

# Avaya J179 Telephones



Enterprise Technology and Services

PLYMOUTH STATE UNIVERSITY  
Welcome Center and Ice Arena

UNIVERSITY of NEW HAMPSHIRE

# J179

## Button

## Overview



# J179 - Idle Display

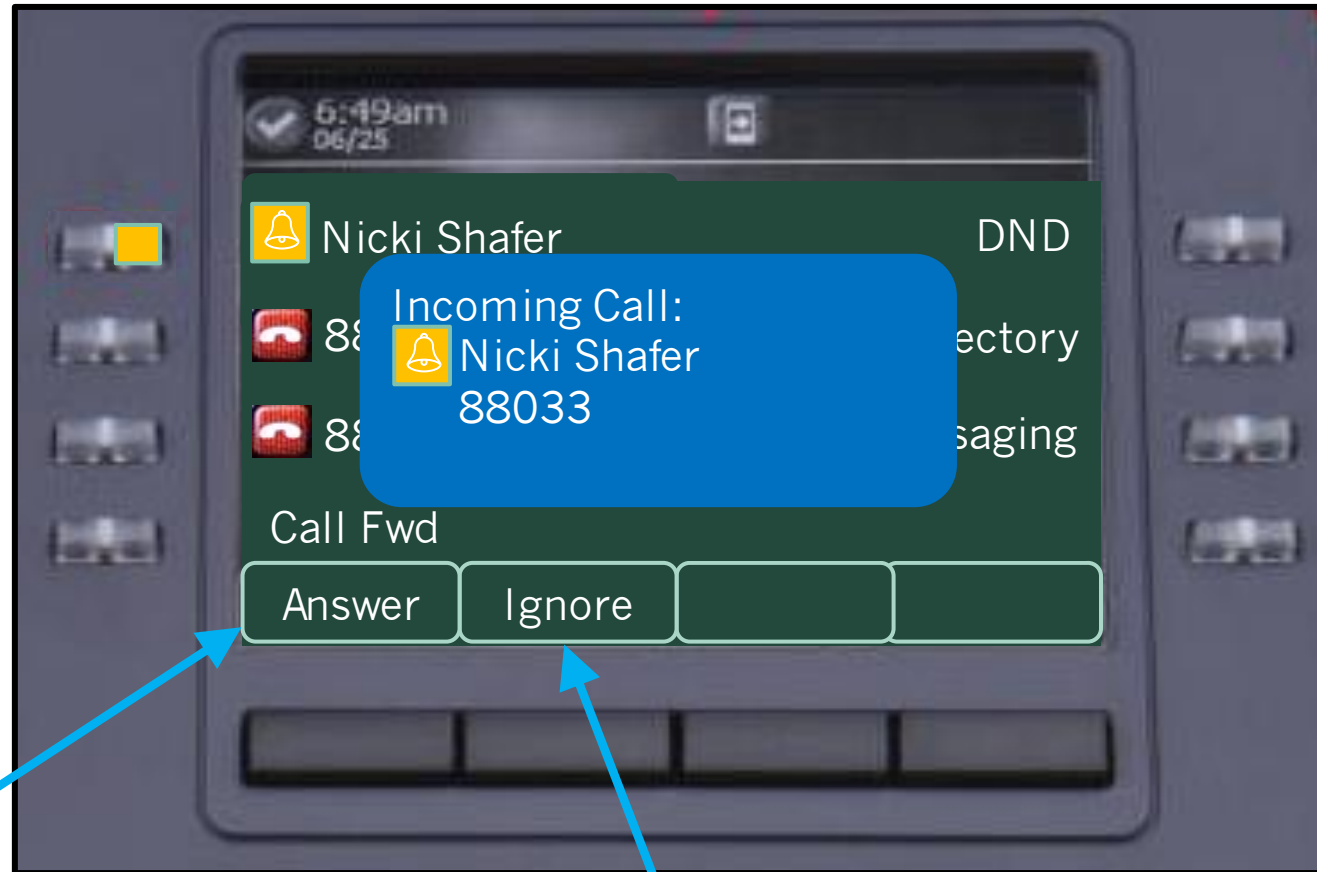


Scroll right with the Navigation Ring to display the next page of features or bridged appearances.





