



QUICK START GUIDE

AVAYA IP OFFICE J139

OPTUS + ENTERPRISE HOLDINGS

SOLUTION LINE

Dial 800-416-8000

Option 2

DIALING PROCEDURES

Internal Extensions: Dial three digit extension

Local Number: Dial 9 + 7 digit local number

Toll Free Number: Dial 9 + 1 + toll free number

Long Distance (Domestic): Dial 9 + 1 + area code
+ number

PLACING A CALL ON HOLD

1. To put an active call on hold, press **Hold**
2. To resume the call, press one of the following:
 - **Resume**
 - **OK**

CALL PARKING

With the Call Parking feature, you can put an active call on hold and resume the call from any other phone in your organization. The administrator must activate this feature in your phone to park a call in your extension. You can dial your extension number from any other phone to retrieve the call.

PARKING A CALL

Use this procedure to park an active call on your phone extension:

1. Press **Main Menu**
2. Scroll to **Features**, and press **Select**
3. Scroll to **Park Call**, and press one of the following:
 - **Select**
 - **OK**
 - **Corresponding line button**

UNPARKING A CALL

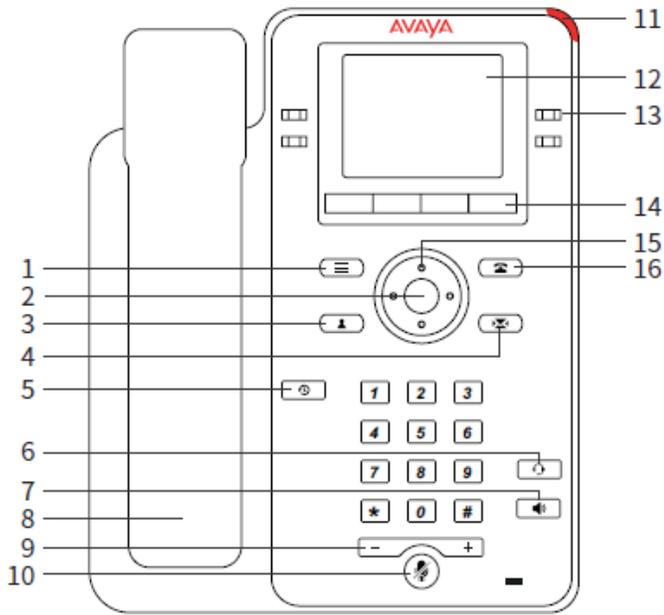
Use this procedure to unpark the call from another phone:

1. Press **Main Menu**
2. Scroll to **Features**, and press **Select**
3. Scroll to **Unpark Call**, and press one of the following:
 - **Select**
 - **OK**
 - **Corresponding line button**
4. Enter your phone extension number
5. Press **Select**



For the full Avaya J139 User Guide, visit
www2.optusinc.com/User-Guide-AvayaJ139

J139 PHONE BUTTONS AND FEATURES



1. **Main Menu** - Displays the list of options, such as Features, Applications, Settings, Network information, Administration, and About
2. **Navigation Cluster** - Used to navigate on the Phone screen.
 - Up and Down arrow keys: to scroll up and down
 - Right and Left arrow keys: to move cursor in the text input field, and to toggle values in the selection fields
 - OK button: to select the action assigned to the first soft key
3. **Contacts** - Displays the entries in your Contacts list.
4. **Voicemail** - Used to dial the configured voice mail number to receive a voice message.
5. **Recents** - Displays call history list.
6. **Headset** - Used to toggle your call from the speaker to headset.
7. **Speaker** - Used to turn on the speaker.
8. **Handset** - Used to receive and make calls.

9. **Volume** - Used to adjust volume of a handset, a speaker, or a ringtone.
 - (+): To increase the volume
 - (-): To decrease the volume
10. **Mute Button** - Used to mute and unmute the outgoing audio.
11. **Beacon LED** - Provides alerts for incoming calls and voice mail.
12. **Phone Display** - Displays two areas:
 - **Top Bar**: It is always visible, displays communication and device status, and time and date
 - **Application area** displays the following:
 - **Application header**: It displays the context specific application title, and one or more subtitles. Depending on the appearance type and the call state, the header displays details of the call.
 - **Application content area**: it displays menus, lists, pop-up windows, images, or other application content.
 - **Softkey labels area**: it displays labels with information about the state of the Soft Key buttons.
13. **Line Keys** - Used to select the corresponding rows. Each line key has a LED that displays the following visual alerts:
 - **Red light**: disabled features
 - **Green light**: incoming call and enabled features
 - **Red and green light**: phone is off-hook
14. **Softkeys** - Used to select the corresponding label of context-specific actions.
15. **(2, 15)** - see below
16. **Phone Key** - Displays the Phone screen.

