AVAYA

VOICE OVER INTERNET PROTOCOL (VOIP)

TELEPHONE USER MANUAL

Revised by Leeward CC ITG
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University of Hawai‘i Community Colleges
Hawaiian Telcom
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PLACING CALLS

On Campus Calls & Calls to Other UH Campuses
The new VoIP Phone system is designed so that all calls, to any of the UH Community College Campuses, can be made by just dialing the faculty or staff’s three digit extension number. Neighbor island calls are also considered local and not considered long distance.

- Pick up the handset or press the Handsfree button.
- Dial the three digit extension number you are trying to reach.
- To end the call, you can either hang up the handset or hit the yellow Goodbye button.

Off Campus Calls
- Pick up the handset or press the Handsfree button.
- Dial 9, then the number which you are trying to call. (ex. 9 5555555)
- To end the call, you can either hang up the handset or hit the yellow Goodbye button.

Long Distance Calls
In order to make long distance calls, your phone number must be associated with a long distance calling plan.

- Pick up the handset or press the Handsfree button.
- Dial 9, 1, the area code, then the phone number you are trying to reach. (ex. 9 1 808 555 5555).
- To end the call, you can either hang up the handset or hit the Goodbye button.

International
In order to make international calls, your phone number must be associated with an international calling plan.

- Pick up the handset or press the Handsfree button.
- Dial 9, 011, the country code, the area code, then the phone number you are trying to reach. (ex. 9 011 555 55 5555).
- To end the call, you can either hang up the handset or hit the Goodbye button.
ANSWERING CALLS

On Your Extension
- Pick up the handset or press the Handset button to answer the call.
- If you have a headset attached to the VoIP phone, you can press the Headset button to answer the call as well.

On Another Extension
Use only if you have multiple extensions displayed on your VoIP Phone.
- Locate the extension number you wish to answer on the phone’s display screen. It will have a flashing telephone icon next to the extension number.
- Press the button next to it.
- You can either pick up the handset or press the Handsfree button to answer the call.
- If you have a headset attached to the VoIP phone, you can press the Headset button to answer the call as well.

ACTIONS YOU CAN PERFORM WHILE ON A CALL

Switching from Handset to Handsfree and Back
- While on a handset call, press the Handsfree button and place the handset back in the cradle.
- While on Handsfree call, just lift the handset.

Call Hold
- While on a call, press the Hold button to put the caller on hold.
- To take the caller of hold, press the button next to the extension number which you put the caller on hold. There will be a flashing telephone icon next to that extension number.
- If you have more than one extension number on your phone, when answering a second call on your phone, press the Hold button to put the first caller on hold, and then select the extension number which is ringing.

Mute
You may want to use this action when you are participating in conference calls to block out the background noises at your location.
- While in a conference call, if you just want to listen and prevent background noises from interfering with the conference call, press the Mute button. You will know that you are in mute mode because you will see a flashing red light on the mute button.
- If you want to be heard, don’t press the Mute button from the start of the conference call.
- If you are in mute mode during a conference call and want to be heard, press the Mute button to unmute yourself.
Call Transfer

- While on an active call you will see two options in the display screen, Conf and Trans.
- To transfer the call, you first press the soft key with the word Trans over it.
- When you hear the dial tone, enter the extension number you wish to transfer the active call
- Press the Trans soft key again to complete the call transfer.

Call Forward

To Set

- Press the Fwd soft key located on the left-hand side of your display screen.
- Dial 9 + the number to forward your calls to. (ex. 9 8085555555)
- Press the Fwd soft key again to initiate calls forwarded to the number you just entered.
- You will know that the forward feature is active because you will see an arrow next to it.

To View Forwarded Number

- Press the Fwd soft key located on the left-hand side of your display screen.
- Using the Navigation Keys, press the down arrow to view the telephone number you are forwarding your calls to.
- To end the viewing, you can press the OK soft key or press the Goodbye button.

To Cancel Forwarding

- Press the Fwd soft key located on the left-hand side of your display screen.
- Press the Cancel soft key to cancel call forwarding. A message will be displayed stating call forward cancelled.

