Feature operation

AutoDial

Store	AutoDial ▢	▦	AutoDial ▢
Use	☎	AutoDial ▢	
Display	Display	AutoDial ▢	

Call Forward

Activate	Forward	▦	▶ Forward
Deactivate	▶ Forward		
Reinstate	Forward	▶ Forward	
View number	Display	▶ Forward	

Call Pickup

	☎	Pickup

Call Waiting

Answer	☎ (Hold)	Call Waiting
Return to first call	☎ (Goodbye)	▢

Conference

Conference	Conf	▦	▶ Conf

Handsfree

Activate	🔊 (Handsfree)	☎ (Goodbye)	(to end the call)
Switch to handset	☎		
Handset to handsfree	🔊 (Handsfree)	⤵	

Activate Headset

Activate Headset	🎧 (Headset)	☎ (Goodbye)	(to end the call)
Activate or deactivate Bluetooth® technology headset*	🎧 (Headset)	🎧 (Headset)	☐ ↵

Hold

Place a call on hold	☎ (Hold)
Return to a held call	▢

Last Number Redial

	☎ ▢

Message

	☎ 📬 (Msg/Inbox)

Ring Again

Activate	RngAgn	
When notified	☎	▶ RngAgn
Deactivate	▶ RngAgn	

Transfer

Transfer	Trans	▦	▶ Trans

Adjust volume

Adjust volume	🔊 (Volume +)	or 🔊 (Volume -)

Legend

Icon	Action
( )	Indicates the key cap text label. For example, (Message).
☎	Lift the handset, press the line (DN) key or the **Handset** key.
⤵	Replace the handset, or press ☎ (Goodbye) to end the call.
▦	Dial a number.

Icon	Action
▢	Press a line/feature key.
▶ AutoDial	An icon flashes when a feature is being programmed. An icon lights steadily when a feature is active.
🖉	Press the **Services** key once for Call Platform features, or press the **Services** key twice for local telephone features.
📬	Press the **Message/Inbox** key.
☐ (nav)	Press the **Up/Down Navigation** keys (◁ ↵ ▷)
↵	Press the **Enter** key
🎧	Press the **Headset** key.
🔊	Press the **Handsfree** key.
🎤	Press the **Mute** (on/off) key.
📖	Press the **Directory** key.
○	Press the **Quit/Stop** key.

Services and Telephone Options menus

Services menu

🖉 (Services)   ☐   ↵

Note: The **Services** menu contains the **Telephone Options**, **Password Admin**, **Virtual Office**, and **MG 1000B** menus. Some options are not available on all 1140E IP Deskphones. Consult your system administrator.

The following are the most commonly used options:

Telephone Options menu

Volume adjustment

Pick one of:
Ringer
Handset Listen
Handsfree Listen
Headset Listen
Buzzer

↵   ☐   ↵   ○ (Quit)

Contrast adjustment

☐   ↵   ○ (Quit)

Language

☐   ↵   ○ (Quit)

Note: This language setting controls the language used by features on your phone only. To set the language used elsewhere on your phone, press **Services** twice, select 1. Preferences, and select 2. Language.

Date/Time format

☐   ↵   ○ (Quit)

Local DialPad Tone

☐   ↵   ○ (Quit)

Ring type

☐   Play   ↵   ○ (Quit)

OnHook default path

☐   ↵   ○ (Quit)

Note: The **Directory** key provides access to the Corporate Directory, Personal Directory, Redial List, and Callers List. For additional information about your 1140E IP Deskphone, consult the *Avaya 1140E IP Deskphone User Guide.*

* To use a headset equipped with *Bluetooth*® wireless technology, you must first configure the headset and your phone to work together. Consult the *Avaya 1140E IP Deskphone User Guide.*

Avaya 1140E IP Deskphone

Self-labeled line/programmable feature keys

Data message waiting indicator*

Message waiting indicator

Handset

Speaker

High-resolution graphical display screen

Context-sensitive soft keys

Copy key
Services key
Quit/Stop key

Enter key
Message/Inbox key
Shift/Outbox key
Directory key

Volume control

Goodbye key

Expand key

Mute key

Headset key

Handsfree key

Hold key

Navigation keys

Dialpad

*Note: If supported by your server, the data message waiting indicator provides a data alert.
Contact your system administrator to find out if this feature is available for you.

AVAYA

Avaya 1140E IP Deskphone

For Avaya Communication Server 1000

Quick Reference Card