Avaya Communication Manager

Avaya 3701 User Guide

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Important Safety Information

Sensitive Electronic Environment (Europe only)

Only use this product in countries where the appropriate authorities have given their authorisation.

The CE symbol on the product certifies its conformity with the technical guidelines concerning user safety and electro-magnetic compatibility valid at the time of approval; in accordance with European directive No. 1999/05/EC.

This product complies with IP50 - according to IEC 529 / EN 60 529.

Any radio-based equipment can potentially cause interference with other equipment and can be interfered from other equipment. This also applies for DECT equipment. However due to the very low transmission power level the changes for interference are very small. Research proves that operational DECT phones normally don't influence electronic equipment however some precautions must be taken into account for sensitive electronic equipment e.g. sensitive laboratory equipment. When DECT phones operate in straight nearness of sensitive electronic equipment incidental influence can appear. You are advised not to place the DECT phone on or close (less then 10 cm) to this kind of equipment, even in standby mode.

Authorisation and conformity (Europe only)

We Avaya GmbH & Co. KG declare that the product Avaya 3701 Telephone concurs with the basic requirements and other relevant provisions of EU guideline 1999/5/EU (R&TTE).

This device is suitable for connection to the radio interfaces (DECT™) of Avaya telecommunications systems and fulfils the basic requirements laid out in EU Guideline 1999/5/EU (Radio and Telecommunication Terminal Equipment, R&TTE).
Due to its construction, this device is not suitable for direct operation on interfaces to public telecommunications networks.
In the unlikely event of any problems during operation, please contact your dealer or system administrator.

The conformity declaration can be accessed under the following Internet address: www.avaya.de/gcm/emea/de/includedcontent/conformity.htm or search the index under the key term "Conformity".

This device operates in accordance with the DECT™ system with a frequency range of 1880 to 1900 MHz. The allocation of this frequency range in the frequency utilisation plan is initially valid until 2008 and will be extended in accordance with European harmonisation.

Always dispose of old equipment correctly - keep our environment tidy (Europe only)

Old electrical and electronic equipment marked with this symbol can contain substances hazardous to human beings and the environment. Never dispose of these items together with unsorted municipal waste (household waste). In order to protect the environment, public collection points have been set up to ensure the correct disposal of old electrical and electronic equipment marked with this symbol.

To reduce the risk of these substances being released into the environment and to reduce the burden on natural resources, it is also possible to participate in Avaya's used equipment return system. This system ensures the correct recycling of old equipment as well as the re-utilisation of individual components.

FCC Notices (U.S. only)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Modifications not expressly approved by this company could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Health and Safety Information

Exposure to Radio Frequency (RF) Signals:

The wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission (FCC) of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by both U.S. and international standards bodies. These standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

This EUT has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment/general population exposure limits specified in ANSI/IEEE Std. C95.1-1992 and had been tested in accordance with the measurement procedures specified in FCC/OET Bulletin 65 Supplement C (2001) and IEEE 1528-2003

Power Supply

The mains voltage of the adapter should match the local mains voltage, this can be 110 V or 220 V. Check if both voltages do match before installing the charger and adapter.

Safety Precautions

- Do not open the handset or charger, this could expose you to high voltages. Have all repairs carried out by authorized service personnel.
- Do not allow the charger and the battery contacts to come into contact with conductive objects such as keys, paper clips, rings or bracelets.
- Do not allow the handset and charger to come into contact with water or chemicals.
- Only use the plug-in AC adapter and battery type supplied.
- Do not use AC adapters which are visibly damaged (cracked or broken housing) and keep the ventilation slits on the plug-in AC adapters free.
- Do not use the handsets in vehicles or in hazardous locations.
- This product contains magnetic material. Be aware that small metallic objects may stick for example to the loudspeaker. This may deteriorate the audio quality and can be harmful.

Usage

Like all other cordless telephones, this handset uses radio signals which do not guarantee a connection set-up under all circumstances. Generally, you should therefore not rely exclusively on cordless telephones when making indispensable calls (e.g. medical emergencies).

Avaya 3701 Telephone

This telephone is only supported on the Avaya DECT systems (IP DECT or DECT R2 system). DECT telephone features include:

- Speakerphone
- Illuminated display (green)
- SOS (Emergency) key for speed dialing an emergency number
- Phone number lists and Voice Mail indication
- Personal telephone book with 50 entries in every handset
- Mute Capability
- 10 possible ring tones
- 4-level field strength display
- Adjustable Speaker and telephone volume, 3-level
- Manual key lock
- Temporary ring tone muting
- Silent charging
- 12 menu languages
  - Czech, Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish and Swedish. However, in the Czech and Norwegian language mode some menu items may appear in the English language
- Illuminated 3-line graphic display (96 x 33 pixels), variable 3-level contrast
- Stand-by time: > 100 hrs
- Talk time: > 10 hrs
- Batteries: 3 AAA (NiMH) included with phone
- Charge time: max. 6 hours for empty batteries
- Weight: 138g incl. batteries
- Dimensions (L x B X H): 146 x 55 x 28 mm

Installation

Installation Location

Place the charger on a flat, even surface. Do not install the charger, telephone and accessories in the proximity of:

- Water, moisture or damp areas.
- Sources of heat, direct sunlight or unventilated areas.
- Devices which generate strong magnetic fields, electrical appliances, fluorescent lamps, computers, radios, televisions or fax and telephones.
- Areas where the telephone can be covered, its ventilation is impaired and liquid can get inside. Areas where there is excessive dust and areas subject to vibration, shock or extreme temperature fluctuations.
- Install / keep the telephone and accessories out of reach of small children.

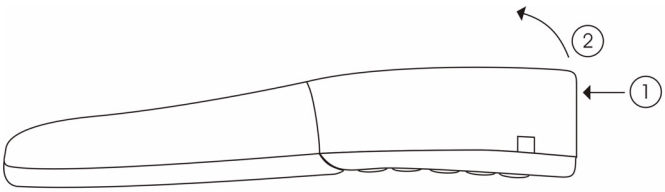
Commissioning your Telephone

Your telephone is only operational after the batteries have been charged. You can then use the telephone to make and receive calls.