Call Park

This feature allows user to put a call on hold, so another person can pick it up on a different phone

To Park a Call

- While on an active call you will see two options in the display screen, Conf and Trans.
- To start the call park process, you first press the soft key with the word Trans over it.
- You then dial *5 followed by the extension you wish to park your active call.
- Press the Trans soft key again to park your active call.

To Retrieve the Parked Call

- Go to the location of the VoIP Phone extension number in which you parked your active call.
  Note: The parked call lasts 120 seconds. After 120 seconds, the call will ring again at where it was first received.
- From that VoIP Phone, pick up the handset or press the Handsfree button to get a dial tone.
- Dial #5 followed by the extension number the active call was parked against.
- The active call you parked should now be connected
Call Pickup (Ringing Number)
- Pick up the handset or press the Handsfree button
- If you have multiple phone numbers on your phone, press the button next to the number for Handsfree or if you want the handset, lift the handset first and then press the button.

Directed Call Pickup
This feature allows user to pick up an incoming call on another extension
- Pick up the handset
- Press #99 and the extension that you want to pick up

Initiating Conference Calls
Allows the user to add a third party to their call so all parties can speak to one another
- While on an active call, press the Conf soft key. The caller will be put on hold and you will hear a dial tone.
- Dial the number to add to the conference call. Note: If it is an outside number dial “9” first, then phone number. You do not need the area code if it is a local call.
- Press the Conf soft key to conference all parties.
- You may be able to conference up to six parties by repeating the first three steps.
- The conference call remains connected ever if you disconnect from the conference call.

DIRECTORIES
Callers List
The callers list can store 100 incoming calls you received.

To View Callers List
- Press the Directory button.
- Using the Navigation Keys, scroll down until you see Callers List in the display screen.
- Press the Select soft key. It will display the new and total number of incoming calls you received.
- Use the Navigation Keys to view the incoming call phone numbers by scrolling up or down.
- To exit, press the Directory button.

Actions You Can Perform While Viewing Callers List
- To Dial
  - Press the Dial soft key to dial the number you are currently viewing.
  - Before doing this, you must edit the number by inserting “9” in front of the phone number.
- To Edit
  - Press the Edit soft key to edit the number you are currently viewing.
  - Use the Navigation Key to place the cursor at the beginning of the phone number.
  - Add the number 9 by pressing that number on the Keypad.
  - Press the Done soft key to complete the editing process.
  - You now can dial the number by pressing the Dial soft key.
  - To exit and return to the previous menu, press the Cancel soft key.
• To Copy
  o Press the Copy soft key to begin copying the phone number to your Personal Directory.
  o Press the Next soft key and then the Done soft key to save that number.
  o Remember to edit this number by inserting 9 in front of it when you are in your Personal Directory menu.

• To Delete
  o Press the Del soft key to delete the phone number you are currently viewing.
  o Press the Yes soft key to confirm deletion.

To Delete All Entries in the Callers List
• Press the Directory button.
• Using the Navigation Keys, scroll down until you see Callers List in the display screen.
• Press the Select soft key. It will display the new and total number of incoming calls you received.
• Press the Del soft key to delete all the entries in the callers list.
• Press the Yes soft key to confirm deletion.
• To exit, press the Directory button.

Redial List
The redial list can store 20 outgoing calls you made.

To View Redial List
• Press the Directory button.
• Using the Navigation Keys, scroll down until you see Redial List in the display screen.
• Press the Select soft key. It will display the total number of phone numbers in your Redial list.
• Use the Navigation Keys to view the incoming call phone numbers by scrolling up or down.
• To exit, press the Directory button.

Actions You Can Perform While Viewing Redial List
• To Dial
  o Press the Dial soft key to dial the number you are currently viewing.

• To Edit
  o Press the Edit soft key to edit the number you are currently viewing.
  o Use the Navigation Keys to move the cursor to the desired location.
  o Use the Delete soft key to delete numbers.
  o Add numbers by pressing the desired number on the Key Pad.
  o Press the Done soft key to complete the editing process.
  o You now can dial the number by pressing the Dial soft key.
  o To exit and return to the previous menu, press the Cancel soft key.

