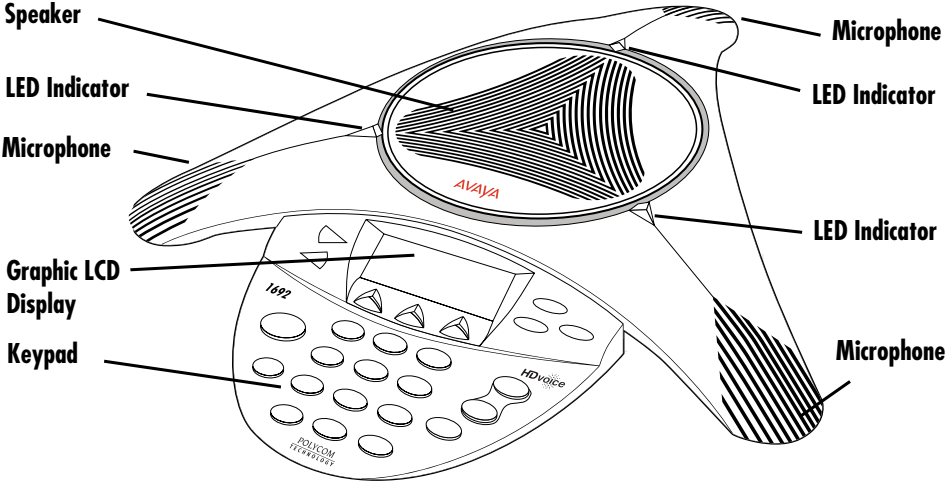
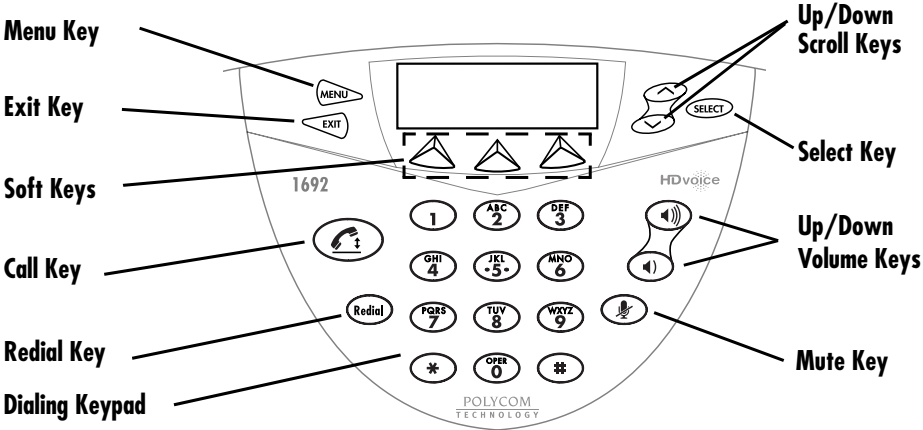


Avaya 1692 IP Conference Phone



1692 IP Conference Phone Quick Reference Guide



Using the Avaya 1692 IP Conference Phone

Place the phone in the middle of a room, unobstructed during use. Because the microphones are very sensitive, do not cover the phone, block microphones, or shuffle papers near the phone. Do not raise your voice excessively when speaking. The phone provides coverage of a conference room up to approximately 20 feet (6.1 meters) by 20 feet (6.1 meters). The phone with extension microphones provide coverage of a conference room up to approximately 20 feet (6.1 meters) by 30 feet (9.1 meters).

If you want to	Then
Place a new call	1. Press the Call key and listen for a dial tone. The status LEDs turn green. 2. Enter the number of the party you want to call.
Redial the last number called	Press the Redial key.
Answer a call	Your call status LEDs blink green as the incoming call rings. Press the Call key.
End a call	Press the Call key. The status LEDs turn off. OR: To terminate a call and obtain a dial tone to start a new call, press the Drop soft key.
Set up a conference	1. During a call, press the Conf soft key (you might need to press the More soft key first, if Conf is not visible). The call is placed on hold, and you receive a dial tone. 2. Dial the number of the third party in the conference. 3. Once the call is established, press the Conf soft key again to activate the conference.
Hold a call	During a call, press the Hold soft key (you might need to press the More soft key first, if Hold is not visible). The status LEDs blink red to indicate that the call is on hold.
Return to the held call	Select the call appearance using the Up/Down Scroll keys, and then press the Select key.
Mute a call	During a call, press the Mute key. The status LEDs turn red to indicate that the call is muted. You can still hear the otherperson, but they cannot hear you. To turn off Mute , press the Mute key again.
Transfer a call	1. During a call, press the Transfer soft key (you might have to press the More soft key first, if Transfer is not visible). The call is placed on hold. 2. Dial the number to which you want to transfer the call. 3. When you hear ringing, press the Transfer soft key again. To cancel the transfer, use the Up/Down Scroll keys to select the call to be transferred, and then press the Select key.
Drop a call	During a call, press the Drop soft key (you might have to press the More soft key first, if Drop is not visible). The current call is terminated. You receive a dial tone so you can start another call. Note: While on a locally initiated conference call, the Drop soft key disconnects the last person added to the call.
Adjust ringer volume	While the phone is idle, press the Up/Down Volume keys until the desired volume is reached.
Adjust speaker volume	During a call, press the Up/Down Volume keys until the desired volume is reached.

Avaya 1692 IP Conference Phone Options

Use the main menu to set phone options and view phone information.

If you want to	Then
Access the main menu	From the main menu, the following options display: <ul style="list-style-type: none">• Personal Ringing—allows you to select one of five ring tones for your phone.• Contrast Control—allows you to adjust the phone's display area contrast level.• System Information—displays phone and network settings. Note: From the main menu, you can also log off the phone. Before you log off the phone, or for more information about logging off, see your system administrator. Use the Up/Down Scroll keys and the Select key to highlight and select the menu item you want.
Update your phone's ring tone	1. Press the Menu key. 2. To select the Personal Ringing option, press the Select key. 3. Use the Up/Down Scroll keys to select a ring pattern, and then press the Select key or the Save soft key. To listen to a ring pattern, press the Listen soft key. 4. To exit and save your selection, press the Exit soft key. 5. To return to the idle screen, press the Exit key.
Update the contrast level	1. Press the Menu key. 2. Use the Up/Down Scroll keys to select Contrast Control, and then press the Select key. 3. To brighten the contrast, press the Up Scroll key. To dim the contrast, press the Down Scroll key. 4. To save your selection, press the Save soft key. (To exit the contrast control without saving any changes, press the Cancel soft key.) 5. To return to the idle screen, press the Exit key.
View system information	1. Press the Menu key. 2. Use the Up/Down Scroll keys to select System Information, and then press the Select key. 3. Use the Up/Down Scroll keys to scroll through the list of settings. Note: Up and down arrow symbols display on the screen next to the Up/Down Scroll keys. Arrow symbols only display when there are more items to view above or below the current display. 4. To return to the idle screen, press the Exit key.