Placing the batteries in the telephone

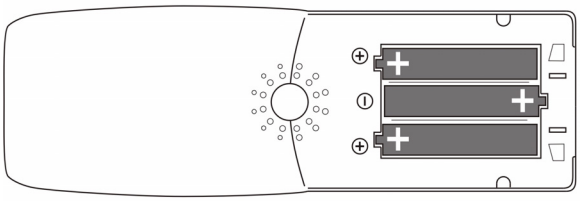
The battery compartment is on the back of the telephone. It takes the three type AAA batteries which are supplied.

Opening the battery compartment cover: Insert a suitable item (e.g. the top of a ballpoint pan) into the hole at the bottom of the compartment cover(1). Push it in and lift the cover at the same time (2).



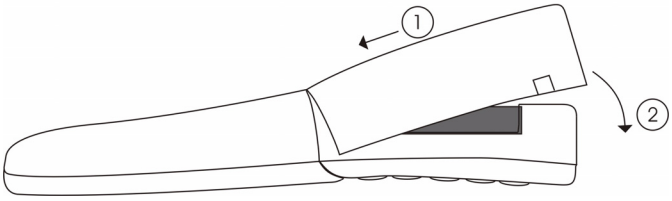
Inserting the batteries:

Insert the batteries in the battery compartment, taking care to observe the correct polarity. The + - poles of the batteries must correspond to the + - markings in the battery compartment.



Closing the battery compartment cover:

Replace the cover by placing it on the compartment at a slight angle (1) and pressing it down until it clicks into place (2).



Note: If the batteries are inserted incorrectly, the telephone will not function, and may be damaged.

Important Battery Information

Note:

Use only rechargeable AAA NiMh battery of typical 800 mAh, 1.2 V. Never use a battery which is damaged or worn out.

Heat or cold reduces the performance and life of the batteries. It is possible that a telephone with hot or cold batteries can be temporarily out of operation even if the batteries are fully charged.

Used batteries should be disposed of in accordance with local authority regulations.

Do not throw batteries in a fire.

Charging and Discharging

The batteries can be charged and discharged hundreds of times. If the operating time (i.e. talk and standby time) is significantly shorter than usual, then it is time to replace the batteries.

To maintain optimum operating time, the batteries should be discharged from time to time by not placing the telephone in the charger but leaving it switched on until it switches itself off.

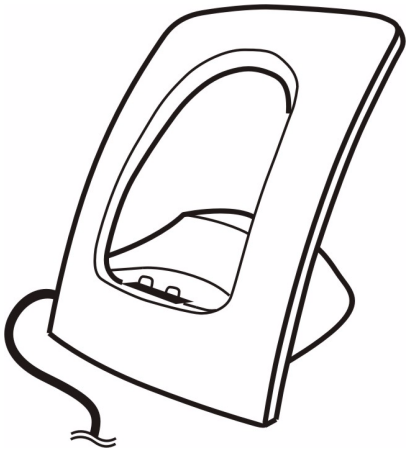
Extreme temperatures can influence the charging capability of the batteries.

Installing the Charger

To operate the charger a mains connection is required. Check if the mains voltage matches the adapter mains voltage.

Connect the cable on the plug-in AC adapter to the terminal on the bottom of the charger and plug the AC adapter into the mains socket.

Mains plug



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Heat or cold reduces the performance and life of the batteries. It is possible that a telephone with hot or cold batteries can be temporarily out of operation even if the batteries are fully charged.

Used batteries should be disposed of in accordance with local authority regulations.

Do not throw batteries in a fire.

Charging and Discharging

The batteries can be charged and discharged hundreds of times, but sooner or later they will be worn out. If the operating time (i.e. talk and standby time) is significantly shorter than usual, then it is time to replace the batteries.

To maintain optimum operating time, the batteries should be discharged from time to time by not placing the telephone in the charger but leaving it switched on until it switches itself off. Only use this method to discharge the batteries.

Extreme temperatures influence the charging capability of the batteries.

Charging the Batteries

Charge the batteries approximately 6 to 7 hours before using the telephone. This protective measure extends the service life of the batteries.

The maximum power output is only attained after three to five charge and discharge cycles.

When replacing the batteries, ensure the correct polarity. Use only rechargeable AAA NiMh battery of 800 mAh, 1.2V. The manufacturer does not accept liability for malfunctions or damage caused by using other battery types or normal batteries.

Charging and Operating Times

Charging time: (empty batteries) to full capacity in approx. 6 to 7 hours.

Talk time: > 10 hours (with fully charged batteries).

Standby time: > 100 hours (with fully charged batteries).

Charge Display

The charge status of the batteries is indicated on the display. This means:

batteries fully charged (80 – 100 %)

batteries 60 – 79 %

batteries 40 – 59 %

batteries 20 – 39 %

batteries 0 – 19 %

(frame flashes) batteries are empty: an alert tone is also given.

Battery Capacity Icon

When batteries are replaced, no icon will be displayed before a charging cycle has been completed, except when almost empty batteries are inserted in the phone, then the icon will be shown immediately.

When the battery capacity icon is displayed, the indication is reliable.

If the charged batteries are inserted, the batteries can become hot during the first charge cycle, and if the fully charged batteries are removed from the phone and inserted again, the batteries can become overcharged.

Charge Warning

When the batteries' capacity is almost exhausted, an acoustic warning is given in the form of 3 short "beep" signals (only during a call). Upon receiving the beep approximately 5 minutes of talk time is left.

