

The Avaya 4620/4621/4625 SW IP Handset Quick Reference Guide

Answering and Making a Call

Making Calls:

- Pick up the handset, activate the Speaker or Headset, and dial your party.

To redial, press the phone's dedicated Redial button.

- To speed dial, press the SpDial softkey, press Page Right or Page Left to locate the party you want to call, then press the Line/Feature button next to that entry.
- From the Call Log, press the Log softkey. Use the Page Right or Page Left button to locate the party to be called in any of the three logs (Missed, Incoming Answered or Outgoing), press the Line/Feature button next to the desired entry, then press the Call softkey.
- From a Web Page phone link, simply select the link.

Receiving Calls:

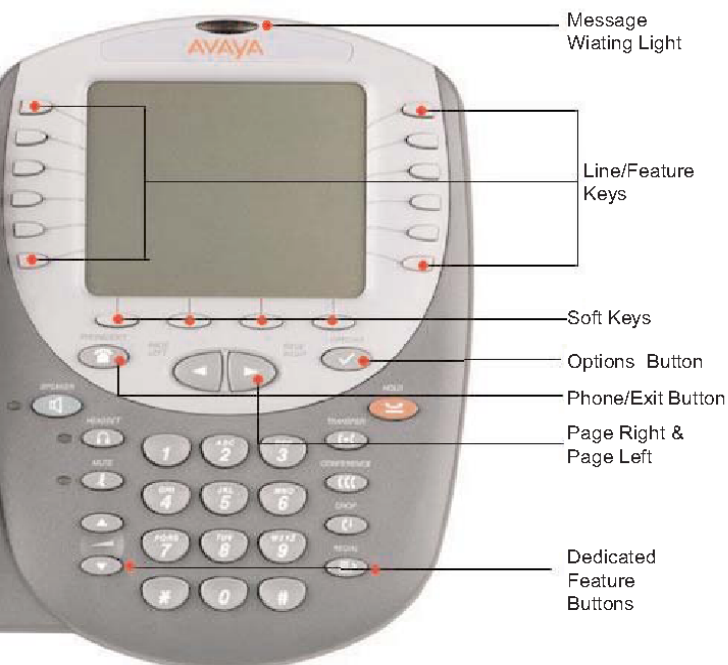
Pick up the handset, activate the headset or press the Speaker button and talk.

Adding a Speed Dial Button:

1. Press the SpDial softkey.
2. Press the Add softkey.
3. Enter the Name & press the Line/Feature button next to the Number field.
4. Enter the Phone Number.
5. Press the Save softkey.

Updating a Speed Dial Button:

1. Press the SpDial softkey and use the Page Left or Page Right buttons to locate the applicable Speed Dial button.
2. Press the Edit softkey, then press the Line/Feature button next to the button you want to update.
3. To update the Number, use the Left and/or Right Arrow softkey to move the cursor and the Backspace Line/Feature button to remove characters if needed.
4. To update the Name, press the Line/Feature button to the left of the Name field, then use the Right or Left Arrow softkey to move the cursor. Use the Backspace Line/Feature button to remove characters, if needed and re-type the correct name.
5. Press the Save softkey.









Deleting a Speed Dial Button:

1. Press the SpDial softkey and use the Page Left or Page Right buttons to locate the applicable Speed Dial button.
2. Press the Delete softkey, then press the Line/Feature button next to the button you want to remove.
3. Press the Delete softkey again to confirm the deletion.

Web Controls:

Use these buttons to navigate web pages:

-  - redisplay the Home page.
-  - redisplay the current page.
-  - moves down one text line.
-  - moves up one text line.
-  - moves down six text lines (a page).
-  - moves down six text lines (a page).

Page Right or Page Left - moves to the next or previous page.

To use a link to switch pages, press the Line/Feature button to the left of the line with an underlined link.

Call Log Navigation:

1. Press the Log softkey to display the Call Log for missed (unanswered) calls.
2. Navigate to either the Incoming Answered Call Log or the Outgoing Calls Log by pressing the InAns or Outgo softkey, respectively.

Note: (All logs have the same fields, characteristics and softkeys.)

- To review calls, press the Page Right button (to review the next 6 calls) or Page Left button (to review the previous 6 calls).
- To view call detail, press the Line/Feature button next to the applicable call, then press the Return softkey to re-display the Call Log screen.

Adding a Call Log Entry or Web Phone Number to a Speed Dial Button:

1. From a Call Log, press the Line/Feature button to the left of the party you want to add. (From a web page, start at the next step.)
2. Select the AddtoSD softkey; edit the name/number by selecting either field and using the Arrow

softkeys to move the cursor.

3. Press Save, then Phone/Exit to return to the Phone screen, or select another application tab as desired.

Logging the Phone Off:

1. Press the Options button.
2. Select the Line/Feature button next to the Log Off option.
3. To unregister the phone from the call server and restore options settings to their default values, select the Line/Feature button next to Yes.

To Log in:

1. Enter your extension & press #
2. Enter your Password & press #