Avaya Communication Manager
Avaya 3711 User Guide

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Contents

Issue 4   October 2008   3

Contents

4 Avaya IP DECT Installation, Administration, and Maintenance

Contents

Contents

Contents

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 electromagnetic compatibility valid at the time of approval; in accordance with European directive No. 1999/05/EC.

$$C\epsilon$$

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 3711 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.
- Consult the dealer or an experienced radio/TV technician for help.

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 telephone 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 telephone and charger to come into contact with water or chemicals.
- Only use the plug-in AC adapter and appropriate battery type.
- 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 telephones in vehicles or in hazardous locations.
- This product contains magnetic material. Be aware that small metallic objects may stick to the loudspeaker. This may deteriorate the audio quality and can be harmful.

Usage

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

Avaya 3711 Telephone

This telephone is only supported on the Avaya DECT systems (IP DECT and DECT R2). The Avaya 3711 Telephone features include:

- Speakerphone
- Illuminated display (amber)
- Illuminated keypad
- Headset connection (2.5 mm jack)
- Vibrating alarm
- SOS (emergency) key for speed dialing an emergency number
- Information key that can be used for:
    - phone number lists and voice mail indication
    - Information and speaker key flash when active
- Personal telephone book with 100 entries in every handset
- LDAP and TFTP Directory access (using IP DECT system)
- WML Portal access (using IP DECT system)
- Mute Capability
- Voice Mail indication
- 60 ring tones
- 4-level connection field strength display
- Speaker and telephone volume, 7-levels
- Automatic call pick-up if using a headset
- Manual key lock
- Temporary ring tone muting
- Silent charging

- 10 menu languages
  - Danish, Dutch, English, Finnish, French, German, Italian, Portuguese, Spanish and Swedish
- Illuminated 5-line graphic display, (96 x 60 pixels), variable 7-level contrast
- Stand-by time: >100 hrs
- Talk time: > 10 hrs
- Batteries: 3 AAA (NiMH) included with phone
- Charging time: max. 6 hours for empty batteries
- Weight: 138 g 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).
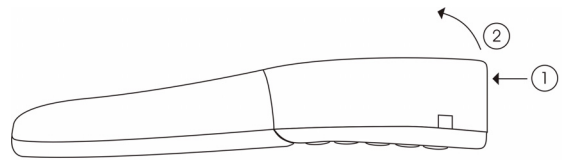
Inserting the batteries:

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.
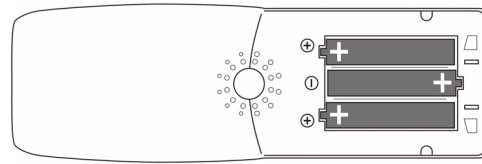
Closing the battery compartment cover:

Replace the cover by placing it on the compartment at a slight angle (1) and pressing it down until it clicks into place (2).
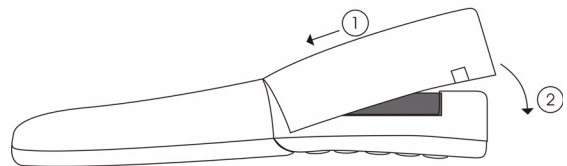
Note: if the batteries are inserted incorrectly, the telephone will not function, and may be damaged.

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.

The Memory Card

Using the Avaya 3711 with/without a memory card

Your Avaya 3711 is fully operational when you use it for the first time even if you have not fitted it with a memory card. **If you have already used a memory card in the phone (on which phonebook data has already been saved) and you then remove the card, the Avaya 3711 will cease to operate until a programmed[1] memory card is inserted.** (The phone should be equipped with memory card by default.)

Inserting the memory card

Important note on safety

Take great care handling the memory card. The contacts should be free of dust, grease and moisture. Do not store your card in a place where it will get hot (e.g. through direct exposure to sunlight). Avoid bending the memory card, as the contacts may get damaged.

