



Avaya IX™ Conference Phone B199 Quick Reference Guide

Release 1.0.1
Issue 2
March 2020
© 2019-2020, Avaya, Inc.
All Rights Reserved.

Overview

Physical layout



Figure 1: Front view of Avaya IX™ Conference Phone B199

The following table lists the buttons and the other elements of B199 Conference Phone.

Callout number	Description
1	Mute buttons
2	Volume down button
3	Volume up button
4	NFC tag
5	Touch screen
6	LED status indicators

Connection layout



Figure 2: Connection layout of Avaya IX™ Conference Phone B199

The following table lists the sockets and ports available on B199 Conference Phone for connection.

Callout number	Description
1	PoE/Ethernet connection socket
2	USB Type-A
3	Micro-USB Type-B
4	Audio expansion ports
5	Kensington® security lock port
6	NFC tag for Bluetooth LE

LED status indicators

LED color	Description
Steady red	Microphones are on mute.
Flashing red	A call is on hold. Microphones and the speaker are turned off.
Steady green	A call is in progress.
Flashing green	An incoming call is ringing.
LED Off	The phone is inactive.

Handling calls

Making a call

Use this procedure to make a call with Avaya IX™ Conference Phone B199.

1. On the phone screen, tap the **Dialpad** icon.
2. On the displayed dial pad, dial the number you want to call.
3. **(Optional)** To edit a dialed number, tap the **Delete** icon.
4. Tap the **Make Call** icon.

The phone starts dialing the number. The LEDs show a steady green light. When the other person answers, you can see the duration of the call on the screen.

If the other person discards your call, the phone shows you the following message: *All possible destinations are busy.*

Answering a call

Use this procedure to answer an incoming call. When there is an incoming call, the phone plays a ringtone, the green LED starts flashing, and the phone displays the number of the calling person on the screen.

1. On the phone screen, tap the **Answer** icon.
When you answer the call, the phone displays the timer. You can control the duration of the call.
2. To end the call, tap the **Hang Up** icon.

Answering a call while on another call

Use this procedure to answer an incoming call when you are on a call without dropping the first call. When there is a second incoming call, the phone shows the caller's number and the green LED starts flashing.

1. On the phone screen, tap one of the following:
 - a. **Answer**: To answer the second call, and put the first call on hold.
 - b. **Hang Up**: To ignore the second call, and continue the first call.
2. Go on with the call.
B199 Conference Phone stops ringing.

Redialing a number

Use this procedure to redial the number from your call list.

1. On the phone screen, tap the **Recent** icon.
The phone displays the list of the last incoming, outgoing and missed calls.

2. Scroll through the list and select the number you want to call.

The phone displays the following information about the call:

- Number
- Date or time
- Direction

3. Tap the **Make Call** icon to redial the number.

The phone dials the selected number.

Conference calls

Setting up a conference call

Use this procedure to set up a conference call on your phone.

1. Tap the **Dialpad** icon.
2. Dial the number of the first person that you want to include in the conference call.
3. When the person answers, tap **Add Participant**.
The phone displays the Add Participant screen.
4. Dial the number of the second person that you want to include in the conference call.

You can choose the number in the **Recent** tab from the recent calls list or dial the number using the **Dialpad**.

5. Tap **Conference** when the called party answers.

The phone displays the conference call window and starts the conference call. The conference call window displays the names or numbers of the participants on the call and a call timer.

Adding a participant to a conference call

Use this procedure to add participants to an ongoing conference call.

Start a conference call.

1. On the phone screen, tap **Add Participant**.
The phone displays the Add Participant screen.
2. To add a participant, do one of the following:
 - On the **Recent** tab, choose the number of the person that you want to include in the conference from the recent calls list.
 - Dial the number using the **Dialpad**.
3. When the called person answers the call, tap **Conference**.

The phone includes the called person into the conference call.

Managing an active conference call

- To put a participant of a conference call on hold, do the following:
 1. On the phone screen, tap the participant's number or the > icon.
 2. Tap the **Hold** icon to put the participant on hold.
 3. Tap the **On Hold** icon for the participant to rejoin the conference call.
- To talk privately with a participant of a conference call, do the following:
 1. On the phone screen, tap the participant's number or the > icon.
 2. Tap the **Talk Private** icon to talk privately with the participant.
The phone puts all other participants on hold and they are not able to listen to the discussion between you and the selected participant.
 3. Tap the **Conference** icon to rejoin the conference call.
- To drop a participant from a conference call, do the following:
 1. On the phone screen, tap the participant's number or the > icon.
 2. Tap the **Hang Up** icon.
The phone drops the participant from the conference call.
- To split an ongoing conference call into several calls, do the following:
 1. On the phone screen, tap the **Split** icon.
The phone places all participants to separate calls and puts the calls on hold.
 2. To resume the call with any one of the participants, tap the participant's entry and then the **On Hold** icon.
 3. Tap the **Conference** icon to connect all the separate calls to the conference call.

