

IP Office B179 Conference Phone User Guide

© 2011 Avaya Inc.

All Rights Reserved.

Notice

While reasonable efforts have been made to ensure that the information in this document is complete and accurate at the time of printing, Avaya assumes no liability for any errors. Avaya reserves the right to make changes and corrections to the information in this document without the obligation to notify any person or organization of such changes.

Documentation disclaimer

Avaya shall not be responsible for any modifications, additions, or deletions to the original published version of this documentation unless such modifications, additions, or deletions were performed by Avaya. End User agree to indemnify and hold harmless Avaya, Avaya's agents, servants and employees against all claims, lawsuits, demands and judgments arising out of, or in connection with, subsequent modifications, additions or deletions to this documentation, to the extent made by End User.

Link disclaimer

Avaya is not responsible for the contents or reliability of any linked Web sites referenced within this site or documentation(s) provided by Avaya. Avaya is not responsible for the accuracy of any information, statement or content provided on these sites and does not necessarily endorse the products, services, or information described or offered within them. Avaya does not guarantee that these links will work all the time and has no control over the availability of the linked pages.

Warranty

Avaya provides a limited warranty on this product. Refer to your sales agreement to establish the terms of the limited warranty. In addition, Avaya's standard warranty language, as well as information regarding support for this product, while under warranty, is available to Avaya customers and other parties through the Avaya Support Web site: http://www.avaya.com/support. Please note that if you acquired the product from an authorized Avaya reseller outside of the United States and Canada, the warranty is provided to you by said Avaya reseller and not by Avaya.

Licenses

THE SOFTWARE LICENSE TERMS AVAILABLE ON THE AVAYA WEBSITE, HTTP://SUPPORT.AVAYA.COM/LICENSEINFO/ ARE APPLICABLE TO ANYONE WHO DOWNLOADS, USES AND/OR INSTALLS AVAYA SOFTWARE, PURCHASED FROM AVAYA INC., ANY AVAYA AFFILIATE, OR AN AUTHORIZED AVAYA RESELLER (AS APPLICABLE) UNDER A COMMERCIAL AGREEMENT WITH AVAYA OR AN AUTHORIZED AVAYA RESELLER. UNLESS OTHERWISE AGREED TO BY AVAYA IN WRITING, AVAYA DOES NOT EXTEND THIS LICENSE IF THE SOFTWARE WAS OBTAINED FROM ANYONE OTHER THAN AVAYA, AN AVAYA AFFILIATE OR AN AVAYA AUTHORIZED RESELLER, AND AVAYA RESERVES THE RIGHT TO TAKE LEGAL ACTION AGAINST YOU AND ANYONE ELSE USING OR SELLING THE SOFTWARE WITHOUT A LICENSE. BY INSTALLING, DOWNLOADING OR USING THE SOFTWARE, OR AUTHORIZING OTHERS TO DO SO, YOU, ON BEHALF

OF YOURSELF AND THE ENTITY FOR WHOM YOU ARE INSTALLING, DOWNLOADING OR USING THE SOFTWARE (HEREINAFTER REFERRED TO INTERCHANGEABLY AS "YOU" AND "END USER"), AGREE TO THESE TERMS AND CONDITIONS AND CREATE A BINDING CONTRACT BETWEEN YOU AND AVAYA INC. OR THE APPLICABLE AVAYA AFFILIATE ("AVAYA").

Avaya grants End User a license within the scope of the license types described below. The applicable number of licenses and units of capacity for which the license is granted will be one (1), unless a different number

of licenses or units of capacity is specified in the Documentation or other materials available to End User. "Designated Processor" means a single stand-alone computing device. "Server" means a Designated Processor that hosts a software application to be accessed by multiple users. "Software" means the computer programs in object code, originally licensed by Avaya and ultimately utilized by End User, whether as stand-alone products or pre-installed on Hardware. "Hardware" means the standard hardware originally sold by Avaya and ultimately utilized by End User.

License types

Concurrent User License (CU). End User may install and use the Software on multiple Designated Processors or one or more Servers, so long as only the licensed number of Units are accessing and using the Software at

any given time. A "Unit" means the unit on which Avaya, at its sole discretion, bases the pricing of its licenses and can be, without limitation, an agent, port or user, an e-mail or voice mail account in the name of a person or corporate function (e.g., webmaster or helpdesk), or a directory entry in the administrative database utilized by the Software that permits one user to interface with the Software. Units may be linked to a specific, identified Server. CPU License (CP). End User may install and use each copy of the Software on a number of Servers up to the number indicated by Avaya provided that the performance capacity of the Server(s) does not exceed the performance capacity specified for the Software. End User may not re-install or operate the Software on Server(s) with a larger performance capacity without Avaya's prior consent and payment of an upgrade fee

Copyright

Except where expressly stated otherwise, no use should be made of materials on this site, the Documentation(s) and Product(s) provided by Avaya. All content on this site, the documentation(s) and the product(s) provided by Avaya including the selection, arrangement and design of the content is owned either by Avaya or its licensors and is protected by copyright and other intellectual property laws including the sui generis rights relating to the protection of databases. You may not modify, copy, reproduce, republish, upload, post, transmit or distribute in any way any content, in whole or in part, including any code and software. Unauthorized reproduction, transmission, dissemination, storage, and or use without the express written consent of Avaya can be a criminal, as well as a civil, offense under the applicable law.

Third-party components

Certain software programs or portions thereof included in the Product may contain software distributed under third party agreements ("Third Party Components"), which may contain terms that expand or limit rights to use certain portions of the Product ("Third Party Terms"). Information regarding distributed Linux OS source code (for those Products that have distributed the Linux OS source code), and identifying the copyright holders of the Third Party Components and the Third Party Terms that apply to them is available on the Avaya Support Web site: http://www.avaya.com/support/Copyright/.

Preventing toll fraud

"Toll fraud" is the unauthorized use of your telecommunications system by an unauthorized party (for example, a person who is not a corporate employee, agent, subcontractor, or is not working on your company's behalf). Be aware that there can be a risk of toll fraud associated with your system and that, if toll fraud occurs, it can result in substantial additional charges for your telecommunications services.

Avaya fraud intervention

If you suspect that you are being victimized by toll fraud and you need technical assistance or support, call Technical Service Center Toll Fraud Intervention Hotline at +1-800-643-2353 for the United States and Canada. For additional support telephone numbers, see the Avaya Support Web site: http://www.avaya.com/ support/.