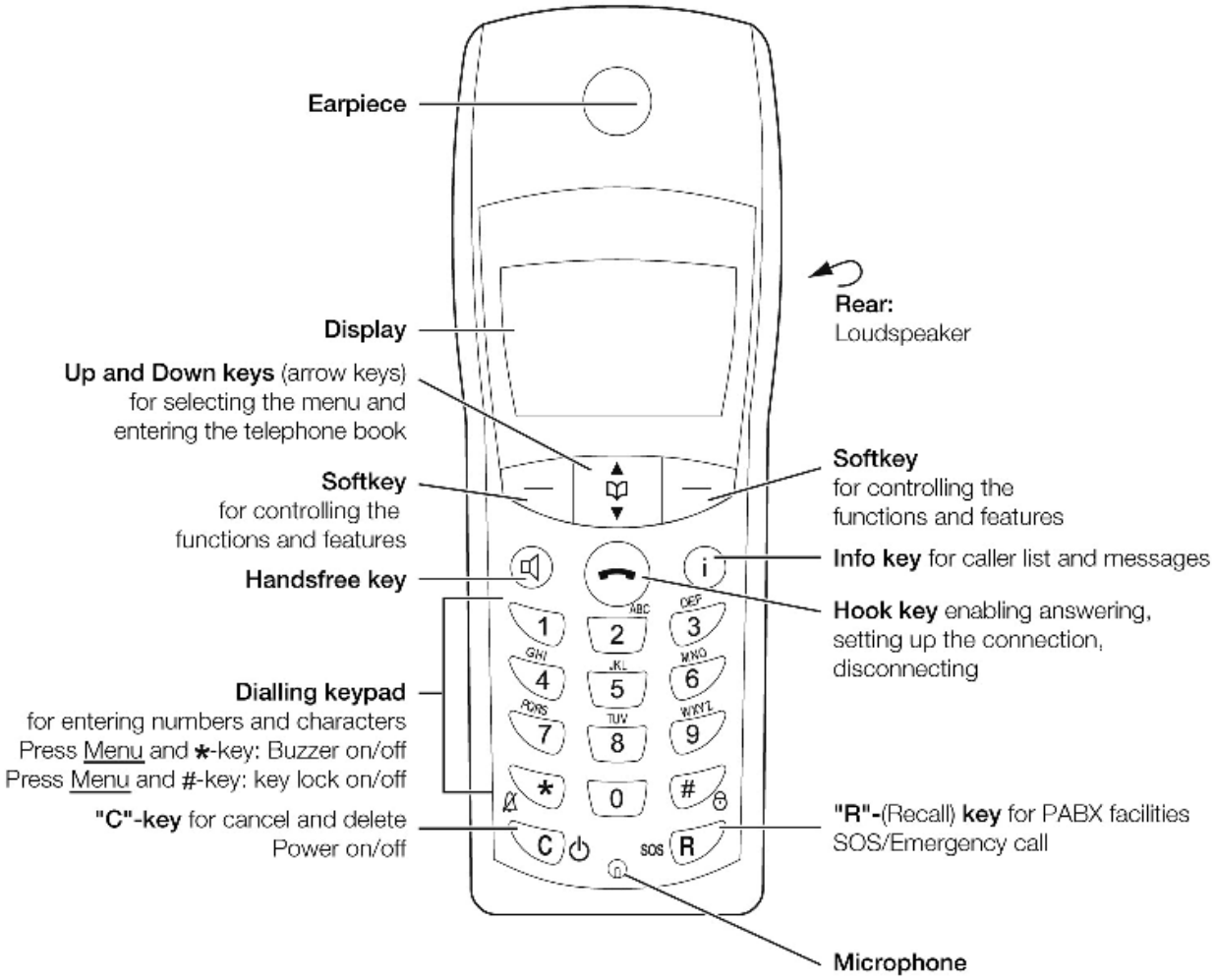
Initial Setup and Operation

The telephone can be manually registered on up to 5 different DECT systems. To do so, it has to be registered to each Avaya IP DECT system.

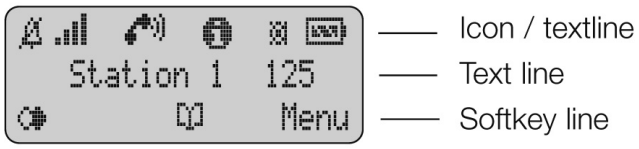
Telephone Registration

Register the telephone on the Avaya DECT system (IP DECT or DECT R2 system) as described in Menu: System on page 37.

Keys and Displays



Display Arrangement



Icons

Ringer deactivated.

At least 2 bars: Good radio link

On: Telephone has a connection

Flashing: Telephone has an incoming call

On: Handsfree is activated

Flashing: Message in voicebox

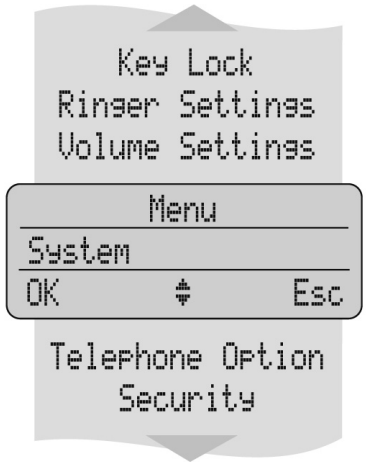
Flashing: One or more missed calls in the caller list

Charge status of the batteries

On: Keypad is locked

Text Line/Softkey Line

In the top line of the display, information is given concerning the current status of the telephone during a call or in standby mode. When using the menus, this line displays an additional line of text containing the name of the active menu. The text line displays important information about the current connection status or menu lists and texts. In an idle state the top text line is replaced by the icon line. Below this icon line the system name or your programmed name and the phone number of the telephone are displayed.



Selection lists (e.g. caller list) and the features menu are displayed as a one-line excerpt. This line can be moved up or down via the arrow keys to show the next menu entry or number.

