

- If the call is connected on the phone's handset, the **TRANSFER** key is lit. Pressing the key again will end the call.
- If the call is connected on the phone's handset, replacing the handset will end the call.

1.4 Starting a Conference

If you have more than one hot call or one hot call and a connected call, pressing the **CONF** key will start a conference between you and those calls.

If you do not already have a hot call, you can use the procedure below to start a conference:

- 1 Make a call to the first party of interest in a call.
- 2 Press the **CONF** key. The second call is automatically put on hold.
- 3 Call the party that you want to add to the conference.
- 4 If they answer and want to join the call, press **CONF** again.
- 5 If they do not want to join the call or do not answer, press **STOP** and then press the appropriate key of the hot call.

1.4.1 Dropping/Muting Parties

You can drop parties from a conference call, including yourself. You can also mute other parties.

- 1 While connected to a conference call, if you press the **DETAILS** key, the conference details menu is displayed.
- 2 The conference performs the following actions:
 - To scroll through the list of callers in the conference, use the **▲** up and **▼** down keys.
 - To mute a caller from the conference, highlight them and press **STOP**.
 - To unmute a caller, highlight them and press **MUTE**. Repeat this to unmute them.
 - To end a caller's call display, press the **BACK** key.
- 3 If you are the only logical user in the conference, depending on your telephone system configuration, if being joined from the conference key, you'll format your system announcement for drops.

1.5 Transferring Calls

To transfer a call, your phone must have an available call appearance button. If all your current call appearance buttons are in use, you must end or park one of your existing calls.

- 1 Press **TRANSFER**. The current call is automatically put on hold.
- 2 Dial the number for the transfer. Alternatively, press **DIR** to enter a destination from the directory.
 - To complete the transfer, press **COMPLETE**. You can do this while the call is still ringing.
 - Transferring a call while it is still ringing is called an unattended transfer.
 - Transferring a call after ringing finishes is called a supervised transfer.
 - If the transfer destination does not answer or, after answering the call, does not want to accept the call, press the **CANCEL** key.
- 3 Press **COMPLETE** to complete the transfer. If the transfer destination does not answer or does not want to accept the call, press the **TRANSFER** key.

1.5.1 Transfer to Voicemail

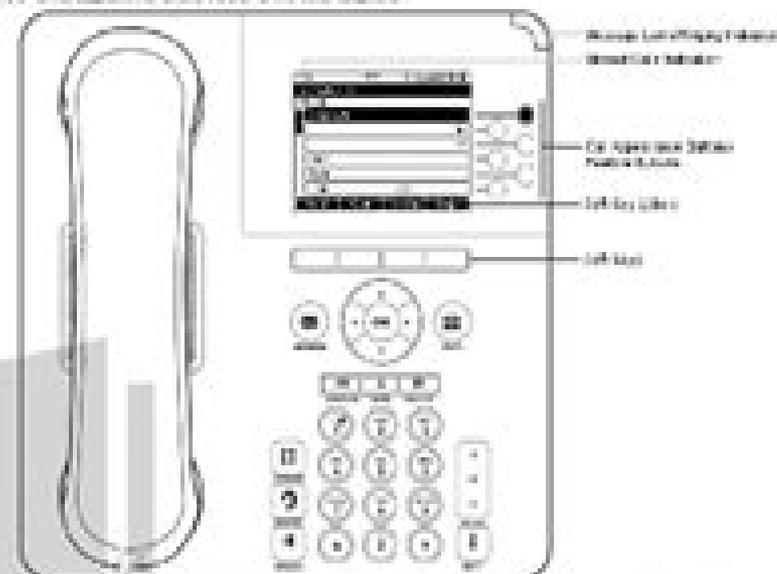
Instead of dialing voice mail, the **VM** key can be used to transfer your current call to the voicemail of the extension you're using.

- 1 While the call is ringing, press the **VM** key. The call is automatically transferred to the call and call transfer begins.
- 2 Dial the extension number of the user or group to which you want to transfer the call.
- 3 Before the number matches, enter or press a name is displayed.
 - To transfer the call to the user or group's mailbox, press **TRANSFER**. The call will have a few seconds of ringing and then the mailbox greeting.
 - To end the transfer menu, press **TRANSFER**.

AVAYA IP Office 9630 Quick Reference Guide

1.1 9630 Telephone

The IP Office 9630 is the 9630 version of the 9630 handset.



The phone features 20 programmable call appearance feature buttons. The status for 5 of these are displayed in the main display and can be modified by the adjacent buttons to the right. The call number **▲** up and **▼** down keys to scroll the display. You can also use the **▲** and **▼** arrow keys to move through the feature buttons in page 4 of 5.

Transfer call features assigned to the phone's call appearance feature buttons by your system administrator or by yourself being self-administrated. Note that you cannot replace call appearance features assigned to buttons by your system administrator but you can replace other features. However, because there are features that the system administrator can assign that are not available to you to assign. This guide just includes features that you can assign yourself if required.

1.2 Answering Calls

After ringing, you can use an **ANSWER** button to answer an incoming call. This may also be accompanied by ringing and by the message "Incoming Ringing".

Selected Button

If you are currently on a call, you can answer the incoming call in the following ways:

- 1 Select the number which you want to use to call to the caller.
 - To gain the ring, press the **ANSWER** key. The call will not continue ringing loudly and can be answered or ignored.
 - To answer the call on a headset, press the **ANS** key.
 - To answer the call using the handset, lift the handset.
- 2 To answer the call features, press the **ANSWER** key.
 - To answer the call on a headset, press the **ANS** key.
 - Just pressing the **ANS** key will answer the call either on the speaker or handset depending on the phone's call path setting.
- 3 Once you have answered the call, you can control that user different call modes.
 - To switch to using the handset, lift the handset.

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