• To Copy
  o Press the Copy soft key to start copying the phone number to your Personal Directory.
  o Press Next soft Key then the Done soft key to save that number.
To Delete
  o Press the **Del** soft key to delete the phone number you are currently viewing.
  o Press the **Yes** soft key to confirm deletion.

**To Delete All Entries in the Redial List**

- Press the **Directory** button.
- Using the Navigation Keys, scroll down until you see Redial List in the display screen.
- Press the **Select** soft key. It will display the total number of phone numbers in your Redial list.
- Press the **Del** soft key to delete all the entries in the callers list.
- Press the **Yes** soft key to confirm deletion.
- To exit, press the **Directory** button.

**Personal Directory**

You can store up to 100 telephone number entries. You may attach a USB Keyboard to the phone to add or edit your entries in your Personal Directory. The USB port is located on the back side of the phone.

**To Enter Your Personal Directory Menu**

- Press the **Directory** button.
- The Personal Directory should be displayed on your display screen. If not, use the Navigation Keys to find Personal Directory.
- Press the **Select** soft key to enter your phone’s Personal Directory menu.

**Add an Entry**

- While in the Personal Directory menu, press the **Add** soft key.
- Enter the name for the entry using the Key Pad.
  o You can toggle through the letters by pressing the number associated with that letter. For example, to enter the letter “O,” you would press the number 6 three times.
  o If you have to enter a letter that is in the same group of letters associated with that number, wait a few seconds before pressing that number again. For example, to enter “BA,” you would press the number 2 once. Wait about three seconds. Then press the number 2 again.
  o To add a space, press the number 0.
- After entering the name, press the **Next** soft key.
- Enter the number for the entry using the keypad. Don’t forget to enter “9” first.
- Press the **Done** soft key to store the entry.

**Edit an Entry**

- While in the Personal Directory menu, use the Navigation Keys to search for the entry you want to edit.
- Press the **Edit** soft key to begin editing that entry.
- Make the necessary changes to that entry using the **Delete** soft key and the letters on the keypad.
- Press the **Done** soft key to save the entry you just edited.
Delete an Entry
- While in the Personal Directory menu, use the Navigation Keys to search for the entry you want to delete.
- Press the Del soft key.
- Press the Confirm soft key to delete that entry.

Delete All Entries
- While in the Personal Directory menu, press the Del soft key to delete all entries in your Personal Directory.

PHONE OPTIONS

Adjusting Volume for the Ringer
- On your VoIP Phone, press the Services button.
- You will see Telephone Options on the display screen.
- Press the Select soft key to enter the Telephone Options menu.
- You will then see Volume adjustment... in the display screen.
- Press the Select soft key to view volume options
- The first option you will see is Ringer
- Press the Select soft key and you will hear the current volume of your ringer. Use the Up or Down soft keys to raise or lower the volume of your ringer.
- When satisfied with the volume, press the Select soft key.
- Press the Cancel soft key to go back to the Volume Adjustment menu.
- Press the Services button to exit out completely.

Handset
- On your VoIP Phone, press the Services button.
- You will see Telephone Options on the display screen.
- Press the Select soft key to enter the Telephone Options menu.
- You will then see Volume adjustment... in the display screen.
- Press the Select soft key to view volume options
- Use the Up/Down Navigation Keys to find Handset listen.
- Press the Select soft key and then pick up your handset. You will hear a dial tone.
- Use the Up/Down soft keys to either raise or lower the volume of your handset.
- When satisfied with the volume, press the Select soft key.
- Press the Cancel soft key to go back to the Volume Adjustment menu.
- Press the Services button to exit out completely.
Handsfree
- On your VoIP Phone, press the Services button.
- You will see Telephone Options on the display screen.
- Press the Select soft key to enter the Telephone Options menu.
- You will then see Volume adjustment... in the display screen.
- Press the Select soft key to view volume options
- Use the Up/Down Navigation Keys to find Handsfree listen.
- Press the Select soft key and then press the Handsfree button. You will hear a dial tone.
- Use the Up/Down soft keys to either raise or lower the volume of your handset.
- When satisfied with the volume, press the Select soft key and then the Goodbye button.
- Press the Cancel soft key to go back to the Volume Adjustment menu.
- Press the Services button to exit out completely.

