AVAYA J129

Quick Reference Guide for users at NDSU
This guide is not intended to be an exhaustive user guide for the J129 phone. Rather, it is designed as an aid to help users transition from an existing Avaya analog phone such as the 6211, 6221, 8101 and 8110.

The J129 IP phone uses a technology known as SIP. This technology allows for more advanced features than currently available on the analog stations it is replacing. In addition to other advanced features this phone includes a speaker, the ability to select contacts from a menu, the ability to turn send all calls on and off from a menu and the ability to turn EC500 (if configured) on and off from the menu.

Navigation of the features is accomplished using the Soft Keys, the Navigation Arrows, the Main Menu Button and the Back Key. The J129 has only two lines of text available in its display. The second line indicates what function the corresponding Soft Key has been assigned at any given point. The first line of text is used to display information and keystrokes. Since this the only available line for this purpose the up and down arrow keys are used to scroll through multiple lines of information.
Physical layout

1. Message Waiting Light
2. Phone Display
3. Soft Keys
4. OK
5. Navigation Arrows
6. Home Screen Button
7. Back
8. Speaker
9. Main Menu
10. Hold
11. Volume
12. Mute
• The Home screen of the J129 has only 2 options Redial, and Contacts. Pressing the up and down arrows while on the home screen will toggle this display from showing the time or showing the number of the extension. Pressing the Redial will call the last number called from the phone.
Pressing the Contacts button from the home screen brings up a list in alphabetical order of all the contacts that have been saved to the phone. Since this phone only has 1 line of display text the up and down arrows are used to scroll through the list. The Call button place a call to the displayed contact. The Search button will allow you to search for other users on the system that also have SIP IP phones, these users can then be added to your contacts.
Pressing the More button will allow you to enter a new contact by keying in First Name, Last Name and phone number. The Details screen will bring up the details associated with the displayed contact. Since the first and last name are already displayed the only additional piece of information about the contact is the phone number.
The remaining features of the phone are accessed from the Main Menu Button, then using the down arrow to move through the list of options. The 1st of these features is Recents, which may also be referred to as History. Pressing select will bring up a list of calls (once again you will need to use the arrow keys to scroll through the calls).
• There will be an arrow or an X next to the call to indicate if it was an incoming, outgoing or missed call. Pressing the Call button will place a call. The Details button show the information specific to that call and give options to delete the record of that call. If the caller is not already a contact there will also be the option to add as a contact.
• The next option on the Main Menu is Contacts. Selecting Contacts allows for the same functionality described on Page six. Following Contacts in the Main Menu is Voice Mail. Pressing the Select button will dial the number for voice mail (19100) and bring you to the prompt to enter your password to check your messages.
• Next on the Main Menu is Features. Pressing Select will allow you to scroll through the features that have been configured for your phone. By default there will be Do Not Disturb (SAC), which when enabled, will transfer all calls to voicemail. The other feature available by default is Transfer to Voicemail, which is only available during a call and is used to transfer that on-going call to Voicemail. If you are a user of EC500 the option to enable and disable the service will also be available under the Features menu.
Next on the Main Menu is Settings. Under Settings there are several sub menus, the first of which is Phone Settings. Inside Phone Settings are several options. Most of these are self explanatory, with Speed Dial being the most useful.
• Pressing the Select key on Speed Dial will allow the user to select one of nine speed dial locations and assign a number from contacts to that location. Once a number has been assigned to a speed dial, a call can be placed to that number by pressing and holding the corresponding number on the keypad.
• The rest of the selections in the Main Menu are not really intended for use by the end user and include: Network Information, Log Out, Administration (which contains no user configurable items) and About IP Deskphone (which informational only)
• While in a call the available features of the J129 are: Make a new call, which puts the current call on hold and allows you to make a second call, then come back to the first one. Conference, puts the first call on hold allows a second call to be made then joins them together in a conference call. Transfer allows the user to transfer an ongoing call to another number. A second call is placed, and the user can speak to that party before the transfer is complete.