



Avaya B169 Conference Phone

User Guide

ENGLISH

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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 B169, charging stand or batteries to water or moisture.

**Warning!**

Do not open the casing of the Avaya B169.

**Warning!**

Only use the power adapter provided to connect the unit to the mains.

**Warning!**

Only use the battery provided or a Avaya-recommended replacement battery.

**Warning!**

Do not attempt to open or modify the battery.

**Warning!**

Extreme heat, short-circuiting or any attempt to modify the battery may cause it to ignite or explode.

TABLE OF CONTENTS

Description	2	Deleting contacts.....	24
General.....	2	Deleting all contacts	24
Maintenance	2	Displaying phonebook status.....	24
Keypad	4	Recording	25
Display screen.....	5	Starting a recording	25
Navigation and selection in menus	6	Mute function.....	25
General	7	Hold	25
Unpacking	7	Ending a recording.....	25
Connecting and installing the unit	8	Listening to a recording.....	26
Select connectivity option.....	9	Managing recordings.....	27
Using a computer	9	Adjusting the recording indicator	27
Switching of Avaya B169.....	10	Displaying recording feature status.....	27
Recharging batteries	11	Settings	28
Connect to a DECT system	12	DECT.....	28
Registration	12	Appearance	29
Configuring analog extensions	13	Date and time	29
Answering and making calls	14	Sound	30
Answering calls.....	14	Sleep mode.....	31
Making calls.....	14	Software.....	31
Making three-way calls (DECT).....	15	Checking status.....	31
VoIP calls via a computer.....	15	Permanently disable recording	31
Calls via mobile phones.....	15	Upgrading software	32
During a call	17	Installing Avaya Upgrade utility	32
Adjusting the speaker volume.....	17	Upgrading software.....	32
Muting the microphone	17	Technical specifications	33
Placing a call on temporary hold	17	Avaya DECT base station	34
Ending calls	17		
Switching connections during calls	18		
Conference guide	19		
Creating conference groups.....	19		
Making conference group calls	19		
Making a temporary conference group call (multi-party call) using the Instant Guide	20		
Displaying conference group participants	20		
Editing conference groups	21		
Deleting conference groups.....	21		
Delete all conference groups.....	21		
Conference guide settings	22		
Displaying conference guide status.....	22		
Phonebook	23		
Searching for contacts	23		
Adding contacts	23		
Editing contacts	23		

DESCRIPTION

GENERAL

The **Avaya B169** is a battery powered, wireless conference phone that can be connected to the DECT base station included in the package, to a mobile phone, or to a PC.

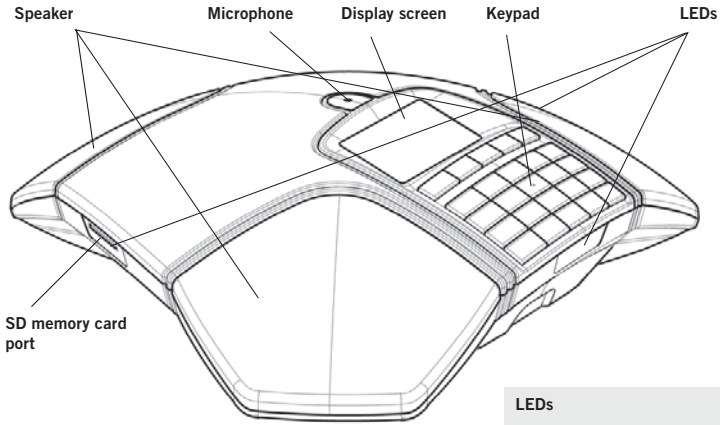
The conference phone has a host of innovative features:

- A fully wireless unit that provides talk time of up to 60 hours without having to recharge.
- OmniSound® audio technology.
- USB connectivity allows the phone to be used to make VoIP calls.
- The connectivity menu enables you to combine and switch easily between connectivity technologies – DECT, USB, mobile.
- Conference guide for easy set-up of multiparty calls.
- Record your meetings with an SD memory card so that you can listen to them later on.
- Expansion microphones can be added to increase the voice pickup range. (Optional.)
- Can be upgraded with smart features, making it future-proof.

