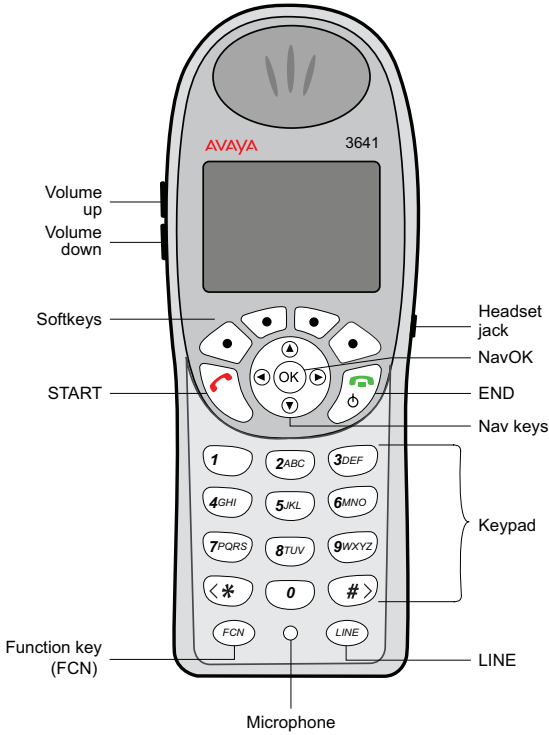
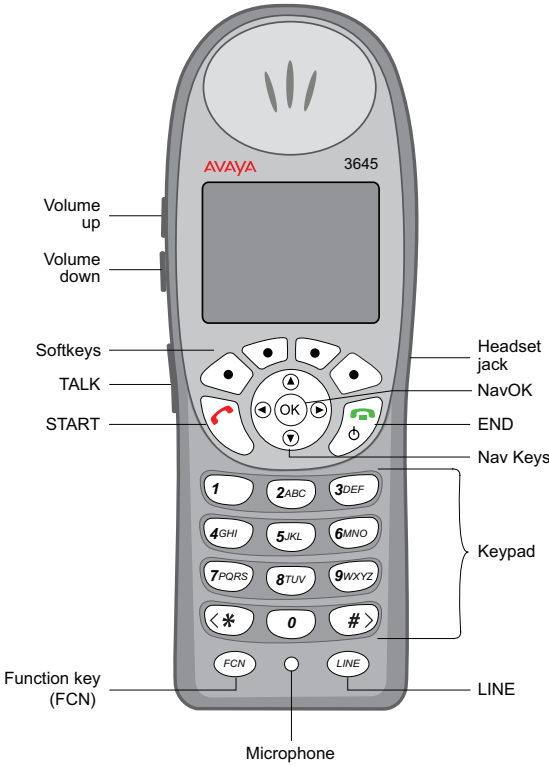


# Avaya 3641 Wireless IP Telephone



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## 3641/3645 Wireless IP Telephone Quick Reference Guide

## Basic Handset Operation Summary

The handset's Battery Pack must be fully charged before its first use. See the User Guide for full information. Place the handset into the charger for a minimum of two hours.