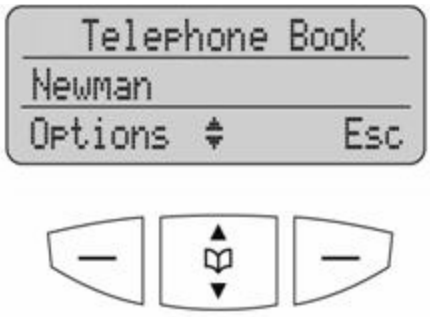
The text and symbols on the softkey line refer to the keys below. The contents of the line changes according to the operating state.

Illumination

The display is automatically illuminated when there is an incoming call or a key is pressed. The display illumination is automatically switched off after 10 seconds if no key is pressed.

Softkeys and the Cancel Key

The Softkeys



The four large keys below the display (see picture) are called the softkeys. The functions allocated to the keys are shown on the bottom line of the display. The key function changes automatically according to the telephone state.

Softkey: Arrow Keys

Symbols are displayed above the arrow keys which identify the respective functionality of the arrow keys:

- Opens the telephone book.

- When a selection list (e.g. telephone book or menu) is displayed, the arrow keys move the cursor to the desired entry.

- When entering phone numbers or names, changes can be made by moving the position of the cursor. The arrow keys shift the cursor to the left or right.

- Enables selection from the redial list.

- Earpiece / loudspeaker: Volume.

Softkey: OK

OK is used to confirm the selected function. If a function only permits you to switch between two options, OK causes this to take place. In the display, active settings (ON) are indicated by a ”✓” at the end of the line. In the case of settings that are not active (OFF), a ”-” appears at the end of the line.

Softkey: Menu

Using the **Menu** softkey on the left, you can access the main menu of the Avaya 3701 telephone.

Softkey: Options

Using the **Options** softkey on the left, you can perform actions on the selected item in the menu you are currently in.

Softkey: Esc

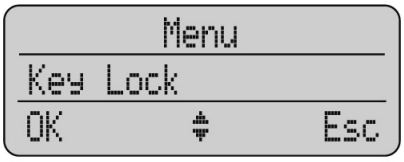
The Esc softkey is used to quit the respective menu section which is displayed. The display then shows the selection of the previous menu branch or the current idle / connection display.

Holding down the Esc softkey for a longer time (approx. 2 sec.) quits the present menu and returns to the idle display.

Cancel Key

Pressing during editing names and/or numbers results in deleting the last entered character or digit. Pressing for a longer period deletes the whole entry.

Example: Menu



Press Menu. Use the arrow keys to scroll through this list and confirm the desired function with OK.

Example: Telephone Book

If the telephone book has been opened (📖-key), the arrow keys can be used to select a name and 📞 or 🔊 can be used to dial.

To change entries, switch over to the next menu using the Options softkey and choose for example Edit. Now you can edit the telephone number and then the name with which it is associated. Save your changes by selecting OK at the end of each procedure.

Entering a Telephone Number

The arrow keys can be used to shift the input position (cursor) to the left or right. Additional characters are always added in front of the flashing cursor. Use OK to confirm your entry, C deletes individual characters or the complete entry (press C for a longer period).

Calling

Telephone On / Off

The telephone can be switched off by pressing C ⏻ for more than 1 second when it is in an idle state. The telephone is switched on by pressing C ⏻ for more than 1 second or by placing the telephone in the charger.

Loudspeaker Volume

During a conversation you can change the volume of the earpiece or the loudspeaker with the arrow keys in 7 steps. When the minimum or maximum value is reached, you will hear a beep. In the display a bar will be shown which will increase/ decrease in size symbolizing the actual volume setting.

Handsfree

To enable several people in a room to listen to a call, the telephone includes a handsfree feature. This can be activated via the 🔊-key.

For best results, the telephone should be placed upright on a smooth, flat surface (e.g. a table top), leaving the loudspeaker and microphone free. For best results keep about 0.5 m distance between yourself and the telephone when speaking.

To switch off the function, press the 🔊-key again. **Note:** When the handsfree function is active, the hook icon is replaced by a loudspeaker icon.

Muting

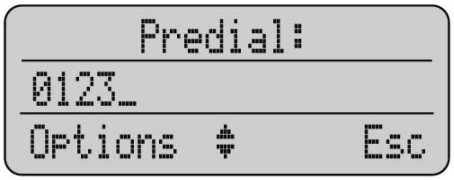
During a call, you can deactivate the microphone of your telephone using the **Mute** softkey (in case of making a call the **Mute** softkey appears 10 second after the last number is dialed).

Pressing **Unmute** softkey in this state activates the microphone again.

Making a Call

Dialing:

Press or and dial the phone number.



Pre-dialling:

Enter the phone number and press or . You can use pre-dialling to chain telephone numbers from different lists. Press **Options**, select one of the lists with the arrow keys and **OK**. Select a telephone number from the list. A long press on the hook key will add the number to the number predialed before.

Please note: In pre-dialling, if the input cursor is positioned behind the telephone number, the number to be chained will be suffixed to that telephone number. If the input cursor is at any other point, the number to be chained will be prefixed to the telephone number.

Correcting an entry during pre-dialling:

: deleting individual digits; press for a longer period: deletes the whole phone number.

Notes:

- Long key press on "*" inserts " " (note-key) in the pre-dial-mode. For security reasons any digit entered after the note-key will not be stored in the Redial list (like PIN code).
- Long key press on "0" inserts P (for pause) in the pre-dial-mode. (The 1.5 second Pause is only supported by IP DECT system.)

Making a Call from the Last Number Redial List

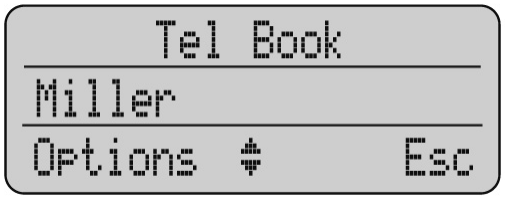
Selection: press the -softkey and then one of the arrow keys (several times if necessary) with the telephone in an idle state. The last 10 phone numbers dialed are then displayed. The beginning / end of the number redial list is marked by a dashed line.