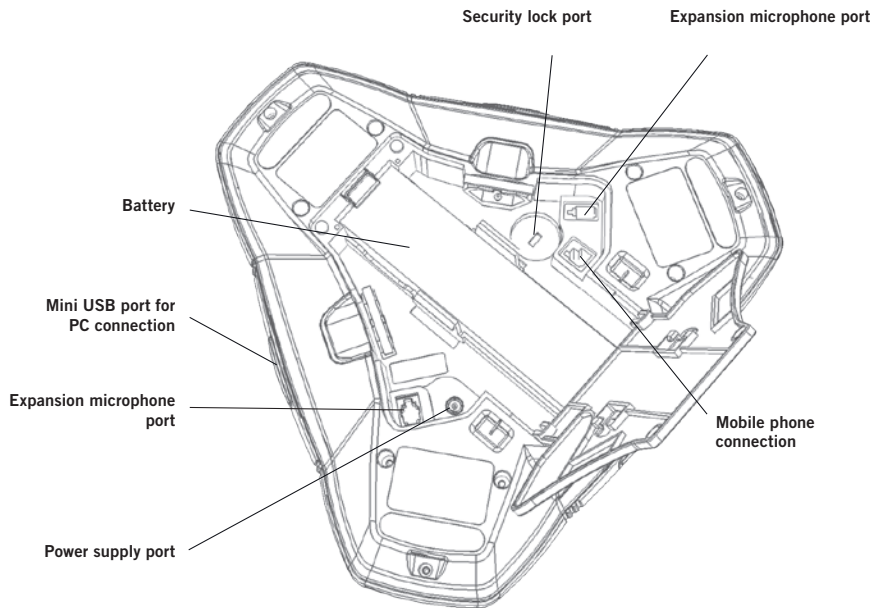
MAINTENANCE

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

DESCRIPTION

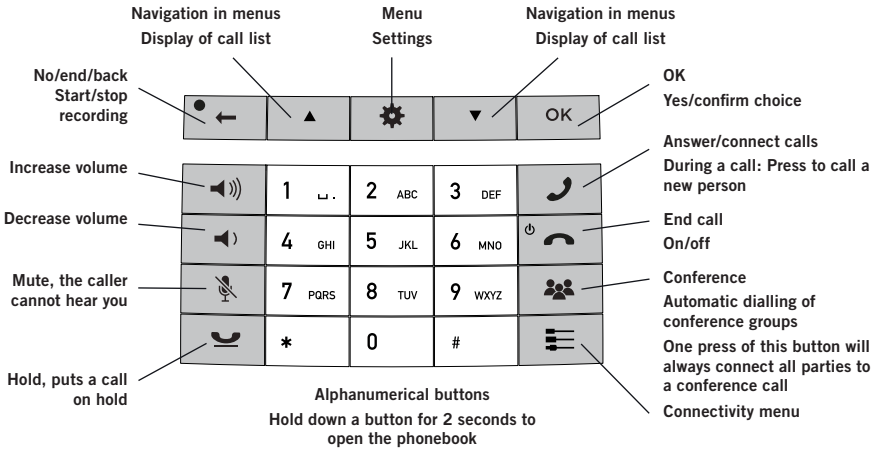


LEDs	
Flashing blue	Incoming call
Steady blue light	Call in progress
Flashing red	Hold, microphone and speaker turned off
Steady red light	Mute, microphone turned off



DESCRIPTION

KEYPAD



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.

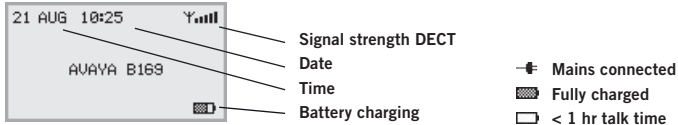
Press the ● ← button to delete the last character you entered.

1 [space] . - 1	2 ABC A B C Ä Å À 2	3 DE D E F É È 3
4 GHI G H I 4	5 JKL J K L 5	6 MN M N O Ö Ø Ñ 6
7 PQRS 7	8 TUV T U V Ü Ú 8	9 WXYZ 9
*	0 0	#

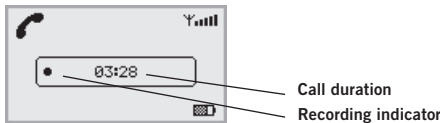
DESCRIPTION

DISPLAY SCREEN

On Hook



Off Hook



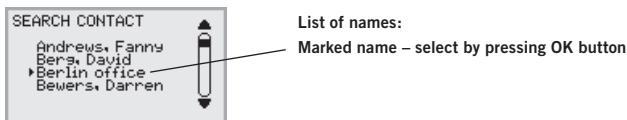
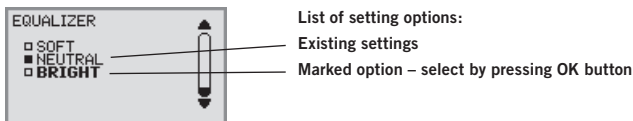
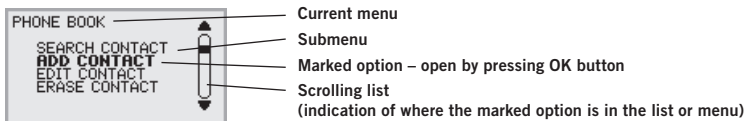
Connectivity menu

Press to switch to and from this menu.



Menu

Press to switch to and from a menu.