| If you want to                          | Then                                                                                                                                                                                                                                                           |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Remove the Battery Pack                 | Press down on the latch on the Battery Pack at the back of the handset and pull the Battery Pack towards you. The Battery Pack releases outward.                                                                                                               |
| Replace the Battery Pack                | Slide the lip of the Battery Pack into the bottom of the cavity. Push the top of the Battery Pack until it snaps into place. You should not have to force it into the handset.                                                                                 |
| Turn handset on                         | Press and hold the <b>END</b> key until two chirps sound.                                                                                                                                                                                                      |
| Turn handset off                        | Press and hold the <b>END</b> key. One chirp will sound. If you are in a call, hang up first, then turn off the handset.                                                                                                                                       |
| Unlock the keypad                       | Press the <b>Unlk</b> softkey, then <b>#</b> , to unlock the keypad.                                                                                                                                                                                           |
| Lock the keypad                         | Press the <b>Cfg</b> softkey then <b>NavOK</b> , to manually lock the keypad.                                                                                                                                                                                  |
| Make an internal call                   | Press the <b>START</b> key, wait for a dial tone, then dial the extension.                                                                                                                                                                                     |
| Make an external call                   | Press the <b>START</b> key, wait for a dial tone, then dial the number just as you would from your desk phone.                                                                                                                                                 |
| Select a line                           | If multiple lines are available, your handset will default to line 1. If a different line is desired, press <b>LINE</b> and the number key corresponding to the desired line. You will hear a dial tone.                                                       |
| Dial a number                           | Once you hear a dial tone, press the number keys to dial the number.                                                                                                                                                                                           |
| Answer a call                           | To answer a call, press the <b>START</b> key and hold the earpiece to your ear. You may also activate the speakerphone function or use a headset.                                                                                                              |
| Answer a call on a second line          | If you are on a call and hear subdued ringing, a call is coming in on a second line. The line number on the display will be flashing. To answer this call, put your first call on hold and press the <b>LINE</b> key, then the line number of the second call. |
| Answer with headset                     | Press any key (other than <b>END</b> ) to answer a call when a headset is plugged in.                                                                                                                                                                          |
| Silence while ringing                   | Press the <b>END</b> key to silence the ring.                                                                                                                                                                                                                  |
| Change the ring volume                  | Press the up/down volume buttons on the side of the handset during ringing.                                                                                                                                                                                    |
| Activate or deactivate the speakerphone | Press the <b>Spkr</b> softkey and speak towards the handset. Note that this feature may not be activated in your communication server.                                                                                                                         |
| Adjust the speaker volume               | Press the volume up/down buttons on the side of the handset during the call.                                                                                                                                                                                   |
| Adjust the headset volume               | Press the volume up/down buttons on the side of the handset during the call.                                                                                                                                                                                   |
| Place a call on hold                    | Press the <b>More</b> softkey and then press the <b>Hold</b> softkey.                                                                                                                                                                                          |
| Resume a held call                      | Press the <b>LINE</b> key followed by the line number key.                                                                                                                                                                                                     |
| Mute the microphone                     | Press the <b>More</b> softkey and then press the <b>Mute</b> softkey.                                                                                                                                                                                          |
| End the call                            | Press the <b>END</b> key. Be sure to do this at the end of each call to return to the standby mode.                                                                                                                                                            |
| Change profile                          | Press the <b>Prof</b> softkey in standby mode and use the <b>Nav</b> keys to select a new profile. The selected profile is marked with an asterisk (*).                                                                                                        |
| Display additional features             | Press the <b>FCN</b> key while off hook to display additional features that have been customized for your communication server.                                                                                                                                |
| Turn on the backlight                   | The backlight comes on when any key is pressed or when there is an incoming call and stays on for 10 seconds. It turns off after 10 seconds if another key is not pressed within that period.                                                                  |

## PTT Operation Summary

The PTT feature allows the Avaya 3645 handsets to operate in a group broadcast mode, where a single handset can transmit to multiple listeners, like a two-way radio.

| If you want to                                    | Then                                                                                                                                                                                                                        |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Make a PTT call                                   | To call on the default channel, from standby mode press and hold the <b>TALK</b> button. Wait for the display to show <b>Transmitting</b> and then hold the handset approximately two inches from your mouth and speak.     |
| Respond to a PTT call                             | Press and hold the <b>TALK</b> button during the 10-second wait period.                                                                                                                                                     |
| End wait period                                   | Press <b>End</b> .                                                                                                                                                                                                          |
| Select a different PTT channel                    | Press and release the <b>TALK</b> button. Select a different channel from the list. Use the <b>Nav</b> keys or volume side buttons to highlight the desired channel. Press <b>TALK</b> to transmit.                         |
| End one PTT call and start another one            | Press the <b>END</b> key to exit the PTT call. Press and release the <b>TALK</b> button and select a different channel from the list. Press and hold the <b>TALK</b> button to begin transmitting on the different channel. |
| Receive a PTT call while in a telephone call      | Press the <b>END</b> key to end the telephone call. Now you can hear the PTT call.                                                                                                                                          |
| Transmit on the priority channel                  | Press and release the <b>TALK</b> button. Select the priority channel from the list. Press and hold <b>TALK</b> , then speak.                                                                                               |
| End a PTT call                                    | Press the <b>END</b> key to exit the PTT call.                                                                                                                                                                              |
| Change PTT volume                                 | Use the <b>Up</b> and <b>Down</b> volume buttons on the side of the handset while transmitting or receiving a PTT call.                                                                                                     |
| Answer a telephone call during a PTT transmission | Press the <b>START</b> key. PTT transmissions will be pre-empted by the telephone call.                                                                                                                                     |
| Start a telephone call during a PTT transmission  | Press the <b>START</b> key and dial the number. PTT transmissions will be pre-empted during the telephone call.                                                                                                             |
| Turn off PTT                                      | Change to a different profile (Silent and Vibrate disable PTT by default) or unsubscribe from all PTT channels.                                                                                                             |
| Subscribe to additional PTT channels              | Press <b>Cfg</b> to open the <b>Config Menu</b> and select Push-to-talk. Select <b>Subscribed Channels</b> and then select the channels you want to add. Subscribed channels are marked with an asterisk (*).               |