Dialing: Press or the selected phone number is dialed.

Pre-dialling: If you press for a longer period, the selected phone number is entered into the pre-dial mode. Digits can be added to the displayed phone number, as required (see: Making a Call). To dial, press or . The pre-dial mode is terminated by pressing **Esc**.

You can call directly from the redial list or transfer a phone number to the telephone book (refer to Menu: Redial List on page 33).

Making a Call from the Telephone Book



Selection: press the arrow keys with the telephone in an idle state. Use the arrow keys to select an entry or type in the first character(s) of the name.

Dialing: press or and the phone number is dialed.

Pre-dialling: If you press for a longer period, the selected phone number is taken up into pre-dialling. To dial, press or . The pre-dial mode is terminated by pressing **Esc**.

Making a Call from the Caller List

The telephone stores the phone numbers of the last 20 callers in the caller list (dependent on the transmission of the phone number). If a call is not answered within 10 seconds the user is notified via the text ”Missed calls” in the idle display and the flashing icon . This text will disappear when the caller list is entered. Calls that are successfully established from the caller list will be removed from the list.

Selection: press the Info key with the telephone in an idle state. If there are new calls stored the list will open immediately. Otherwise you have to select **Caller List**.

Dialing: use the arrow keys to select an entry. Press or and the phone number is dialed.

Pre-dialling: if is pressed for a longer period, the phone number is entered into the pre-dial mode. Digits (e.g. a code) can be added as required. The phone number is dialed by pressing or . The pre-dial mode is terminated by pressing **Esc**.

You can call back directly from the caller list or transfer a phone number to the telephone book (refer to Menu: Caller List on page 34).

Making a SOS-call

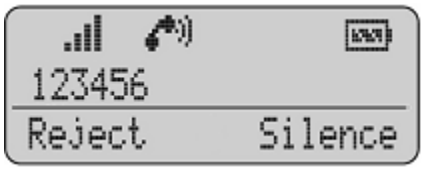
This telephone can be used to send emergency calls to a certain telephone number. The number is stored in the menu ”Telephone Option”.

To make the emergency call press the SOS-/(R)-key for longer than 2 seconds.

Muting Ringer

During the call alert phase, it is possible to mute the ringer alert signal simply by pressing the softkey **Silence**, now only the telephone icon is signalling the incoming call. (In case of the ringer alert signal is with VIP melody the ringer can not be muted.)

Answering a Call



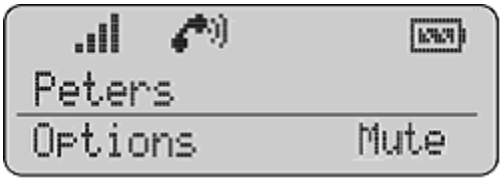
At an incoming call the number of the caller is displayed (if transmitted). If this number is already listed as an entry in the phonebook, the corresponding name of this entry is displayed during an incoming call. Press or to answer the call or lift the telephone of the charger when ”Charger Answer” is enabled.

Reject rejects the call.

Silence mutes the ringer.

(With IP DECT system in case of the incoming call is with VIP melody alert signal - like Priority Call - the **Reject** and **Silence** softkeys are not available. Press or or the **OK** softkey to answer the call.)

Changes During a Connection



During a connection the volume can be adjusted by pressing the arrow keys.

Options:

Mute switches off the microphone in the telephone (in case of making a call the **Mute** softkey appears 10 second after the last number is dialed).

Telephone Book opens the Telephone Book List.

Redial opens the Redial List.

Caller List opens the Caller List.

R-key (Recall button) puts the call on hold or drops a party or completes a conference.

Most common features described below are available for the DECT set

Note:

Features and operation depend on ACM administration

Basically the same set of features (and feature operation) are available for the DECT sets as for analog stations with Recall/Flash button. Most of the available features depend on the ACM parameters. Please see following documentation on Avaya Support website (http://support.avaya.com) for more details :

- Administrator Guide for Avaya Communication Manager, 03-300509
- Feature Description and Implementation for Avaya Communication Manager, 555-245-205
- Avaya IP DECT Installation, Administration and Maintenance Manual, 16-601625

Placing a call on Hold

During a call you can place a call on hold.

- Press ® places the call on hold.
- Press ® again to retrieve the call.

Call Enquiry

During a call another party can be consulted.

- Press ® to put the call on hold.
- Now dial the other phone number.
- Press ® again to drop the second call and switch back to the first call.

Call Transfer

During a call you can transfer a call to another party.

- Press ® to put the call on hold.
- Dial the other phone number.
- Press ⌒ to complete the transfer. (The transfer can be completed before or after the other party answered the call.)

Conference Call

During a call you can create a conference with other 2 parties.

- Press ® to hold the first call.
- Dial the other phone number.
- Press ® again to complete the conference.
- The parties will be conferenced together and the phone display will show conference.
- Pressing ® again will drop the added party from the conference.

Call Waiting / Answering second Call

During a call you can answer a second call with placing the first call on hold.

- Press ® places the first call on hold and answers the second call.
- Press ® again to retrieve the first call and put the second call on hold.
- Pressing ® is to speak alternately with the other parties.
- In case ⌒ pressed to release a call with a party or in case a party release the call, the set will be re-alerted for the held call.

Parking a Call

During a call you can park a call.

- You receive the call to your phone. Answer the call.
- Press R (this places the call on hold) then dial the Call Park FAC
- Press to hang up.
- You have now parked the call.

Retrieving a Parked Call

- Press or dial Answer Back FAC followed by the parking extension number E.g. *371234#.

The call will be connected to your telephone.

Message waiting indication for Voicemail

When a icon appears in the idle mode, the receiver has a message in his voicemail box. After listening to all new voicemail messages, the icon will disappear in idle mode.

