





Physical layout of Avaya SIP phone J179



- ① Phone Display
- ② Line Keys
- ③ Soft Keys
- ④ Navigation Cluster and OK
- ⑤ Contacts
- ⑥ Recents

Dial Pad Key	Characters
1	1.,@-_ ... etc
2	ABC
3	DEF
4	GHI
5	JKL
6	MNO
7	PQRS
8	TUV
9	WXYZ
0	+ SPACE

Make a Call from Contacts

- 1) Press **Contacts** .
- 2) Use the **Navigation Cluster**  to select a contact.
- 3) Press the **Call** soft key or line key to call.


View Details of a Contact

- 1) Press **Contacts** .
- 2) Use the **Navigation Cluster**  to select a contact.
- 3) Press the **Details** soft key.
- 4) Press the **List** soft key to go back.

Use the Dial Pad for Text Input

- Press the number key corresponding to the letter, number or symbol that you want to enter.
- To switch between characters, press the same number key repeatedly.
- To change letter case or to number, press the **Abc** soft key as below:
 - Abc** – Sentence case
 - ABC** – UPPER CASE ONLY
 - abc** – lower case only
 - 123** – Number
- To delete the last character, press the **Backspace** soft key.

Quick Search for a Contact

- 1) Press **Contacts** .
- 2) Press the number key corresponding to the first letter of the first name or last name of the contact.

Optional:

- Continue to press the corresponding number key for the rest of the letter until you see the contact.

Examples:

Case 1 - "Peter"


- 1) In **Contacts**, press 73837.
- 2) Contact(s) containing "Peter" will be listed.

Case 2 - "Cheung"




- 1) In **Contacts**, press 243864.
- 2) Contact(s) containing "Cheung" will be listed.

Case 3 - "Man"




- 1) In **Contacts**, press 626.
- 2) Contact(s) containing "Man" will be listed.

Note: Always press the **Phone Key**  after browsing the **Contacts**. If not, it will dial automatically when you lift the handset.




Add a Personal Contact

- 1) Press **Contacts** .
- 2) Use the **Navigation Cluster**  to go to the Personal Contacts page.
- 3) Press the **New** soft key.
- 4) Enter the contact name. (You may refer to *Use the Dial Pad for Text Input*).
- 5) Use the **Navigation Cluster**  to scroll down and input the number.
- 6) Press the **Save** soft key.




Edit a Personal Contact

- 1) Press **Contacts** .
- 2) Use the **Navigation Cluster**  to go to the Personal Contacts page.
- 3) Use the **Navigation Cluster**  to select a contact.
 - Optional:*
 - Press the **Details** soft key for the contact details.
 - Press the **List** soft key to go back.
- 4) Press the **More** soft key.
- 5) Press the **Edit** soft key to modify the contact name or number. Press the **Save** soft key to save or the **Cancel** soft key to discard changes.




Delete a Personal Contact

- 1) Press **Contacts** .
- 2) Use the **Navigation Cluster**  to go to the Personal Contacts page.
- 3) Use the **Navigation Cluster**  to select a contact.
 - Optional:*
 - Press the **Details** soft key for the contact details.
 - Press the **List** soft key to go back.
- 4) Press the **More** soft key.
- 5) Press the **Delete** soft key.
- 6) Press the **Delete** soft key again to confirm delete or the **Cancel** soft key to discard changes.




Add a Personal Contact from Recents

- 1) Press **Recents** .
- 2) Use the **Navigation Cluster**  to switch to **All, Missed, Incoming or Outgoing**.
- 3) Use the **Navigation Cluster**  to select a call record.
- 4) Press the **More** soft key.
- 5) Press the **+Contact** soft key.
- 6) Edit the name and number of the contact as needed.
- 7) Press the **Save** soft key to save or the **Cancel** soft key to discard changes.



View a Call Record from Recents (Call history)


- 1) Press **Recents** .
- 2) Use the **Navigation Cluster**  to switch to **All, Missed, Incoming or Outgoing**.
- 3) Use the **Navigation Cluster**  to select a call record.
- 4) Press the **Details** soft key.
 - Optional:*
 - Press the **Call** soft key or **Line Key** to call.
 - Press the **List** soft key to go back.

Delete a Call Record from Recents

- 1) Press **Recents** .
- 2) Use the **Navigation Cluster**  to switch to **All, Missed, Incoming or Outgoing**.
- 3) Use the **Navigation Cluster**  to select a call record.
- 4) Press the **Delete** soft key.

Delete all Call Records from Recents

- 1) Press **Recents** .
- 2) Use the **Navigation Cluster**  to switch to **All, Missed, Incoming or Outgoing**.
- 3) Press the **More** soft key.
- 4) Press the **Del All** soft key.

Note: Always press the **Phone Key**  after browsing the **Contacts**, if not, the system will dial automatically when you lift the handset.

Please visit the “Unified Communication and Collaboration System” website for more information.

URL: <https://www.eduhk.hk/ocio/ucc>

Office of the Chief Information Officer