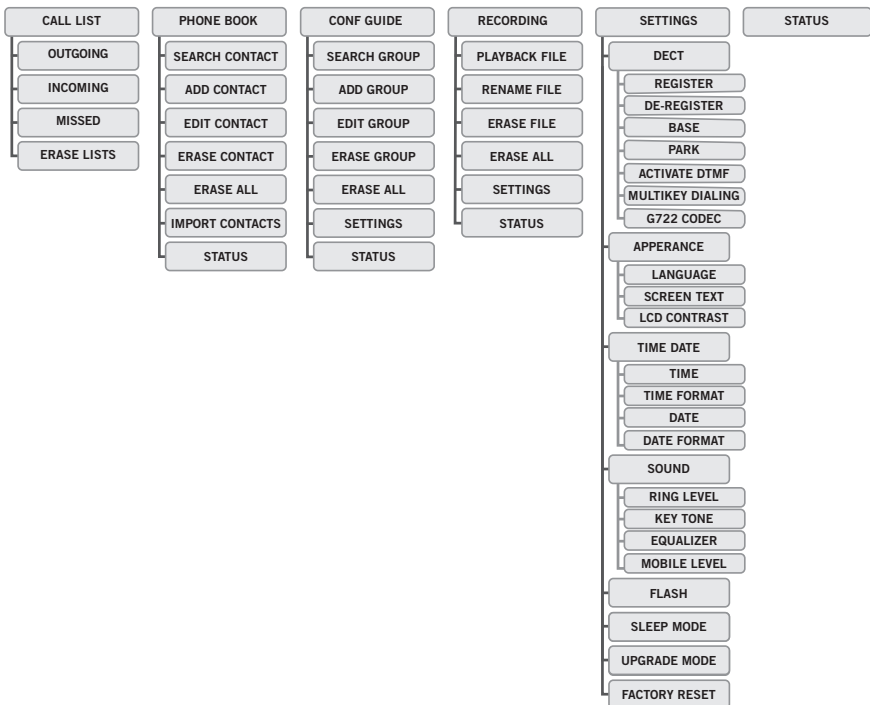


DESCRIPTION

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 **⬅**.
- ⇒ Quit the menu by pressing **⚙** again.
- ⓘ 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).

Menu tree



UNPACKING

⇒ Check that all parts are included in the package. If any parts are missing, please contact your retailer.

- The Avaya B169 conference phone
- Battery
- Charging cradle
- 7.5 metre power cable for charging cradle/Avaya B169
- AC adapter
- 1.5 metre USB cable

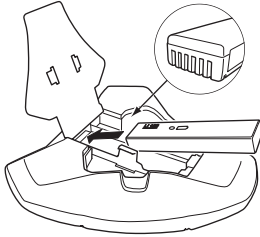
Packages with base station also include:

- Avaya DECT Base station
- AC adapter with 1.5 metre cable
- 1.8 metre cable for line connection

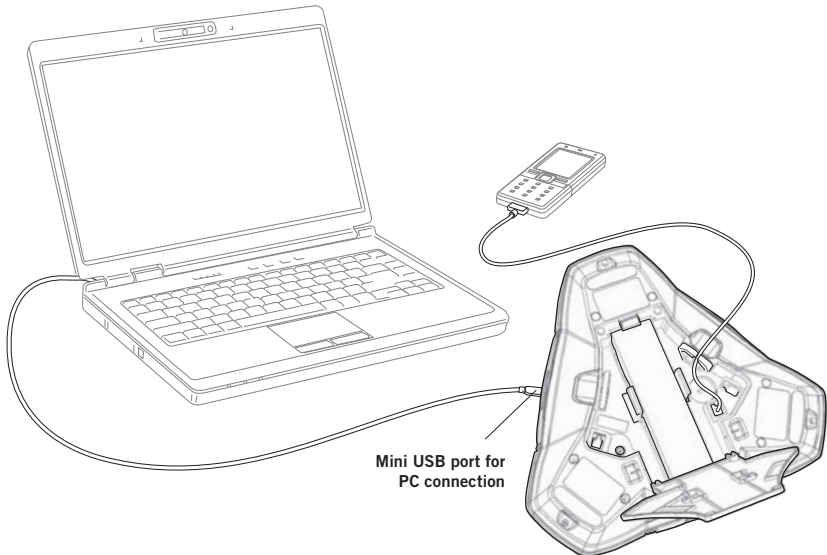
GENERAL

CONNECTING AND INSTALLING THE UNIT

⇒ Open the battery cover and insert the battery as illustrated.



⇒ Connect to a DECT system (see page 12), a mobile phone or a computer as illustrated.
(An optional phone cable is required for connection to mobile phones.)



- ⇒ Place the conference phone in the middle of the table.
- ⓘ Place the conference phone at least 20 cm from the users.


SELECT CONNECTIVITY OPTION

The unit is default set for a DECT connection but it is possible to switch between and combine all available connectivity options.

⇒ Press the  key.

⇒ Select the connection you want and press **OK** to confirm.

The box in front of the selected option is filled in which indicates that this connectivity option can be used for calls.

⇒ Press the  key again to close the connectivity menu.

Remove a connectivity option in the same way.

- ① If you have selected MOBILE, you connect the call on the mobile phone and via USB use a software program in the PC (see pages 15 and 16).
- ① You can add another connection or turn off a connection during a call.
- ① The USB connection is automatically activated when the cable is connected. You can manually switch off USB via this menu in offhook.

USING A COMPUTER

When connected to the PC, the Avaya B169 acts as a loudspeaker and microphone when making VoIP calls. To make a VoIP call, use OneX® Communicator, Scopia®, an online meeting service or some other VoIP (Voice over IP) software.

⇒ Connect the Avaya B169 to a computer using the USB cable provided.

⇒ Check that **Avaya B169** is set as the sound device in the computer's settings.

