Adjusting the phone base and screen position
Screen for logging into phone
add username and password
Placing/Receiving Calls
Call Appearances
Ten Digit Dialing Direct to outside
Using speakerphone
Using a headset (if provided)
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
Volume 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.
Then Type In First And Last Name And Press The Green Check.
Then pick what type of phone and type in phone number.
Then Press save to add them to your contacts.
To Find Someone Already In The System
Press On Contacts.
➢ To Find Someone Already In The System Press On Search.
Then Type In First And Last Name And Press The Green Check.
Press the persons name then press +Contacts
Then you will press save
➢ Call history
➢ Add contacts from history
 ➢ Call history
 ➢ Add contacts from history
Press on home button to change settings on phone.
Press setting on the touch screen.
Press on Options & Settings.
Assign speed dial entries
Assign contacts to speed dial

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Assign | Back
Press to choose a name and then press select.
Press select
Assign entries to Favorites

Call Settings...

Assign Speed Dial Entries...

Assign Favorites Entries...

Application Settings...

Select
Assign entries to Favorites

1 Unassigned
Select a number to assign

Dennis
Kidd
Default

5027823528

Select Back
Log off the telephone

Options & Settings…

Network Information…

About Avaya one-X

Log Out

Log Out
Are you sure you want to Log out?

Yes  No
Voice Message from (502) 330-5631

Voice message copy
Caller: 5023305631
Duration: 00:04

Thu 4/25/2013 1:39 PM