Avaya 96111 Phone Training
Logging Into Phone

11:33am 3/4/14

Enter username

Username: [ ]

Password:

Enter

123

Cabinet for Health and Family Services   6/20/2007
Press for Feature List

AVAYA

502-564-1880
502-564-1880
502-564-1880

Send All
Softkeys and Navigation Arrows
Using the Phone Button

- Press the Phone button anytime to return to the main phone screen to view and manage your calls.
Preventing the other person on the line from hearing you:

- Press the **Mute** button. The other party cannot hear you.
- To reinstate two-way conversation, press the **Mute** button again.
- The Mute button lights when your call is muted.
Headset On/Off Button
Press the volume button to adjust the volume of the handset, headset, speaker or ringer.
If you have messages in your Avaya Voice Mailbox, the light on the top right corner of your telephone will light solid red. In addition, the Messages button will also be lit. Once you listen to your messages, the lights will turn off.
How to add contacts

➢ Press the contact button:
Then press on new to add someone to your contacts.
You can put more than one contact number.
How to add contacts

Press the contact button:
<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arnold, Sally</td>
<td>502-564-9290</td>
</tr>
<tr>
<td>Baker, Mike</td>
<td>5027824710</td>
</tr>
<tr>
<td>Barnes, Tina</td>
<td>8594929579</td>
</tr>
<tr>
<td>Beard, Myranda</td>
<td>ep_1372186995</td>
</tr>
</tbody>
</table>
Enter the First Name

First Name: [Lydon]

Last Name:
5025641880

Press Call or OK to call: 5025641880

Lydon, Bridget

Lydon, Vicky
Enter the First Name

First Name: [Bridget]

Last Name: Lydon

Ringer: Default

Track Presence: Yes

Save  Bksp  Cancel  More
Press on home button to change settings on phone.
Press on Options & Settings.
Assign speed dial entries
Click on assign
Press to choose a name and then press select.

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell</td>
<td>5023305631</td>
</tr>
<tr>
<td>Kidd, Dennis</td>
<td>5027823528</td>
</tr>
<tr>
<td>Lydon, Bridgett</td>
<td>5023165025</td>
</tr>
<tr>
<td>Mertz, Jonathan</td>
<td>5025644792</td>
</tr>
</tbody>
</table>
Here you can see the person added.

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Willard, Ann</td>
</tr>
<tr>
<td>2</td>
<td>Unassigned</td>
</tr>
<tr>
<td>3</td>
<td>Unassigned</td>
</tr>
<tr>
<td>4</td>
<td>Unassigned</td>
</tr>
</tbody>
</table>
Assign Favorites Entries.

- Click on home button:
Click on options & settings
Assign Favorites Entries.
Click on contacts.
### Assign contacts to Favorites

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kidd, Dennis</td>
<td>5027823528</td>
</tr>
<tr>
<td>Lydon, Bridgett</td>
<td>5023165025</td>
</tr>
<tr>
<td>Mertz, Jonathan</td>
<td>5025644792</td>
</tr>
</tbody>
</table>

### Select Your Contact

- Kidd, Dennis
- Lydon, Bridgett
- Mertz, Jonathan
Favorites Entries will show on your name screen.
Logging out of the phone.
Click on yes if you want to log out.
Commonwealth Office of Technology
Division of Communications
120 Glenns Creek Rd
Frankfort, KY 40601
502-564-7576

http://technology.ky.gov/services/Pages/VoiceCommunications.aspx