Trademarks

The trademarks, logos and service marks ("Marks") displayed in this site, the documentation(s) and product(s) provided by Avaya are the parties. Users are not permitted to use such Marks without prior written consent from Avaya or such third party which may own the Mark. Nothing contained in this site, the documentation(s) and product(s) should be construed as granting, by implication, estoppel, or otherwise, any license or right

in and to the Marks without the express written permission of Avaya or the applicable third party. Avaya is a registered trademark of Avaya Inc. All other trademarks are the property of their respective owners.

Downloading documents

For the most current versions of documentation, see the Avaya Support Web site: http://www.avaya.com/ support

Contact Avaya Support

Avaya provides a telephone number for you to use to report problems or to ask questions about your product. The support telephone number is 1-800-242-2121 in the United States. For additional support telephone numbers, see the Avaya Web site: http://www.avaya.com/support

OmniSound®

The patented audio technology OmniSound® provides impressive audio quality for your distance meetings. Full-duplex audio via the hypersensitive microphone and powerful speakers enables speech in both directions. This natural loudspeaker sound quality is critical for effective, collaborative meetings that keep everyone engaged and contributing.

OmniSound® is also enhanced with innovative features: noise suppression minimizes distracting background noise, wideband voice transmission provides a 7 kHz frequency range during VoIP calls, and an equalizer allows you to adjust the sound to suit the room's acoustics.



Warning!

Do not expose the Avaya B179 to rain or moisture.



Warning!

Do not open the case on the Avaya B179.

TABLE OF CONTENTS

Description 6 General 6 Maintenance 6 Connections 6 Keypad 8 Display screen 9 Navigation and selection in menus 10	External phonebook (LDAP) 22 Search for and call a contact 23 Conference guide 24 Making conference group calls 24 Displaying conference participants 25 Adding a conference group 25 Editing a conference group 25
Answering and making calls 12 Answering calls 12 Answering calls on hold 12 Making calls 12 Redialling 12 Calling from the phonebook 13	Deleting a conference group
During a call 14 Adjusting the speaker volume 14 Placing calls on temporary hold 14 Ending calls 14 Secure connection 14	Mute function 27 Hold 27 Ending a recording 27 Listening to a recording 28 Editing the name of a recording 28 Deleting a recording 29
Making multi-party calls 15 Adding another party to a call 15 Making conference group calls 15	Deleting all recordings
Managing phone lines 16 Switching between lines during multiparty calls	Settings 30 Basic settings 30 Advanced settings 32 Settings during a call 33 System 34 Checking status 35
Profiles 18 Using a user profile	Using the web interface 37 Checking network addresses
Phonebook20Searching for contacts20Adding contacts20Editing contacts20Deleting contacts21Deleting all conference groups21Displaying phonebook status21	Managing the phonebook

GENERAL

The Avaya B179 is a conference phone for IP telephony offering a host of innovative features:

- OmniSound[®] audio technology.
- · IP telephony for flexible and affordable telephony.
- · Option of using two accounts simultaneously.
- · Conference feature for automatic multi-party dialling.
- Management of lines during a call (dialling new parties, creating a multi-party call, splitting a multi-party call).
- · Recorder capability.
- · Web interface for simple management of contacts, conference groups and settings
- Extra microphone connection for wider reception (option).
- · Connection for wireless headset or PA system (option).
- · Futureproof, can be upgraded with smart functions.

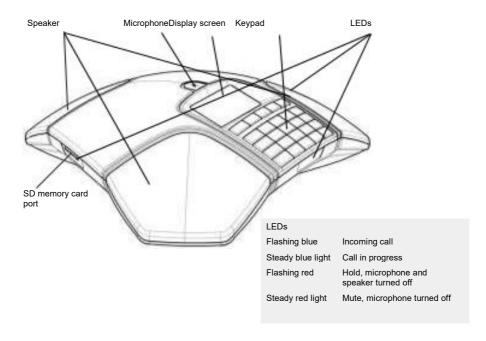
The Avaya B179 is a future-proof product that is constantly evolving with smart new features.

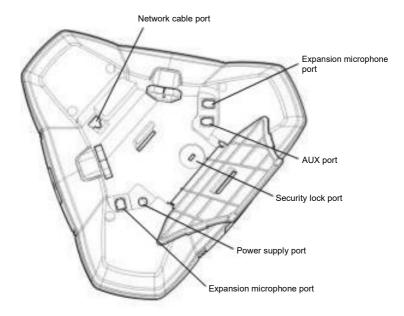
MAINTENANCE

Clean the equipment with a soft, dry cloth. Never use liquids.

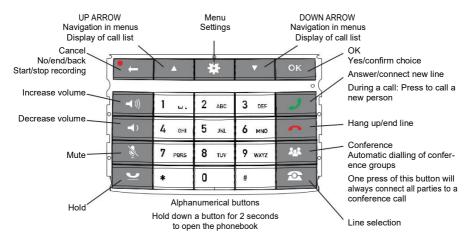
CONNECTIONS

Please refer to the "Installing and Administering the IP Office B179 SIP Conference Phone" technical manual for instructions on how to connect and register your conference phone.





KEYPAD



① Some Avaya B179 have a different keypad with other symbols. This does not affect the functions of the buttons.

Writing text

Each button contains letters and characters – more than those shown on the button (see illustration below). Press the same button repeatedly to change to another character. If there are two letters under the same button that you want to enter one after the other, you need to pause slightly before entering the second letter.

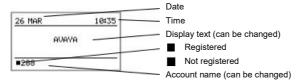
Press • to delete the last character you entered.



DISPLAY SCREEN

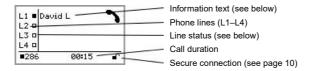
On Hook

Press
to display this screen.



Off Hook

Press J to display this screen.



Line status:

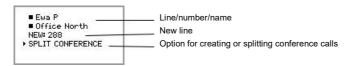
- Line free (Before account name telephone not registered)
- Line connected (Before account name telephone registered)
- Line on hold ("HOLD" displayed on the screen all calls on hold)
- Line (called party) busy
- Own line put on hold by other party
- Recording call
- Secure connection

Information text displays one of the following:

- Number or name of each phone line (The name will be displayed if a number is in the phone book)
- Explanation of what you should do (For example ENTER NUMBER)
- Status such as when you place all calls on hold.

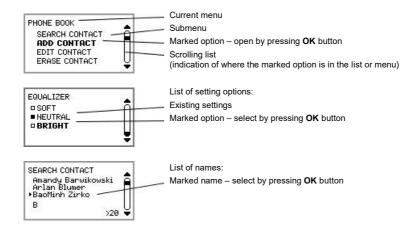
Line menu

Press to switch to and from this menu.



Menu

Press * to switch to and from a menu.



