

Avaya E129

General How To Operating Instructions



Number	Button Name	Description
1	Softkeys	Display screen-specific commands
2	Phonebook	Displays the contact list
3	Transfer	Transfers the call to the selected number
4	Mute	Mutes and unmutes the speakerphone
5	Speaker	Activates and deactivates the volume
6	Volume	Increases and decreases the volume
7	Call	Dials the number that you enter
8	Flash	Puts the current call on hold and brings up the second line for dialing or answering the second call
9	Conference	Starts the conference
10	Message	Dials the voice mail server
11	Up, Down, Right and Left Navigation Keys	Navigates between various menu options You can use the Left navigation key to perform the back function that takes you one level up the menu options
12	Menu	Displays the menu or selects the highlighted Option
13	Message Waiting Indicator	Turns red if you get a voice mail

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Placing a Call

1. Establish a dial tone
 - a. Pick up the Handset or
 - b. Press the Speaker Button
2. For internal calls
 - a. Dial the extension number
3. For external calls
 - a. Dial 9 (outside access)
 - b. Dial the telephone number

Terminate a Call

1. Place the Handset in the cradle or
2. Press the Speaker Button, If using the Speaker

Answer a Call

1. Pick up the Handset or
2. Press the Speaker Button

Transfer a Call

With the calling party on the line

1. Press the Transfer Button
2. Dial the extension to transfer the call to
3. Press the Call Button
4. Hang up your handset.

Conference Call

With the calling party on the line

1. Press the Conference Button
2. Dial the extension to conference in
3. Press the Conference Button

Using the Hold Function

1. To place a call on hold
 - a. Press the Hold Softkey
2. To resume a call on Hold
 - a. Press the Resume Softkey