1. VM Indication and Incoming Call Notification
2. Phone Display
3. Line Keys
4. Soft Keys (*Watch screen for Feature Options*)
5. Navigation Wheel (*Left, Right, Up, Down*)
6. Home button
7. Select
8. Options Menu
9. Contacts
10. Call History
11. Voice Mail Access
12. Headset
13. Speaker/Hands Free
14. Volume Control

AVAYA

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J179
IP Office Telephone
Making Calls
If you are not already on a call, just dial the number. The first available appearance button is used for the call. Alternatively, press a specific appearance button in order to make a call using that button. Dial 9 first for an outside call.

Calling a Person from the Contacts List
You can use any directory contact to make a call. You can also use the directory in any function where Dir is displayed.
- Press the CONTACTS key. The directory menu is displayed.
- Use the left/right keys to select the type of directory entries you want displayed: External, Users, Groups, Personal (your own personal directory contacts) or All.

Muting a Call
Use the + plus and - minus keys to adjust the volume.

Adjust the Call Volume
- With the call connected, press the VOLUME key.
- Use the + plus and - minus keys to adjust the volume.

Muting a Call
Muting a call stops the caller from hearing you. However you can still hear them. The mute setting remains active even if you switch between calls using hold and or appearance buttons. If you change how you are listening to the call, for example switching from the handset to the speaker, the mute setting is canceled.
- To activate mute, press the MUTE key. The button will be lit while mute is active.
- To switch mute off, press the key again.

Ending a Call
- The Drop option can be used to end the currently highlighted call.
- If the call is on the phone's speaker, the SPEAKER key is lit. Pressing the key again will end the call.
- If the call is on the phone's headset, the HEADSET key is lit. Pressing the key again will end the call.
- If the call is on the phone's handset, replacing the handset will end the call.

Starting a Conference (Up to 32 parties)
If you a connected call and any held calls, pressing Conf will start a conference with all those calls. Otherwise, to start a conference or add another party to a conference:
- Press Conf. Your current call is automatically put on hold.
- Dial the party that you want to add to the conference.
- If they answer and want to join the call, press Conf again.
- If they do not want to join or do not answer, press Drop and then press the appearance key of the held call.

Dropping/Muting Parties
- While in the conference, press the Details key. Scroll through the list of callers in the conference and:
  - To drop a caller from the conference, highlight them and press Drop.
  - To mute a caller, highlight them and press Mute. Repeat this to unmute them.
- To return to the call display, press Back.

Transferring Calls
Blind: The caller is placed on hold while you transfer the call to a new recipient. You do not speak to the new recipient first.
- Press the (transfer) button or the Transfer soft key during a call. The caller is placed on hold.
- Enter the number to transfer the call to. In the next step, you will be placing a call.
- When ready, to start the transfer: Press the Transfer soft key.
  - If the call is not the currently highlighted call on the display, use the up/down keys to highlight it.
  - Press Ignore.

Ignore
- Press Ignore.

Groups
- Press Ignore.

Call History
- Press Call History.

Recent Outgoing Calls
- Press Recent Outgoing Calls.

To return to the call display, press Back.