Adjust Screen Contrast
- On your VoIP Phone, press the Services button.
- You will see Telephone Options on the display screen.
- Press the Select soft key to enter the Telephone Options menu.
- Use the Up/Down Navigation Keys to find Contrast adjustment.
- Press the Select soft key to enter the Contrast Adjustment menu.
- Use the Up/Down soft keys to either raise or lower the contrast of your display screen.
- Press the Select soft key when you are satisfied with the contrast of your display screen.
- Press the Cancel soft key to go back to the Telephone Options menu or press the Services button to exit out completely.

Change Ring Type
- On your VoIP Phone, press the Services button.
- You will see Telephone Options on the display screen.
- Press the Select soft key to enter the Telephone Options menu.
- Use the Up/Down Navigation Keys to find Ring type....
- Press the Select soft key to enter the Ring Type menu.
- From this menu, you have eight ringer type options to choose from. Navigate through them using the Up/Down Navigation Keys.
- To listen to each of the ring type, press the Play soft key. Press the Stop soft key to stop.
- Press the Select soft key, when satisfied with the ring type.
- Press the Cancel soft key to go back to the Telephone Options menu or press the Services button to exit out completely.
**Voice Mail**

**Initial Setup**

NOTE: The recording will state your new password, so use the handset when you are initially setting up your voice mail to prevent anyone from hearing it.

- From your phone, Pick up the handset.
- Press the **Msg/Inbox** button or you can dial **600**
- Listen to the recording and when prompt for a password, type the temporary password “86245” followed by the “#” symbol on the phone key pad.
- The recording will then ask you to choose a new password. Enter your new password on the phone key pad followed by the “#” symbol.
- The recording will then restate the new password you just entered, if correct press the “#” symbol, if not press the “*” symbol to change your password.

**Accessing Your Voice Mail**

**Using Your Campus VoIP Phone**

- Pick up the handset or press the **Handsfree** button.
- Press the **Msg/Inbox** button or you can dial **600**
- When prompt, enter your password (default password is “86245”)
- After listening to your messages, follow the options to save or delete them.

**Using Someone Else’s Campus VoIP Phone**

- Pick up the handset or press the **Handsfree** button.
- Press the **Msg/Inbox** button or you can dial **600**
- During the greeting, press the “*” symbol on your phone key pad twice
- When ask to enter your mailbox number, enter your seven digit number (4550 “your extension”). Example 4550241.
- Enter your password and listen to your messages.
- After listening to your messages, follow the options to save or delete them.

**From an Off Campus Telephone or Mobile Phone**

- Dial 455-0600
- Press “#” to access voicemail.
- When ask to enter your mailbox number, enter your seven digit number (4550 your extension). Example 4550241.
- Enter your password.
- Press 1 to review all of your messages.
- After listening to your messages, follow the options to save or delete them.
- Hang up to end the session.
Voice Mail Notes:

- The voice mail system assumes you are the owner of the extension you are calling from and will ask you for the password.
- The voice mail system has voice prompts that will walk you through the system.
- You will be forced through an enrollment process the first time you log in to the system (Change password, Record name, Select Greeting – Standard System Greeting / Personal Greeting).
- Your temporary password is **86245**.
- Minimum password length is 4 digits, trivial passwords are not allowed.
- To bypass a greeting or interrupt a prompt, press #.
- Passwords do not expire.
- You can have up to six individual login attempts then your mailbox will be disabled. You can have three invalid login attempts per session.
  - In the even you are locked out of the system please contact your division secretary so they can notify the campus VoIP telephone administrator.
### Commands to use with the Handset

