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## Avaya 700508260

# Avaya 1608-I IP Phone User Manual

Model: 700508260

## 1. PRODUCT OVERVIEW

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The Avaya 1608-I IP Phone is a value-edition deskphone designed for everyday use in a business environment. It provides essential communication features, including multiple line appearances, a context-sensitive user interface, and a high-quality speakerphone. This manual provides instructions for setting up, operating, and maintaining your Avaya 1608-I IP Phone.



Figure 1: Top-down view of the Avaya 1608-I IP Phone, showing the handset, display, and keypad layout.



## 2. PACKAGE CONTENTS

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Before proceeding with the setup, please verify that all items are present in the package:

- Avaya 1608-I IP Phone unit
- Handset
- Handset cord
- Ethernet cable
- Desk stand (pre-attached or separate)
- Quick Start Guide (if included)

*Note: A power supply unit is typically not included as this phone is designed to be powered via Power over Ethernet (PoE). If PoE is not available, a separate Avaya-compatible power adapter must be purchased.*

## 3. SETUP

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### 3.1 Connecting the Phone

1. **Connect the Handset:** Plug one end of the coiled handset cord into the handset and the other end into the handset port on the phone base (usually marked with a handset icon).
2. **Connect to Network (PoE):** Connect one end of the Ethernet cable to the LAN port on the phone (marked with a network icon) and the other end to a PoE-enabled network switch or router. The phone will power on automatically.
3. **Connect to Network (with Power Adapter - if applicable):** If not using PoE, connect the Ethernet cable to the LAN port on the phone and to your network. Then, connect the optional power adapter to the power port on the phone and plug it into a wall outlet.
4. **Connect PC (Optional):** If you wish to connect a computer through the phone, connect an Ethernet cable from your computer to the PC port on the phone.

### 3.2 Initial Configuration

Upon first power-up, the phone will attempt to connect to your Avaya IP Office or Aura system. This process typically involves obtaining an IP address via DHCP and downloading its configuration. If the phone does not connect automatically, contact your system administrator for network settings and extension details.

## 4. OPERATING THE PHONE

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### 4.1 Basic Call Functions

- **Making a Call:**
  - a. Lift the handset, press the Speaker button, or press an available line appearance button.
  - b. Dial the number using the keypad.
  - c. Press the **Call** button (if available) or wait for the call to connect.
- **Answering a Call:**
  - Lift the handset, press the Speaker button, or press the flashing line appearance button.
- **Ending a Call:**

- Replace the handset, or press the **Speaker** button (if using speakerphone), or press the **Drop** button.

## 4.2 Keypad and Feature Buttons

Button	Description
<b>MESSAGE</b>	Accesses your voicemail messages.
<b>OK / Navigation Cluster</b>	Used to navigate menus and confirm selections on the display.
<b>PHONE / EXIT</b>	Returns to the main phone screen or exits a menu.
<b>MENU</b>	Accesses the phone's main menu for settings and features.
<b>CONTACTS</b>	Opens your personal or system contact directory.
<b>CALL LOG</b>	Displays a list of recent incoming, outgoing, and missed calls.
<b>REDIAL</b>	Dials the last number called.
<b>HOLD</b>	Places the active call on hold.
<b>CONFERENCE</b>	Initiates a three-way conference call.
<b>TRANSFER</b>	Transfers an active call to another extension or external number.
<b>DROP</b>	Disconnects the active call.
<b>SPEAKER</b>	Toggles the speakerphone on/off.
<b>MUTE</b>	Mutes your microphone during a call.
<b>VOLUME</b>	Adjusts the handset, speaker, or ringer volume.
<b>HEADSET</b>	Activates or deactivates a connected headset.

## 5. MAINTENANCE

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### 5.1 Cleaning the Phone

To maintain the appearance and functionality of your Avaya 1608-I IP Phone, follow these cleaning guidelines:

- Always disconnect the phone from its power source (Ethernet cable for PoE, or power adapter) before cleaning.
- Use a soft, lint-free cloth slightly dampened with water or a mild, non-abrasive cleaner.
- Do not spray cleaners directly onto the phone. Apply to the cloth first.
- Avoid using harsh chemicals, abrasive cleaners, or solvents, as these can damage the phone's finish and components.
- Wipe the display screen gently to avoid scratches.
- Ensure all surfaces are dry before reconnecting the phone.

### 5.2 General Care

- Avoid placing the phone in direct sunlight or near heat sources.
- Do not expose the phone to excessive moisture or liquids.
- Handle the handset and cords carefully to prevent damage.

## 6. TROUBLESHOOTING

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This section addresses common issues you might encounter with your Avaya 1608-I IP Phone. For more complex problems, please contact your IT department or Avaya support.

Problem	Possible Solution
Phone does not power on.	<ul style="list-style-type: none"><li>◦ Ensure the Ethernet cable is securely connected to a PoE-enabled port.</li><li>◦ If using a power adapter, ensure it is properly connected and the outlet is functional.</li><li>◦ Try a different Ethernet cable or power outlet.</li></ul>
No dial tone.	<ul style="list-style-type: none"><li>◦ Check network cable connection.</li><li>◦ Verify the phone has an IP address (check phone's menu for network status).</li><li>◦ Contact your system administrator to confirm phone registration with the IP Office/Aura system.</li></ul>
Cannot hear caller / Caller cannot hear me.	<ul style="list-style-type: none"><li>◦ Adjust the volume using the <b>VOLUME</b> buttons.</li><li>◦ Ensure the <b>MUTE</b> button is not active.</li><li>◦ Check handset and headset connections.</li><li>◦ Verify network connectivity and quality.</li></ul>
Display is blank or frozen.	<ul style="list-style-type: none"><li>◦ Try pressing the <b>PHONE / EXIT</b> button.</li><li>◦ Disconnect and reconnect the Ethernet cable (or power adapter) to reboot the phone.</li></ul>

## 7. SPECIFICATIONS

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Feature	Detail
Model Number	700508260
Product Dimensions (L x W x H)	9.84 x 7.87 x 2.76 inches (25 x 20 x 7 cm)
Item Weight	1.98 pounds (900 Grams)
Color	Black
Telephone Type	Corded IP Phone
Power Source	Power over Ethernet (PoE) or Corded Electric (optional adapter)
Dialer Type	Manual Dialer
Answering System Type	Digital (Voicemail access via system)
Conference Call Capability	Basic (3-way conference)

Feature	Detail
Multiline Operation	Single-Line Operation (supports multiple line appearances)
Display	Monochrome, 4" / 9 cm diagonal

## 8. WARRANTY AND SUPPORT

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For information regarding the warranty of your Avaya 1608-I IP Phone, please refer to the warranty documentation provided at the time of purchase or visit the official Avaya website. Warranty terms and conditions may vary by region and reseller.

For technical support, software updates, or advanced troubleshooting, please contact your authorized Avaya reseller or your organization's IT support department. You can also find resources on the official Avaya support portal.

For general information about Avaya products, visit: [www.avaya.com](http://www.avaya.com)

