



Avaya Conference Phone B199 Quick Reference Guide

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Overview

Physical layout

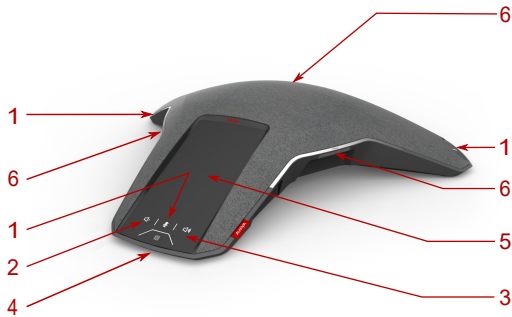


Figure 1: Front view of Avaya Conference Phone B199

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 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	The LEDs are steady red in the following instances: <ul style="list-style-type: none"> Microphones are on mute. The connected microphone is upgrading.
Flashing red	A call is on hold. Microphones and the speaker are turned off.
Steady green	The LEDs are steady green in the following instances: <ul style="list-style-type: none"> A call is in progress. An outgoing call is in progress.
Flashing green	An incoming call is ringing.

Table continues...

LED color	Description
Flashing blue	The phone is in Bluetooth® pairing mode.
LEDs off	The device has the LEDs off in the following instances: <ul style="list-style-type: none"> The phone is in Idle mode. Active Bluetooth® connection. The user starts A2DP streaming from the connected Bluetooth® device.

Handling calls

Making a call

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

- On the phone screen, tap the **Call** icon.
The phone displays the Dialpad view.
- Use the dial pad to dial the number you want to call.
- (Optional)** To edit a dialed number, tap the **Delete** icon.
- 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: *User 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.

- On the phone screen, tap the **Answer** icon.
When you answer the call, the phone displays the timer to control the duration of the call, the phone number or the name of the caller or both. If the caller information is unavailable, the phone displays *Unknown*.
- To end an ongoing 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.

Clearing call history

Use this procedure to clear the call history in the call list on Avaya Conference Phone B199. Note that after 30 seconds of inactivity, the phone stops displaying the pop-up window.

Ensure you have at least one call on the 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. On the title bar, tap the **Clear call history** icon.

The phone displays a pop-up window with the following message: `Clear all call history?`
3. Tap **Yes**.

The phone clears all the recent call history data.

Conference calls

Setting up a conference call

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

1. On the phone screen, tap the **Call** icon.

- The phone displays the Dialpad view.
2. Dial the number of the first party to include in the conference call.
 3. When the party answers, tap **Add Participant**.

The phone displays the Add Participant screen.
 4. Dial the number of the second party to include in the conference call. You can do it as follows:
 - Choose the number in the **Recent** tab from the recent calls list. Here, the Call Log functionality must be enabled for **Recent** to be active.
 - Dial the number using the **Dialpad**.
 - Choose the number in the **Contacts** tab from the LDAP phone book.
 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 participant to include in the conference from the recent calls list.

Here, the Call Log functionality must be enabled for **Recent** to be active.
 - Dial the number using the **Dialpad**.
 - On the **Contacts** tab, choose the number of the participant to include in the conference from the LDAP phone book.
3. When the called party answers the call, tap **Conference**.

The phone includes the called person in 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.

Bluetooth® calls

Pairing and connecting Bluetooth® devices

To enable Bluetooth® communication between B199 Conference Phone and another Bluetooth® device, you must pair the two devices and ensure that they are in a connected state. The devices remain paired until you remove the pairing.

* Note:

You can connect only one device supporting Bluetooth® at a time.

1. On the B199 Conference Phone screen, tap **Settings > Bluetooth > Pair with device**.

The LEDs start flashing blue, and the phone displays the following message: `This phone is now discoverable as "<Phone Name>"`.

The time-out value for discoverable mode is 120 seconds.

2. On your Bluetooth® device, find B199 Conference Phone in the list of devices available for Bluetooth® connection and tap the phone name.

B199 Conference Phone establishes the connection with the Bluetooth® device and displays the Bluetooth® icon and the message confirming the connection.

*** Note:**

B199 Conference Phone is not visible in the Avaya® Conference Assistant application while the conference phone and the Bluetooth® device are in the connected state.

Removing Bluetooth® pairing

1. Tap **Settings > Bluetooth > Remove pairing**.

The phone displays the following question: *Do you want to remove all Bluetooth pairing information from the phone?*

2. To confirm that you want to delete the Bluetooth® pairing information, tap **Ok**.

The phone restarts the application to apply the changes.

Handling Bluetooth® calls

You can use Avaya Conference Phone B199 to handle calls coming to and from your mobile device if the two devices are in a paired and connected state. You can use B199 Conference Phone to answer, reject, or end the call.

- To reject an incoming call, tap the **Hang Up** icon.
- To answer an incoming call, tap the **Answer** icon.

When you answer the call, the LEDs on B199 Conference Phone show a steady green light, the phone displays the caller ID and the following message: *Bluetooth call*.

- To end an ongoing call, tap the **Hang Up** icon.
- To cancel the outgoing call before the other person answers, tap the **Hang Up** icon.
- To end an ongoing call, tap the **Hang Up** icon.

Call transfer

B199 Conference Phone supports the **Call Transfer** feature for you to direct an ongoing phone call to another person. The transfer can be either attended or unattended.

