Avaya J139 Quick Reference Guide

Logging in to your phone

1. On the Login screen in the **Username** field, type your extension.
2. Press one of the following:
• **Enter**
• **OK**
• **#**
• **Down Arrow**
3. In the **Password** field, type your password.
4. Press one of the following:
• **Enter**
• **OK**
• **#**
5. To change the extension number or the password, press **Backspace**.

Operations

Making a call by using the dial mode

Use this procedure to make a call without lifting the handset or pressing **Speaker**.
Set the dialing mode on the phone to **Auto** or **Manual**.
• If the dial mode is set to **Auto**, dial the required number of digits.
The phone initiates the call when the inter digit timer times out.
• If the dial mode is set to **Manual**, dial the number and press the **Call** softkey.

Answering a call

Use this procedure to answer a call. When you receive a call, the phone does the following:
• Generates audio visual alerts.
• Displays the caller's name or number.
Do one of the following:
• Lift the handset.
• Press **Speaker**.
• Press **OK**.
• Press the **Answer** softkey.

Viewing call history details

You can view following details of each call:
• Call type (incoming, outgoing, missed)
• Name
• Extension number
• Time
• Date
• Duration
1. Press **Recents**.
2. **(Optional)** To navigate through **Main menu**, scroll to the following:
a. **Applications**, and press **Select**.
b. **Recents**, and press **Select**.
3. Select the number that you want to view.
4. Press **Details**.
The phone displays the details of the selected call.

Advanced features

Forwarding a call to another extension

Use this procedure to forward incoming calls to a specified number.
Ensure that the feature is activated by your administrator.
1. Press **Main Menu**.
2. Scroll to **Features**, and press **Select**.
3. To enable Call Forward feature, scroll to one of the following options:
• **Call Fwd**
• **Call Forward-Busy**
• **Call Forward-No Answer**
4. Press one of the following:
• **Select**
• **OK**
5. In the **Destination** field, enter the number where you want to forward the incoming calls.
6. Press one of the following:
• **Save**
• **OK**

The phone generates a confirmation tone and returns to the Features menu.
7. To disable any of the Call Forward feature, go to the respective screen and press one of the following:
• **Select**
• **OK**

Customization

Turning button clicks on and off

1. Press **Main menu**.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Audio** settings, and press **Select**.
4. Use the **Down Arrow** key to go to the **Button clicks** screen.
5. Press **Toggle** to turn the audio on or off.
6. Press **Save**.

Setting a personalized ring tone

1. Press **Main menu**.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Audio**, and press **Select**.
4. Scroll to **Personalize ringing**, and press **Select**.
5. Select **Primary**
6. Press one of the following:
• **Select**
• **OK**
7. Scroll to the ringtone, and press **Select**.
8.(Optional) To play the ringtone, press **Play**.
9. Press **Save**.