



Speakerbus

Quick Start Guide AYRE

Revision 4

Published Date: 12 August 2022
Guide Reference: QS924/R4

For the AYRE user guide please visit www.speakerbus/userguides or scan the QR link.




speakerbus.com

SIGNING IN

There are two ways to sign into AYRE depending on the configuration set by your organisation:


- Using Speakerbus credentials.
- Using your organisation's Active Directory credentials.

To sign into AYRE:

1. When using Active Directory, touch  to select the network domain associated with your account. You only need to do this when you first sign in as the device will remember your choice for future logins. This step is only available for Active Directory sign in.
2. Enter user name and password into User ID and Password.
3. Ensure the correct CloudBase is selected.
4. Lastly, touch **SIGN IN**.

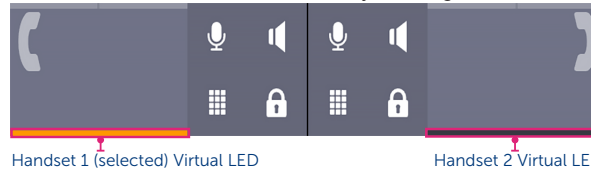
SIGNING OUT

To sign out AYRE:

1. Touch the  softkey.
2. Touch **Log Out**.
3. Touch **YES** on the 'CONFIRM' pop up message.

SELECT HANDSET/HEADSET

Ensure the appropriate handset tile is active prior to making and receiving calls. The active handset/headset is identified by the orange virtual LED.

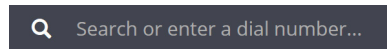


To make a handset/headset active, touch the handset's tile.

MAKING A CALL

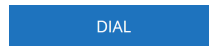
MAKING A CALL USING DIRECTORY SEARCH

1. Touch the selected handset tile.



2. Type the first few letters of the user or group call name. Touch a contact to call. From the option list provided, touch a number to dial.
OR


Enter the dial number using the dialpad  and touch the **DIAL** softkey.



- OR
Press a Speed Dial.

3. Talk when call is connected.

MAKING A CALL USING THE DIALPAD

1. If the user or group call number using the dialpad  and touch **DIAL**.
2. Talk when call is connected.

MAKING A CALL USING A SPEED DIAL

1. Press a Speed Dial.
2. Talk when call is connected.

ANSWERING A CALL

Touch either the bottom left (handset 1) or bottom right (handset 2) softkey.



OR

Press the physical contextual key for the handset below the incoming call softkey.

CLEARING A CALL

Touch the clear call softkey.



OR

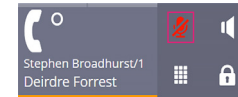
Press the physical contextual key for the handset below the end call softkey.

MUTING/UNMUTING CALLS

To mute a call, touch the appropriate handset green microphone softkey or press the button on the physical handset (if enabled).




The microphone softkey will turn red.




To unmute the handset, touch the red microphone softkey which will return to green.

DO NOT DISTURB


Touch the  softkey.

This displays the softkey as . Repeat to deactivate do not disturb. Inbound calls will continue to flash but will not sound until do not disturb is deactivated.

MISSED CALLS

Touch the missed calls  softkey. This will display the call log which contains the call history.

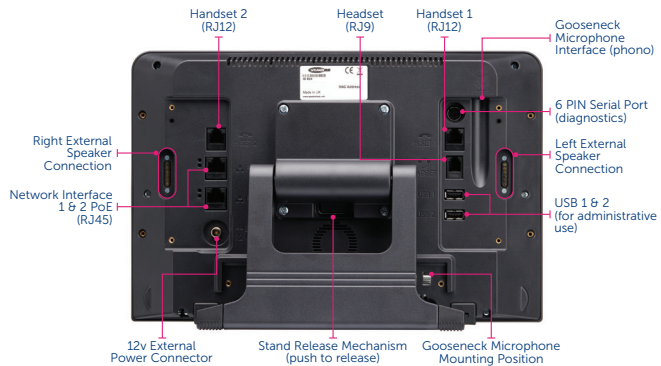
VOICE MAIL

1. Access the voicemail system by touching the voicemail  softkey. The softkey changes to red when there are new messages.
2. Using the dial pad, follow the voice prompts when connected to the voicemail system.

FRONT VIEW DESCRIPTION



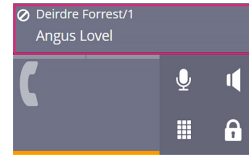
FRONT VIEW DESCRIPTION



BARGE IN / JOINING A LINE

To join a busy line:

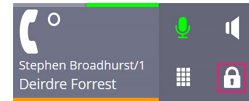
Touch the associated call activity tile as shown in example below:



This will barge-in to a busy line unless the line has been made private.

MAKING A LINE PRIVATE

To make a line private, touch the appropriate handset **privacy** softkey.



Touch the appropriate handset **privacy** softkey again to turn off line privacy.

TRANSFERRING CALLS

1. Touch the **transfer** softkey or press the physical contextual key below the transfer softkey.
-
2. Enter the number to dial or type the first few letters of a contact's name. From the list, touch a contact to call. From the list, touch a number to dial.
 3. To transfer the call immediately touch the **transfer** softkey or press the physical contextual key below the transfer softkey.
- OR
- Speak to recipient before touching the **transfer** softkey or press the physical contextual key below the transfer softkey.
- OR
- To cancel the transfer touch the **cancel transfer** softkey.

CONFERENCE CALLS

For more detailed conferencing options, please refer to the main user guide.

To initiate a conference call:

1. Call the first conference participant.
2. Touch the **conference** softkey or press the physical contextual key below the conference softkey when the call is connected.
3. Call the second conference participant, touch the **add conference participant** softkey or press the physical contextual key below the add conference participant softkey when the call is connected.
4. The **conference participants** softkey is displayed at the top of the screen displaying the number of participants in conference.
5. To add further participants touch the **conference on-hold** softkey or press the physical contextual key below the conference on-hold softkey and repeat step 3 until the maximum has been reached.

CALL FORWARDING

Please note that this feature may be disabled by your organisation.

To enable telephony call forwarding:

1. Select the **transfer** icon.
2. Enter a forwarding number into the address textbox.
3. Select the appropriate options.
4. When finished touch **OK**. The call forwarding icon will change to blue indicating that call forwarding has been enabled.

ASSIGNING SPEAKER CHANNELS

Any line can be moved to a speaker by dragging the tile onto a spare speaker channel.

Speaker lines can be moved to other speaker channels using drag and drop, but only when they are idle.

Active calls on the handset can be moved to a spare speaker channel using drag and drop.

To assign to a speaker channel:

1. Ensure the appropriate handset tile is active with a call present.
2. Using your finger, drag the handset tile onto the empty speaker channel tile.

WIPING SPEAKER CHANNELS

To wipe idle (including Hoots and MRDs) or an active appearance off a speaker channel tile:

1. Touch the softkey.
2. Select **Wipe Speaker**.
3. Touch the tile to wipe.
4. Touch **YES** on the 'CONFIRM' pop up message.

INTERCOM

MAKING A CALL

1. Touch the **intercom** softkey to display the intercom screen.
 2. Enter the point to point or group call number on the virtual keypad. Touch the **DIAL** softkey to place the intercom call.
- OR
- Type the first few letters of the point to point or group call's name into the search textbox. From the list, touch a point to point or group call to place the intercom call.
-
3. Talk when call is connected.

CLEARING A CALL

Touch the clear call softkey.