In case the telephone is switched off, is out of coverage or is in the charger while ”silent charging”, the message waiting indication is updated after the telephone is logged to the DECT system.

If the Voice Box number is configured the user can access the voicemail by pressing the Info key and selecting **Voice Box OK**. Press **Call** (or or) to connect to the voicemail.

If the Voice Box number is not configured the user can access the voicemail by dialing the voicemail number. (Alternatively: pressing the Info key and selecting **Voice Box OK**. Press **Call** or or and dial the voicemail number to connect to the voicemail.)

The Menus: Operating Procedures

In this and subsequent sections, all features are activated via the softkey Menu. The individual operating sequences are shown in short form, and then a short description follows.

Menu Control

The symbols have the following meaning:

Input of numbers or characters

Operate arrow keys

Menu Texts shown in this font represents a softkey

Kev Click In this way displayed texts indicate the menu item to be selected.

Press hook key.

Press speaker key.

Example

Saving user names: (in the next chapters all representations of the operating sequences have the following form.)

Menu **Telephone Option OK User Name OK** name **OK**

In this example, first press **Menu** and select **Telephone Option** with the arrow keys.

Confirm the selection by pressing the **OK** softkey.

Then select **User Name** with the arrow keys. Confirm again by pressing **OK**.

Now enter the name, confirm by pressing **OK**. Instructions on entering the name can be found at ”Entering characters/names”.

Menu Timer

The menu activation is time-monitored. If no entries are made within 60 seconds, then the menu is automatically quit.

Menu: Telephone Book Settings

The Telephone Book allows you to store up to 50 phone numbers and names. The entries in the telephone book are stored locally on the telephone. The names are sorted alphabetically, therefore the telephone book offers an alphabetic search function. Entering the same telephone number more than once is not accepted, but the same name can be stored with different numbers.

An entry can consist of a maximum of 32 digits for the number and 16 characters for the name (refer to Entering Characters / Names). The beginning / end of the telephone book list is marked by a dashed line. If a caller is listed in the telephone book and the phone number has been transmitted for the incoming call, then his name appears in the caller list.

Dialing: dial the selected entry by pressing or . Pre-dialling is started by pressing for a longer period.

Options:

Predial number is entered into the pre-dial mode.

Dial the number is dialed immediately.

Details shows name and number of the entry.

Edit edits the entry.

Delete deletes the entry.

Quick Call direct access to the phonebook entry keys 1…9.

Entering Characters / Names

The following characters can be entered by pressing the keypad keys several times. The entry position is automatically advanced if no entries are made for a short while or a new character is entered. Pressing the *-key switches from capitals to non-capitals and the same action switches back. While entering characters the last line on the display shows all characters assigned to the key. The actual position is marked by > <.

Key	Capital letter	Small letter
1	?!1-+*/=&()%¿¡	?!1-+*/=&()%¿¡
2	ABC2ÄÅÀÁÃÆÇ	abc2äåàáãæç
3	DEF3ÈÉÊË	def3èéêë
4	GHI4ÌÍÎÏ	ghi4ìíîï
5	JKL5	jkl5
6	MNO6ÑÖÒÓÔÕØ	mno6ñöòóôõø
7	PQRS7ß	pqrs7ß
8	TUV8ÜÙÚÛ	tuv8üùúû
9	WXYZ9	wxyz9
0	(space) ,.0:;_”‘^~	(space) ,.0:;_”‘^~
*	A’a	a’A
#	#@$£¥§<>{|}[\]	#@$£¥§<>{|}[\]

Adding a New Entry

>New Entry< OK phone number **OK** name **OK**

When entering the name, the keypad keys are automatically switched over to character input. A name consists of maximum 16 characters.

Editing an Entry

Select entry **Options** **Edit OK** short / long

New digits **OK** short / long new characters **OK**

Changes can be made by moving the cursor to the beginning or end of the entry via the arrow keys. Delete characters by using the -key. Press **Esc** if you do not wish to change a phone number or a name.

Deleting an Entry

Select entry **Options** **Delete OK**

Deleting all Entries

Menu **Security OK** telephone PIN **OK** **Clear Phonebook OK Sure? Yes**

This function deletes all entries.

Quick Call

Activate an entry in the telephone book and then select **Quick Call** from the **Options** menu. Key in a one-digit number from 1 to 9 as your quick call number and confirm your selection by pressing **OK**.

Note:

Quick call numbers can only be allocated once. To dial a number, press the key you have allocated the number to and hold it down for a second or two while the telephone is idle. The number you wish to call will then be entered automatically in pre-dial mode. In the telephone book the names allocated to the quick call function have the corresponding quick call number in front of the names.

To remove a quick call numbers from a telephone book entry use **Delete** or **Delete All** from the **Quick Call** menu.

Transferring Phone Numbers to the Telephone Book

Every selectable phone number in the ”caller list” or ”redial list” can be transferred to the telephone book. To do so, the **Options** softkey in the Caller list Menu or Redial List Menu is available for this purpose, depending on the state of the telephone. If **OK** is pressed, the phone number is stored immediately and is treated as a new entry:

Options **Add To OK** Edit number / enter name **OK**

Edit number press **OK** and enter/edit a name for the phone number. Confirm by pressing **OK**.

When entering characters and numbers, the arrow keys can be used to shift the entry position to the left or right.

The **Esc** softkey cancels the entry.

Menu: Redial List

In the idle state, press the -softkey and then one of the arrow keys (several times if necessary). You will see the last 10 internal and external parties dialled (telephone number or name).

Dialing: dial the phone number by pressing or . Pre-dialling is started by pressing for a longer period.

Options:

Dial dials the phone number selected.

Add to transfers the phone number to the telephone book or to the call filter.

Predial places the call in pre-dial mode, pressing or will connect the call.

Delete OK Sure? OK deletes the selected entry.

Delete All OK Sure? OK deletes all entries.