NAVIGATION AND SELECTION IN MENUS

- ⇒ Press
- ⇒ Select the option you want from the menu using the arrow buttons.
- Confirm by pressing **OK** to select the marked option.
- ⇒ Cancel the setting or go back one level in the menu by pressing ←.
- ① Note that after you have made changes to a setting, you must press **OK** to activate the setting.
- It is possible to open a menu option directly by pressing the number button that corresponds to the position of the option in the menu (e.g. 2 to open **PHONE BOOK** and then 3 to select **EDIT CONTACT**).

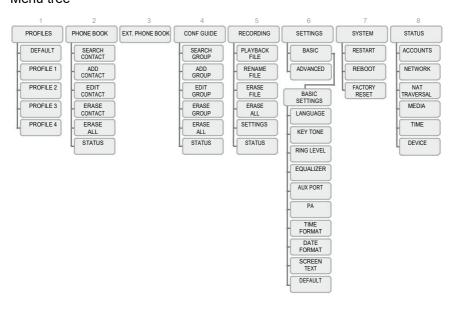
Writing style in instructions

In the instructions, ❖ > SETTINGS (6) means you should:

- ⇒ Press .
- Selecy the **SETTINGS** option using the arrow buttons and pressing **OK** to open the menu (or press button number 6).

Correspondingly, **Phone book > Conference Guide** in the web interface means you should select **Menu Phone book** and then the **Conference Guide** tab.

Menu tree



The simplest way to make settings and edit contacts is using a PC and the Avaya B179 web interface (see page 38).

ANSWERING AND MAKING CALLS

ANSWERING CALLS

A ring tone is heard and the blue LEDs start flashing.

⇒ Press J to answer.

The LEDs show a steady blue light.

ANSWERING CALLS ON HOLD

If a call is made to the conference phone during another call, you will hear a double tone, INCOMING CALL will be displayed on the screen and the blue LEDs start flashing.

⇒ Press J to answer.

The original call will automatically be put on hold.

Press the 2 button to connect the calls.

Press
to end the new call and
to reconnect the original call.

Use the line mode **(See page 13)** to switch between the calls.

MAKING CALLS

See "MANAGING PHONE LINES" on page 12 about selecting an account before dialling.

- ⇒ Dial the number.
- ⇒ Press J.

The number is called and the LEDs show a steady blue light. The duration of the call is shown on the display screen.

Or:

- ⇒ Press J
- ⇒ Dial the number and press **OK** to confirm.

The number is called and the LEDs show a steady blue light. The duration of the call is shown on the display screen.

REDIALLING

⇒ Press an arrow button.

The last number that you dialled appears on the display screen.

- □ Use the arrow buttons to scroll through the call list.
- ⇒ Press J.

The number you have selected is dialled.

You can delete the call list by scrolling to the end of the list and pressing **OK** when the question "**CLEAR LIST?**" appears.

ANSWERING AND MAKING CALLS

CALLING FROM THE PHONEBOOK

Please turn to page 21 for instructions on adding and updating contacts in the phonebook.

- ⇒ Press and hold down a number button for two seconds.

 The phonebook appears on the display screen. The pre-programmed names appear in alphabetical order, starting with the number button's first letter.
- ⇒ Use the arrow buttons to mark the name in the phonebook.
- Avaya B179 also supports an external phonebook in the form of a catalog server (LDAP server). Read more on page 23.

DURING A CALL

ADJUSTING THE SPEAKER VOLUME

Adjust the speaker volume using the buttons ◄) and ◄).

PLACING CALLS ON TEMPORARY HOLD

Mute

- ⇒ Press to turn off the microphone.
 The LEDs change from blue to red. The other party cannot hear what you are saying.
- ⇒ Press to reconnect the call.

Hold

- ⇒ Press to put the call on hold.
 - The LEDs change from blue to flashing red. Both the microphone and the speaker are turned off and the call is on hold.
- ⇒ Press **y** to reconnect the call.

ENDING CALLS

End the call by pressing <a>_.

SECURE CONNECTION

The Avaya B179 supports secure data connections between devices (authentication and encryption). This feature must be activated by the administrator.

You know the feature is activated if you see a closed padlock in the lower right-hand corner of the display screen when the Avaya B179 has a secure connection to the other phone. If the phone or PBX you are calling does not support secure connections, you will see an open padlock on the screen. See the illustration on page 9.

MAKING MULTI-PARTY CALLS

Turn to "MANAGING PHONE LINES" on the next page for instructions on putting an individual on hold during a multi-party call and other more advanced features.

ADDING ANOTHER PARTY TO A CALL

If there are free lines, new parties can be added, regardless of whether you have used the 4 subutton or if you are making a normal call.

- ⇒ Press J during the call to get a new dialling tone. Calls in progress are put on hold.
- ⇒ Dial the new number.
- You can also press an arrow button to use the call list or use the menu to access the phonebook.
- Press the 4.4 button to merge all lines into a multi-party call.

MAKING CONFERENCE GROUP CALLS

See "CONFERENCE GUIDE" on page 25 to create and edit conference groups.

- ⇒ Press the *• button.
- ⇒ Select the conference group you want to call and press **OK** to confirm.

The Avaya B179 dials all the contacts in the group.

The box in front of a person's name fills as soon as that person answers.



MANAGING PHONE LINES

SWITCHING BETWEEN LINES DURING MULTI-PARTY CALLS

Talking privately with one individual

⇒ Press ¥.

All lines are put on hold.

- Alternatively, you can press
 after opening the line menu or you can select
 SPLIT CONFERENCE from the line menu to put the lines on hold.
- ⇒ Press ☎.

The line menu is displayed.



⇒ Mark a party in the line menu and press **OK** or <u></u>

The party is reconnected to the call.

Switching to another caller

This assumes that you are talking with just one individual as described above.

The first party is put on hold and the other is connected to the call.

Talking to several parties

This assumes that you are talking with just one individual as described above.

⇒ Mark another party in the line menu and press **OK**.

Both the first and the second party are connected to the call.

Talking to all parties

⇒ Press ♣ ♣.

All parties are connected to the call.

① An alternative way to connect all lines to the call is to select MAKE CONFERENCE in the line menu.

MANAGING PHONE LINES

DROPPING A LINE

Individual lines can be dropped out of a multi-party call.

⇒ Press ☎.

The line menu is displayed.

- David L

 ▶ Ewa P
 Office South
 Office North
 SPLIT CONFERENCE
- ⇒ Mark the line you want to drop and press **△**.

TRANSFERRING CALLS

If you wish to transfer a call to another telephone.