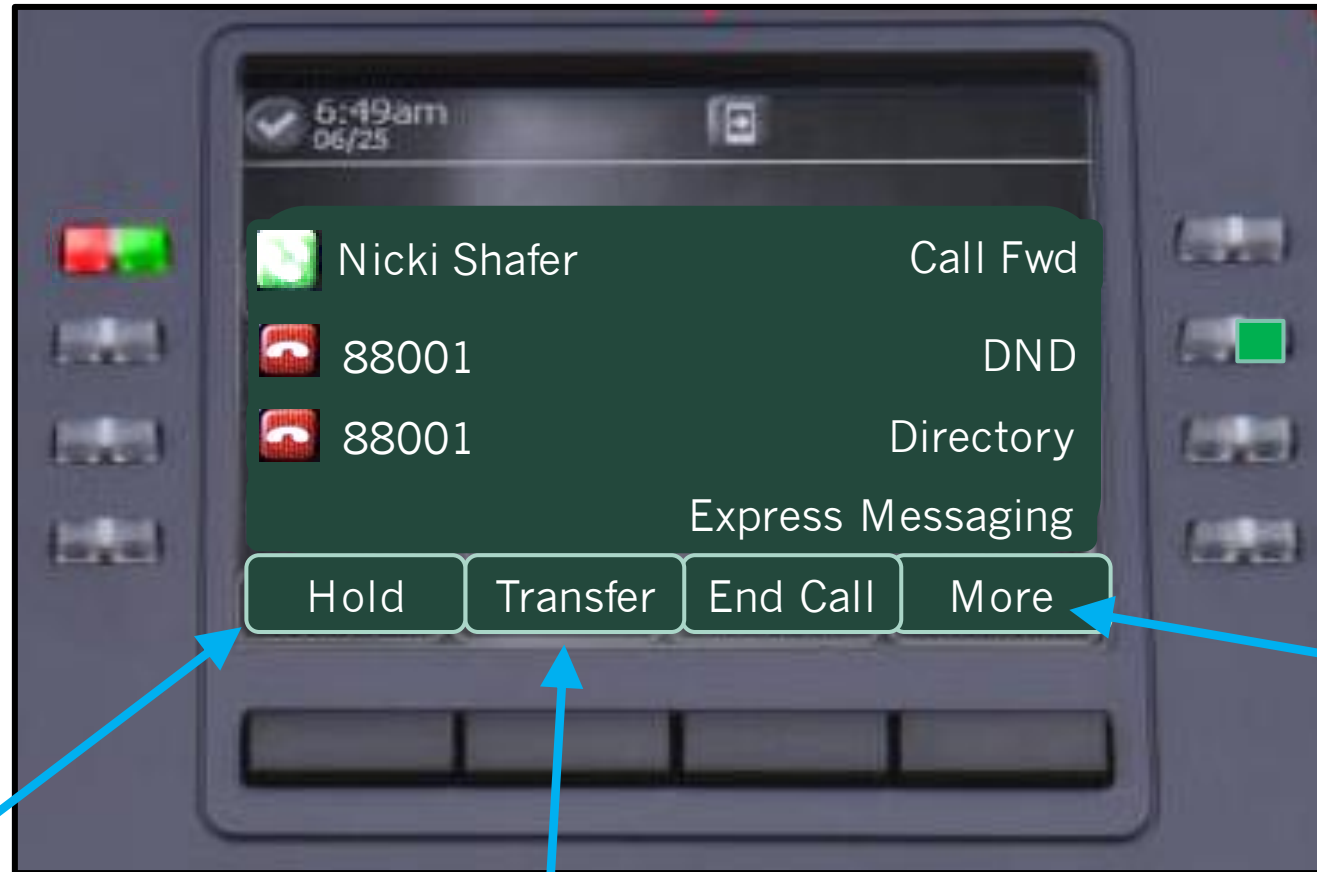
# J179 - Receiving an Incoming Call



- \*Press Answer softkey
- \*Press the blinking line button
- \*Lift the receiver
- \*Press the Speaker or Headset button

Stops the audible ring; however, you will continue to see the call. The incoming call will forward to your mailbox after approximately 4 rings.

