Obtaining Label Information for 1600 Series Telephones

Avaya has provided several options to allow you to print the paper labels for your 1600 Series IP Telephone. The data required to generate paper labels can be obtained through the following options:

- If you are using Avaya Communication Manager, through Avaya Site Administrator (ASA) software, version 4.0.12 U1.0 and later.
- If you are using Avaya Distributed Office, from the Distributed Office Local Manager (DOLM), which may be accessed locally in the branch, or centrally through Avaya Integrated Management for Distributed Office
- On a 1608 and 1616 IP phone, feature names may be accessed through the phone interface (see User Guides for more information)

Label Printing Software for 1600 Series Telephones

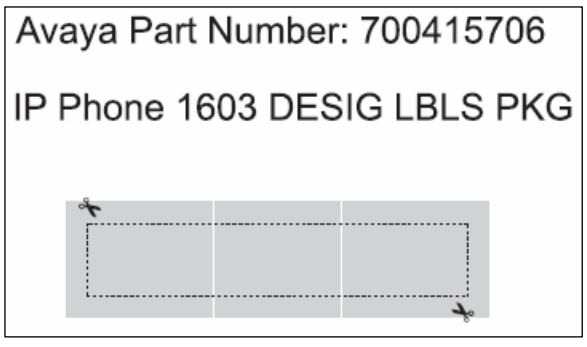
Once you have the list of features for the paper label, the following means may be used to generate the printed labels

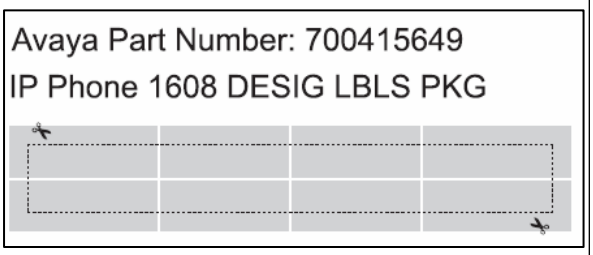
- If you are using Avaya Communication Manager, Avaya Site Administrator software, version 4.0.12 U1.0 and later may be used to print correctly formatted labels.
- For use with any system, you can download free DESI software from www.avaya.com/support (on the 1600 Series page) and use it to print correctly formatted labels.
- If you are using Avaya Distributed Office, you can export the button settings from DOLM and import the settings into the DESI application. For more information, see the Avaya Distributed Office Local Manager online help.
- Adobe Acrobat Reader files (which may be downloaded from the 1600 Series page on www.avaya.com/support) which may be used for hand-typing label information and printing correctly formatted labels.

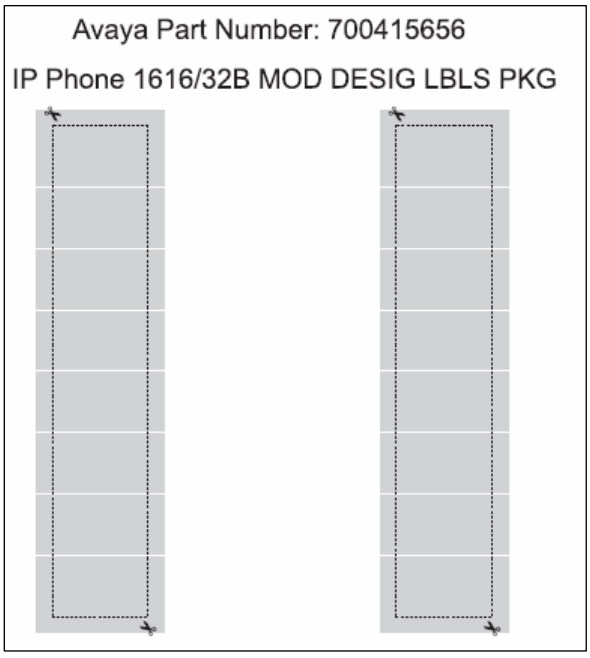
Label Media for 1600 Series Telephones

You have the following options for printing paper labels for your 1600 series telephones:

• Print from DESI/ASA on DESI pre-printed and cut blank labels.







These are material-coded packages of labels:

700415706	1603 PAPER DESI LABELS - PACKAGE OF 50 LABELS (8.5" x 11")
700415649	1608 PAPER DESI LABELS - PACKAGE OF 50 LABELS (8.5" x 11")
700415656	1616/BM32 PAPER DESI LABELS - PACKAGE OF 50 LABELS (8.5" x 11")
700434210	1603 PAPER DESI LABELS - PACKAGE OF 50 LABELS (A4)
700434228	1608 PAPER DESI LABELS - PACKAGE OF 50 LABELS (A4)
700434236	1616/BM32 PAPER DESI LABELS - PACKAGE OF 50 LABELS (A4)

• Print from DESI/ASA on regular white paper.
Use “cut-out-label” PDF’s. Requires manually cutting labels, but the labels will look like the pre-printed labels (above). Use files:
700415706-1603_cut_out_label.pdf
700415649-1608_cut_out_label.pdf
700415656-1616-BM32_cut_out_label.pdf

• Hand type label information into downloadable PDF’s ad print on DESI pre-printed labels (see material codes above) Use “blank label” PDF’s for correct formatting. Does not require manually cutting labels and is best for creating and printing just a few labels.
700415706-1603_blank_label.pdf
700415649-1608_blank_label.pdf
700415656-1616-BM32_blank_label.pdf

• Hand type label information and print on regular white paper.
Use “cut-out-label” PDF’s. Requires manually cutting labels, but the labels will look like the pre-printed labels.

Printing Labels for Distributed Office

The following are use-cases for creating labels for 1600 Series Telephones in conjunction with Avaya Distributed Office.

NEW INSTALLATIONS	
Configure to order (CTO) solution	CTO service pre-prints the labels.
Non-CTO solution. On-site configuration by Avaya Authorized Reseller, Avaya Global Services, or Customer Administrator	Installer downloads and installs DESI software (freely available on Avaya’s support website) onto a laptop. On site, export from DOLM to the laptop’s DESI software. Print on local printer. Requires label packages or utilizing the free sheet included in the phone box
LABEL REFRESH OR UPDATES	
Centralized data gathering and centralized printing	Centrally, access DOLM, query data off and export to DESI. Print labels to sheets, send sheets to branch.
Centralized data gathering and local printing	Centrally, access each DOLM, query data off and export to DESI. Print to PDF using Adobe Acrobat as printer; send file to branch. Branch will need Adobe Reader and the blank sheets, and can print the file locally.
Local data gathering and local printing	Access local DOLM, query data off and export to DESI. Print labels to sheets.
Local data input and printing of a limited number of labels	Customer may access online PDF forms through support.avaya.com, input the label data, and print according to format (uses Adobe Reader v6 or greater)
Self-service – end-user finds data and records	End-user obtains administered feature names by navigating through feature list on 1608 and 1616, and may hand-write on included paper, or type into the cut-out-label PDF’s and print locally.