- ⇒ Select ***> TRANSFER**.
- ⇒ Dial the number and press **OK** to confirm.

 The call is transferred to the other telephone.
- Note that this is a "blind transfer", which means that the call ends in your phone and is transferred without checking whether the call is answered. You should also note that Blind transfer is not supported on all PBXs and the feature may possibly be switched off

PROFILES

The Avaya B179 gives you the option of using a password to protect contact information in the phonebook and conference guide. All contacts entered by default can be accessed by all users and cannot be password protected. All contacts entered by Admin are also displayed in default mode.

To enter personal contacts, conference groups and settings that are inaccessible to other users, select user profile and enter the PIN code for the profile. The four personal user profiles each hold up to 1000 contacts and 20 conference groups.

Settings that are unique for each profile are:

- Standard account (If two accounts are registered)
- Language
- · Ringtone level
- Keypad tone
- · Time format
- Equalizer
- · Display text

Contacts and other settings are managed in the same way if you log in with a user profile, except that the changes you make do not affect other users.

Note the user profile name and PIN code can only be changed via the web interface. Admin is able to change all user profile names and PIN codes.

USING A USER PROFILE

- ⇒ Select 🌣 > PROFILES (1).
- ⇒ Enter the PIN code for the profile.
- (i) The default code is 0000.

Logging out of the profile

- ⇒ Select **> PROFILES (1)**.
- Press **OK** with the **LOGOUT** option marked.

PROFILES

CHANGING THE PROFILE NAME AND PASSWORD

- ⇒ Log in to Avaya B179, see pages 8.
- ⇒ Select *> Basic.
- ⇒ Click on the **Edit** button under the heading **Profiles**.
- ⇒ Enter a name and a new PIN code.
- ⇒ Click on **Set** and save your settings by clicking on **Save**.
- Make a note of the name and PIN code and keep them in a safe place. The administrator is able to reset the settings.

PHONEBOOK

The Avaya B179's phonebook can hold up to 1000 numbers in each user profile. See page 12 for making calls via the phonebook.

i Please turn to page 8 for instructions on using the keypad to enter text.

SEARCHING FOR CONTACTS

- The simplest way to search for a contact in the address book is to hold down an alphanumeric button for two seconds (see page 12). You can also search for a contact via the **PHONEBOOK** menu.
- ⇒ Select ***> PHONE BOOK > SEARCH CONTACT** (2,1).
- ① You can use the arrow buttons to press an alphanumeric button to jump to the first name that starts with that letter in the list.
- ⇒ Press **OK** or → to dial the selected contact, ← to return to the **PHONEBOOK** menu or ★ to exit the menu

ADDING CONTACTS

- ⇒ Select ***> PHONE BOOK > ADD CONTACT** (2,2).
- ⇒ Enter the name of the contact and press **OK** to confirm.
- ⇒ Write the number and press **OK** to confirm.
- Press **OK** to add another contact or **†** to exit the menu.

EDITING CONTACTS

- ⇒ Select **> PHONE BOOK > EDIT CONTACT** (2,3).
- ⇒ Mark the contact you want to change. Press **OK** to confirm.
- ⇒ Make the change and press **OK** to confirm.
- ① Delete a number or a letter in a name by pressing ←. If you want to cancel the change you are making and leave the name or number as they were, press • ← until the PHONEBOOK menu appears.

PHONEBOOK

DELETING CONTACTS

- ⇒ Select **> PHONE BOOK > ERASE CONTACT** (2,4).
- ⇒ Mark the contact you want to delete and press **OK**.
- Confirm that you really want to delete the contact by pressing OK or cancel the deletion of a contact by pressing
 ←.

DELETING ALL CONFERENCE GROUPS

- ⇒ Select **> PHONE BOOK > ERASE ALL** (2,5).
- Confirm that you really want to delete all contacts by pressing OK or cancel the deletion of a contact by pressing ←.

DISPLAYING PHONEBOOK STATUS

⇒ Select **> PHONE BOOK > STATUS** (2,6).

The display screen indicates the number of contacts already stored plus how many more contacts can be added.

EXTERNAL PHONEBOOK (LDAP)

Avaya B179 has support for an external phonebook. This means it can communicate with a catalog server according to LDAP (*Lightweight Directory Access Protocol*). To make the external phonebook accessible, an administrator must activate and configure the LDAP function in Avaya B179.

An LDAP database can hold thousands of contacts and for this reason, Avaya B179 includes a search function to filter the content of the database dynamically, based on the search characters you enter.



When you find the right contact, you can open it with **OK**. When you have done this, you can choose which of the contact's telephone numbers you want to ring (for instance, work, mobile or home).



Please note, the administrator has the option to configure the function in different ways; this means it may function differently to the way described here. The administrator can determine in which database field your search characters will be used, the number of hits that are to be displayed in Avaya B179 and the information that is to be displayed (name, company, department, telephone number). Contact the company's telephone or network manager for information on how LDAP is configured for your Avaya B179.

EXTERNAL PHONEBOOK (LDAP)

SEARCH FOR AND CALL A CONTACT

⇒ Select **> EXT. PHONEBOOK** (3).

Avaya B179 contacts the database, which sends all the contacts. The first 50 are shown in Avaya B179 (with standard default settings).

- ⇒ Enter one or more search characters to filter the list.
 - The number of hits in the database is reduced for each character you enter.
- ① If the > sign is visible before the information on the number of hits, it means that there are more contacts available but they are not shown.
- ① Enter search characters, until the number of hits is low enough for you to find the contact you want easily.
- You can delete an incorrect character with the key ←.
- ① Please turn to page 8 for instructions on how to use the keypad to enter text.
- Ark the contact you want by using the arrow keys and open it by pressing **OK**.
- f) If you regret your search, you can press ← to return to the search results or to finish the search.

The number you have selected is dialled.

CONFERENCE GUIDE

The conference guide makes it easy to set up calls with as many as five people, including your own phone. The Avaya B179 automatically dials all the contacts in the conference group.

You can create 20 conference groups in each user profile.

(i) All systems (PBXs) do not support this feature.

Entering text with the keypad

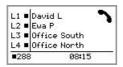
Please turn to page 8 for instructions on using the keypad to enter text.

MAKING CONFERENCE GROUP CALLS

- ⇒ Press the ♣ button.
- ⇒ Select the conference group you want to call.
- You can use the arrow buttons to press an alphanumeric button to jump to the first name that starts with that letter in the list.
- ⇒ Press **OK** if you want to see who is in the group before you make the call. (Then press **OK** again or → to call.)
 - Press J directly if you want to make the call without first checking who is in the group.