*** Note:**

The **Call Transfer** feature is available only for the regular phone calls and not available for the conference calls.

Making an attended transfer

Use this procedure to transfer a call to another extension after consultation with the transfer target person.

1. Tap the **Arrow Right** icon.
2. Tap the **Attended Transfer** button.
3. Do one of the following:
 - Dial the number of the transfer target manually.
 - In the **Contacts** or **Recent** tab, select the number of the transfer target.
 - To return to the initial call, tap **Back to Call** on the top of the screen. In this case, start the procedure from the beginning to transfer the call.
4. Tap the **Call Transfer** button.
5. Wait for the transfer target to answer, explain the reason for calling, and do one of the following:
 - To transfer the call, tap **Call Transfer**.
 - To drop the call with the transfer target and return to the initial call, tap **Cancel**.

Making an unattended transfer

Use this procedure to transfer an active call without consultation with the transfer target.

1. Tap the **Arrow Right** icon.
2. Tap **Unattended Transfer**.
3. Do one of the following:
 - Dial the number of the transfer target manually.
 - In the **Contacts** or **Recent** tab, select the number of the transfer target.
 - To return to the initial call, tap **Back to Call** on the top of the screen. In this case, start the procedure from the beginning to transfer the call.
4. Tap the **Call Transfer** button.

USB only user mode

Avaya Conference Phone B199 supports USB only user mode. With this feature, the conference phone can operate with no SIP account and SIP register configured. In USB only user mode B199 acts as a speakerphone that the user can use to conduct virtual meetings and listen to audio files.

In USB only user mode, the phone operates as a USB device connected to a USB host.

In this mode, the phone supports connection to Bluetooth® devices using Bluetooth® Classic.

Volume level indication

Avaya Conference Phone B199 provides the following volume levels: Level 0 to Level 12. Here, Level 0 is volume off, and Level 12 is the loudest volume level. You can turn the volume down to Level 0 only when the phone is connected to a USB host. Here, the phone displays the Volume Off icon and the audio on the phone is muted.

Volume synchronization

When you connect Avaya Conference Phone B199 to the USB host and select it as an audio device, the phone synchronizes its volume level with the connected USB host.

Avaya Conference Phone B199 also synchronizes the volume level with the USB host when it switches between Playback and Call mode. If you receive a call during audio playback, the phone automatically changes the volume level for the call. The phone synchronizes the volume with the USB host and applies the Call mode volume. When the call ends, the phone changes the volume back to the Playback mode volume.

Phone management application

Avaya® Conference Assistant

You can manage your Avaya 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 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.

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 for about 30 seconds.

3. Enter the code with the keypad on the conference phone.
4. Tap **Enter** 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.

* Note:

You cannot connect B199 Conference Phone to a Bluetooth® device for call handling or audio streaming while the Avaya® Conference Assistant connection is active.

Disconnecting devices

Use this procedure to disconnect your Avaya 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. 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 displays the following question:

Disconnect device <Device Name>?

To confirm, tap **Ok**.

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 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 Conference Phone B199.

2. In the conference room, pair Avaya® Conference Assistant and Avaya 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 Conference Phone B199 during the call from your mobile device with Avaya® Conference Assistant installed.

Ensure that Avaya 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 **Split**.
 - 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 down > Hold**.
 - g. Talk to any participant in private by tapping **Arrow down > Talk Private**.
 - h. Disconnect any participant from the call by tapping **Arrow down > 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 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 main B199 phone and one or two expansion 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.
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.

Headset lecture mode

You can use your Avaya Conference Phone B199 in various setups that require remote lecturing and presentation during an active call. In this Headset lecture

mode, the lecturer gets primary attention, and all other call participants can actively participate.

To enable Headset lecture mode, you must connect the supported headset to the USB host port of the phone. Here, Headset lecture mode activates and B199 transmits audio signal both from the speakers and microphones of the phone and from the headset. The priority of the audio signal from the headset is higher and the lecturer's words override all other sounds.

Smart Mic automatic upgrade

You can upgrade the expansion microphone firmware to the Avaya Conference Phone B199 firmware version when your Smart Mic has an older firmware installed. Regularly updating the expansion microphone firmware to match the phone firmware ensures the best possible audio performance.

The phone suggests an automatic upgrade of the expansion microphone firmware when you connect your Smart Mic to B199. You can connect one or two Smart Mics simultaneously.

Upgrading expansion microphone firmware

Use this procedure to upgrade the expansion microphone firmware when the Smart Mic and your device have different firmware installed.

Make sure B199 is in Idle Mode.

1. Connect the expansion microphone to your conference phone using the available audio expansion port.
The expansion microphone LEDs flash red once.
A pop-up dialog window shows the following message: `A connected microphone needs firmware upgrade. Upgrade now?`
2. On the pop-up dialog window, tap **Yes** to start the upgrade.
The LEDs on the phone turn red to indicate that it is busy with the microphone upgrade. The expansion microphone LEDs start flashing green.
The phone displays the `Upgrade in progress` message and shows the upgrade progress in percentage (0%-100%).
When you connect one Smart Mic to B199, the phone shows the upgrade status for Smart Mic 2 as `N/A`.
3. **(Optional)** To cancel the upgrade, tap **No**.
In this case, you postpone the upgrade until the phone reboots.

Additional information

Go to www.avaya.com/support for the most up-to-date support information, including the using guide, the installing and administering guide, and software downloads.