

Avaya Series 1408 & 1416 Key Guide



Soft Keys - These 3 keys below the display have variable functions. When the key is active, its function is indicated by the text label above it. The left hand key is usually linked to the **OK** key.



Message - This key is used to access your voicemail system. By default this uses a series of menus on your phones display.



Navigation Keys - Press the up and down arrow keys to scroll through lists. The arrow icons indicate where you are in a list. In some menus, you can also use the left and right arrow keys to enter and exit different levels of the menu. A menu option that accesses a sub-menu is indicated by the ... Dots (ellipsis) icon after its name. In some menus, the symbols in the display indicate a value that can be changed by pressing the left and right arrow keys.

OK - The **OK** key normally matches the function offered by the left hand soft key below the screen.



PHONE/EXIT - This key is used to exit any menu you are in and return to the appearance buttons menu. During a call it can also be used to toggle the options displayed on the appearance menu.



MENU - This key is used to access a menu for phone settings and information.



CONTACTS - This key is used to display the various directories (personal and shared) of names and telephone numbers to which you have access.



CALL LOG - This key displays a record of you most recent answered, missed and outgoing calls. The button is illuminated when you have new missed calls.



REDIAL - This key is used to either redial the last call you made or to show a list of the last calls you made from which you can select the number to redial.



SPEAKER - This key is used to answer and end calls using the phone's hands free speaker and microphone. The button is lit when you are connected to a call hands free.



HOLD - This key is used to put the call you are currently talking to on hold.



CONFERENCE - This key is used to start a conference call and to add callers to an existing conference.



TRANSFER - This key is used to transfer calls to another number.



DROP - Press the **Drop** key to drop the active call. It can also be used to redirect a ringing call to voicemail. While on a conference call, you can press the **Drop** key to drop a person from the conference call.



MUTE - This key can be used to mute your speech to the currently connected call. The button is lit while mute is active.

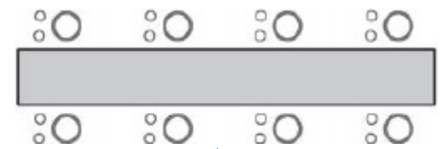


HEADSET - This key is used to answer and end calls using a headset connected to the phones headset socket. The button is lit when you are connected to a call using the headset.



VOLUME - Press + plus or - minus on the **Volume** key to adjust the volume of the incoming call. Separate volumes can be adjusted for the ringer, handset, headset and speaker.

Avaya 1408 Appearance/
Feature Keys



Appearance Keys - These button represent calls that you can make or receive; OR
Feature Buttons - Those key not configured as appearance keys can be used for other functions.

Avaya 1416
Appearance/
Feature Keys

