Chapter 14: Customizing your telephone

Introduction to customizing your telephone

This section provides procedures to set parameters for your telephone, such as the ring tone melody and language. It also provides procedures to manage your function and destination keys, save personal data, manage VIP functions, make anonymous calls, and turn direct dialing on or off. These procedures are performed using options provided in the Avaya menu.

Setting parameters for your telephone

Turning acoustic signaling on or off

You can set the signal tone, ringing tone, and VIP ringing tone to on or off. When for instance the ringing tone is turned off, you will hear only a short beep when you are called.

- 1. Press the Avaya Menu button.
- 2. Select Settings.
- 3. Press the **OK** button.
- 4. Select **Display/Acoustics**.
- 5. Press the **OK** button.
- 6. Select **Do not disturb**.
- 7. Press the **OK** button.
- 8. Select one of the following:
 - Signal tone
 - Ringing tone
 - VIP ringing tone
- 9. Press the On/Off softkey.

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- 10. Press the **Done** softkey.
- 11. To reactivate one of these tones, scroll to the relevant menu item and press On/ Off softkey again.

Changing the acoustic signaling

Use this procedure to change the volume of several tones. You can change the individual settings during a call by pressing + or - on the **Volume** button.

- 1. Press the **Avaya Menu** button.
- 2. Select **Settings**.
- 3. Press the **OK** button.
- 4. Select Display/Acoustics.
- 5. Press the **OK** button.
- 6. Select Set acoustics.
- 7. Press the **OK** button.
- 8. Select the tone you want to change.
 - Handset
 - Loudspeaker
 - Ringing tone
 - Alerting Tone
 - Signal Tone
 - Headset volume
- Increase or reduce the volume by pressing + or on the Volume button
 The new setting sounds immediately to be checked.
- 10. Press the **Save** softkey.



You can also change any setting by pressing the numeric key of the desired setting, the right or left Navigation arrows, or the + or - on the **Volume** button.

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Setting the ringing tone melody

You can assign different melodies to incoming calls (internal, external, VIP and partner / line).

- 1. Press the Avaya Menu button.
- 2. Select Settings.
- 3. Press the **OK** button.
- 4. Select Display/Acoustics.
- 5. Press the **OK** button.
- 6. Select Set acoustics.
- 7. Press the **OK** button.
- 8. Select Select ringer melody.
- 9. Press the **OK** button.
- 10. Select the call type you want to change.
 - Internal calls
 - External calls
 - VIP calls
 - Partner/Line
- 11. Press the **OK** button.
- 12. Select the melody you want.
- Press the **OK** button.
 The new ringing melody is played.



You can change the melody's playback speed under **Set melody**.

Related topics:

Introduction to handling calls on page 19

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Setting the contrast and the brightness

- 1. Press the **Avaya Menu** button.
- Select Settings.
- 3. Press the **OK** button.
- 4. Select **Display/Acoustics**.
- 5. Press the **OK** button.
- 6. Select Set contrast or Set brightness.
- 7. Increase or reduce the contrast or brightness with the right or left navigation button.
- 8. Press the **Done** softkey.

If you want to reset the acoustic and contrast settings to the as-supplied status, select **Default setting** and confirm with the **OK** button.

Setting the language

- 1. Press the **Avaya Menu** button.
- 2. Select Settings.
- 3. Press the **OK** button.
- 4. Select **Display/Acoustics**.
- 5. Press the **OK** button.
- 6. Select Switch language.
- 7. Press the **OK** button.
- 8. Select the language you want to use for display texts.
- 9. Press **Select** softkey.

Adjusting the setting for handsfree operation

You can adjust the handsfree settings for the conditions prevailing in your office and surroundings.

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- 1. Press the Avaya Menu button.
- 2. Select Settings.
- 3. Press the **OK** button.
- 4. Select **Display/Acoustics**.
- 5. Press the **OK** button.
- 6. Select Set handsfree.
- 7. Press the **Change** softkey to select one of the following.
 - echo
 - normal
 - muffled
- 8. Press the **Done** softkey.
- 9. Select Handsfree.

Displaying your name and call number on your telephone

You can save your name and call number to have it shown on the display.

- 1. Press the Avaya Menu button.
- 2. Select Settings.
- 3. Press the **OK** button.
- 4. Select **Display/Acoustics**.
- 5. Press the **OK** button.
- 6. Select Set own call number.
- 7. Press the **OK** button.
- 8. Enter your telephone's name and call number.
- 9. Press the **Save** softkey.

Setting key beep tones to on or off

You can have every press of a key signaled by a beep (key beep).

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- 1. Press the Avaya Menu button.
- 2. Select Settings.
- 3. Press the **OK** button.
- 4. Select Keys.
- 5. Press the **OK** button.
- 6. Select **Key beep (off)**.
- 7. Press the **OK** button.
- 8. Press the **On/Off** softkey.
- 9. Press the **Done** softkey.
- 10. To turn the key tone off again, switch the function to **Key beep (Off)** again.

Displaying time zones *

You can set the time zone so that the current date and time of one of 26 cities from around the world appears in your telephone display.

The time that your telephone shows for a city can differ from the actual time in that city due to differences in summer and winter times in the various countries.

- 1. Press the **Avaya Menu** button.
- 2. Select Time zones....
- 3. Press the **OK** button.
- Select the appropriate city.
- 5. Press the **OK** button.

Saving emergency numbers

You can save ten call numbers that you can dial even if your telephone is locked.



Caution:

The emergency numbers must also be set up in your telephone system, otherwise they cannot be selected when the telephone is locked!

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