<table>
<thead>
<tr>
<th>Anytime</th>
<th>During Message</th>
<th>After Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>① Review Messages</td>
<td>① Rewind (a few sec)</td>
<td>④ Replay</td>
</tr>
<tr>
<td>① ② Read</td>
<td>① Rewind to start</td>
<td>⑤ Message Details</td>
</tr>
<tr>
<td>① ③ Saved</td>
<td>② Pause/ Resume</td>
<td>⑥ Forward (with intro)</td>
</tr>
<tr>
<td>① ④ Delete pending messages</td>
<td>③ Fast Forward (a few sec)</td>
<td>⑥ ① Forward (without intro)</td>
</tr>
<tr>
<td></td>
<td>③ Fast Forward to end</td>
<td>⑥ ⑥ Forward (rmv prev intros)</td>
</tr>
<tr>
<td></td>
<td>④ Slow Playback</td>
<td>⑦ Delete</td>
</tr>
<tr>
<td></td>
<td>④ Slowest Playback</td>
<td>⑧ Reply</td>
</tr>
<tr>
<td></td>
<td>⑥ Fast Playback</td>
<td>⑧ ⑤ Call Sender</td>
</tr>
<tr>
<td></td>
<td>⑥ Fastest Playback</td>
<td>⑨ Save</td>
</tr>
<tr>
<td></td>
<td>⑦ Delete</td>
<td># # Skip to the next message</td>
</tr>
<tr>
<td></td>
<td># Skip to the next message</td>
<td></td>
</tr>
</tbody>
</table>

| ② Send Messages                                                        | Step 1: Record Message                                                        | Step 2: Address Message                                                        |
|                                                                        | when finished press #                                                         | • Enter a mailbox number                                                       |
|                                                                        |                                                                              | • Spell a name or distribution list                                           |
|                                                                        |                                                                              | • Say a name or distribution list                                             |

| ④ User Preferences                                                     | ⑩ Hear delivery options                                                      | ⑩ ① Private                                                                  |
|                                                                        |                                                                              | ⑩ ② Important                                                                |
|                                                                        |                                                                              | ⑩ ④ Future Delivery                                                          |
|                                                                        |                                                                              | ⑥ Add more delivery                                                          |
|                                                                        |                                                                              | * Cancel                                                                      |
|                                                                        |                                                                              | # Send                                                                        |

| ⑤ Restart                                                              | * Exit                                                                        |                                                                              |

- **Features**
  - ① Notify Me (on/off) *Must be configured by administrator*
  - ② Reach Me (on/off) *Must be configured by administrator*
  - ③ Auto Log in (on/off) *Must be configured by administrator*
  - ④ Message Blocking
  - ② Administrative Options
    - ① Password
    - ② Date and time paycheck (on/off) *default is set to on*
  - ③ Greetings
    - ① Personal Greeting
    - ① ② Record personal greeting
    - ① ② ① Away from phone *Must be configured by administrator*
    - ① ② ② Busy *Must be configured by administrator*
    - ③ ② Extended absence *Caller cannot skip greeting*
    - ③ ② Name
    - ③ ④ Change optional greeting
    - ③ ⑤ Activate optional greeting

