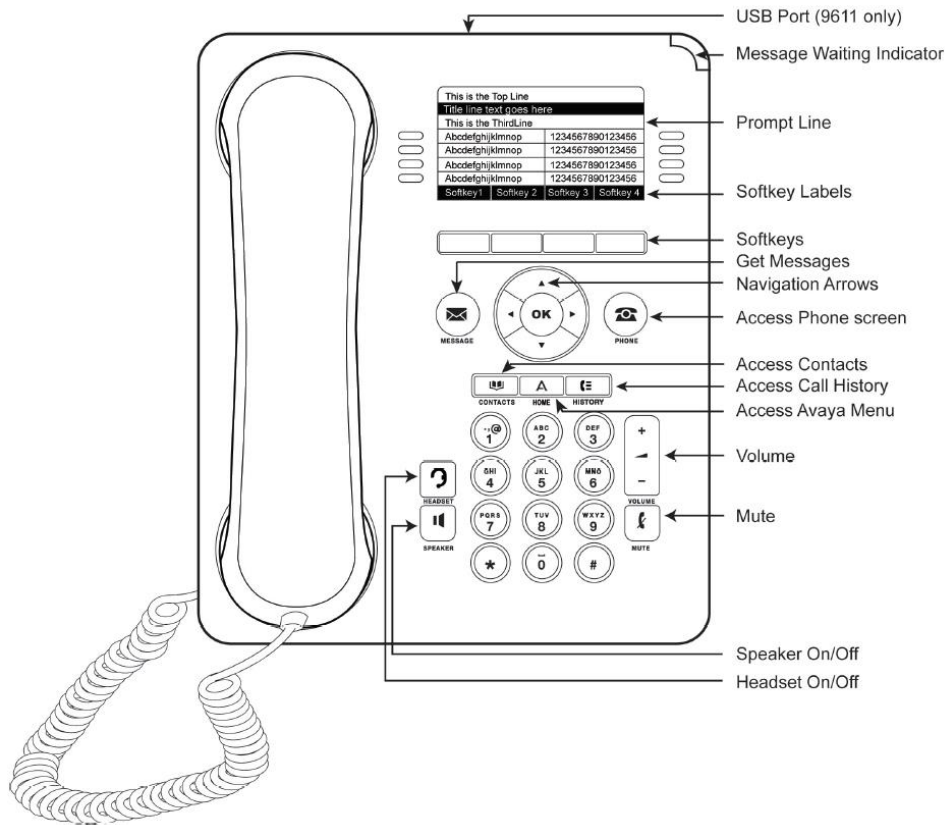


Using your Avaya 9611G Voice Over IP Phone

Buttons on your phone set and their meanings:

Name	Description
Message Waiting Indicator	An illuminated red light in the upper-right corner of your phone indicates you have voicemail messages waiting. If visual alerting is enabled, this light flashes when you receive an incoming call.
Missed Call Indicator	The icon on the History button is illuminated when you have missed calls. The top line shows the Missed Call icon and the number of calls missed.
Prompt Line	View the prompt line to see helpful information, such as when you can use the right or left navigation arrows to view alternate screens or menus.
Call Appearances	The number of lines available to make or receive calls (call appearances) depend on how your system is administered. Press the line button to initiate or answer a call.
Lines	The line buttons with integrated LEDs show which lines are in use and correspond to the lines on the display. Press the line button to select that line. Lines also indicate if a feature or system number (for example, an autodial number) is enabled or disabled in the Feature or System Numbers view.
Softkeys	Use the Softkey to act on objects displayed on the screen. The Softkey labels show you the action that each key produces.
Message	Press the Message button to connect directly to your voicemail system.
Navigation Arrows	Use the right and left navigation arrows to navigate between menus or to move the cursor during text input. Use the up and down navigation arrows to move from one line to another.
Phone	Press Phone to view and manage your calls.
Contacts	Press Contacts to view the entries in your Contacts list.
History	Press History to view the history of your outgoing, incoming, and missed calls.
Home	Press Home to configure options and settings, access the browser, log out, or view network information.
Volume	Press Volume to adjust the volume of the handset, headset, speaker, and ringer.
Headset	Press Headset to use the headset if it is connected. Only HIS headset cords are compatible with your phone.
Mute	Press Mute to mute a call in progress. To take a call off mute, press Mute again.
Speaker	Press Speaker to use the speakerphone. To take a call off speakerphone, lift the handset.



Icons that can appear in the prompt line:

Icon	Description
	Missed call; a call was not answered or was forwarded to voice mail.
	Incoming call is alerting.
	Call is active.
	Call is on hold.
	Conference is active.
	Conference is on hold.
	Use the Right or Left navigation arrow to see additional pages/screens/options.
	Scroll left for other options.
	Scroll right for other options.
	Scroll up or down when there is more information than can display in the application area.
	The call in progress is muted.
	The ringer volume is off due to pressing - on the Volume button until the volume turns off. To reinstate volume, press + on the Volume button.
	Icon indicating the telephone is not connected to its Network. Please call the Help Desk at 8-3375 for further assistance.

For more information, please visit <http://grok.lsu.edu>
 If you experience any problems, please call the **Help Desk at 8-3375**

Basic Phone Functions:

Mute a Call	Press the Mute Button
Put a Call on Hold	Press Hold Softkey
Transfer a Call	Press Transfer Softkey, Dial the destination telephone number, press Complete or OK
Ignore a Call	Press Ignore Softkey
Check Voicemail Messages	Press Message Button
Redial a Number	Press Redial Softkey
Send All Calls to Voicemail	Press Send All Softkey
Put a call on Speakerphone	Press the Speaker Button
Create a Conference Call	Press Conf Softkey Dial your next call then press the Join Softkey