The Avaya B179 dials all the contacts in the group.

The box in front of a person's name fills as soon as that person answers.



You can also use the menu to search for and dial a conference group.

⇒ Select ***> CONF GUIDE > SEARCH GROUP** (4,1), select the conference group you want and confirm by pressing **OK** or **J** in the same way as above.

Adding another party to a call

- ⇒ Press J during the call to get a new dialling tone.

 Calls in progress are put on hold.
- ⇒ Dial the new number.
- You can also press an arrow button to use the call list or use the menu to access the phonebook.
- Press the * button to connect the calls.

CONFERENCE GUIDE

DISPLAYING CONFERENCE GROUP PARTICIPANTS

- ⇒ Select ♥ > CONF GUIDE > SEARCH GROUP (4,1).
- ⇒ Press ← to return to the **CONFERENCE GUIDE** menu or **‡** to exit the menu. Press **OK** or **J** to dial the group.

ADDING A CONFERENCE GROUP

- ⇒ Select ***> CONF GUIDE > ADD GROUP** (4,2).
- ⇒ Enter a group name and press **OK** to confirm.
- ⇒ Press **OK** to enter the first person.
- ⇒ Write the name of the first person and press **OK** to confirm. Enter the number and press **OK** to confirm.
- ⇒ Press **OK** to add another person and repeat the above steps.
- ⇔ Conclude by pressing ←.

EDITING A CONFERENCE GROUP

⇒ Select **> CONF GUIDE > EDIT GROUP** (4,3).

Here, you can change the name of a conference group, add or delete a person from a group and change a person's name and phone number.

- Mark your choice of option in the menu using the arrow buttons and press OK to confirm.
 - The names of the conference groups are displayed.
- ⇒ Mark the group you want to change and press **OK** to confirm.
- Ark a person you want to change and press **OK** to confirm.
- ① Delete a number or a letter in a name by pressing ←. If you want to cancel the change you are making and leave the name or number as they were, press • ← until the CONFERENCE GUIDE menu appears.

CONFERENCE GUIDE

DELETING A CONFERENCE GROUP

- ⇒ Select **> CONF GUIDE > ERASE GROUP** (4,4).
- ⇒ Mark the group you want to delete and press **OK**.
- ⇒ Confirm that you really want to delete the group by pressing **OK** or cancel the deletion of a group by pressing ←.

DELETING ALL CONFERENCE GROUPS

- ⇒ Select **> CONF GUIDE > ERASE ALL** (4,5).
- Confirm that you really want to delete all groups by pressing **OK** or cancel the deletion of all groups by pressing ←.

DISPLAYING CONFERENCE GUIDE STATUS

⇒ Select **> CONF GUIDE > STATUS** (4,6).

The display screen indicates the number of conference groups already stored plus how many more groups can be added.

RECORDING

It is possible to record a phone conference on an SD (Secure Digital) memory card so you can listen to it later on. It is possible to record a call in progress and use the Avaya B179 as a dictaphone. Avaya B179 supports SD and SDHC cards and the recording capacity is 35 hours per GB.

A flashing symbol appears on the display screen during recording. A beep is heard every 20 seconds so that other parties in the call know it is being recorded. The beep can be turned off (see page 30).

The recorded call is saved on the memory card. The document is named after the time at which the recording began (e.g. 14-35-01.wav) and is saved in a folder with the current date. This name can be changed after the recording has ended.

STARTING A RECORDING

Remember to notify all parties in the call before you start recording.

Press the • ← button for two seconds and press OK to confirm. The recording symbol flashes on the display screen.

MUTE FUNCTION

⇒ Press the button during a call to turn the microphone off.

The LEDs change from blue to red.

The other party cannot hear what you are saying and only the called party is recorded.

HOLD

Press during the call to put the call on hold.

The LEDs change from blue to flashing red.

Both the microphone and the speaker are turned off and the call is on hold. None of the parties will now be recorded.

ENDING A RECORDING

- ⇒ Press the ← button for two seconds and press **OK** to confirm. The recording symbol is no longer displayed on the screen.
- If you are recording a call and the call is ended, you will be asked if you want to stop recording.

RECORDING

LISTENING TO A RECORDING

You can listen to a recorded phone conference on your Avaya B179 or a computer using an SD memory card reader. Recordings are saved in wav format and can be played back on your choice of media player. Listening to recordings on the Avaya B179:

- ⇒ Select ***> RECORDING > PLAYBACK FILE** (5,1).
- Mark the folder you want (date) and press OK to confirm.
 A list of all recordings for the specified date is displayed. Names, date, time and length are displayed for each recording.
- ⇒ Mark the recording you want and start the playback by pressing **OK**.

Adjusting the speaker volume

⇒ Increase the volume using the ◄)) button and lower it using ◄).

Pause playback

- ⇒ Pause the playback by pressing **OK**.
- Restart playback by pressing **OK** again.

Move forward in the recording during playback

- Move forward in the recording by pressing arrow down or backward by pressing arrow up.
- The recording advances about 10 seconds every time you press the button.

Stop playback

⇒ Stop the playback by pressing • ←.

EDITING THE NAME OF A RECORDING

- The recording is named by default with the time at which the recording started.
- ⇒ Select ***> RECORDING > RENAME FILE** (5,2).
- A Mark the folder you want and press **OK** to confirm.
- Mark the recording to be edited and press OK.
- ⇒ Make the change and press **OK** to confirm.
- i Delete a number or a letter in a name by pressing -.

If you want to cancel the change you are making and leave the name or number as they were, press • ← several times until the **RENAME FILE** menu appears.

RECORDING

DELETING A RECORDING

- Select ♥ > RECORDING > ERASE FILE (5,3).
- ⇒ Mark the folder you want and press **OK**.
- ⇒ Mark the recording to be deleted and press **OK**.
- Confirm that you really want to delete the recording by pressing **OK** again, or cancel the deletion of a recording by pressing ←.

DELETING ALL RECORDINGS

- ⇒ Select ❖ > RECORDING > ERASE ALL (5,4).
- Confirm that you really want to delete all recordings by pressing OK again, or cancel the deletion of a recording by pressing
 ←.

ADJUSTING THE RECORDING INDICATOR

A short beep is heard every 20 seconds so that all the parties in the call know it is being recorded. This feature can be turned off.

- ⇒ Select ***> RECORDING > SETTINGS** (5,5).
- ⇒ Select your choice and press **OK** to confirm.

DISPLAYING RECORDING FEATURE STATUS

⇒ Select *** > RECORDING > STATUS** (5,6).

