite 12c platform as well as Oracle WebLogic Server and Oracle Database administrators interested in diving into the product. What You Will Learn Navigate Oracle Enterprise Manager Fusion Middleware Control, monitor and manage the Oracle SOA Suite 12c infrastructure. Deploy and promote code. Monitor and manage services. Configure and

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