- ① The computer's operating system normally automatically selects the Avaya B169 as a speaker and microphone. If the Avaya B169 is not automatically selected as the audio device, you may have to open the computer's settings and select **Avaya B169**.
- ① If you have an active application in the computer that is using the computer's built-in speakers, it may be necessary to restart the program to switch to the new speaker (Avaya B169 USB Audio).

The computer only activates the microphone in the Avaya B169 if there is a program running that uses the microphone. This means that the Avaya B169 usually acts as a normal computer speaker and that the audio processing in OmniSound® only is turned on when needed.

GENERAL

Using the Avaya as a conference unit



When communication software or audio recording software is started on the computer, the Avaya B169 microphone is also activated. OmniSound® is now handling full duplex and echo cancellation. The blue LEDs on the Avaya B169 also light up at the same time.

- ① Note that you might need to turn off the automatic audio processing in some VoIP software. The audio processing shall be done by Avaya B169 for best audio quality.

Disabling USB


The USB connection is automatically activated when the USB cable is connected.

If you choose to make a DECT call or answer an incoming DECT call, the USB connection is automatically put on hold. During the DECT call, you can manually choose to enable and disable the USB connection in the connectivity menu.

- ⇒ Press the  key.
- ⇒ Select **USB** and press **OK** to confirm.
- ⇒ Press the  key again to close the connectivity menu.

SWITCHING OF AVAYA B169

It is possible to switch off and on the unit.

- ⇒ Press the  key for 2 seconds.
- ⇒ Press **OK** to confirm.

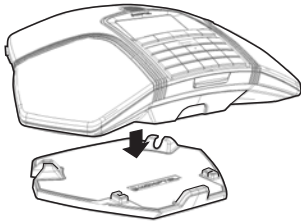
The unit is turned off.

It is possible to switch on the unit by pressing the same button again.

RECHARGING BATTERIES

The Avaya B169 lets you know when the battery's remaining capacity is less than one hour of talk time. An audible signal is emitted and the LEDs flash three times. The battery recharging symbol on the display screen will also start flashing.

⇒ Recharge the Avaya B169 by placing it on the charging stand.



ⓘ The battery can also be recharged by plugging the power cable into the Avaya B169.

Batteries

The battery has a button to display the battery's remaining capacity.

The Avaya B169 comes with a charged battery, but it may need recharging to full capacity depending on how long it has been in storage.

A fully-charged battery provides talk time of about 60 hours or 270 hours of standby time. The Avaya B169 automatically switches to sleep mode after a 40 minutes of inactivity.



Warning!

- Do not attempt to open or modify the battery.
- Do not expose the battery to moisture or extreme heat.
- Extreme heat, short-circuiting or any attempt to modify the battery may cause it to ignite or explode.
- Only use the battery provided or a Avaya-recommended replacement battery.

CONNECT TO A DECT SYSTEM

Only use Avaya B169 with the Avaya DECT base station.

- ① The conference phone and the base station included in the package are already registered to each other. You only need to register if you have purchased several packages and want to register one conference phone to several base stations.

REGISTRATION

Both the base station and the Avaya B169 have to be put into registration mode.

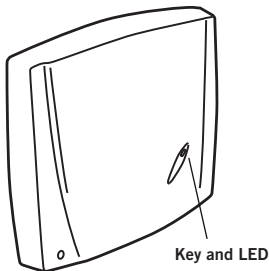
Put the Avaya DECT base station in registration mode

- ⇒ Hold down the key/LED on the base station for at least 3 seconds.

The LED flashes rapidly.

The base station is now in registration mode. Once registration has been completed, the LED will stop flashing. If the base station does not identify a DECT phone within 10 minutes, the registration mode will switch off automatically.

- ① A Avaya DECT Base station is automatically set to registration mode when it is connected to the power supply.



Registering the Avaya B169 with a DECT base station

- ⇒ Select **☛** > **SETTINGS** > **DECT** > **REGISTER** to start the registration guide in the Avaya B169.

- ① Please note that you must confirm all your choices by pressing **OK**.

- ⇒ Select base **(1–4)**.

- ① Four base stations can be registered in the Avaya B169. If no base station has been programmed, choose no. 1. Numbers being used are indicated by a filled box.

- ⇒ Enter the base station's security code (PIN code).

- ① The code is **0000** for the Avaya DECT base station.

CONNECT TO A DECT SYSTEM

The Avaya B169 is now in registration mode and is searching for a base station in registration mode. Wait until you receive confirmation that registration has been completed. (The base station has to be in registration mode.)

- ① Registration can be interrupted by pressing **•** **←**. If registration was successful, the word **SUCCESS** will appear in the display.

The Avaya B169 is now ready to use.

Please see page 23 for other menu options and settings.

If registration was not successful

If registration was not successful, the word **FAILURE** will appear in the display. Possible reasons for this:

- Incorrect security code (check with your company's switchboard administrator).
- A PARK code might be needed (check with your company's switchboard administrator). Activate PARK (**⚙** > **SETTINGS** > **DECT** > **PARK**) and try to register again using your PARK code.
- No base station within range or not activated in registration mode.