1. Press the memory card out of the plastic frame using your finger.

---

1 A programmed memory card is a memory card that has already been used in a Avaya 3711 telephone.

2. Push the memory card cover in the battery compartment in the direction of the arrow (OPEN). Tilt the cover upwards slightly. Make sure you never touch the gold contacts that are now visible, as static discharge could lead to the device becoming defective.
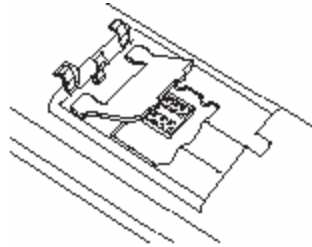
3. Press the memory card under the two teeth (a) so it slides into the memory card compartment. Make sure the contacts are face down as you do so and that the notched edge of the memory card is at the bottom left.
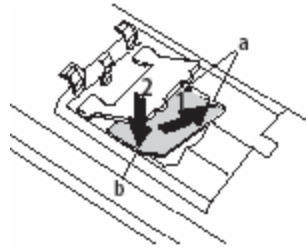
4. Press the memory card down until it snaps firmly into place.

5. Close the memory card compartment using the cover (to do this, push the lugs into the housing until the cover lies in a flat position on top of the memory card).

Removing the memory card

You only need to take out the memory card if you wish to give the telephone to someone else or need the memory card for a new telephone.

1. Remove the batteries.

2. Push the memory card cover in the battery compartment in the direction of the arrow (OPEN). Tilt the cover upwards slightly.

3. Using a pointed object, press on point (b) to release the card, as shown in the diagram.

4. Now you can lift out the memory card.

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
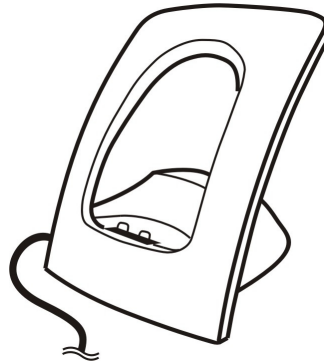
Charging the Batteries

Initial Setup and Operation

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 10 different DECT systems. To do so, it has to be registered to each Avaya DECT system.

Telephone Registration

Register the telephone on the Avaya DECT system as described in

Keys, Displays and Connectors

Display Arrangement

```
 .ul      / )         ▭         ─── Icon / textline
        Station 1
        Peters               ─── 3 text lines
                   10:00
 Menu      []        ◑        ─── Softkey line
```
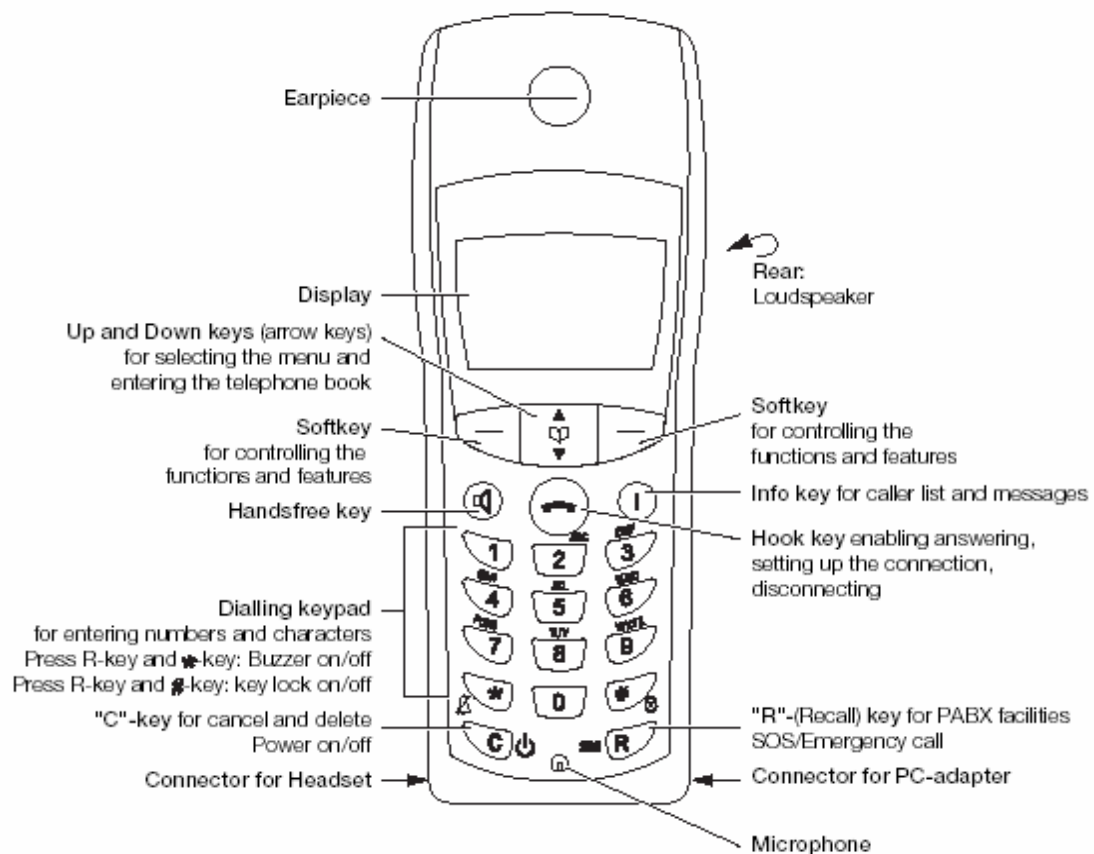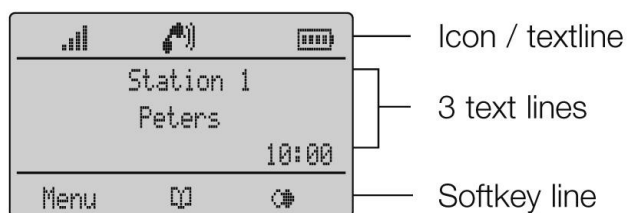
Icons

