



Avaya AV100, AV200, AV300 Single-Line Telephones

Congratulations on the purchase of your Avaya AV Series telephone. This high precision electronic device includes advanced features suitable for use in today's environment and requires minimum maintenance. It is simple to install and easy to use.

Installation

This telephone is only intended for connection to telecommunications systems from Avaya. It must not be connected directly to the PSTN. If any problems should occur during operation, please initially contact your specialist dealer or your system administrator.

Tips on phone location

Place the telephone on a non-slip surface, especially if the furniture is new or has recently been cleaned or polished. Varnishes or cleaning agents may contain substances which soften the base parts of your telephone, and the softened bases can leave undesirable marks on the furniture. Scitec cannot assume liability for damages of this kind.

Declaration of conformity

We, Scitec, declare that Avaya AV Series telephones comply with the basic requirements and other relevant rules in accordance with EU directive 1999/5/EU (radio and telecommunication terminal equipment, R&TTE). This telephone is intended for connection to Avaya telecommunications systems and meets the fundamental requirements formulated in EC directive 1999/5/EC (Radio and Telecommunication Terminal Equipment, R&TTE). The design of this telephone makes it unsuitable for direct operation on interfaces of public telephone networks.

Safety

When using your telephone equipment, follow basic safety precautions to reduce the risk of fire, shock and injury to persons:

1. Read all instructions.
2. Follow all warnings and instructions marked on the product.
3. Before cleaning, unplug this product from the wall. Use a damp cloth for cleaning. Do not use liquid cleaners or aerosol cleaners.
4. Do not use this product near water, for example, near a bathtub, washbowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing damage to the product.
6. Do not block or cover the slots and openings in the cabinet and on the back or bottom of the product. Do not place the product on the bed, sofa, rug, or other similar surface.
7. Do not place this product near or over a radiator or heat register.
8. Do not place this product in a built-in installation unless proper ventilation is provided.
9. Never push objects of any kind into this product through cabinet slots. This could result in fire or electric shock. Never spill liquid of any kind on the product.
10. To reduce the risk of electric shock, do not disassemble this product. When service or repair is required, take it to a qualified serviceperson.

Safety

11. Unplug this product from the wall outlet and refer servicing to qualified personnel under the following conditions:
 - a) If liquid has been spilled into the product.
 - b) If the product has been exposed to rain or water.
 - c) If the product does not operate according to the operating instructions.
 - d) If the product has been dropped or the cabinet has been damaged.
 - e) If the product exhibits a distinct change in performance.
12. Do not use the telephone (other than a cordless type) during an electrical storm. There is a remote risk of electrical shock from lightning.
13. Do not use the telephone to report a gas leak if the telephone is in the vicinity of the leak.
14. Keep the telephone dry. Wipe immediately if wet. Liquids may contain minerals that can corrode the electronic circuits.
15. Use and store the telephone in a moderate temperature environment. Extreme temperatures can shorten the life of electronic devices, damage batteries and distort or melt plastic parts.
16. Keep the telephone away from excessive dust and dirt.
17. Wipe the telephone with a damp cloth occasionally to keep it looking new. Do not use harsh chemicals, cleaning solvents or strong detergents to clean the telephone.

Checking the Parts List

Ensure that you have the following parts:

1. Modular handset
2. Telephone
3. Modular telephone line cord (7')
4. Modular coiled handset cord (10')

Connecting the handset cord

1. Plug one end of the handset cord into the modular jack on the handset.
2. The remaining end of the handset cord plugs into the jack located on the left side of the base unit.

Connecting the line cord

If the telephone is to be desk mounted, plug one end of the 7' line cord into the modular jack at the rear of the telephone. The remaining end of the line cord plugs into the jack located on the wall.

Desk/Wall Mounting

Each telephone is equipped with a bracket. The phone may be installed in either desk or wall mount mode by changing the position of the bracket.