CONFIGURING ANALOG EXTENSIONS

Documentation, application notes and guides for IP office, CS1000 and CM is found on support.avaya.com.

IP Office

For support related to configuring an analog extension on IP Office please see the *Analog Extension* section in the IP Office Manager documentation.

CS1000

For support related to configuring an analog extension on CS1000 please see the *CS1000 Administration Guide*.

CM

For support related to configuring an analog extension on CM please see the *CM Administration Guide*. Note that on CM it is important that the station type is configured as **CallrID**.

ANSWERING AND MAKING CALLS

ANSWERING CALLS

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

⇒ Press  to answer.

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

MAKING CALLS

⇒ Dial the number.

⇒ Press .

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 .

⇒ Dial the number.

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 look through previously dialled numbers.

⇒ Press .

The number you select is dialled.

Calling from the phonebook

Please turn to page 23 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 look through the phonebook.

⇒ Press .

The contact you select is dialled.

ANSWERING AND MAKING CALLS

MAKING THREE-WAY CALLS (DECT)


The simplest way to set up a multi-party call is to use the conference guide (see page 19). You can connect another party to an on-going call as follows. During a call, the  button acts as Flash/R-pulse, which means it transmits commands to the PBX.

 This description applies for DECT calls only.

⇒ Press  during a call.

The calls is put on hold and a second dialling tone is heard.

⇒ Dial the second participant's number and wait for an answer.

⇒ Press the  button to connect all the meeting participants.

VOIP CALLS VIA A COMPUTER

For these instructions, it is assumed that the computer is turned on, the VoIP software (e.g. web meeting software or OneX® Communicator) is running, that the Avaya B169 is connected via the USB cable to the computer and that **Avaya B169** is selected as the sound device in the computer's settings.

Making VoIP calls

⇒ Make the call (or answer an incoming call) using the computer's VoIP software.

The microphone is automatically activated and the LEDs show a steady blue light.

Ending a VoIP call

⇒ End the call in the computer's VoIP software.

The Avaya B169 now only functions as a speaker for the computer.

CALLS VIA MOBILE PHONES

For these instructions, it is assumed that the Avaya B169 is connected to a mobile phone via a cable (optional accessory).

Select mobile as the telephone connection

⇒ Press .

⇒ Select MOBILE.

The box in front of MOBILE is filled in which indicates that this connection can be used for call.

⇒ Deselect the DECT connection in the same way if it is not going to be used.

 You can combine all available connectivity options.

⇒ Press the  key again to close the connectivity menu.

ANSWERING AND MAKING CALLS

Making calls using a mobile phone

⇒ Press  to activate Avaya B169.

⇒ Dial the number on the mobile phone as you normally would.

The Avaya B169 now functions as a speaker and microphone for the mobile phone. The LEDs show a steady blue light.



Ending calls

⇒ End the call on the mobile phone.

⇒ Press ^o  to inactivate the Avaya B169.

DURING A CALL

ADJUSTING THE SPEAKER VOLUME



⇒ Adjust the speaker volume using the buttons  and .

Adjusting the speaker volume when multiple connections are connected

If you have selected multiple connections, you can adjust the volume level for each connection. This is useful if the connections have different volume levels.

⇒ Press the  or  key to display the current volume setting.


The current main volume appears on the display screen. Above it are two or three smaller volume indicators which can be used to adjust the different connections.

⇒ Increase or decrease the speaker volume for all connections in the normal way using the  and  keys.

⇒ Use the arrow keys to mark one of the connections.

⇒ Adjust the speaker volume for the selected connection using the keys  and .

MUTING THE MICROPHONE

⇒ 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.


PLACING A CALL ON TEMPORARY 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  to reconnect the call.

ENDING CALLS


⇒ End the call by pressing .

DURING A CALL

SWITCHING CONNECTIONS DURING CALLS

Adding a new connection during a call

You can add another connection or switch between connection during a call.

- ⇒ Press the  button during the call.

An indicator appears on the display screen in front of the selected connection.


- ⇒ Use the arrow buttons to mark the connection you want to activate and confirm your choice by pressing **OK**.


If you selected USB or MOBILE, this connection will open. You then connect the call via the computer or mobile phone.

If you selected DECT, you will hear a dialling tone. You then dial the number on the Avaya B169 or use the Phonebook.


- ⇒ Press the  key again to close the connectivity menu.

Putting a connection on hold during a call


- ⇒ Press the  button during the call.


- ⇒ Use the arrow buttons to mark the connection you want to put on hold and press the .

The indicator in front of the selected connection starts to flash.


- ⇒ Repeat the above to reconnect the connection.
- ⇒ Press the  key again to close the connectivity menu.

Disconnecting a connection during a call

- ⇒ Press the  button during the call.

- ⇒ Use the arrow buttons to mark the connection you want to disconnect and confirm your choice by pressing .

The indicator in front of the selected connection goes out and the connection is disconnected. The other calls can continue.

- ⇒ Press the  key again to close the connectivity menu.

CONFERENCE GUIDE

The conference guide allows you to create 20 conference groups with up to six people in each. You can now call the participants in a meeting by simply pressing a few buttons.