Menu: Key Lock

Key Lock On / Off

The keypad can be locked to prevent any accidental operation: press the **Menu** softkey, select **Key Lock** via the arrow keys and confirm by pressing **OK**. A lock icon is then shown in the display.

To unlock the keypad, press the right softkey and then (as shown on the display).

Calls can be answered in the normal way when the key lock is active and all keys can be used. The key lock is activated again after the call has been terminated.

Menu: Caller List

Accepted and Missed Calls

Accepted and missed calls with a transmitted phone number, are entered into the caller list. A missed call is a call which has not been answered and has been alerting for at least 10 seconds. When calls have been missed the text ” Missed Calls” is shown in the display. If the caller is registered in the telephone book, the name is displayed.

The last 20 telephone numbers are listed. Every additional phone number overwrites the oldest entry. When a call back is successfully executed to an entry in the caller list, the entry is removed from the caller list.

The beginning / end of the caller list is marked by a special line.

Multiple calls with the same phone number are only stored once.

The following symbols at the end of the entries indicate the kind of call:

missed call

accepted call

rejected call

Calling

ⓘ **Caller List OK** Selection of a phone number…

Dialing: dial the phone number by pressing or . Pre-dialling is started by pressing for a longer period.

Options:

Dial dials the phone number selected.

Add to transfers the phone number to the telephone book or to the call filter.

Predial places the highlighted phone number into predial mode. Press or to make the call.

Delete OK Sure? OK deletes the selected entry.

Delete All OK Sure? OK deletes all entries.

Menu: Ringer Settings

A different melody can be set for every type of call (internal and external).

Melody: Internal

Menu Ringer Settings OK Melody OK Internal OK or 0…9 **OK**

Select the melody for internal calls by entering a number 0…9 or use the arrow keys.

Melody: External

Menu Ringer Settings OK Melody OK External OK or 0…9 **OK**

Select the melody for external calls by entering a number 0…9 or use the arrow keys.

Melody: VIP

Menu Ringer Settings OK Melody OK VIP OK or 0…9 **OK**

Select the melody for priority calls by entering a number 0…9 or use the arrow keys.

Volume

Menu **Ringer Settings OK** **Volume Settings OK** or 0…7 **OK**

The ringer signalling volume can be changed via digits 0 ... 7 or the arrow keys (0=off).

(The ringer signalling volume for calls with VIP ringing alert signal can not be disabled or turned off.)

Menu: Volume Settings

Earpiece

Menu **Volume Settings OK** **Earpiece OK** **OK** or 0…7 **OK**

The voice volume of the earpiece can be changed in 7 steps via digits 1…7 or the arrow keys.

Hands-free

Menu **Volume Settings OK** **Hands-free OK** **OK** or 0…7 **OK**

The voice volume of the loudspeaker can be changed in 7 steps via digits 1…7 or the arrow keys.

Menu: System

Registration Code

The telephone can be manually registered on up to 5 different DECT systems. Before you can make a call via the DECT system, the telephone has to be registered to the system. A system ID and registration code are necessary for the registration process. Ask the system administrator for the valid registration code. When the telephone is not subscribed to the system the display will show ”Please, subscribe”.

This is for information only. Please contact your System Administrator to register the telephone

All settings in this chapter are started by pressing the softkeys:

Menu **System OK**

Registering the Telephone to the DECT System

Subscription OK >Subscribe HS< OK PABX-PIN **OK**

- **Subscribe OK**

or

- **Use PARK-Code** PARK **OK**

or

- **Cancel OK**

The following entries must be made when logging on:

PABX-PIN : this code is used to get access to the DECT System.

Use PARK-Code : a system ID should only be entered if you are at a location where two DECT systems overlap.

Enter name : give the name of the DECT system to which you are registering. This will be shown on the idle display. For information concerning the entry of characters, refer to Entering Characters / Names on page 31.

Internal No. : the phone number, assigned to your DECT telephone can be entered here (ask your system administrator for the phone number).

Selecting the DECT System

Subscription OK select a System **Options Select OK**

If the telephone has been registered to several DECT systems, then you can select which one the telephone is to use. Select the system via the arrow keys before confirming ”Select”. By choosing **Options Select**, the function automatic search is disabled. The selected system is shown in the idle display.

Automatic Search System

Subscription OK **Auto. Search OK**

If you have registered your telephone with several DECT systems and this function is active (” ⋰ ”), then the telephone will automatically select one of the systems. Thus, your telephone is automatically ”logged-in” to another of your registered DECT systems, as soon as you move out of the effective range of the current system. This function is disabled if a specific system is selected by the select option.

Deleting a System

Subscription OK select a System **Options Delete OK Sure? Yes**

Deleting subscription is only possible, when the telephone is out of coverage from the system or when it is not successfully registered to a system. Consequently, the telephone can only be used on this system again after completion of the registration process. Use the arrow key to select the system, before you choose **Options Delete**. This function removes subscription information from your telephone for the selected DECT system.

Note that after execution of this function, the telephone cannot be used on that DECT system anymore! To use it again, you must go through the registration procedure at the DECT system and at the telephone.

Changing a System’s Name and Phone Number

Subscription OK select a System **Options Edit OK**

System Name **OK** Local Phone number **OK**

You can select a system and then edit the name of the system and your telephone number.

Equipment ID

IPEI OK

You can read the international telephone identification.

Menu: Telephone Options

All entries in this chapter are started by pressing the softkeys:

Menu **Telephone Option OK**

User Name

User Name OK Name **OK**

This function can be used to store the name of the telephone user which is set by your System Administrator. You can change the User Name on the telephone but this will revert to the System Administrator configured name upon a system reset. The user name consists of maximum 12 characters. The name is shown on the idle display. Further information concerning the input of characters can be found at Entering characters / names.

Changing the Language

Language OK **English OK**

Sets the desired display language. It is possible to select from 12 different languages.