# J179 - Phone Display (Active)



\*Press Hold softkey  
\*Press corresponding  
blinking line button  
to return to the call

1. Press Transfer softkey
  2. Dial the desired number
  3. Press "Now" for immediate transfer or "Talk" to announce.
  4. Complete to transfer the call.
- \*Press Cancel to return to original call

1. Press More to view next Display page.
  2. Press Conf softkey
  3. Dial the desired number
  4. Press Join to merge the calls
- \*Press Add and repeat process  
for up to 6 participants

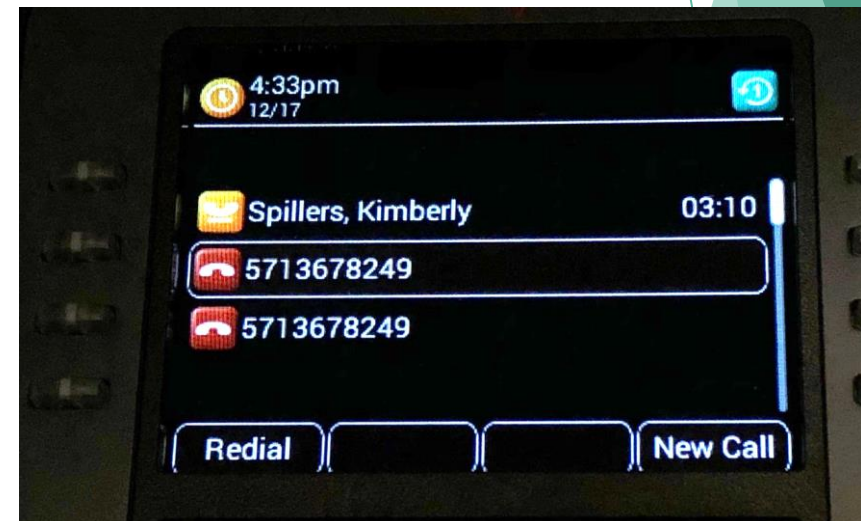
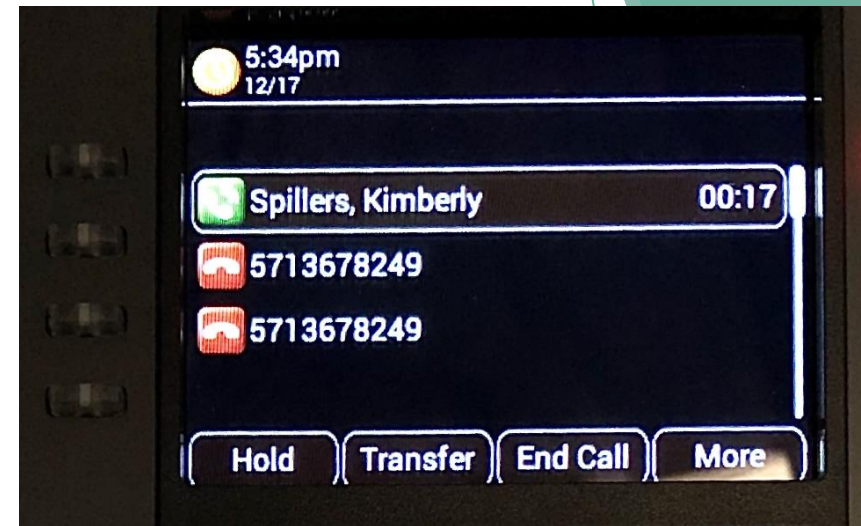
# Hold

To place a call on Hold and dial another number:

- Press the 'Hold' soft key
- Press 'New Call' to initiate another call
- Enter the number, search Contacts, or select from Call History and press 'Call'
- To resume a held call, press the desired Appearance button, and the call will resume automatically

To End a Call:

- To terminate all calls, simply hang up the handset
- To terminate an individual call, press the 'End Call' soft key

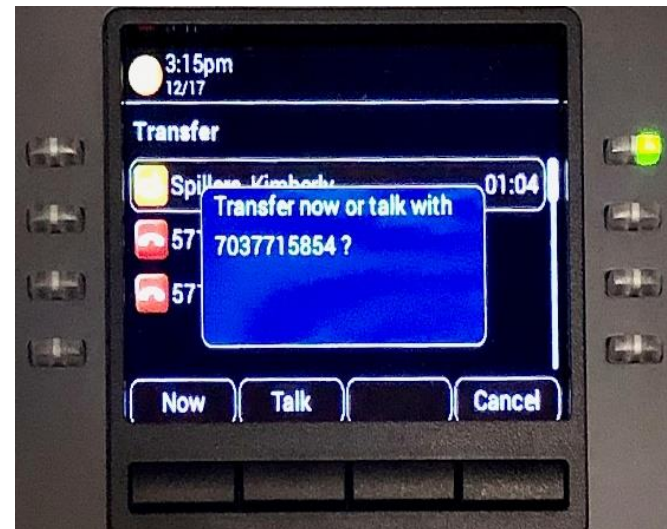
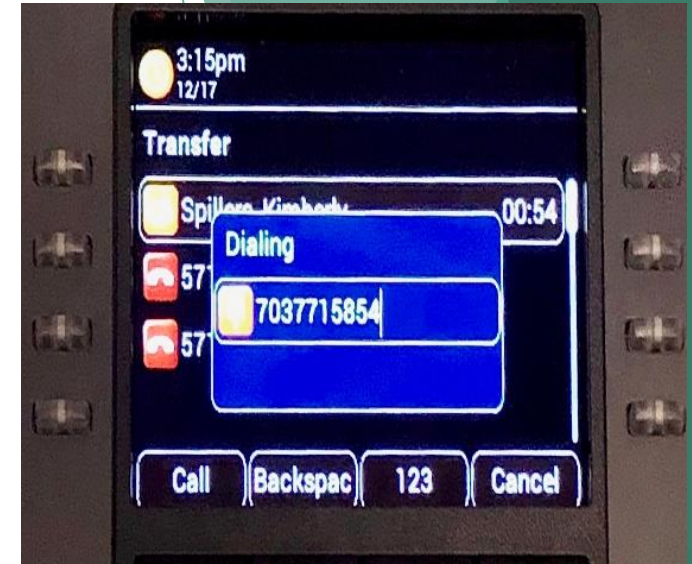




# Transfer

To Transfer a call to another number:

- Press the 'Transfer' soft key
- Search or dial the desired number
- Select 'Call'
- Select 'Now' to transfer the call immediately
- **OR**
- Select 'Talk' to speak to the user, prior to completing the transfer
- Select 'Complete' to finish the transfer



# Conference

To initiate a Conference call:

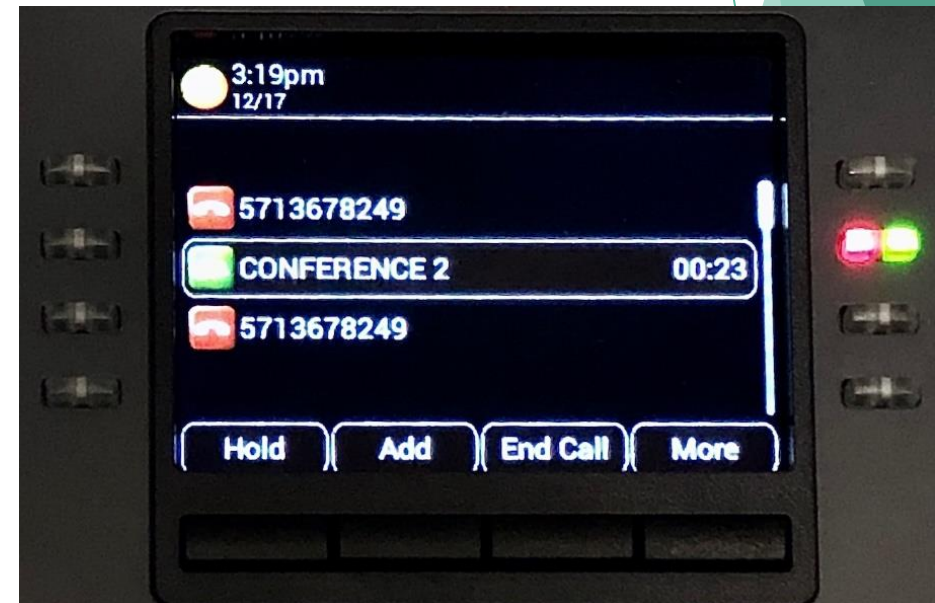
- Press the 'More' soft key while on an active call to display the 'Conf' soft key
- Press the 'Conf' soft key
- Search or Dial the next number to be added to the call and press the 'call' soft key