Phone management application

Avaya® Conference Assistant

You can manage your Avaya IX™ Conference Phone B199 from a mobile phone or a tablet if you have Avaya® Conference Assistant installed on the device. You can download and install Avaya® Conference Assistant free from App Store and Google Play like any other application. You can use the NFC tag to easily start downloading the application. For that, you must bring the

mobile device with the NFC enabled to the NFC tag on the conference phone, and the web browser on the mobile device opens the web page with the application in App Store or Google Play.

Pairing and connecting devices

Use this procedure to pair your Avaya IX™ Conference Phone B199 with Avaya® Conference Assistant on your mobile device the first time when you use them together. After that, they connect with one touch when you run the application near the conference phone.

The connection range is up to 20 meters. The connection breaks if this range is exceeded. You see a request to reconnect when Avaya® Conference Assistant is within the range of B199 Conference Phone. Reconnection requires only one touch.

Important:

You can pair up to 100 mobile phones or tablets with your B199 Conference Phone. But only one user connection is active at a time.

Install Avaya® Conference Assistant on your mobile device.

1. On your mobile device, open Avaya® Conference Assistant.
The mobile phone displays the closest B199 Conference Phone.
2. To select the phone you want to connect, perform one of the following actions:
 - If your mobile device displays B199 Conference Phone you want to connect, tap **Connect** on the mobile device screen.
 - If your mobile device does not display B199 Conference Phone you want to connect, tap **Skip** and then tap the connection symbol in the upper left corner of your mobile device screen.
The mobile device displays the list of available conference phones.
The mobile phone displays a pairing code on the screen.
3. Enter the code with the keypad on the conference phone.
4. Tap **Ok** on the conference phone to start pairing.
When the devices are paired, both Avaya® Conference Assistant and B199 Conference Phone display the connection symbol.
The conference phone and Avaya® Conference Assistant remain paired while they are close to one another.

Disconnecting devices

Use this procedure to disconnect your Avaya IX™ Conference Phone B199 from the mobile device with Avaya® Conference Assistant installed.

Ensure that B199 Conference Phone is connected to a mobile device with Avaya® Conference Assistant installed.

- To disconnect from the mobile device, do the following:
 1. In Avaya® Conference Assistant, tap the connection symbol in the upper left corner of the screen.
 2. **(Optional)** Under **Change device**, select another conference phone to connect to.
You can do it if there are other conference phones available nearby.
The application starts connecting to the selected conference phone.
 3. Tap the **Disconnect** button near the highlighted connected device name.
The connection symbol in the upper left corner of the screen becomes inactive.
- To disconnect from B199 Conference Phone, do one of the following:
 - Tap **Conference Assistant > Disconnect Device**.
 - Tap **Settings > Conference Assistant > Disconnect Device**.

The phone shows the Avaya® Conference Assistant icon and informs that the application is disconnected.

Checking the calendar and scheduled events

Use this procedure to check your calendar on your mobile device with Avaya® Conference Assistant installed. Then you can arrange calls with the paired Avaya IX™ Conference Phone B199 and Avaya® Conference Assistant.

You must allow your mobile device with Avaya® Conference Assistant to connect to your calendar and agenda.

1. On your mobile device, open Avaya® Conference Assistant.
2. Tap the **Calendar** icon.
The mobile phone shows all calendar events on the screen. Some of these events are meeting invitations with the meeting information included. In the Overview tab, you see the time, duration, and title of the meeting. In the Participants tab, the application shows the list of persons invited to the meeting.

3. Select a conference call from the list.
The mobile phone displays an overview and a list of other participants of the conference call. Avaya® Conference Assistant finds the phone numbers, PIN codes, and meeting links in the calendar.

Participating in a conference call from the calendar

Use this procedure to participate in a conference call from the calendar accessible with Avaya® Conference Assistant.

Your calendar must contain an invitation to a conference call. The contact information in the conference invitation must comply with the E164 international phone number standard. This guarantees that Avaya® Conference Assistant interprets the information correctly.

