

- If the call is connected on the phone's handset, the **TRANSFER** key is lit. Pressing the key again will end the call.
- If the call is connected on the phone's handset, replacing the handset will end the call.

1.4 Starting a Conference

If you have more than one held call or one held call and a connected call, pressing the **CONF** key will start a conference between you and those calls.

If you do not already have a held call, you can use the procedure below to start a conference:

- 1 Make a call to the first party of interest or call.
- 2 Press the **CONF** key. The current call is automatically put on hold.
- 3 Call the party that you want to add to the conference.
- 4 If they answer and want to join the call, press **CONF** again.
- 5 If they do not want to join the call or do not answer, press **STOP** and then press the appropriate key of the held call.

1.4.1 Dropping/Muting Parties

You can drop parties from a conference call, including yourself. You can also mute other parties.

- 1 While connected to a conference call, if you press the **DETAILS** key, the conference details menu is displayed.
- 2 The screen performs the following actions:
 - To scroll through the list of callers in the conference, use the **▲** up and down **▼** arrow keys.
 - To drop a caller from the conference, highlight them and press **STOP**.
 - To mute a caller, highlight them and press **MUTE**. Repeat this to unmute them.
 - To mute or mute all display, press the **BACK** key.
- 3 If you are the only holding party in the conference, depending on your telephone system's configuration, a warning prompt from the conference key will be shown once system administration has begun.

1.5 Transferring Calls

To transfer a call, your phone must have an available call appearance button. If all your current call appearance buttons are in use, you must either park one of your existing calls.

- 1 Press **TRANSFER**. The current call is automatically put on hold.
- 2 Call the number for the transfer. Alternatively, press **DIR** to select a destination from the directory.
 - To complete the transfer, press **COMPLETE**. You can do this while the call is still ringing.
 - Transferring a call while it is still ringing is called an **unattended transfer**.
 - Transferring a call after ringing/forward is called a **attended transfer**.
- 3 If the transfer destination does not answer or, after answering the call, does not want to accept the call, press the **CANCEL** key.
- 4 Press **COMPLETE** to complete the transfer. If the transfer destination does not answer or forward, **CALL IS RINGING** will be shown on the call, press the **TRANSFER** key.

1.5.1 Transfer to Voicemail

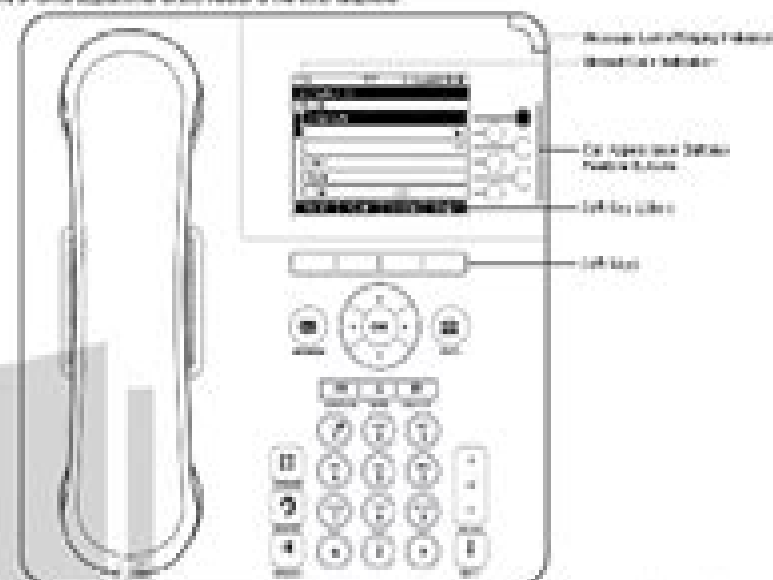
Instead of about voice mail, the **VM** key can be used to transfer your current call to the voicemail of the extension you dial.

- 1 While the call is ringing, press the **VM** key. The call will automatically be transferred to the call and will continue ringing.
- 2 Call the extension number of the user or group to which you want to transfer the call.
- 3 When the number matches, user or group, their name is displayed.
 - To transfer the call to the user or group's mailbox, press **TRANSFER**. The call will have a few seconds of ringing and then the mailbox greeting.
 - To end the transfer early, press **CANCEL**.

AVAYA IP Office 9630 Quick Reference Guide

1.1 9630 Telephone

The IP Office 9630 is the 9630 version of the 9630 telephone.



The phone includes all programmable call appearance feature buttons. The status bar at the bottom of the screen displays call information and will be updated by the system buttons in the right. The call can be answered by pressing the **▲** up and down **▼** arrow keys to scroll the display. The call can also be answered by pressing the **▲** up and down **▼** arrow keys to scroll through the status bar features in page 1.

Transfer call to be assigned to the phone's call appearance feature buttons by your system administrator or by yourself using call appearance feature buttons. You can replace call appearance features assigned to buttons by your system administrator but you can replace other features. However, also note there are features that the system administrator can assign that are not available to you to assign. This guide just includes features that you can assign yourself if required.

1.2 Answering Calls

After ringing, when the **CALL** appearance button indicates an incoming call. This may also be accompanied by ringing and by the message "Ringing".

Selected Button

If you are currently on a call, you can answer the incoming call to the following ways:

- 1 Select the number which you want to use to call the caller.
 - To join the ringing, press the **TRANSFER** key. The call will not continue ringing loudly and can be answered or ignored.
 - To answer the call on a headset, press the **CALL** key.
 - To answer the call using the handset, lift the handset.
 - To answer the call by pressing, press the **CALL** key.
 - To answer the call on a headset, press the **CALL** key.
 - Just pressing the **CALL** key will answer the call either on the speaker or handset depending on the phone's audio path setting.
- 2 Once you have answered the call, you can switch between different call modes:
 - To switch to using the handset, lift the handset.

Avaya Phone User Guide Manual

Edward Haletky



Avaya Phone User Guide Manual:

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