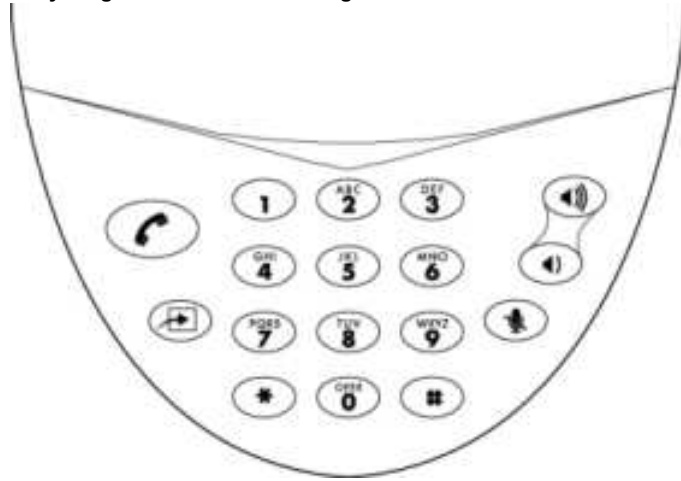


Avaya Digital Audio Conferencing Unit layout


Avaya Digital Audio Conferencing Unit



Operating Avaya Digital Audio Conferencing Unit

Use the following tasks to operate the Digital Audio Conferencing Unit.

Answering calls



Press  when you hear the Digital Audio Conferencing Unit ringing.

Placing a call

Press  to turn the Digital Audio Conferencing Unit on and dial the number.


Adjusting the volume of the speaker


Use the following task to adjust the volume of the speaker.

1. Press  to increase the sound level.
2. Press  to decrease the sound level.

Muting a call

You can prevent the other party from hearing your conversation by muting a call.

Press  to prevent the other party from hearing your conversation. The status lights of the microphone change to red.

Press  again to resume two-way communications.


Adjusting the volume of the ringer

Use the following task to adjust the volume of the ringer.

Note:

The ringer volume cannot be turned off completely.

1. Press  to increase the ringer volume.





2. Press  to decrease the ringer volume.

Conference call

You can establish a three-way conference between yourself, one external call and one internal call, or two internal calls.



Use the following tasks to operate the Digital Conferencing Unit.

Establishing a conference call

1. Make or answer the first call.
2. Press  2. This automatically places the first call on hold.
3. Make or answer the second call.
4. Press  * 3 to complete the conference.
 - If the second call is busy, press  twice and then press  2 to return to the first call.

Placing a conference on hold

You can put the two conferenced parties on hold. The held callers are still conferenced and not disconnected from the conference.



1. Press  2 to put the two conferenced parties on hold.
2. Press  2 to restore the three-way call.

Holding a call

You can place an active call on hold and pickup the call from other telephones. You can toggle between the two lines using the alternate line.


Note:

When a line is in use, you can hear an error tone that implies that the line is already in use.

1. Press  2 to place a call on hold. You will hear a dial tone to start a new call.
2. Press  2 to retrieve a call on hold.

Redialing the last number

The Digital Conferencing Unit can automatically dial the last telephone number that you dialed.

Press  * 5 to automatically dial the last telephone number that you dialed.

Speed dial

You can use Speed dial feature to quickly dial the preprogrammed telephone numbers. A button set to this feature dials a stored number. Speed dials are telephone numbers that are stored by the telephone system. There are two types of speed dial: personal speed dials and system speed dials.

The AVAYA logo is displayed in a bold, red, sans-serif font.

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Note:

Speed dial codes are established by the system coordinator.

Press  * 0

- To dial a personal speed dial press * followed by the 2–digit personal speed dial number between 00 to 99.
- To dial a system speed dial press the 3–digit system speed dial number between 000 to 999.

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