

## Contacts

### Calling a person from the contacts list

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

### Adding a new contact

1. Press the **CONTACTS** button.
2. Press the **New** softkey.
3. Press the **New** softkey.
4. Enter the name using the dial pad. To enter characters using the dial pad:
  - a. Repeatedly press the number key that corresponds to the letter or number you want to enter until the letter or number is displayed.
  - b. Pause before entering the next character if the characters are on the same key.
  - c. To enter a space, press 0.
  - d. Enter remaining letters or numbers.
  - e. Press the **Stop** soft key to delete the last character.
5. Press the **OK** button or the **OK** soft key.
6. Enter the telephone number.
7. Press the **Save** soft key or the **OK** button.

### Editing an contact

1. Press the **CONTACTS** button.
2. Scroll to the contact you want to edit.
3. Press the **Details** softkey.
4. Press the **Edit** soft key.
5. Scroll up or down to choose the field you want to edit.
6. Use the dial pad and soft keys to make changes to the contact information.
7. Press the **Save** soft key or the **OK** button to save your changes.

## Avaya Menu

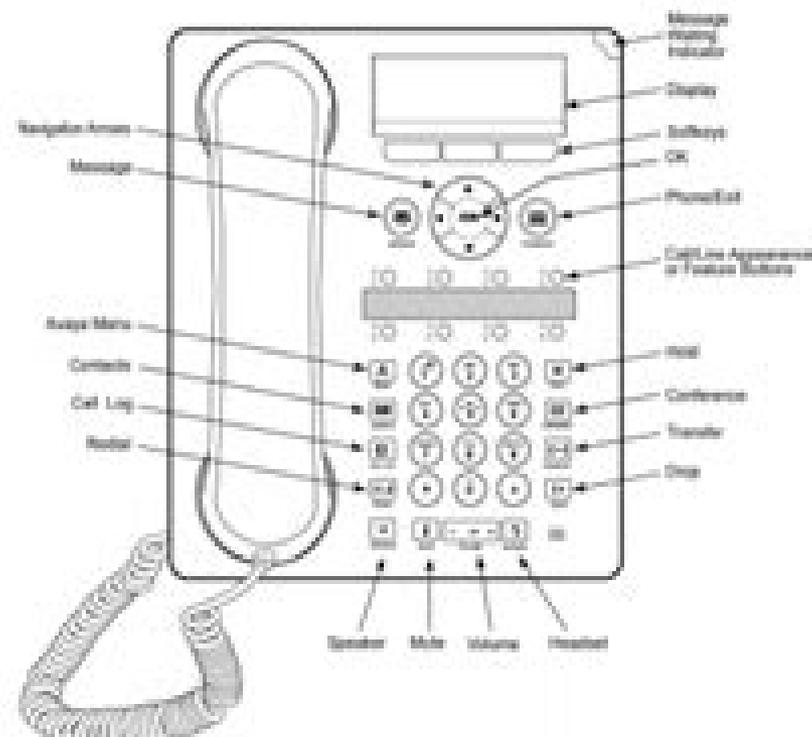
You can use the Avaya Menu to adjust and customize phone settings, select the display language, view network settings, and log out. The Avaya Menu has six sub-menus:

- **Screen/Sound** - lets you adjust the display brightness and contrast, select your ringing pattern, turn ringer (ring sounds on and off) and turn vibrate (vibrate on and off).
- **Call Settings** - lets you turn the call timer display, speed dialing, and show incoming calls on or off (with the initial option), and set the audio path to speakerphone or headset.
- **Applications** - lets you turn call logging on and off as well as turn logging off/transfer calls, the calls, and for calls answered by others on and off.
- **Advanced Options** - lets you select the display language, call advanced call control on the handset and speaker, or initiate a manual call transfer if you have a headset/microphone. See your system administrator for more information.

### Changing the language

1. Press the **Menu** button.
2. Scroll to **Advanced Options**. Press the **Select** softkey or the **OK** button.
3. Select **Language**. Press the **Select** soft key or the **OK** button.
4. Scroll up or down to select a display language.
5. Press the **Select** soft key or the **OK** button to change to the selected language.
6. Press the **OK** button to confirm selection.

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# Avaya 1408 Quick User Guide

**Ken McCarter, Jeff Bell**



## **Avaya 1408 Quick User Guide:**

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