The display screen indicates the number of recordings, the total length of recorded calls and how many hours of recording time are left before the memory card is full.

The Avaya B179 has two groups of settings: Basic and Advanced. You must enter the Admin. PIN code to access the advanced settings.

The simplest way to make settings is using a PC and the Avaya B179 web interface (see page 38).

BASIC SETTINGS

Selecting languages

- ⇒ Select ***> SETTINGS > BASIC > LANGUAGE** (6,1,1).
- ⇒ Select the language you want and press **OK** to confirm.

Deactivating keypad tones

You can select whether or not you want a tone to be heard when you press a button. Note that this setting does not affect the tone you hear when you dial a number in call mode.

- ⇒ Select ♥ > SETTINGS > BASIC > KEY TONE (6,1,2).
- ⇒ Select your choice and press **OK** to confirm.

Adjusting ring level volume

- ⇒ Select **> SETTINGS > BASIC > RING LEVEL** (6,1,3).
- ⇒ Select your choice and press **OK** to confirm.
- There are six volume levels plus a silent mode. You will hear the ring tone for each level you select. If you select silent mode, an LED on the phone flashes when an incoming call is received.

Adjusting sound (equalizer)

The sound reproduction can be adjusted to the required pitch (SOFT, NEUTRAL and BRIGHT).

- Select ♥ > SETTINGS > BASIC > EQUALIZER (6,1,4).
- ⇒ Select your choice and press **OK** to confirm.

Settings when connecting external equipment (Aux)

The Avaya B179 can be connected to a wireless headset or an external PA system. An optional PA interface box is required for PA system connection.

- ⇒ Select **> SETTINGS > BASIC > AUX PORT** (6,1,5).
- ➡ Select the PA option to activate features for external microphone mixer and PA system.

① Do not select the PA option unless a PA system is connected. This option turns off the internal microphone and internal speakers. The HEADSET option may be selected whether or not a headset is connected.

Settings for external PA system

It is assumed that the PA option has been activated in the previous menu before making these settings.

⇒ Select **> SETTINGS > BASIC > PA** (6,1,6).



- ⇒ Select INTERNAL MIC and press OK to switch between on (shaded box) and off.
- To ensure maximum audio quality, do not use the internal microphone and external microphones connected via the PA interface box at the same time.
- ① Only the internal microphone is turned off. Any external microphones connected to the Avaya B179 are still turned on.
- ⇒ Select **INTERNAL SPKR** and press **OK** to switch between on (shaded box) and off.
- To ensure maximum audio quality, do not use the internal speakers and external speakers connected via the PA interface box at the same time.

Time format

The date and time can only be set by Admin. The time is normally retrieved from a time server. The time format has 12-hour and 24-hour options.

- ⇒ Select **> SETTINGS > BASIC > TIME FORMAT** (6,1,7).
- ⇒ Select your choice and press **OK** to confirm.

Date format

- ⇒ Select **> SETTINGS > BASIC > DATE FORMAT** (6,1,8).
- ⇒ Select your choice and press **OK** to confirm.

Changing text on the display screen

The text on the display screen can be changed when the Avaya B179 is on hook.

- ⇒ Select **> SETTINGS > BASIC > SCREEN TEXT** (6,1,9).
- ⇒ Delete existing text using ← and enter your new text. Press **OK** to confirm.

Resetting

This resets all user settings for the user profile shown to factory default settings. The phonebook, conference guide and all basic settings are reset. Account, network and SIP settings are not reset.

- ⇒ Select ***> SETTINGS > BASIC > DEFAULT**.

ADVANCED SETTINGS

Only Admin is able to make these settings. See "Installation and Administration of Avaya B179".

SETTINGS DURING A CALL

The **HEADSET/PA**, **PHONE BOOK**, **TRANSFER** and **EQUALIZER** menus may be accessed during a call and are displayed when the **b** button is pressed. The first option is either **HEADSET** or **PA** depending on whether PA is activated or not.

These **HEADSET/PA** settings can only be accessed when a call is connected.

Turn off the internal speakers when using a headset

(i) PA should not be activated when using the **HEADSET** menu option.

A wireless headset can be used if a person needs to move far away from the conference phone (e.g. during a seminar or presentation). The internal speakers can be turned off temporarily if you wish to use the Avaya B179 as a personal telephone with a headset.

- ⇒ Select ***> HEADSET**.
- ⇒ Select YES when asked "SPEAKER OFF?".
- i The speakers come on automatically when the call is ended.

Adjusting microphone volume from PA system

- (i) PA should be activated when using the PA menu option.
- ⇒ Select **> PA > PA MONITOR**.

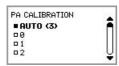


Adjust the microphone volume from the mixer so that the level on the display screen is around 10–12 when speaking in a normal tone.

Adjusting PA calibration manually

It is possible to calibrate the duplex performance of the conference phone when it is connected to a PA system. The calibration level can be set automatically by the Avaya B179 or adjusted manually to any value between 0 and 5 (0 being full duplex).

- Increase the calibration if the remote party experiences disturbing echoes.
- Decrease the calibration if the remote party experiences low duplex, i.e. your voice is muted or clipped when the other party is speaking.
- The position of the PA system's microphones and speakers and the amplifier's settings may affect full duplex performance.
- ⇒ Select ❖ > PA > CALIBRATION.



- ① AUTO is the default setting and is recommended in most cases. The figure shown in brackets is the measured calibration value.
- ⇒ Select different levels and compare the audio quality to achieve your preferred setting.
- NB. You must ask the person you are calling to assess the effect of the adjustments you make.

SYSTEM

The system menu can be used for manual restarts and resets.

Restarting the phone programme

This restarts the phone, which takes about two minutes.

- ⇒ Select ***> SYSTEM > RESTART** (7,1).
- Confirm that you really want to restart by pressing OK again, or cancel the restart
 by pressing ←.

Restarting the phone

This restarts the telephone application, which takes less than 30 seconds.

- ⇒ Select ***> SYSTEM > REBOOT** (7,2).
- Confirm that you really want to restart by pressing **OK** again, or cancel the restart by pressing ←.

Restore to factory settings

This option fully restores the Avaya B179 to factory settings. All settings are deleted, including PIN codes and registered accounts. Alternatively, a PIN code is required for Admin.

- ⇒ Select **> SYSTEM > FACTORY RESET** (7,3).
- ⇒ Enter the PIN code for Admin and press OK.
- Confirm that you really want to restart by pressing **OK** again, or cancel the restart by pressing ←.

CHECKING STATUS

The status menu can be used for troubleshooting. Only the administrator is able to change these settings. See "IP Office B179 Conference Phone – Installation and Administration Guide" for an explanation of the settings.