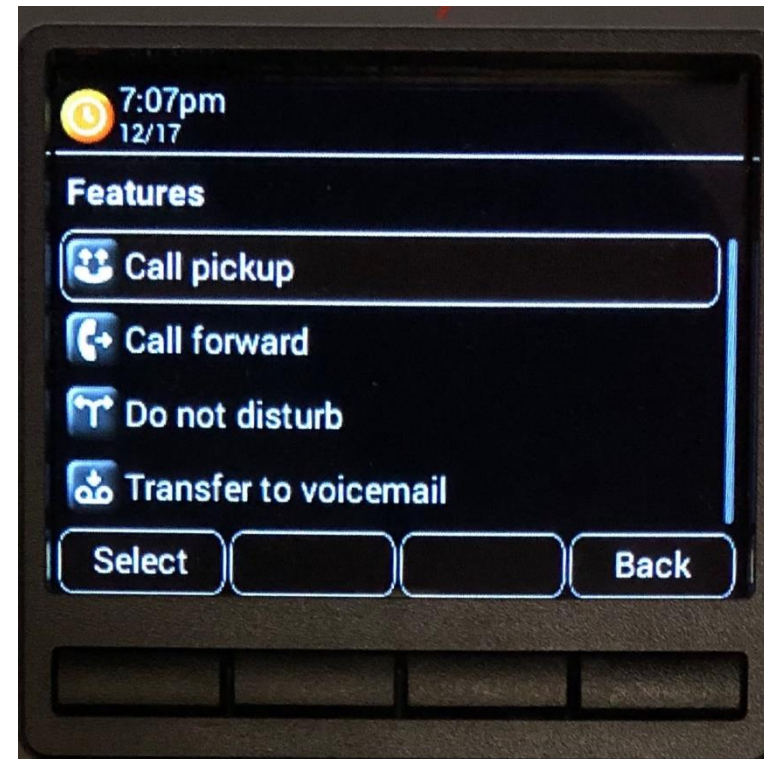
# Conference

- Once the call has been answered select the 'Join' soft key
- If desired, press the 'Add' soft key to add additional calls
- Note: A maximum of six numbers can be joined to a conference



# Features Menu

If you do not have a physical button or Soft Key programmed for a feature, you can use the Main Menu, and scroll through to locate and activate.



# DND (Do Not Disturb/Send All Calls)

When activated, the **DND** feature will send all your calls to your cover path, which is usually your voicemail. Incoming calls will ring once at your extension and then go directly to your voicemail or another number set by your administrator.

## **Activate / Deactivate DND. . .**

- ▶ Press the button next to the **DND line key**.
- ▶ The button will turn green to indicate that feature is active.
- ▶ Press again to deactivate.



# Contacts

You can store up to 250 individual contacts with up to 3 telephone numbers for each. You can add contacts from scratch or move entries from your Call History.