1. After you receive a notification about the upcoming conference call on your mobile device, open Avaya® Conference Assistant.
The application finds the closest Avaya IX™ Conference Phone B199.
2. In the conference room, pair Avaya® Conference Assistant and Avaya IX™ Conference Phone B199.
3. Connect to the meeting from the mobile device by tapping the conference in the calendar.
Avaya® Conference Assistant dials the phone number and enters the PIN code from the conference call invitation.

Starting an unscheduled call

Use this procedure to start a call that is not scheduled in the calendar. You will have complete control over Avaya IX™ Conference Phone B199 during the call from your mobile device with Avaya® Conference Assistant installed.

Ensure that Avaya IX™ Conference Phone B199 is paired with Avaya® Conference Assistant.

1. Do one of the following to choose a number to call:
 - Select a number from your Contacts list.
 - Select a number from your Favorites list.
 - Select a number from the your recent calls list.
 - Dial a number using the keypad.The phone dials the number, and the call starts. The screen displays the name and the number of the person called.
2. **(Optional)** Do one or more of the following:
 - a. Adjust the volume on the screen of you mobile device by moving the **Volume up** slider.

- b. Add additional participants by tapping the **Add Participant** icon.
 - c. Split the conference call to separate calls by tapping **Conference**.
 - d. Mute the microphone by tapping **Microphone Muted**. To unmute, tap **Microphone Muted** again.
 - e. Enter Dual Tone Multi Frequency (DTMF) digits by tapping **Keypad**.
 - f. Put the call for any participant on hold by tapping **Arrow > Hold**.
 - g. Talk to any participant in private by tapping **Arrow > Talk Private**.
 - h. Disconnect any participant from the call by tapping **Arrow > Hang Up**.
3. To end the call, tap the **Hang Up** icon.

Managing contacts

Use this procedure to manage contacts with Avaya® Conference Assistant.

1. On your mobile device, open Avaya® Conference Assistant.
2. Tap the **Contacts** icon.
3. To add a contact to your favorite contacts list, tap the **Contacts** tab and press the star symbol near the selected contact.
4. To open a list of your favorite contacts, tap **Favorites**.
5. To create a new conference group in the phone book, tap **Groups > Plus** on the screen.

Features and accessories

Expansion of the phone coverage

You can use your Avaya IX™ Conference Phone B199 on larger conference tables or when the number of a meeting participants is greater than 10. In this case you can ensure high-level quality of audio signal by expanding the phone coverage in the room without a PA system. You can do it by connecting Smart Mic expansion microphones to the phone or by cascading several B199 devices in a daisy chain.

Arranging a daisy chain

Use this procedure to arrange a daisy chain of one master B199 phone and one or two slave conference phones or expansion microphones.

If you arrange the daisy chain made of several conference phones, prepare the connection cables. The cables in the

Avaya Daisy Chain kit are 5 and 10 meters long. You can purchase the Avaya Daisy Chain kit as an accessory.

The cable of the Avaya Smart Mic is 3 m long.

1. Connect the cable to the audio expansion port on the phone.

There are 2 audio expansion ports on B199 Conference Phone.

2. Connect the other end of the cable to the audio expansion port of the other phone.

In case of expansion microphones, the other end of the cable is fixed in the device.

Defining the mode of the phone

Use this procedure to define the mode of your Avaya IX™ Conference Phone B199 in a daisy chain.

- To define the mode of your B199 Conference Phone through the web interface, do the following:

1. On the web interface, click **Basic**.
2. In Daisy Chain Mode, select the required mode from the drop-down list.

The options are:

- **Master**. This is the default mode.
- **Slave**

3. Click **Save**.

- To define the mode of your B199 on the phone, do the following:

1. Log in as the administrator.
2. On the phone screen, tap **Settings > Phone > Daisy Chain**.
3. Select the required mode.

The options are:

- **Master**
- **Slave**

4. Return to the home screen.

The phone restarts application to apply the changes.

Disabling the daisy chain mode

You can disable the Daisy Chain mode through the web interface or from the phone.

Ensure that the phone displays the Daisy Chain icon.

- To disable the Daisy Chain mode from the web interface, do the following:

1. On the web interface, click **Basic**.
2. In Daisy Chain Mode, select **Master**.

3. Click **Save**.

- To disable the Daisy Chain mode from the phone, do the following:

1. Touch the phone screen and enter the administrator password.
2. Tap **Phone > Daisy Chain**.
3. Select the **Master** mode.
4. Tap < twice to return to the home screen.

Application restarts and restores the Master status.