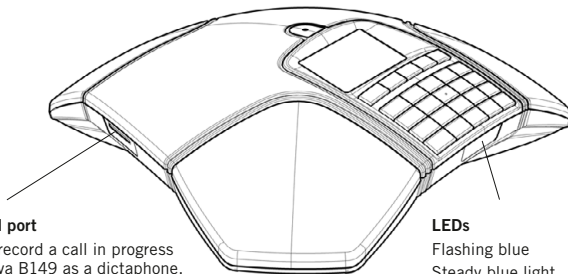


## Avaya B149 Conference Phone

The **Avaya B149** is a conference phone that can be connected to analog telephone sockets. A user guide with detailed instructions about connectivity options and features is available on our website: [support.avaya.com](http://support.avaya.com).



### SD memory card port

It is possible to record a call in progress and use the Avaya B149 as a dictaphone.

Press the **REC/C** button to start and stop recording.

Recordings can be accessed via the menu.

### LEDs

Flashing blue

Steady blue light

Flashing red

Steady red light

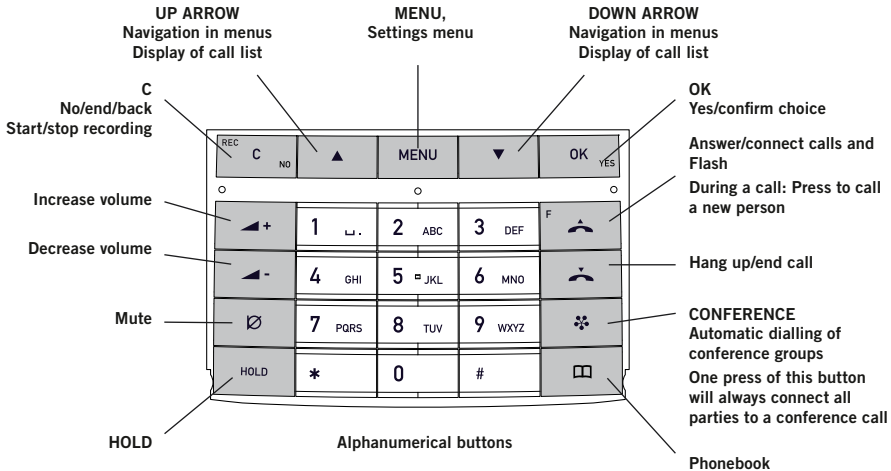
Incoming call

Call in progress

Hold, microphone and  
speaker turned off

Mute, microphone turned off

# DESCRIPTION



## NAVIGATE IN MENUS AND MAKE SETTINGS

The Avaya B149 menu contains the following options:

**PHONE BOOK**  
**SETTINGS**  
**CONF GUIDE**  
**RECORDING**  
**STATUS**

- ⇒ Press **MENU**.
- ⇒ 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 **C**.
- ⇒ Quit the menu by pressing **MENU** again.
- ① Note that after you have made changes to a setting, you must press **OK** to activate the setting.

# GETTING STARTED

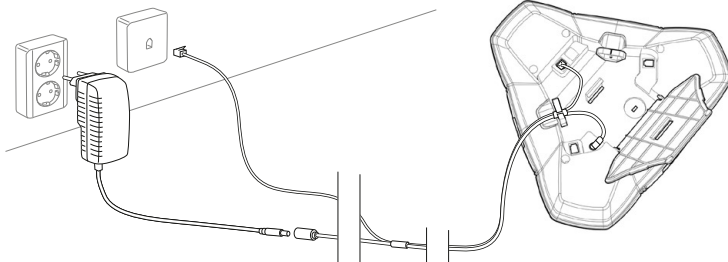
## CONNECTING AND INSTALLING THE UNIT

- ⇒ Connect the Avaya B149 to an analog line as illustrated.
- ⇒ Plug into the mains using the power adapter as illustrated.
- ⇒ Place the conference phone in the middle of the table.





## SELECT REGION AND LANGUAGE

The first time the Avaya B149 is started, you will be required to select the region in which you are located. The Avaya B149 then automatically configures to the telecom network for that region.




- ⇒ Select the region in which you are located. Click **OK** to confirm your selection.
  - ⓘ You can use the arrow buttons to press an alphanumeric button to jump to the first region that starts with that letter in the list.
- ⇒ Select the language you want. Click **OK** to confirm your selection.
- ⓘ Select **MENU > SETTINGS** if you want to set the date and time or make other adjustments.



## 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 dialed numbers. Call using .
- ⇒ Press  or 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  (**Mute**) to turn off the microphone.
- ⇒ Press **HOLD** 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  (**F**) 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  (**F**) button and then **3** to connect all the meeting participants or  (**F**) to return to the previous call.

## THE CONFERENCE GUIDE

You can create groups of up to six people via **MENU > CONF. GUIDE > ADD GROUP**.

- ⇒ Press the  (**Conference**) 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 **C**.  
*Calls in progress are put on hold when the next participant calls.*
- ⇒ Press the  (**Conference**) button to connect all the meeting participants.