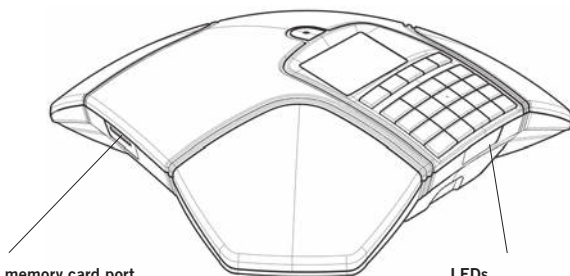




Avaya B169 Conference Phone

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.



SD memory card port

It is possible to record a call in progress and use the Avaya B169 as a dictaphone.

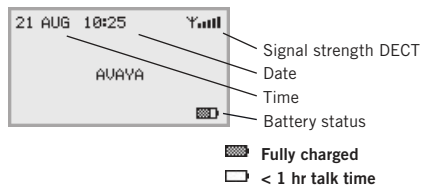
Press the button to start and stop recording.

Recordings can be accessed via the menu.

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

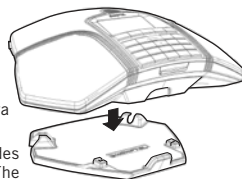
Display symbols



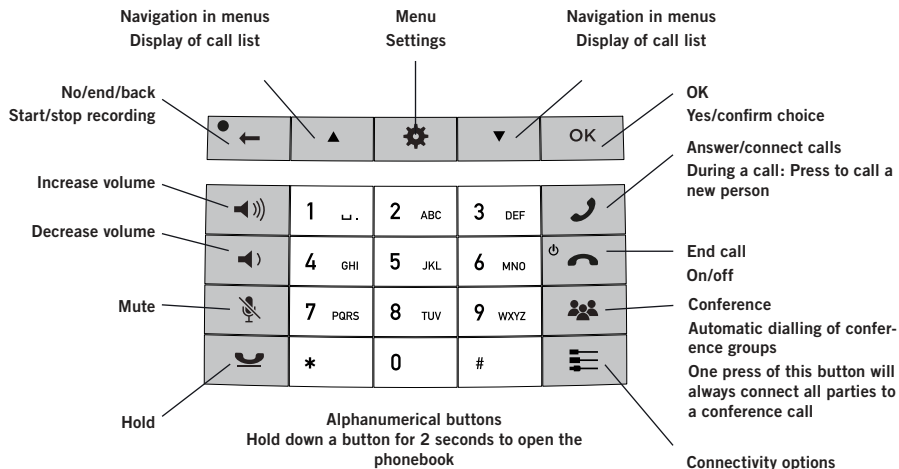
Charging the battery

Charge the battery by placing the Avaya B169 on the charging stand or plug the power cable into the Avaya B169.

A fully-charged battery provides up to 60 hours of talk time. The Avaya B169 lets you know when there is less than one hour of talk time left.



DESCRIPTION



NAVIGATE IN MENUS AND MAKE SETTINGS

The Avaya B169 menu contains the following options:

CALL LIST
PHONE BOOK
CONF GUIDE
RECORDING
SETTINGS
STATUS

- ⇒ Press **⚙**.
- ⇒ Select the option you want from the menu using the arrow keys. Press **OK** to confirm.
- ⇒ Cancel the setting or go back one level in the menu by pressing **⬅**.
- ⇒ Quit the menu by pressing **⚙** again.
- ① Note that after you have made changes to a setting, you must press **OK** to activate the setting.

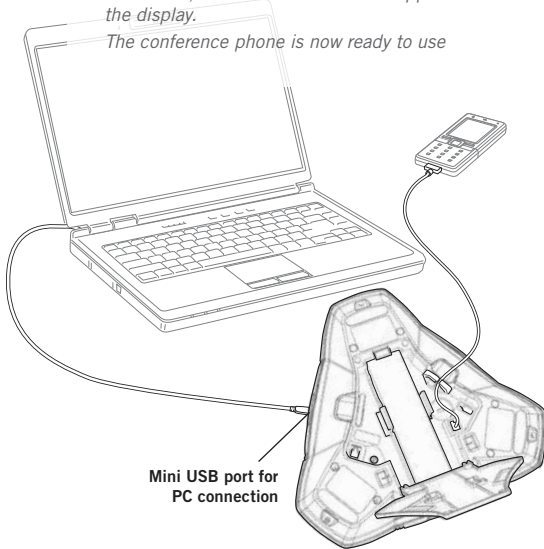
GETTING STARTED

BASE STATION REGISTRATION

- ⇒ Put the base station in registration mode.
- ⇒ Select **⚙** > **SETTINGS** > **DECT** > **REGISTER**.
- ⇒ Select a base (1–4).
- ⇒ Enter the base station's PIN code.
- ❗ The default code is **0000** for the *Avaya DECT base station*.

*The conference telephone will now search for a base station. The base station has to be in registration mode. If registration was successful, the word **SUCCESS** will appear in the display.*

The conference phone is now ready to use



Mini USB port for
PC connection

USING A COMPUTER

- ⇒ 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.

Making VoIP calls

- ⇒ Make the call (or answer an incoming call) using the computer's VoIP software, for example a web conference software, OneX® Communicator or Scopia®.




USING A MOBILE PHONE

- ⇒ Connect a mobile phone using an accessory cable.
- ⇒ Press the **☰** key. Select **MOBILE** and press **OK** to confirm.





Making mobile calls

- ⇒ Press **📞** to activate the Avaya B169.
- ⇒ Connect the call with the mobile phone.

ANSWERING AND MAKING CALLS



- ⇒ Press  to answer an incoming call.
- ⇒ Dial the number and press  to make a call.
- ⇒ Press an arrow key to open a call list containing previously dialled numbers. Call using .
- ⇒ Press and hold an alphanumeric button for two seconds to call a contact in the phonebook.

DURING A CALL

- ⇒ Adjust the speaker volume using the keys  and .
- ⇒ Press  to turn off the microphone.
- ⇒ Press  to put the call on hold.
Both the microphone and the speaker are turned off and the call is on hold.
- ⇒ Press the same button again to reconnect the call.

- ① Note that different PBXs may require different signals. If you experience problems making multi-party calls: Please refer to the manual for information about how to make necessary settings and to your telephone administrator or service provider for specific settings.




ADDING A PARTY TO A CALL

- ⇒ Press the  button during the call.
Calls in progress are put on hold and a second dialling tone is heard.
- ⇒ Dial the second participant's number, press and wait for an answer.
- ⇒ Press the  button to connect all the meeting participants.

THE CONFERENCE GUIDE

You can create groups of up to six people via

 > **CONF. GUIDE** > **ADD GROUP**.

- ⇒ Press the  button and choose a conference group. Press **OK** if you want to see who is in the group and  to make the call.
- ⇒ Follow the instructions in the guide and answer with **OK** or .

Calls in progress are put on hold when the next participant calls.

When all participants have been called, they are automatically connected for a conference call.