Emergency Call SOS Number

Emergency Call OK number **Options** **Save OK**

The phone number for the SOS-function can be stored here.

Voice Box

Voice Box OK number **Options** **Save OK**

This is the number used to connect to your Voicemail. (This Voicemail number can be centrally defined on IP DECT system, if not then the user can define it on the set.)

Attention tones

Attention tones OK

Key Click or **Confirm tones** or **End of Menu** or

Battery alarm or **Coverage Warn** / **OK**

If activated ”✓” an acoustic warning signal is given when a key is pressed (Key Click), if a setting is confirmed (Confirm tones), if the end of a menu list is displayed (End of Menu), if the battery charge becomes too low (Battery alarm) or if there is a danger of losing the radio link (Coverage Warn).

Charger Answer

Charger Answer OK

When the function is enabled, you can answer incoming calls when the telephone is placed in the charger e. g. by lifting it off the charger. The ”✓” is shown when activated. The call is ended and the telephone goes on hook by placing it on the charger again.

Silent Charging

Silent Charging OK

If activated ”✓” the telephone does not setup and receive any calls while it is placed in the charger. The first display line shows ”Silent Charging” when placed into the charger. While on Silent Charge calls are directed to Voicemail (if configured). Calls are signalled again once it is taken out of the charger.

Display Contrast

Disp. Contrast OK **OK**

The display contrast can be changed via the arrow keys.

Menu: Security Functions

The security functions are protected by a PIN code (4 digits).

The PIN entry is only necessary when read only is switched on. In the delivery state the PIN is set to 0000. For additional security, **** is displayed when entering the PIN. Numbers which have been entered can be deleted by pressing C. If you have forgotten your PIN, please consult your system administrator.

All entries in this chapter are started by pressing the softkeys:

Menu **Security OK** Enter PIN **OK**

Then select…

Resetting the Telephone

Default setting OK Sure? Yes

All functions with the exception of the telephone book, the PIN and system registrations are deleted and reset to the delivery state.

Clear Phonebook

Clear Phonebook OK Sure? Yes

This function deletes all entries in the phonebook.

Changing the PIN

Change PIN OK old PIN **OK** new PIN **OK** repeat new PIN **OK**

For additional security, the new PIN must be entered twice. The numbers of the PIN are displayed as ****.

Read Only

Read-Only OK

If read only is active ” ”, all features in the menu can be checked. However the settings cannot be changed.

Menu: Shortcuts

Several frequently used menu items can also be activated with shortcuts.

When the telephone is idle, press one of the following key combinations within 3 seconds.

Ringer on / off

Menu 1 switches the ringer signalling off. The bell symbol ‹ appears in the display.

Menu 2 switches the ringer signalling back on.

(The ringer signalling volume for calls with VIP ringing alert signal can not be disabled or turned off.)

Silent charging on / off

Menu 3 switches on your telephone for ”Silent Charging”.

Menu 4 switches ”Silent Charging” off.

User name

Menu 5 allows you to change the user name.

Registering / Deregistering

Menu 6 activates the registration menu (for registering / deregistering the telephone with the DECT system.

Toggles the ringer

Menu * toggles the ringer on/off.

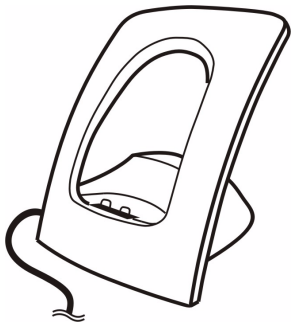
(The ringer signalling volume for calls with VIP ringing alert signal can not be disabled or turned off.)

Key Lock on

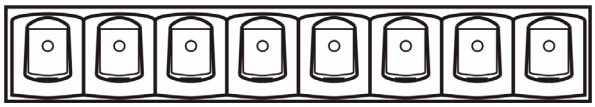
Menu switches the key lock on

Accessories

- Battery: NiMh (Nickel-Metal Hydride) rechargable AAA battery of 800 mAh, 1.2V (Not available from Avaya)
  - Avaya 3701 and 3711 Desktop Charger
- Mains plug

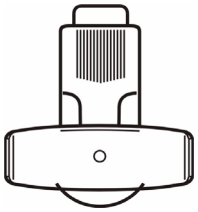


- Avaya 3701 telephone and Avaya 3711 telephone Charger Rack



A maximum of eight telephones can be charged simultaneously. The charger rack is designed for desktop use and for wall mounting.

- Belt Clip



Belt clip and adapter for the telephone. The adapter is clipped onto the telephone.

Care and Maintenance

Your telephone is a product which meets high demands with regard to design. It should therefore be treated with care. We want this product to give you pleasure for a long time and therefore make the following suggestions.

Pay attention to all safety instructions. These instructions apply to the telephone, charger, batteries (the whole telephone) as well as the accessories.

To clean the telephone, first of all disconnect the mains plug on the charger. Wipe the device using an antistatic cloth or a slightly moistened soft chamois leather and then wipe with a dry cloth.

Note:

Never spray the telephone with cleaning agents or solvents.

Clean the charge contacts on the telephone and the charger by means of a fluff-free cloth.

If the telephone or one of the accessory parties does not function perfectly, please contact your supplier‘s customer service.

Menu Tree

Key Lock			
Ringer Settings	Melody	Internal	
		External	
		VIP	
	Volume Settings		
Volume Settings	Earpiece		
	Hands-free		
System	Subscription	<Subscribe HS>	
		Auto.Search	
		…select DECT system	<Options / New>
			<Options / Edit>
			<Options / Delete>
	IPEI		

Telephone Options	User Name	
	Language	
	Emergency Call	SOS Number
	Voice Box	Telephone number
	Attention Tones	Key Click
		Confirm tones
		End of menu
		Battery alarm
		Coverage Warn
	Charger Answer	
	Silent Charging	
	Disp.Contrast	
Security	Default settings	
	Clear phonebook	
	Change PIN	
	Read only	

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