You may need to adjust some settings in your Avaya B169 to make it compatible with your PBX. Please turn to page 22 in this user guide for more details.

- ① Please note that the conference guide is used for DECT calls. Calls via USB are connected via the PC and calls via MOBILE from the mobile phone.




Entering text with the keypad

Please turn to page 4 for instructions on using the keypad to enter text.

CREATING CONFERENCE GROUPS

- ⇒ Select  > **CONF GUIDE** > **ADD GROUP**.
- ⇒ 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 .

MAKING CONFERENCE GROUP CALLS


- ⇒ Press the  button.
- ⇒ Select the conference group you want to call.
- 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** if you want to see who is in the group before you make the call. (Then press **OK** again or  to call.)
Press  directly if you want to make the call without first checking who is in the group.
The Avaya B169 dials the first person and asks you to confirm when the person answers.
- ⇒ Press **OK** when the first person has answered.
- ⇒ Continue in the same way for each person in the group.

CONFERENCE GUIDE

If you don't get an answer




- ⇒ Press **•** **←** if one of the persons you are trying to call does not answer.
The conference guide will ask you if you want to redial that person.
- ⇒ Either press **OK** or **•** **←**.
*If you decide not to redial (**•** **←**) you will be asked if you want to end the conference guide or continue to the next person.*
- ⇒ Press **OK** to continue and **•** **←** to end the guide.
When the guide has ended, you will be connected with up to six people and ready to start your conference.
- ⓘ Please note that you can also call a conference group via SEARCH GROUP in the CONF GUIDE menu.

MAKING A TEMPORARY CONFERENCE GROUP CALL (MULTI-PARTY CALL) USING THE INSTANT GUIDE

- ⇒ Press the  button.
- ⇒ Select INSTANT with the arrow buttons. Press **OK** to confirm.
The Instant guide asks you to dial the first number.
- ⇒ Dial the first person's telephone number. Press **OK** to confirm.
- ⇒ Press **OK** when the first person has answered.
- ⇒ Press **OK** to call another person and repeat the above steps. Press **•** **←** when you have called all the persons you want for your meeting.

If one of the persons does not answer, follow the steps for calling a saved conference group (see above).

DISPLAYING CONFERENCE GROUP PARTICIPANTS

- ⇒ Select  > **CONF GUIDE** > **SEARCH GROUP**.
- ⇒ Mark the group you want and press **OK**.
The names of the conference group participants are displayed.
- ⇒ Press **•** **←** to return to the CONFERENCE GUIDE menu or  to exit the menu. Press **OK** or  to dial the group.

CONFERENCE GUIDE

EDITING CONFERENCE GROUPS

⇒ Select **⚙** > **CONF GUIDE** > **EDIT GROUP**.

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 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.

⇒ Mark a person you want to change and 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 CONFERENCE GUIDE menu appears.

DELETING CONFERENCE GROUPS

⇒ Select **⚙** > **CONF GUIDE** > **ERASE GROUP**.

⇒ 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 **• ←**.

DELETE ALL CONFERENCE GROUPS

⇒ Select **⚙** > **CONF GUIDE** > **ERASE ALL**.

⇒ Confirm that you really want to delete all groups by pressing **OK** or cancel the deletion of all groups by pressing **• ←**.

CONFERENCE GUIDE

CONFERENCE GUIDE SETTINGS

When a multi-party call is going to be connected, a special signal (called flash or R-pulse) is produced which transmits the command (enquiry, conference and return) to the PBX. It may be necessary to change the type of signal if calls are connected via a PBX. Different PBXs may require different signals. These requirements should be specified in the technical data for the PBX. Settings for the most common PBXs are listed on Avaya's website.

- ⇒ Select **⚙** > **CONF GUIDE** > **SETTINGS**.
- ⇒ Enter the command for a enquiry for a new dialling tone and press **OK** to confirm. ("F" is the default setting.)
- ⇒ Enter the command to connect everyone to a multi-party call and press **OK** to confirm. ("F3" is the default setting.)
- ⇒ Enter the command to return to your original call and press **OK** to confirm. ("F1" is the default setting.)

If you experience problems making multi-party calls

Your PBX may not be programmed to admit multi-party calls or the procedure may be different. Please contact your telephone administrator or service provider.

DISPLAYING CONFERENCE GUIDE STATUS

- ⇒ Select **⚙** > **CONF GUIDE** > **STATUS**.

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

PHONEBOOK

The Avaya B169 has a phonebook that holds up to 200 entries. See page 14 for making calls via the phonebook.

Entering text with the keypad

Please turn to page 4 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 a number button for two seconds (see page 14). You can also search for a contact via the PHONEBOOK menu.
- ⇒ Select **☛** > **PHONE BOOK** > **SEARCH CONTACT**.
- ⇒ Mark the contact you want.
- 📄 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**.
- ⇒ 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**.
- ⇒ Mark the contact you want to change. Press **OK** to confirm.
- ⇒ Make the change and press **OK** to confirm.
- 📄 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**.
- ⇒ 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 CONTACTS

- ⇒ Select **⚙** > **PHONE BOOK** > **ERASE ALL**.
- ⇒ 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**.