 ⚠ Ringer deactivated.

 .ull 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 the idle state. 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. Below the icon line the system name or your programmed name and the phone number of the telephone are displayed.

```
        Key Lock
    Ringer Settings
┌─────────────────────┐
│        Menu         │
│ Volume Settings     │
│ Caller Filter       │
│ System              │
├─────────────────────┤
│ OK        ⬍      Esc │
└─────────────────────┘
    Telephone Options
        Security
```

Selection lists (e.g. caller list) and the features menu are displayed as a one-line. Lists 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 telephone 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

```
         TelBook
  Miller
  Newman
  Peters
  Options    ⬍    Esc
```
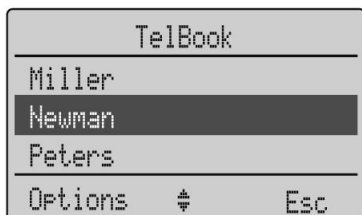
The 4 large keys below the display (see picture) are called the softkeys. The functions allocated to the keys are shown on the bottom line of the display. The key function changes automatically according to the telephone state.
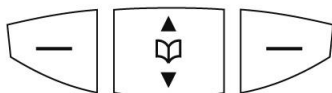
Softkey: Arrow Keys

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

📖 - Opens the Telephone Book.

📖 - Opens the Telephone Book (or the Directory if IP DECT system used and it's configured).

- 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.

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 3711 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 of names and/or numbers results in deleting the last entered character or digit.

Example: Menu

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

```
           Menu
  Key Lock
  Ringer Settings
  Volume Settings
  OK         ↕         Esc
```

Example: Telephone Book

```
Search:_
Miller
Newman
Peters
Options    ♦    Esc
```
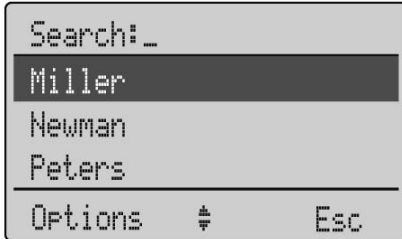
If the telephone book has been opened (▓ -key), the arrow keys can be used to select a name and ⌢ or ⌀ can be used to dial.

To change entries, switch over to the next menu using the **Options** softkey and choose **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

```
Enter Number:


367_


OK        ◄►        Esc
```

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, ⌫ deletes individual characters.

Calling

Telephone On / Off

The telephone can be switched off by pressing ⌫ ⏻ for more than 1 second when it is in an idle state. The telephone is switched on by pressing ⌫ ⏻ 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.

```
 .ᵢll        )      ▥

367_

Options   ◄►      ◑
```
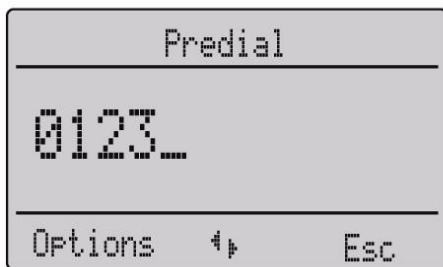
Pre-dialling:

Enter the phone number and press ⌢ or ⌇. You can pre-dial 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.

```
        Predial

0123_

Options   ◄►    Esc
```

Please note: In pre-dialling, if the input cursor is positioned behind the telephone number, the number to be chained will be lsuffixed 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.