Main account

To check account settings for the SIP account.

⇒ Select **> STATUS > ACCOUNTS > MAIN ACCOUNT** (8,1,1).

This shows the status for:

- ACCOUNT NAME
- STATUS
- REGISTRAR
- SIP ID
- AUTH.NAME
- REALM
- PROXY

Fallback account

To check account settings for fallback SIP account.

- ⇒ Select *> STATUS > ACCOUNTS > FALLBACK ACCOUNT
- 8,1,2). Shows the same information as the menu option above.

Transfer protocol

To check which protocol is used to transmit data packages over the network.

⇒ Select ♥ > STATUS > ACCOUNTS > TRANSPORT (8,1,3).
Current protocol is displayed.

Network

To check which protocol is used to transmit data packages over the network.

⇒ Select **> STATUS > NETWORK** (8,2).

This shows the status for:

- DHCP
- IP ADDRESS
- HOSTNAME
- DOMAIN
- NFTWORK
- GATEWAY
- DNS 1
- DNS 2
- VLAN

NAT Traversal

To check whether address conversion is activated, which may be necessary if the phone is behind a firewall.

⇒ Select **> STATUS > NAT TRAVERSAL** (8,3).

This shows the status for:

- STUN
- TURN
- ICE

Media

To check priorities of audio codecs and DTMF signalling.

⇒ Select **> STATUS > MEDIA** (8,4).

This shows the status for:

- CODEC PRIORITY
- VAD
- DTMF SIGNALLING
- SECURITY RTP
- SECURE SIGNALLING

Time

To check time servers and time zones.

⇒ Select ***> STATUS > TIME** (8,5).

This shows the status for:

- NTP
- NTP SERVER
- TIMEZONE

Equipment

To check the phone's serial number and software version.

⇒ Select **> STATUS > DEVICE** (8,6).

This shows the status for:

- AVAYA B179 (software version and date)
- SERIAL NUMBER
- MAC ADDRESS

You can use the web browser of a PC connected to the same network to manage contacts, conference groups and settings in the Avaya B179.

Your choice of language for the Avaya B179 does not affect the web interface, which is only in English.

For security reasons, recordings can only be managed directly on the Avaya B179. All other settings that can be made directly on the Avaya B179 can also be made via the web interface. It is also possible to import and export contacts and conference groups, name user profiles and change PIN codes, which can only be done via the web interface. The administrator can also view logs, update software and create a configuration file.

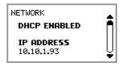
Settings for accounts and networks require you to log in as an administrator. However, you can always check all settings as a user. Settings that require administrator rights are listed in the "IP Office B179 Conference Phone - Installation and Administration Guide".

The default setting for the PIN code is 0000 for the user account (Default, Profile 1, Profile 2, Profile 3 and Profile 4). We recommend that you change the PIN codes in order to protect the settings. The code may consist of eight digits. The administrator can always view and change the PIN codes to the user accounts. The administrator's PIN code can only be reset with a complete reset to factory settings.

CHECKING NETWORK ADDRESSES

You must use the network address to log into the web server in the Avaya B179.

- Press ♣ and select the menu option STATUS > NETWORK (8,2).
- ⇒ Check the conference phone's network address under the heading **IP ADDRESS**.



LOGGING IN TO THE AVAYA B179

⇒ Enter the phone's network address in the web browser address bar.

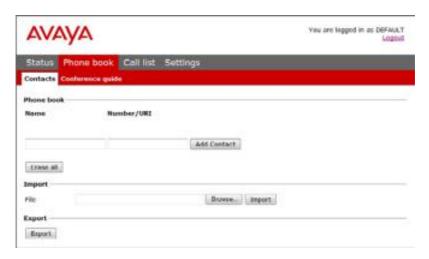


- ⇒ Select **Default** or an empty user profile in **Profile** and enter the PIN code. ① The default code is *0000*.
- 😯 You can create a personal password protected phonebook using a user profile.



MANAGING THE PHONEBOOK

⇒ Select Phone Book.



Here, you can add, change and delete contacts. You can also import existing contacts.

When you call or are called by a contact who is already in the phonebook, that person's name is displayed on the screen.

Adding a contact

- ⇒ Enter the contact's name under Name:
- ⇒ Enter the contact's phone number or URI under Number/URI.
- Information about URI can be found on pages 48.
- The way the number can be written may depend on the SIP PBX being used, but normally you can use:
 - · Complete phone number, including country code
 - · Phone number, including area code
 - · Local phone number only
 - Internal speed dial number (with company's own PBX)
 - URI, e.g. sip:user@company.com
 - URI with IP address, e.g. sip:10.10.1.100 (within a local network)
- ⇒ Click on Add contact.

Editing contacts

- ⇒ Click on the **Edit** contact button after the contact you want to change.
- ⇒ Edit the contact and click on **Save** contact.

Deleting contacts

- ⇒ Click on the **Erase** contact button after the contact you want to delete.
- Confirm that you want to delete the contact.

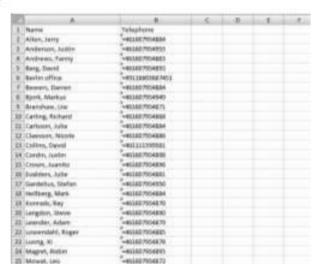
You can also delete all contacts by pressing the Erase all button.

Importing contacts

You can import contacts from a comma separated values (CSV) file. One way of creating a CSV file is using Microsoft Excel and saving the file in CSV format.

Enter the names of the contacts in the first column and their phone numbers or URIs in the second. Do not use hyphens or spaces in the number. Note that Excel ignores zeros at the beginning of numbers. The cells must therefore be formatted as text.

Information about URI can be found on pages 50.



CSV files can also be created using software that can save in unformatted text format. Write a name, followed by a semi-colon and number – one contact on each line. When you save the file, give it a csv extension instead of txt.

- It is normally possible to export contact books stored in your PC in CSV format.
- ⇒ Click on the Scroll... button under the heading Import in the web window.
- ⇒ Open your CSV file.
- ⇒ Click on Import.
- The name is limited to 15 characters, since the Avaya B179 screen cannot display more than 15 characters.

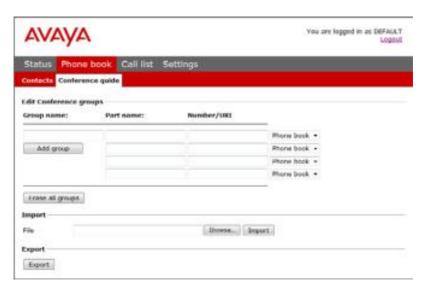
Exporting contacts

You can export your contacts as a CSV document in order to import them into another phone.