The display screen indicates the number of contacts already stored plus how many more contacts 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 B169 as a dictaphone. Avaya B169 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 10 seconds so that other parties in the call know it is being recorded. The beep can be turned off (see page 27).

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 (see page 27).

① It is possible to permanently disable the recording function (see page 31).

STARTING A RECORDING

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

⇒ Press the  button 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 press **OK** to confirm.

The recording symbol is no longer displayed on the screen.

① 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 B169 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 B169:

- ⇒ Select **⚙** > **RECORDING** > **PLAYBACK FILE**.
- ⇒ 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.
- ① The recording advances about 10 seconds every time you press the button.
 You can also jump further forward in the recording:
 - Key 3 – forward 1 minute
 - Key 6 – forward 10 minutes
 - Key 1 – backward 1 minute
 - Key 4 – backward 10 minutes

Stop playback

- ⇒ Stop the playback by pressing **•** **←**.

MANAGING RECORDINGS

Editing the name of a recording

- ① The recording is named by default with the time at which the recording started.
- ⇒ Select **⚙** > **RECORDING** > **EDIT FILE**.
- ⇒ 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.
- 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 **•** ← several times until the **RECORDING** menu appears.

Deleting a recording

- ⇒ Select **⚙** > **RECORDING** > **DELETE FILE**.
- ⇒ 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** > **DELETE ALL**.
- ⇒ 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 10 seconds so that all the far-end parties in the call know it is being recorded. This feature can be turned off.

- ⇒ Select **⚙** > **RECORDING** > **SETTINGS**.
- ⇒ Select your choice and press **OK** to confirm.

DISPLAYING RECORDING FEATURE STATUS

- ⇒ Select **⚙** > **RECORDING** > **STATUS**.

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.

SETTINGS

DECT

Registering with a base station

⇒ Select **☛** > **SETTINGS** > **DECT** > **REGISTER**.

The Avaya B169 registration guide starts.

See page 12 for a detailed description of the registration process.

Deregistering from a base station

This option only works with a Avaya DECT base station.

⇒ Select **☛** > **SETTINGS** > **DECT** > **DE-REGISTER**.

The Avaya B169 retrieves a list of the handsets that have been registered with that particular Avaya DECT base station. There is a filled box in front of the name of the handset that you are using (Avaya B169).

⇒ Mark the handset you want to de-register and press **OK** to remove it.

⇒ Enter the base station's PIN code (**0000**) and confirm your choice by pressing **OK**.

Select a base station

⇒ Select **☛** > **SETTINGS** > **DECT** > **BASE**.

The AUTO option and the base stations that are registered are displayed as options in the menu.

AUTO (default) means that the Avaya B169 automatically selects the registered base station that has the greatest signal strength.

Enabling PARK code

⇒ Select **☛** > **SETTINGS** > **DECT** > **PARK**.

Disabled is default. PARK is a function that makes it possible to lock a handset/conference phone to a specific base station using a security code.

Select Inband DTMF generation

⇒ Select **☛** > **SETTINGS** > **DECT** > **ACTIVATE DTMF**.

DTMF (Dual-tone multi-frequency signaling) is used for telecommunication signaling over analog telephone connections, eg. to a PBX or to log on to a phone bank or a conferencing service.

The tones can be generated by the phone (inband – which is default) or by the PBX it is connected to.

SETTINGS

Select Inband DTMF generation

⇒ Select **⚙** > **SETTINGS** > **DECT** > **MULTIKEY DIALING**.

Multikey dialing means that all DTMF tones are sent as one command using speed-dial instead of one tone for each pressed button.

Disable G722 audio codec

⇒ Select **⚙** > **SETTINGS** > **DECT** > **G722**.

G722 is an audio codec (compression standard) with high quality. Some PBXs don't support this.

APPERANCE

Selecting languages

⇒ Select **⚙** > **SETTINGS** > **APPERANCE** > **LANGUAGE**.

⇒ Select the language you want and press **OK** to confirm.

Changing text on the display screen

The text on the display screen can be changed when the Avaya B169 is on hook.

⇒ Select **⚙** > **SETTINGS** > **APPERANCE** > **SCREEN TEXT**.

⇒ Delete existing text using **•** **←** and enter your new text. Press **OK** to confirm.

Adjusting LCD contrast

⇒ Select **⚙** > **SETTINGS** > **APPERANCE** > **LCD CONTRAST**.

⇒ Select your choice and press **OK** to confirm.

DATE AND TIME

Changing the time

⇒ Select **⚙** > **SETTINGS** > **TIME DATE** > **TIME**.

⇒ Change the flashing figures for the hour using the arrow buttons or by entering the figures on the keypad. Press **OK** to confirm and to continue to minutes.

Changing the time format

⇒ Select **⚙** > **SETTINGS** > **TIME DATE** > **TIME FORMAT**.

⇒ Select either a 12-hour or a 24-hour format using the arrow buttons and press **OK** to confirm your choice.