While pre-dialling the ⌫ will delete individual digits.

If the selected digit sequence does not fit on the display any more, the display is switched to a smaller font (up to 32 digits on two lines).

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

```
┌─────────────────────────┐
│        Redial           │
├─────────────────────────┤
│ Miller                  │
│ Newman                  │
│ 03099887                │
├─────────────────────────┤
│ Options    ♦      Esc   │
└─────────────────────────┘
```
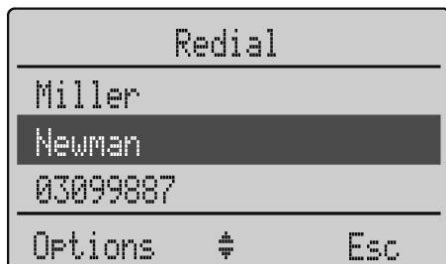
Selection: press the ⚙ -softkey and then one of the arrow keys with the telephone in an idle state. The last 10 phone numbers dialed are displayed. The beginning / end of the redial list is marked by a dashed line.

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 on page 26). 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 38).

Making a Call from the local Telephone Book

```
┌─────────────────────────┐
│ Search:_                │
├─────────────────────────┤
│ Miller                  │
│ Newman                  │
│ Peters                  │
├─────────────────────────┤
│ Options    ♦      Esc   │
└─────────────────────────┘
```

Selection: press the arrow up key 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 entered in pre-dial mode. To dial, press ⌒ or 🔊. The pre-dial mode is terminated by pressing **Esc**.

Making a Call from the Directory (only available with IP DECT system)

You can access either LDAP or TFTP directory. See Menu: AVAYA (only available on IP DECT system) on page 40 for more details on the directory feature. To make a call from the directory:

- Press the ⬇ (down arrow)
- (In case of TFTP directory used: Select the Directory required and select **OK**.)
- Type the name on the keypad and select **OK**.
- Select the entry required using the arrow keys ⬇
- Select **OK**.
- Select **OK** or press ◠ or ◁ to make the call

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 made from the caller list will remove the selected entry from the caller 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 46).

Making a SOS-call

The 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-/ⓡ-key for longer than 2 seconds.

Note:

Calls from the telephone with the SOS number are always signalled with the emergency call melody.

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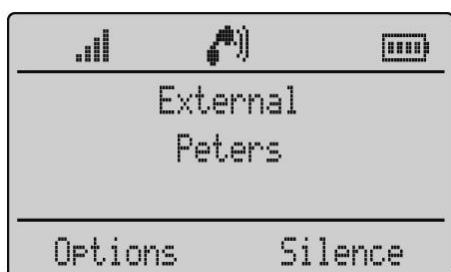
When receiving an incoming call the number of the caller is displayed (if transmitted). If this number is already listed as an entry in the phonebook, the corresponding name of this entry is displayed during an incoming call. Press ⌒ or ⊲ to answer the call or lift the telephone off the charger when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

Options:

Reject rejects the call.

Silence mutes the ringer.

Add To adds the caller's number to the telephone book or call filter.

(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 loudspeaker volume can be adjusted by pressing the arrow keys.

Pressing **Options** softkey will give you access to the following options:

Telephone Book opens the local telephone book.

Caller List opens the Caller List.

Redial opens the Redial List.

Add To adds the caller's number to the telephone book or call filter.

Mute to mute the call or **Unmute** to unmute the call.

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 handset

Note:

Features and operation depend on ACM administration

Basically the same set of features (and feature operation) are available for the DECT handsets 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. (In case you've released the call with the consulted party, your handset will be re-alerted for the original call.)

  Note:

  You can use either Call Enquiry or Conference Call depending on your configuration.

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.

    Note:

    You can use either Call Enquiry or Conference Call depending on your configuration.

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 handset 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 ⓡ (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 voice mail box. After listening to all new voice mail 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**. Press **OK** (or ⊖ or ◁)) to connect to the voicemail.

If the Voice Box number is not configured the user can access the voicemail by calling the voicemail number.

