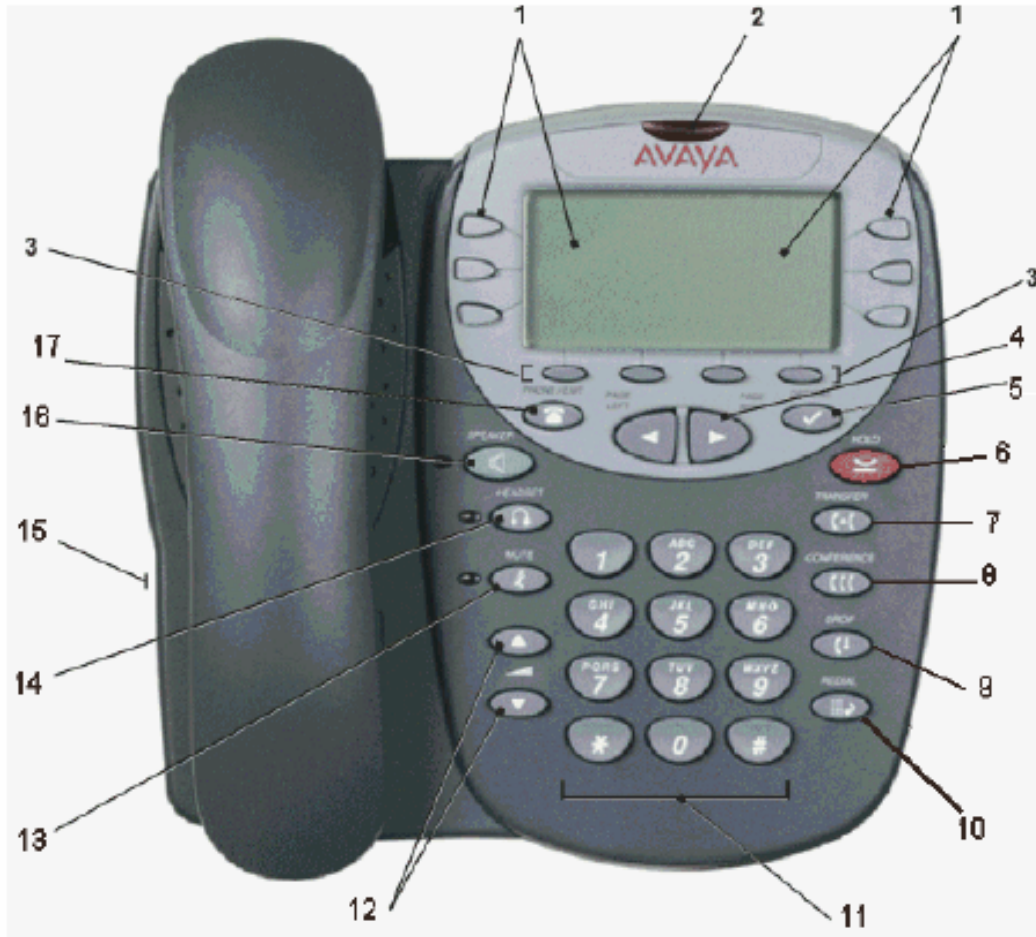


# AVAYA IP Office 4610 Quick Reference Guide

This guide covers the basic functionality of your IP Office 4610 phone.


For more information on your phone settings and features, see the IP Office 4610 User Guide.

The diagram below shows the main phone features:




1		Feature Buttons/Display	10		Redial
2		Message Waiting Lamp	11		Dialling Pad
3		Softkey	12		Volume Controls
4		Options	13		Mute
5		Page Left/Right	14		Headset
6		Hold	15		Headset Jack
7		Transfer	16		Speaker
8		Conference	17		Phone/Exit
9		Drop			

## Answering Incoming Calls

- Pick up the handset or press  to use the speakerphone.




## Making a Call


- Pick up the handset or press .
- Dial the number, including any outside line digits and/or area codes.

## Hold



- To place a call on hold, press  Hold.
- To retrieve a held call, press   corresponding to the held call.

## Transferring a Call

1. With the call active, press  Transfer. The call is placed on hold;  is displayed and you hear a dial tone. Dial the number you want to transfer the call to.
2. To transfer without announcing the call, if the line is free, hang up. If the line is busy or if no one answers, press  corresponding to the held call. OR

To announce the call, remain on the line and wait for an answer. Announce the call and hang up. If the line is busy or if no one answers, press  corresponding to the held call.






## Mute

- To prevent the other person on the line from hearing you, press  Mute.
- To reinstate two-way conversation, press  Mute again.






## Redial

To redial a previously dialed number, press  Redial. Press  and , locate the required number and press the associated feature button.




To change the Redial number selection:

1. Press  Options and then press  Application Options.
2. Press  Redial to toggle between Last 6 Numbers and Last Number.
3. Press  Save. To restore the previous setting without changing it, press  Cancel.





## Speakerphone

- To use the speakerphone, press . Make or answer the call. To adjust the volume, press  and . To end the call, press  again.
- To change from speakerphone to handset, pick up the handset and continue talking.
- To change from handset to speakerphone, press  and hang up the handset.

## Conference












1. To add another party to a call, dial the first party and then press  Conference. The current call is placed on hold,  is displayed and you hear a dial tone.
2. Dial the number of the next party and wait for an answer.
3. To add the new party to the call, press  Conference again.
4. Repeat Steps 1 to 3 to add further participants.

To add a held call to the current call:

1. Press  Conference. The icon on the current line changes to .
2. Press  corresponding to the held call.
3. Press  Conference again. All parties are now connected.

To drop yourself from the conference, hang up.

## Speed Dials

- To Dial a speed dial:
  1. Press  SpDial and, to display your speed dials, press  and .
  2. When the speed dial you require is shown, press  or  adjacent to the speed dial name. Your phone dials the number automatically.
- To Add a speed dial:
  1. Press  SpDial and then press  Add.
  2. The cursor, a | symbol, is displayed in the name field. Each key is marked with the letters it provides. Depending on the character you require, you may have to press the key more than once.  
For example: The 2 key is also marked as A, B and C. To enter a C, press the key until C is displayed.  
If the next character you want is on the same key, press   and then enter the next character.
  3. Press  Save.
- To Add a short code to a speed dial:
  1. To add a short code to a speed dial, press  SpDial.
  2. In the name field, enter the short code name. For example, Voicemail.
  3. In the number field, enter the prefix \* and the shortcode number. For example, \*17 (the shortcode for voicemail).