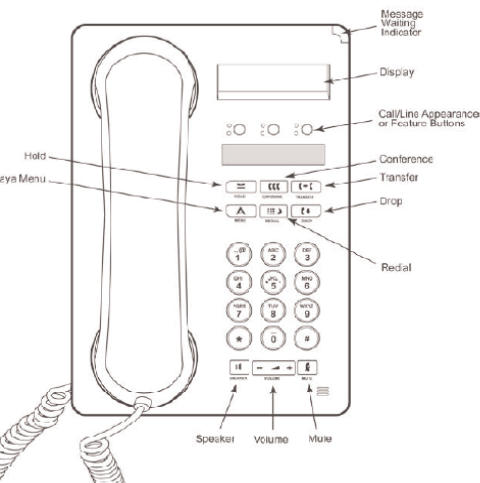


The Avaya 1603 IP Handset Quick Reference Guide

The 1603 value edition IP Telephone is designed for Walk up and Everyday user profiles (this telephone is especially practical when used in conjunction with the Avaya IP Softphone) and supports 3 line appearances /feature keys.

The display on the 1603 measures two lines by 16 characters.

AVAYA
one-X™
Deskphone Edition



Answering and Making a Call

Answering a Call

Answer an incoming call in the following ways:

- If you are not on another call, lift the handset, or press the call/line appearance button whose green LED flashes for the incoming call, or press Speaker to answer using the speakerphone.
- If you are on another call, press the call/line appearance button whose green LED flashes for the incoming call.

Making a Call

1. Lift the handset, press Speaker, or press an available line button.
2. Dial the number you want to call.

Putting a Call on Hold

1. Press Hold to put your active call on hold.
2. To resume the call, do one of the following:

- If there is more than one call on hold, press the call/line appearance button to resume the call.
- If there is only one call on hold, press the Hold button or the call/line appearance button to retrieve the call.

Transferring a Call

1. If the call you want to transfer is not your active call, press the call/line appearance button for the call you want to transfer.
2. Press Transfer.
3. Dial the telephone number.
4. Press Transfer again or hang up to complete the transfer.

Conference Calls

Making a conference call

1. While active on a call, press Conference.
2. Dial the telephone number.
3. Press Conference to add the person to the existing call.

Adding a person on hold to a conference call

1. While active on a call, press Conference. You hear a dial tone.
2. Press the call/line appearance button of the call on hold.
3. Press Conference again to add the person to the conference call.

Putting a conference call on hold

1. Press Hold during a conference call.
2. Press Hold to resume the conference call.

Dropping the last person added to a conference call

While active on a conference call, press Drop.

Avaya Menu

You can use the Avaya Menu to adjust and customize phone settings, select the display language, view network settings, and log out. To access the Avaya Menu, press the A button. To exit the Avaya Menu, press the A button twice.

The Avaya Menu has five sub-menus:

- **Screen**—lets you adjust the display brightness and contrast and turn visual alerting on and off.
- **Sounds**—lets you select your ringing pattern, turn button click sounds on and off, and turn error tones on and off.

- **Advanced**—lets you select the display language, set automatic gain control on the handset and speaker, or initiate a manual backup/restore if you have a backup/restore file server. See your system administrator for more information.
- **Network Information**—shows a summary of network-related parameters for your phone, such as IP parameters and Quality of Service.
- **Log Out**—lets you log out of your telephone to prevent unauthorized use during your absence.

Adjusting the brightness or contrast of the display

1. Press the A button.
2. Press # to continue.
3. Press * to select Screen.
4. Press # to scroll to Bright or Contrast.
5. Press - or + on the volume button to adjust the brightness or contrast.

Changing the ring pattern

1. Press the A button.
2. Press # to scroll to Sounds.
3. Press * to select Sounds.
4. Press - or + on the volume button to select a ring type.

Turning visual alerting on or off

1. Press the A button.
2. Press # to continue.
3. Press * to select Screen.
4. Press # to scroll to Visual Alert.
5. Press - or + on the volume button to turn visual alerting on or off.

Changing the language

1. Press the A button.
2. Press # to scroll to Advanced.
3. Press * to select Advanced.
4. Press # to scroll to Language.
5. Press * to select Language.
6. Press # to scroll to the desired language.
7. Press * to save your selection.
8. Press 4 to confirm or 6 to cancel.

Advanced Telephone Features

The feature button label identifies the feature that has been assigned for your telephone. For more information about the feature administered for your telephone, and for other features that are available for your extension, contact your system administrator.