About Scrolling and Navigation

Use the Up ▲ and Down ▼ navigation arrows to scroll up or down through lists. Notice each line is highlighted as you scroll to it.

Selecting Names, Numbers, or Features

When you scroll to a line on the display, that line is highlighted in black with white letters. This means you can now take an action with that line using a softkey at the bottom of the screen or the **OK** button.

For example, when you highlight a person or place in your Contacts list, lifting the handset and pressing the **Call** softkey places a call to that person or location.

Starting the phone - the Main Menu

Use the Main Menu to select functions programmed on the phone, for example, a frequently-used telephone number, a Directory function, site-related information, or a specific Web page.

Starting the phone 🏠

1. Press **Home** to display the Main Menu.
2. Select the feature you want, and press **Select** or **OK**.

Calling

Making a Call

Lift the handset and dial the number you want to call.

Calling a person from the Contacts list 📖

1. Press **Contacts**.
2. Select the person or number you want to call.
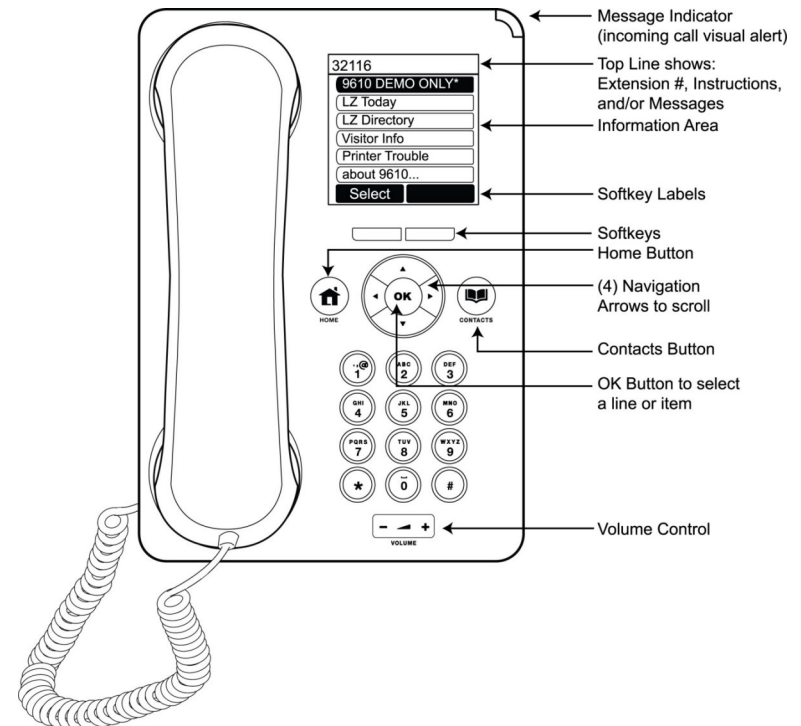3. Lift the handset and press **Call** or **OK**.

Calling a person from the directory list

1. Select the Directory from the Main Menu.
2. Use the dialpad keys to spell the name or place you want to call.
3. When you see the name you want, lift the handset and press **Call** or **OK** to dial the call.

AVAYA

Avaya one-X™ Deskphone Edition for 9610 IP Telephone Quick Reference

Message Indicator (incoming call visual alert)

Top Line shows: Extension #, Instructions, and/or Messages

Information Area

Softkey Labels

Softkeys
Home Button

(4) Navigation Arrows to scroll

Contacts Button

OK Button to select a line or item

Volume Control

Phone display labels: 32116 / 9610 DEMO ONLY* / LZ Today / LZ Directory / Visitor Info / Printer Trouble / about 9610... / Select

For More Information

Go to www.avaya.com/support for latest support information, including user guide, administrator guide, installation and maintenance guide, interactive document, and software downloads.