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

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

⊖ Press the 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**

```
        Menu
 System
 Telephone Option
 Security
 OK          ⬍        Esc
```

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

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

```
    Telephone Option
 Alarm
 User Name
 Language
 OK          ⬍        Esc
```
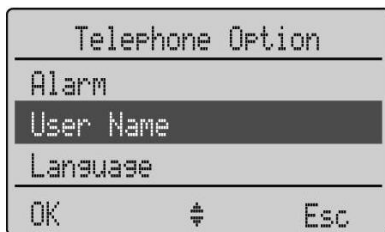
Then select **User Name** with the arrow keys. Confirm again by pressing **OK**.

```
      User Name

         Geor_

 OK         ◄►        Esc
```
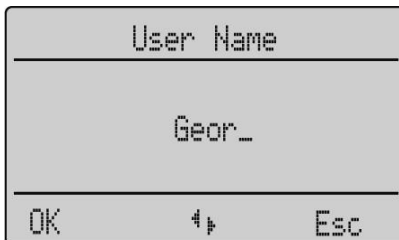
Now enter the name, confirm by pressing **OK**.
Instructions on entering the name can be found at "Entering characters/names".

Menu Timer

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

Menu: Telephone Book Settings

The Telephone Book allows you to store up to 100 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 on page 35). 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.

All entries in this chapter begin in the idle state by pressing the softkey...

⬆ (up arrow)/ **Options**...

Adding a New Entry

⬆ until **New OK** 🎹 phone number **OK** 🎹 name **OK**

When entering the name, the keypad keys are automatically switched over to character input. It is not possible to store a phone number without an associated name. A name consists of maximum 16 characters.

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

Key	Capital letter	Small letter
6	MNO6ÑÖÒÓÔÕØ	mno6ñöòóôõø
7	PQRS7ß	pqrs7ß
8	TUV8ÜÙÚÛ	tuv8üùúû
9	WXYZ9	wxyz9
0	(space) ,.0:;_"'^~	(space) ,.0:;_"'^~
*	A'a	a'A
#	#@$£¥§<>{|}[\]	#@$£¥§<>{|}[\]

Editing an Entry

⬍ Until **Edit OK** 📞 short / long 🔢 new digits **OK** 📞 short / long 🔢 new characters **OK**

Select the entry to be changed with the arrow keys before confirming **Edit** Changes can be made by moving the cursor to the beginning or end of the entry via the arrow keys. Delete the last character by using the 📞-key short. Delete all characters by using the 📞-key long. Press **Esc** if you do not wish to change a phone number or a name.

Deleting an Entry

⬍ Until **Delete OK Sure? OK**

Use the arrow keys to select the entry to be deleted before choosing Options ⬍ **Delete**

Deleting all Entries

⬍ Until **Delete All OK Sure? OK**

This function deletes all entries.

Adding an Entry to the Call Filter

⬍ Until **Add To OK Caller Filter OK** transfers the selected phone number to the call filter. When the name is already in the caller filter, the telephone will give a beep. See Menu: Caller Filter on page 50 for more information on the Call Filter.

Adding an Entry to the Predial

⬍ Until **Add To OK Predial OK** transfers the selected phone number to the predial.

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. Removing a quick call number can only be performed by assigning a new quick call number to the telephone book entry without giving it any number. To delete the quick call number use ⬐.

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 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** ⬍ **Telephone Book OK** ⠿ Edit number / enter name **OK**

Edit number press **OK** and enter/edit a name for the phone number. Confirm by pressing **OK**. It is not possible to store a phone number without an associated name.

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 30 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:

> **Add to** transfers the phone number to the telephone book or to the call filter.
>
> **Details** shows the receiving time/date of the respective 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 left 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: Alarm

Alarm

The Avaya 3711 allows you to set a time between 00:00 and 23:59 (time format "24h") or 01:00 and 12:59 a/p (time format "12h a/p") at which the telephone will emit an acoustic signal (alarm melody). The signal lasts 60 seconds and can be switched off by pressing softkey **OK**. Powering the telephone On/Off does not affect the Alarm Setting.

The Alarm time can only be set when date and time are available on the telephone.

When the Alarm goes off, "Alarm" is shown on the display.

No Alarm will be given, when the telephone has been switched to "OFF".

