Contact List:

To create Personal Contact list on the Avaya J169

1. First select the contacts button (9) on your Ip phone. It will show all the numbers that have been added to Avaya IP office.

2. Use the navigation cluster (5) to go from Contacts: All to Contacts: Personal.

3. Click right on navigation cluster (5) to move from Contacts: All-Personal-External. This allows you to setup Personal contacts you call routinely.

4. Now that you are in Contacts: Personal you can add your contacts name and number. When entering campus numbers, use 5 digits only. When adding an external number, use 9-xxx-xxxx. This allows you to setup speed dial by name.

Screen Saver info:

To set up Screen Saver to display time and date on the Avaya J169

1. Select main menu button (8) on your Ip phone.
2. Use navigation cluster (5) to scroll down to Settings.
3. Push ok button (7) to select Settings.
4. Push ok button (7) to select Display.
5. Scroll to Backlight timer and enter 0.
6. Use Soft key (4) to save entry.

Now you need to select the Screen Saver you want to have displayed

1. Now hit select Display. Under Main menu > Settings
2. Scroll down to screen saver and select
3. Now select Primary display.
   a. Choose any default image using navigation cluster and hit select after you preview the images. There are 7 images to choose from.
4. After you save go back to Settings > Display and select Screen saver details
5. Timer (min) – change to 1 then save.
6. Now use Soft Key (4) and select back till you get to main menu.
7. Now scroll up to Applications and hit select.
8. You will see Activate screen saver and hit select.
9. Finished!!

Voicemail to Email:

Note: The default setting is Email – Copy. Vmail appears on phone and inbox email client

To make any changes to your voicemail to email:

1. Select the Visual Voice button (11) to the right of the navigation button (5) highlighted in yellow below.
2. Now use navigation button (5) to scroll down to Email
3. Select change to go thru 4 email options.
4. There are 4 options that you can change on your email:
   a. Off – No email sent
   b. Forward – vmail is not on your phone and in email client only
   c. Alert – vmail appears on phone and you receive alerting email that you have a vmail
   d. Copy – vmail appears on phone and inbox email client
5. Select save and complete
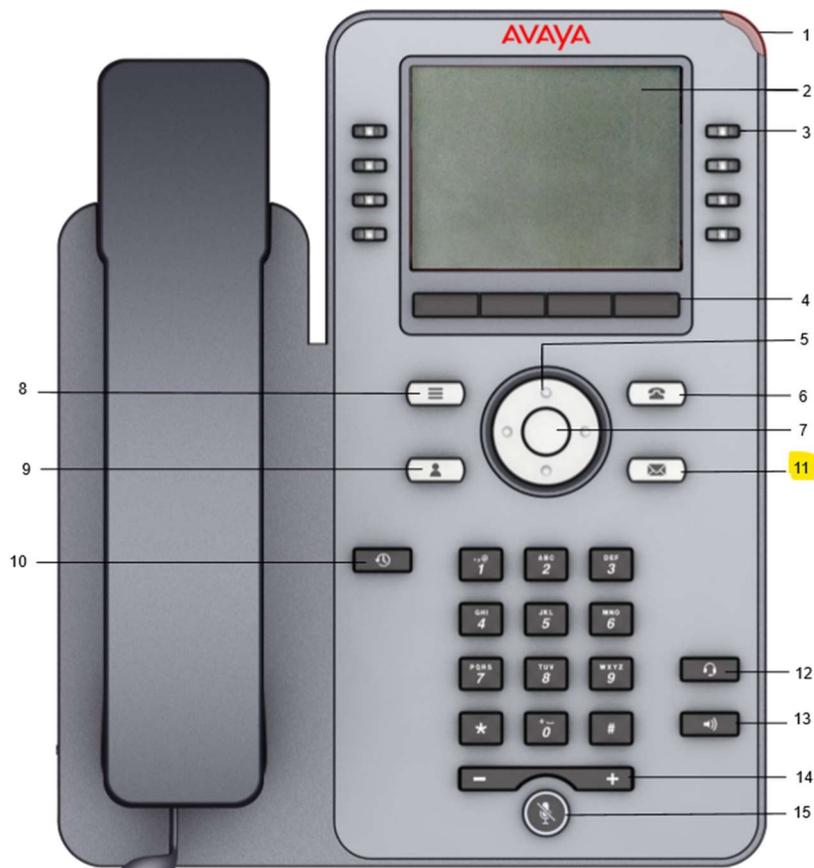
Call Forwarding:

To set up Call Forwarding on the Avaya J169

1. Select the features button (4) on your Ip phone.
2. Use navigation cluster (5) to scroll down to Forward and push select button.
3. Use navigation cluster (5) to scroll down to Forward Unconditional and push select button.
   a. Set Fwd Unconditional to ON.
   b. Scroll down to Destination and select Edit button.
   c. Push Clear button and enter number you wish to forward. Must use 9-phone number to dial external. Ex: 9-414-9040
   d. Push Select and then push the Save button.
   e. You will see the call forward icon button appear on your main screen.

    Icon indicating the phone is forwarding incoming calls.
   f. Select Back and select Exit to get back to Main screen. You can also do nothing and screen will go back to Main screen.
4. Finished!!

To remove Call Forwarding on the Avaya J169

5. Select the features button (4) on your Ip phone.
6. Use navigation cluster (5) to scroll down to Forward and push select button.
7. Use navigation cluster (5) to scroll down to Forward Unconditional and push select button.
8. Set Fwd Unconditional to Off.
9. Push the Save button. Then push Back button then select Exit.
10. You will see the Call Forward Icon button disappear from your screen.

Internal Call transfer:

To transfer a caller to a campus extension, push the transfer button (4), enter the 5 digit extension - 16507 and then push complete button to release the transferred call.

External Call transfer:

To transfer a caller to an external extension, push the transfer button (4), enter 9 & 7 digit extension - 94816507 and then push complete button to release the transferred call.

Retrieve Voicemail messages:

To remove your vmail light (1) you will have to listen to all your messages.

Push button (11), then you will see Visual Voice.
Push select on Listen
Push select on New
Push play on each message
Light should go off once all messages are played.
You will have the option to delete messages if you choose to do that.