



Avaya 2410/2420 Phone User Guide



1) **Line & Feature Buttons/Display** - to make an external call, dial 9 followed by the number. You may start dialing from the key pad directly. When you start dialing, whether it be internal or external, the speaker will come off-hook.

2) **Message Waiting Light** - the light is located on the upper part of the phone and will turn on every time you have voicemail.

3) **Page Left & Right** - these buttons are used to navigate through different screens that appear on your phone. The 2410 has two main screens and the 2420 has three main screens. Additional feature located through the menu options may require you to use these buttons to scroll through other screens.

4) **Softkeys (Also known as Menu keys)** - these are the menu buttons that are located underneath your screen. These buttons offer you four options, speed dial, log, options and labels.

5) **Message** - use this button to access your voicemail mailbox. Additionally you may have access to voicemail from outside the office by dialing a number that will be provided during training or you organization administrator.

6) **Hold** - To put a call on hold while you answer another call or perform another task press [Hold]. The hold icon that appears on the Hold button will show up next to held call, providing you a visual indication you have a call on hold.

To answer a new call while active on another

1. Press [Hold].
2. Press the call appearance button of the incoming call. The hold icon that appears on the Hold button will show up next to held call.

Alternatively, when you receive a call while on an active call, press the button next to the line where the call comes in.

To return to the held call

Press the call appearance button of the held call.

Note: If you wish to drop one of the calls press the Drop button to disconnect that call, and then press the button next to the held call. This makes sure that call is disconnected.

7) Transfer Button

1. While on a call, press [Transfer] the caller will be put on hold and you will hear dial tone.
2. Dial the number to which the call is to be transferred. (ringing tone).
3. Remain on the line and announce the call before pressing [Transfer] again or hang-up.

If you do not wish to announce the call, press [Transfer] once you entered the extension number to complete the call.

Note: If the line is busy or if there is no answer, press [Drop] and return to the held call by pressing the button next to the held call. Otherwise complete the transfer and the call will go to voicemail.

Avaya 2420 Phone User Guide

KJ Lindholm-Leary



Avaya 2420 Phone User Guide:

Avaya 2420 Phone User Guide Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Avaya 2420 Phone User Guide**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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