SETTINGS

Changing the date

- ⇒ Select **⚙** > **SETTINGS** > **TIME DATE** > **DATE**.
- ⇒ Change the flashing figures for the year using the arrow buttons or by entering the figures on the keypad. Press **OK** to confirm and to continue to the month, and then proceed in the same way for the day.

Changing the date format

- ⇒ Select **⚙** > **SETTINGS** > **TIME DATE** > **DATE FORMAT**.
- ⇒ Select the preferred date format and press **OK** to confirm your choice.

SOUND

Adjusting ring level volume

- ⇒ Select **⚙** > **SETTINGS** > **SOUND** > **RING LEVEL**.
- ⇒ Select your choice and press **OK** to confirm.
- ① 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.

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** > **SOUND** > **KEY TONE**.
- ⇒ Select your choice and press **OK** to confirm.

Adjusting sound (equalizer)

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

- ⇒ Select **⚙** > **SETTINGS** > **SOUND** > **EQUALIZER**.
- ⇒ Select your choice and press **OK** to confirm.

Adjusting microphone volume with mobile phone connected

The Avaya B169 microphone has seven volume settings, so if the volume of calls via Mobile phones is too soft or too loud, you can easily adjust it to the right level.

- ⇒ Select **⚙** > **SETTINGS** > **SOUND** > **MOBILE LEVEL**.
- ⇒ Select your choice and press **OK** to confirm.

SLEEP MODE

It is possible to deactivate the sleep mode.

⇒ Select  > **SETTINGS** > **SLEEP MODE**.

SOFTWARE


Upgrading

This menu option restarts the Avaya B169 in upgrade mode. See page 32.

Resetting

This resets all settings to the default. Please note that this also deletes all contacts in the phonebook and all groups saved in the conference guide.

⇒ Select  > **SETTINGS** > **FACTORY RESET**.

⇒ Confirm that you really want to reset the settings to default by pressing **OK** again, or cancel the resetting procedure by pressing .

CHECKING STATUS

If you need to check the software version or serial number.

⇒ Select  > **STATUS**.

PERMANENTLY DISABLE RECORDING

This is not a regular setting and shall only be used to permanently disable the recording function.



Warning!

There is no way to enable the recording function again. It will remain disabled after software upgrade.

⇒ Make sure that the Avaya B169 is in idle state.

⇒ Enter the following code: ***#7311#4321#**.

⇒ Press .

Avaya B169 prompts you for a response.

⇒ Press **OK** to confirm.

UPGRADING SOFTWARE

The Avaya B169 is continually being developed with smart features and the software can be upgraded to ensure the unit is always running the latest software version.

You will first need to install Avaya Upgrade Utility on your computer before you can upgrade your Avaya B169. Find out more at www.avaya.com/support.

INSTALLING AVAYA UPGRADE UTILITY

- ⇒ Go to the website www.avaya.com/support.
- ⇒ Select “Downloads” from the menu on the left side.
- ⇒ Enter “Conference Phones”.
- ⇒ Download the Avaya Upgrade Utility.
- ⇒ Install the software on your computer.
Follow the instructions given by the installation program.

UPGRADING SOFTWARE

Restart the Avaya B169 in upgrade mode

- ⇒ Connect the Avaya B169 to the PC using the USB cable.
- ⇒ Select **⚙** > **SETTINGS** > **UPGRADE MODE**.
- ⇒ Confirm that you want to restart in upgrade mode by pressing **OK** or cancel the restart procedure by pressing **•** **←**.
- ① You can also restart the unit in upgrade mode by holding down the **⚙** key while the Avaya B169 is being started – i.e. the battery is inserted.

Updating software

- ⇒ Start the Avaya Upgrade utility software on your computer from the Start menu.
Follow the instructions that the software guide gives you.

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, *, off, mute, hold, volume up, volume down, 5 buttons for menu navigation, connectivity menu, conference guide
Anti-theft protection	Kensington security slot
Memory	Support for SD and SDHC memory cards (Recording capacity 35h/GB)
Upgrades	The Avaya Upgrade utility upgrades Avaya B169 software via the USB connection

Connectivity

Wireless	DECT / DECT 6.0
PC connection	USB 2.0 Mini B
Mobile connection	6-pin connector
Power supply	Battery: Emerging Power Li 18S, 7.2 V 5200 mAh Lithium ion Avaya B169 charging cradle

Avaya charging station

AC adapter	Model S024EM1400150 100–240 V AC / 14 V DC, 1.5 A
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Audio

Technology	OmniSound®
Microphone	Omni-directional
Reception area	Up to 30 metres ² , >10 people
Speakers	Frequency band 200–3300 Hz, analogue line (DECT) 200–7000 Hz, USB VoIP
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

AVAYA DECT BASE STATION

Power supply	AC adapter ZDA060060m-N (m=US, EU, BS) 100–240 V AC / 6 V DC, 600 mA
Cable length	2 metres
Tele connection	Analogue PBX or PSTN, RJ-11
Compatibility	A Avaya DECT base station can be connected to analogue lines or any PBX equipped with an analogue extension. Up to 7 DECT units can be connected to a Avaya DECT base station, EU version Up to 4 DECT units can be connected to a Avaya DECT base station, US version
Dimensions	175x160 mm
Weight	240 grams