- **User Preferences**
  - ③ ① Personal Greeting
  - ③ ② Record personal greeting
  - ③ ② ① Away from phone *Must be configured by administrator*
  - ③ ② ② Busy *Must be configured by administrator*
  - ③ ② Extended absence *Caller cannot skip greeting*
  - ③ ② Name
  - ③ ④ Change optional greeting
  - ③ ⑤ Activate optional greeting
<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Feature Status Lamp Indicator</td>
<td></td>
<td>Blue lamp flashes when firmware is updating.</td>
</tr>
<tr>
<td>2</td>
<td>Visual Alert / Message Waiting Indicator</td>
<td></td>
<td>Flashing lamp on incoming call. Steady lamp when voice mail available.</td>
</tr>
<tr>
<td>3</td>
<td>Programmable Buttons</td>
<td></td>
<td>Self-labeling buttons for extensions or features. A steady LCD lamp next to a feature key indicates the feature is active.</td>
</tr>
<tr>
<td>4</td>
<td>Display Screen</td>
<td>LCD screen. NOT a touch screen.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Soft Keys</td>
<td></td>
<td>Button corresponds to the label above the soft key. Key changes based on the available feature. When a triangle appears before a soft key label, the feature is active. The &quot;More...&quot; soft key indicates additional features on the next softkey page.</td>
</tr>
<tr>
<td>6</td>
<td>Enter Key</td>
<td></td>
<td>Used to confirm menu selections.</td>
</tr>
<tr>
<td>7</td>
<td>Messages Key</td>
<td></td>
<td>Used to access messages.</td>
</tr>
<tr>
<td>8</td>
<td>Shift / Outbox Key</td>
<td></td>
<td>Used to toggle between pages 1 and 2 to access lines and features (1140E if programmed).</td>
</tr>
<tr>
<td>9</td>
<td>Directory Key</td>
<td></td>
<td>Used to access Directory services.</td>
</tr>
<tr>
<td>10</td>
<td>Navigation &amp; Enter Key</td>
<td></td>
<td>The Up/Down arrows are used to scroll through menus and lists that appear on the LCD display screen. The Left/Right arrows are used to position the cursor in editable fields. The Enter key (middle button) is used to select items in a menu.</td>
</tr>
<tr>
<td>11</td>
<td>Goodbye Key</td>
<td></td>
<td>[Goodbye] Terminates an active call. Press the flashing line key to retrieve held call.</td>
</tr>
<tr>
<td>12</td>
<td>Expand Key</td>
<td>[Expand]</td>
<td>Used to access external server applications.</td>
</tr>
<tr>
<td>13</td>
<td>Headset Key</td>
<td>[Headset]</td>
<td>Used to answer a call or switch from a handset or handsfree call to the headset. Press the headset key twice to open the Bluetooth setup menu (1140E).</td>
</tr>
<tr>
<td>14</td>
<td>Hold Key</td>
<td>[Hold]</td>
<td>Puts an active call on hold.</td>
</tr>
<tr>
<td>15</td>
<td>Keypad</td>
<td></td>
<td>Standard keypad.</td>
</tr>
<tr>
<td>16</td>
<td>Speaker Key</td>
<td>[Handsfree]</td>
<td>Used to activate Handsfree communication.</td>
</tr>
<tr>
<td>17</td>
<td>Mute Key</td>
<td></td>
<td>Puts your phone into a state where you can listen to the connected party, but you are not able to transmit audio. The Mute key can be used with the handset, speaker, or headset. If mute is not enabled on your phone, pressing the mute key puts the call on hold.</td>
</tr>
<tr>
<td>18</td>
<td>Volume Control Keys</td>
<td></td>
<td>[Volume +] Used to adjust the volume of the handset, headset, speaker, and ringer.</td>
</tr>
<tr>
<td>19</td>
<td>Quit / Stop Key</td>
<td>[Quit]</td>
<td>Used to end an active application.</td>
</tr>
<tr>
<td>20</td>
<td>Services Key</td>
<td>[Services]</td>
<td>Used to access the Services menu.</td>
</tr>
<tr>
<td>21</td>
<td>Copy Key</td>
<td>[Copy]</td>
<td>Used to copy entries to your Personal Directory from other lists (Caller List, Dial Pad, and Corporate Directory).</td>
</tr>
<tr>
<td>22</td>
<td>Speaker</td>
<td></td>
<td>Used for handsfree communication.</td>
</tr>
<tr>
<td>23</td>
<td>Handset</td>
<td></td>
<td>Standard handset.</td>
</tr>
<tr>
<td></td>
<td>USB Port</td>
<td></td>
<td>Located on the back of the phone. Supports keyboard, mouse, wireless headset, or an audio device.</td>
</tr>
<tr>
<td></td>
<td>Bluetooth</td>
<td></td>
<td>Phone supports Bluetooth 1.2 wireless headsets (1140E).</td>
</tr>
</tbody>
</table>
Avaya Aura Messaging
The Avaya Aura Messaging system allows you to handle your voice calls in many different ways. The features that you can change are all on the web. This guide will help you set these features up.