## Calling a person from the Contacts list:

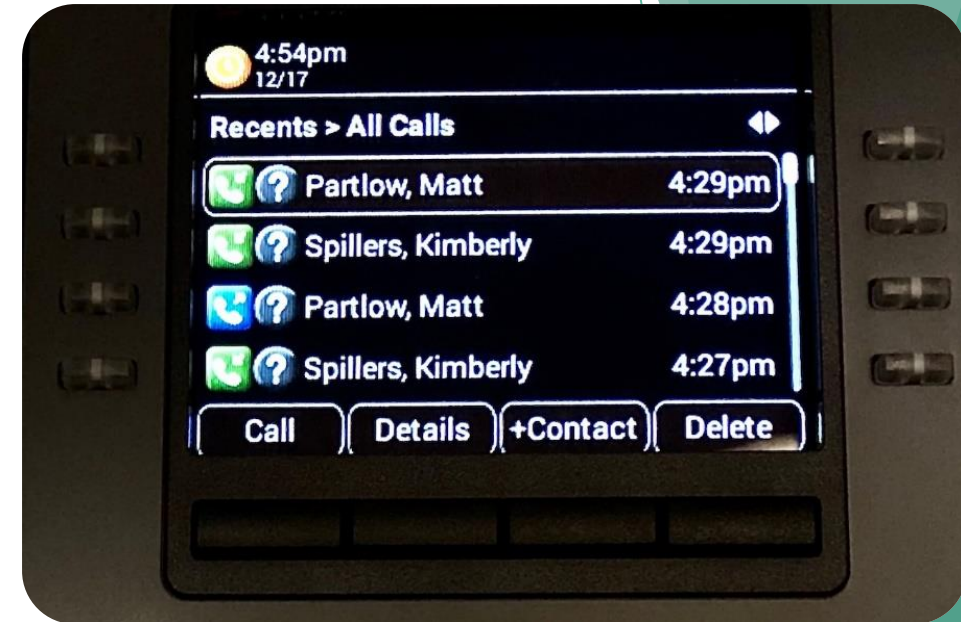
1. Select the person or number you want, or use the Search field.
2. Press Call or OK or the corresponding line key.

## Adding a new contact:





1. Press New.
2. Enter the name using the dial pad.
3. Select the next field.
4. Enter the telephone number.
5. Press Save or OK.

# Call Log / Recents 🕒

When you press the **Call Log** button, the Phone screen displays the history of your outgoing, incoming, and missed calls. The top line of your display shows the **Missed Call** icon and the number of calls that you have missed.



## Call Log Icons

-  **Missed Callers** – This icon is shown at the top of the phone display if you have any missed callers. It also shows the number of missed callers or + if more than 9.
-  **Outgoing Call** – This icon indicates a call log entry for a call that was made by you.
-  **Incoming Call** – This icon indicates a call log entry for a call answered by you.
-  **Missed Call** – This icon indicates a call log entry for a call that alerted at your phone but wasn't answered there.

# Recents / Call Log 🕒

Caller identification is shown for 100 calls, and organized by separate categories: All, Incoming, and Outgoing

Calling a person from the call log:

1. Select the person or number you want to call.
2. Press Call or OK

Adding an entry from the call log to your Contacts list:

1. Select the number you want to add to your Contacts list.
2. Press +Contact.
3. Edit the name and telephone number, if necessary.
4. Press Save.



# Menu



Icons	Name	Description
	<b>Features</b>	To access administrator activated features.
	<b>Applications</b>	<ul style="list-style-type: none"><li>• To access phone applications such as Contacts, Recents, and activate screen saver.</li><li>• To sign off the phone, to protect your settings, or to let another user to log in.</li></ul>
	<b>Settings</b>	To change your phone settings, customize button labels, adjust brightness, audio settings, assign speed dial entries, and more.
	<b>Network Information</b>	To check network settings.
	<b>Administration</b>	To access administration settings.
	<b>About</b>	To display the phone software version.



# Personalize Ringing

Change your ring tone. . .

1. Press the **Main Menu** button.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Audio**, and press **Select**.
4. Scroll to **Personalize ringing**, and press **Select**.
5. Select **Primary**.
6. Find the ring tone you'd like and press **Select** or **OK**.
  - *To play the ringtone, press **Play**.*
7. Press the **Save** softkey.

