



## The Avaya 9610 IP Handset Quick Reference Guide

The 9610 IP Telephone is intended for use in lobbies, kiosks, etc. This quick reference includes basic call-handling information. The quick reference is also packaged with the telephone.

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

### AVAYA one-X™ Deskphone Edition



#### 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.

#### 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.

#### 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**.