Getting Started
1. Open a web browser on your computer
2. Type in http://uhaam.its.hawaii.edu/user in the address box
3. Log into the Aura Messaging system by typing in your phone number and your voicemail password. Your phone number must be in the 7-digit format i.e. 4550000.
4. If you did not changed your voicemail password, the default password is 86245
5. Click on the Log In button

Change Your Password for Voicemail
1. Select Password
2. Type in your password twice
**IMPORTANT NOTE:**
Before you continue, please check your mobile plan for possible charges that may apply for phone calls or data usage when using these features. Do not set this up if your mobile plan does not accommodate the call or email volume that this system could possibly generate. Leeward CC will not reimburse or pay for these overage charges.

![Screenshot of AVAYA VOIP & AURA MESSAGING USER MANUAL]

- **User Preferences**
  - **General**
    - **Messaging Access Number**
      - Internal: 9576800
      - External: 808578500
    - **Account Information**
      - Mailbox: 4550241
      - Extension: 4550241
    - **Location and Language**
      - Time zone: (GMT-10:00) Hawaii
      - Language: English (United States)
  - **Mobile Phone or Pager**
    - Use this mobile phone or pager for "Notify Me" and other features:
  - **Message Blocking Options**
    - Block callers from leaving messages:
      - Never
    - Blocked callers will be played the greeting, then
      - Transferred to custom attendant (operator)
      - Disconnected
  - **Play On Phone**
    - When playing a voice message in Outlook using "Play on Phone":
      - Always use this phone: extension: 4550241
      - Ask me every time which phone to use
  - **Attendant**
    - When callers press "0" during my greeting, forward to:
      - Default attendant (operator)
      - Personal attendant/assistant:

When using the “Notify Me” feature you must enter your mobile phone number here.

**DON’T FORGET TO CLICK SAVE IF ANY CHANGES WERE DONE**

You may setup an attendant if the caller presses “0”, the default will not work because there is no designated campus operator for Leeward CC. **If you are directing your caller to a personal attendant, please check with that person before directing your calls.** You will need to include the area code for the phone number.
Reach Me Preferences

The Reach Me feature manages the handling of your unanswered incoming calls. Please note that this feature does not work when you are on the phone. The screen shot below shows all the defaults selected.

- You can add a schedule for the Reach Me feature to turn on and off. For example, if you want your calls forwarded only during workdays between 8AM and 5PM. All other days and times, the caller

- Priority callers are UH Community College phone numbers

- If you choose to have your calls forwarded to another phone number like your mobile phone, choose this

- When forward calls is selected, you will need to specify a specific phone number (ex. A phone

- Enter the amount of rings before going to voicemail or to another phone number. Recommendation is to send the call to voicemail after 3 rings (DEFAULT).
Notify Me Preferences

The Notify Me feature sends you a notification when you receive a new voice message. You can receive the notification by text message, phone call, or Email.

You can allow the voicemail system to send you an email that tells you who called and if you check off the “Include the recording”, the callers message will be attached to the email and you can listen to it using Windows Media Player, iTunes or your preferred media player.

Example of the email with the attachment. Just click on the Download link in Gmail and select Play to hear the voicemail message.

Please note that the Red message light will remain lit until you log into the voicemail system and delete the message.
My Phone Preferences
This page allows you to customize your preferences when you listen to your messages from a telephone. Changes will not take effect until you click on Save.

User Preferences

My Phone

Message Playback Order
When reviewing voice messages using the phone:
For unread messages:
- Play newest first
- Play oldest first
- Play important messages before others
For read messages:
- Play newest first
- Play oldest first
- Play important messages before others
For saved messages:
- Play newest first
- Play oldest first
- Play important messages before others

Message Playback Speed
Default speed level for playing back messages: 100% of normal speed

Date and Time Announcement
When reviewing voice messages using the phone:
- Announce date and time for each message

Voice Recognition for Addressing
When addressing a new voice message, let me select recipients:
- Using voice or keypad
- Using keypad only

Save
Personal Lists Preferences

The Personal Lists screen allows you to create personal distribution lists (up to 89 lists) to send one message to many voicemail users (up to 99 users).

1. Click on Add New List
2. Type in a List Name and select a list number
3. Type in the phone numbers for the people that you want to add to the list.
4. Click on Add
5. Repeat until you have added all the phone numbers that you want in the list
6. Click on Save. If you have a message that the Personal list “cannot be saved”, you will need to try again. You would receive one of messages below.