Desk mount>



Wall mount>



Redial/Pause Key

The REDIAL/PAUSE key is used to automatically redial the last number dialed. To use:

1. Lift the handset.
2. Press the REDIAL/PAUSE key.
3. The number that was last dialed will automatically be dialed.

Pause into Memory

The PAUSE key is used to program a 3 second delay into memory. A speed dial number may need to pause during its dialing sequence prior to entering the next set of digits to ensure proper connections. Note: The PAUSE function counts as 1 digit when stored into a speed dial memory location.

Flash Key

The FLASH key may be programmed to operate at 100, 300, or 600mS. To program:

1. Lift the handset
2. Press the STORE key.
3. On the dial pad, press "1" for 100mS, "3" for 300mS, or "6" for 600mS.
4. Press the STORE key again.
5. Press the FLASH key to confirm the new setting.

Hold Key-AV200 and AV300

To use, press the HOLD key. The key will illuminate indicating that the line is on hold. When placing a caller on hold, the handset can be returned to its on-hook position. The line will not be disconnected. To return to the caller, lift the handset.

Hold Key-AV100

The HOLD key on the AV100 is located in the lower left base of the phone.



Store Key

While in 'OFF HOOK' state, press the STORE key to program feature keys.

Speed Dial Programming

AV200 and AV300 telephones are equipped with 10 speed dial locations convenient for dialing frequently used telephone numbers. The TouchLite™ key may also be alternatively programmed as an additional memory location. Each speed dial location can store up to 32 digits.

Programming Notes: For program understanding, read these notes before beginning the programming process. Speed dial programming must be done with the telephone plugged into the telephone line. Telephone programming should be performed with the telephone off-hook.

Programming a Speed Dial Key

1. While in 'OFF HOOK' state, press the STORE key.
2. Using the keypad, enter the number to be stored.
3. After entering the number, press the 'Speed Dial Key' location to store the number. The number for that location is now stored.
4. To exit, place the phone handset on base (ON HOOK).
5. To delete an incorrect entry, repeat steps 1, 3 and 4.

Placing a Call from a Speed Dial Location

1. Lift the handset.
2. Press the Memory Location Key to dial the number.

Mute Key

Located in the lower right of the AV300 speakerphone facia, press the MUTE key for privacy in a background conversation.

In Use Line Indicator

The LED will illuminate to indicate that another phone is in use and sharing the same line.

Page



TouchLite™ Message Waiting Light/Voice Mail Retrieval Touchbar

TouchLite™ is an Avaya-compatible message waiting light that blinks to provide notification of a message. TouchLite™ also integrates the visual message waiting lamp, speakerphone, and a speed dial key into one, enabling the user to instantly retrieve voice mail messages.

AV300 - When the message waiting lamp lights to notify the user that a message is waiting, press the red TouchLite™ button. Once programmed, the TouchLite™ key will automatically turn the speakerphone 'On' and speed dial the user into the voice mail message center. The TouchLite™ key may alternatively be programmed as an additional memory location.

AV100/AV200 - When the message waiting lamp lights to notify the user that a message is waiting, simply lift the handset and press the red TouchLite™. Once programmed, the TouchLite™ key will speed dial the user to the voice mail message center. The TouchLite™ key may alternatively be programmed as an additional memory location.

TouchLite™ Programming

1. Lift the handset (or press the speakerphone key on the AV300).
2. Press the "STORE" key.
3. Enter the numbers to be stored using the numeric dial pad.
4. Press the red TouchLite™ key to store.
5. Hang up the handset (or turn off the speakerphone on the AV300).

Ringer Volume

The switch used to adjust the ringer volume is located on the right side of the telephone base. To adjust the volume of the ringing, slide the switch to the desired position of HI, LOW or OFF. The factory sets the ringer volume to the HI position.

Handset Volume Control

With the handset off-hook, press the arrows on the VOLUME key repeatedly to increase or decrease the volume. The volume of the handset receiver can be increased by 12 to 18 decibels. The handset volume control switch will automatically reset back to its normal level when hanging up. This will ensure that the handset volume resets back to normal for the next phone call.



