Placing a call

Using your handset
- Lift the HANDSET to make a call using the primary line, or press a LINE key to select another line.
- Enter the last 5 digits of the UT number, or 9 + 512 + 7-digits for off campus numbers including domestic long distance.
- Press GOODBYE to end the call, or hang up the handset.

Using the Handsfree Key
- Press the green HANDSFREE key (dial tone is heard from the speaker).
- Enter the last 5 digits of the UT number, or 9 + 512 + 7-digits for off campus numbers including domestic long distance.
- Press GOODBYE to end the call.

Note: You can pre-dial a number which allows you to verify the phone number on the display before completing your call. To dial the number, lift the handset or press the HANDSFREE key.

Answering a Call
If the telephone is idle, answer the call by one of the following methods:
- Lift the handset, or
- Press the LINE key for handsfree
- To end the call press GOODBYE.

Note: Incoming calls will ring the set and display a flashing indicator next to the LINE key.

While on another call, answer a new call by following these steps:
- Press the LINE key for the incoming call.
- Your first call will be automatically placed on hold, and your display will show the new call information.
- Press GOODBYE to end the current call, or press the other line key to return to the first.
- Press the appropriate LINE key to toggle back and forth between calls.

Note: A short tone is heard to alert you to another incoming call.

Muting your line
- While on an active call press Mute.
- You will still hear all other parties while mute is enabled, but other parties cannot hear you.
- To un-mute, press MUTE again.

Placing and Retrieving a Call on Hold
This feature allows you to place a call on hold until you are ready for the caller.
- While on a call, press the HOLD key. The LINE key Indicator will flash.
- Press the LINE key to retrieve the held call.

Transferring a Call
While on an active call
Consultative – Yes
- Press the Transfer (Trnsfr) softkey – your call will be automatically placed on hold.
- Enter the phone number you want to transfer the call to.
- To Consult with third party before transfer, select Yes.
- After consult, you must press Transfer.

Note: Failure to select transfer will result in a lost call.

Consultative – No
- Press the Transfer softkey – your call will be automatically placed on hold.
- Enter the phone number you want to transfer the call to.
- Select No to activate the transfer.

Note: If you enter an incorrect digit in the transfer to number, before selecting Yes or No, select the Clear button to re-enter correct digits before continuing.

Forwarding Calls
Forward all calls to another number when you don’t answer your phone:
To forward all calls to another number, pick up your handset:
- Campus: dial 72 and 5-digit campus number.
- Off campus: dial 72 and 9 + 10-digit number.
- To voice mail: dial 72 and 28886.
To turn off feature, dial 73.

To forward calls when line is busy:
- Campus: dial *82 and 5-digit number.
- Off campus: dial *82 and 9 + 10-digit number.
- To voice mail: dial *82 28886.
To turn off feature, dial *83.

To forward calls to another number when you don’t answer the phone:
- Campus: dial *84 and 5-digit number.
- Off campus: dial *84 and 9 + 10-digit number.
- To voice mail: dial *84 28886.
To turn off feature, dial *85.

To change the number of rings:
Dial 33 followed by:
Press 2 = 4 rings, Press 3 = 6 rings, Press 4 = 7 rings,
Press 5 = 9 rings, Press 6 = 11 rings, Press 7 = 13 rings,
Press 8 = 14 rings.

Call Waiting
While on a call to your primary line you can answer a second call to your number:
- Press your LINE key and your first call will be automatically placed on hold.
- To get back to your original call
  - Hang up from the 2nd call and press your line key or
  - Toggle back and forth between calls by using the up/down arrows and the Select Arrow.

Conferencing Calls
This feature allows you to join three callers together, including yourself.
1. Start with an active call by either making or receiving a telephone call.
2. Press the Conf softkey – your call will be automatically placed on hold and an idle line will be seized.
3. Enter the phone number of the next individual you want to add to the conference, and once they answer
4. Select Join
For 1120E, below are additional options:
- Select Conference if you need to add more members
- Select 3-way if there will only be a total of 3 persons on call
You may repeat steps 2-4 for a conference call with a total of six participants.

Note: After pressing Conf, if you enter an incorrect digit in the conferee’s number, press QUIT or GOODBYE and then press the flashing line key to return to the conference call.

Note: IP 1120E can conference in up to five other parties. IP 1140E can conference in up to two other parties.

Volume Adjustment
- Press the volume +/- keys to adjust the call volume while on the call.
- Press the volume +/- keys to adjust ringing volume while phone is ringing.

Note: Changing the ringing volume will affect all lines on the set.

Do Not Disturb
Enable
- Press the More soft key.
- Press the DND soft key.
- Press the Enable soft key and press OK.
- Your line will indicate DND is active.
Disable
- Press the More soft key.
- Press the DND soft key.
- Press the Disable soft key and press OK.

After converting to the new VoIP switch, you will see some changes:
- You will no longer log on or off of your Avaya VoIP set
- You will no longer be able to scroll through multiple levels to access features on the phone display.
**Personal Directory**
Your phone is equipped with a Personal Directory which is accessed by pressing the Directory key on your set. To store a number in your directory:
- Press Directory key
- Press Add and follow directions using the navigation keys and phone key pad (Up arrow is delete).
- To edit your Directory, Select the listing that needs editing by using your navigation keys.
- Press View followed by pressing Edit.

**Call Log**
Your phone includes a Call Log which displays call information for last 100 received and dialed calls.
- From an idle phone, press the Msg/Inbox or Shift/Outbox button.
- Use your navigation keys to move through the list of callers.
- If you select one of the logs, you will be automatically dialing back the number.
- Selecting Edit will show phone number of the caller.
- To store a number, press the Copy key and follow directions to complete.
- Press Exit soft key to exit the call log.

**Speed Dial**
You can create a speed dial key on any one of your vacant button keys.
- Press More soft key until Prefs appears. Select Prefs.
  Select 3-Feature Options. Select 1-Feature Keys.
- Follow prompts and use navigation keys to edit the labels. Select Exit.
- The speed dial will now be visible next to the key assigned.
- You can change the speed dial at any time by following the same process of selecting a key to overwrite existing speed dial.
- To dial, just press the button.
**Note:** From Inbox or Outbox you can highlight a number and press the Copy hard key to create a Speed dial using the instructions above.

**Redial**
- Press the redial soft key to call the last number you dialed.

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**Services**
The applicable services available are:
- **Check for updates:**
  - Press SERVICES followed by 4.
- **Check software load version and/or Set type**
  - Press SERVICES followed by 8.
  - Details soft key will provide set MAC address and IP address.

**Phone Diagram:**

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**Avaya/Nortel**
**IP 1120E/1140E User Guide**

You have received a refurbished 1120E/1140E from the UT warehouse

***Please refer to the UT Voice Mail Guide to set up your voice mail.***

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For telephone issues, please contact your desktop support person. If you do not have contact information for that person, call the ITS Help Desk at (512) 475-9400.

For more detailed information on using your new phone service and the dialing plan, please visit the wiki at: [http://links.utexas.edu/ffochc](http://links.utexas.edu/ffochc)

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October 2014, see wiki ([http://links.utexas.edu/ffochc](http://links.utexas.edu/ffochc)) for updates