- ⇒ Save the document.

MANAGING THE CONFERENCE GUIDE

⇒ Select Phone Book > Conference guide.



Here, you can add, change and delete conference groups. It is also possible to import groups that you have created.

① When a call is connected to a contact who is already in the phonebook, that person's name is displayed on the screen.

Adding a conference group

- ⇒ Give the group a name, enter the names and phone numbers of the group members.
- You can also add participants from the phone book by clicking the drop-down list Phone book.
- ⇒ Save the group by clicking on **Add** group.

Editing a conference group

- ⇒ Click on **Edit** group next to the contact you want to change.
- ⇒ Edit the group and click on **Save** group.

Deleting a conference group

- □ Click on the Erase group button next to the group you want to delete.
- ⇒ Confirm that you want to delete the group.
- i You can also delete all groups by pressing Erase all groups.

Importing conference groups

You can import conference groups using a comma separated values (CSV) file. See "Importing contacts" on page 37 for more information.

Enter the name of the group in the first column, the names of the group members in the second and their phone numbers or URIs in the third.



- ⇒ Click on the Scroll... button under the heading Import in the web window.
- ⇒ Open your CSV file.

Exporting conference groups

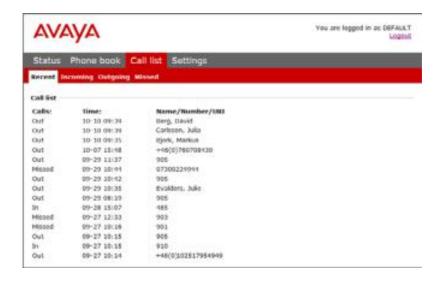
You can export your groups as a CSV document in order to import them into another phone.

- ⇒ Save the document.

CHECKING THE CALL LIST

Incoming, outgoing and missed calls are displayed in the call list in chronological order.

- ⇒ Select Call list > Recent.
- ⇒ Select one of the tabs **Incoming**, **Outgoing** or **Missed** to filter the list.



BASIC SETTINGS

- The settings only affect the user profile you selected when you logged in.
- ⇒ Select Settings > Basic.



Changing PIN code and profile name

The PIN code can be changed from the default setting to protect against unauthorised use.

- ⇒ Enter a new PIN code.
- The code may consist of 8 digits.
- f) If you are changing a user profile, you can also change the name.
- ⇒ Click on the Set and Save buttons.
- i Make a note of the new PIN code and keep it in a safe place.
- The administrator is always able to view and change the name and PIN code of the profile.

Selecting languages

⇒ Select a language in the list under the heading Language and click on Save.

Changing the ring tone level

⇒ Select the tone level from the list under the heading **Ring level** and click on **Save**.

Changing key tone

⇒ Select **On** or **Off** under the heading **Key tone** and click on **Save**.

Changing the recording indicator

A short beep is heard every 20 seconds so that all the parties in the call know it is being recorded. This feature can be turned off.

⇒ Select **On** or **Off** under the heading **Recording tone** and click on **Save**.

Settings when connecting external equipment (Aux)

The Avaya B179 can be connected to a wireless headset or an external PA system. An optional PA interface box is required for PA system connection.

- ⇒ Select the PA option to activate features for external microphone mixer and PA system.
- ① Do not select the PA option unless a PA system is connected. This option turns off the internal microphone and internal speakers. The **HEADSET** option may be selected whether or not a headset is connected.

Changing the time format

Select 12-hour or 24-hour under the heading Time format and click on Save.

Adjusting the sound

The sound reproduction can be adjusted to the required pitch (**SOFT**, **NEUTRAL** and **BRIGHT**).

Select Soft, Neutral or Bright under the heading Equalizer and click on Save.

Display text

The display text appears on the screen when the Avaya B179 is on hook.

⇒ Enter the text in the text field and click on **Save**.

RESTARTING THE AVAYA B179

⇒ Select Settings > System.



Restarting the phone application

This only restarts the phone software with the current settings. The restart takes about 30 seconds.

Restarting the phone

This shuts down and restarts the phone. This restart takes about three minutes.

⇒ Click on Reboot.

CHECKING STATUS

Although it is not possible to make settings in the **Status** menu, the information here may be useful when troubleshooting.

⇒ Select Status.



You can find the phone's serial number, network port address and current software version on the **Basic** tab. Settings made by the administrator for the network, time server, SIP accounts and media are on other tabs.

TECHNICAL SPECIFICATIONS

Size Diameter 240 mm, height 77 mm

Weight 1 kg

Colour Liquorice black

Display screen Illuminated graphics (LCD), 128x64

Keypad Alphanumerical 0-9, *, on, off, mute, hold, volume up, volume

down, 5 buttons for menu navigation, line, conference guide

Anti-theft protection Kensington security slot

Memory Support for SD and SDHC memory cards

(Recording capacity 35h/GB)

Connectivity

Network connection RJ45, Ethernet 10/100 Base T

Power supply Transformer 100–240 V AC/14 V DC

IEEE 802.3af Power over Ethernet Class III

Extra microphones x2 modular 4/4
Auxiliary Modular 4/4

Network and communication

Network addressing DHCP and static IP
NAT traversal STUN, ICE and TURN

Connection protocol SIP 2.0 (RFC 3261 and companion RFCs)

Transport UDP, TCP, TLS and SIPS

Security SRTP

Audio support Codecs: G722, G711 A-law, G711 µ-law, G729ab

DTMF tone generation RFC, SIP INFO, In-band

Time servers NTP and SNTP

Configuration Via integrated web server

Sound

Technology OmniSound® Wideband

Microphone Omni-directional

Reception area Up to 30 metres₂, >10 people Speaker Frequency band 200–7000 Hz,

Volume 90 dB SPL 0.5 m

Equalizer Three pitches: soft, neutral, bright

TECHNICAL SPECIFICATIONS

Environment

Temperature: 5°–40°C

Relative humidity: 20-80% condensation free

Recommended acoustic conditions:

Reverberation period: 0.5 S Rt 60

Background noise: 45 dBA

Approvals

Electrical safety EN 60950-1:2006,

ANSI/UL 60950-1-2002,

CAN/CSA-C22.2, No. 60950-1-03

EMC/Radio EN 301 489-3 V1.4.1 (2002-08),

EN 301 489-1 V1.6.1 (2005-09),

FCC Part 15 subpart B, EN 300220-1:2000, EN 300220-2:2000

RoHS