Setting the Alarm Clock

Menu Alarm OK Set OK ⌨ time 00:00 - 23:59 **OK**

Activating / Deactivating the Alarm Clock

Menu Alarm OK 🔼🔽 **Alarme active OK**

Once you have set an alarm time, you can activate it by pressing **OK**, in which case the "✓" appears. Press **OK** again to deactivate it.

> **Note:**
> When the Alarm Clock is active, the Alarm symbol is displayed before the time on the display when the telephone is idle.

Setting the Date/Time

European format**:**
Menu Alarm OK ⬍ **Date/Time OK** time 00:00 - 23:59 date 01.01.00 (dd.mm.yy) **OK**

U.S. format:
Menu Alarm OK ⬍ **Date/Time OK** time 00:00 - 12:59 a/p date 01/01/00 (mm/dd/yy) **OK**

(dd = day; mm = month; yy = year)

The user is requested to set the Date/Time if the DECT system does not provide it (like DECT R2 system). In case Date/Time is provided by the DECT system (like IP DECT system) the user should not change it because it will be updated based on system settings.

Menu: AVAYA (only available on IP DECT system)

This menu is for users who do not have Console Permission enabled. The AVAYA menu can be accessed by pressing the **Menu** softkey (in the idle state) or the **Option** softkey (when on an active call) for at least 2 seconds. The options available will depend on those configured on Avaya IP DECT Mobility Manager by your System Administrator and the state of the phone (Idle or active on a call).

Features available during an active call
(if enabled on ADMM)

Directory

- You can access either LDAP or TFTP directory. This feature can be used for looking up numbers, making calls or selecting a party for feature activation.
- Press and hold **Options** for at least 2 seconds and select **Directory**.
- Choosing the **Directory** Option will give you access to the following options if TFTP based directory used:
  - **External Dir** opens the directory external numbers stored in the TFTP server database.
  - **Internal Dir** opens the directory internal numbers stored in the TFTP server database.
- Enter the name and press **OK**.
- Select the proper directory entry.
  - To call press ⌒ or ◁).
- To see the details press **OK**.
  - To call press **OK** or ⌒ or ◁).

Conference Call

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

- Hold down **Options** for at least 2 seconds and select **Conference**
- Choosing the **Conference** Option will give you access to the following options:
  - **Directory** opens the directory to select an entry from the directory to conference in the call.
  - **User Input** allows you to enter the number to conference in the call.
  - **Selections** opens the Caller List, Redial or Telephone Book to select an entry to conference in the call.
- After selecting the party who you would like to conference into the call press **OK**. The parties and you will be conference together.

  Note:
  > You can use either Call Enquiry or Conference Call depending on your configuration.

Enquiry Call

During a call another party can be consulted.

- Hold down **Options** for at least 2 seconds and select **Enquiry**
- Choosing the **Enquiry** Option will give you access to the following options:
  - **Directory** opens the directory to select an entry from the directory to consult with.
  - **User Input** allows you to enter the number to consult with.
  - **Selections** opens the Caller List, Redial or Telephone Book to select an entry to consult with.
- After selecting the party who you would like to consult with press **OK** to make the call. After consultation call is released you'll be re-alerted for the original call.

  Note:
  > You can use either Call Enquiry or Conference Call depending on your configuration.

Parking a Call

During a call you can park a call.

- Hold down **Options** for at least 2 seconds and select **Park**
- Choosing the **Park** Option will park the call.
- Hang up.

WML Portal

During a call you can check WML sites.

- Press and hold **Options** for at least 2 seconds and select **WML Portal**.
- Choosing the **WML Portal** Option will give you access to the following options:
  - **[predefined]** allow you to select a predefined portal on the ADMM.
  - **User Input** allows you to enter a WML portal address.
- After selecting the proper option press **OK**.

Features available in idle status (if enabled on ADMM)

Menu ⬍ AVAYA OK or hold down **Menu** for 2 seconds

Directory

You can access either LDAP or TFTP directory. This feature can be used for looking up numbers, making calls or selecting a party for feature activation.

- Press and hold **Menu** for at least 2 seconds and select **Directory**.
- Choosing the **Directory** Option will give you access to the following options if TFTP based directory used:
  - **External Dir** opens the directory external numbers stored in the TFTP server database.
  - **Internal Dir** opens the directory internal numbers stored in the TFTP server database.
- Enter the name and press **OK**.
- Select the proper directory entry.
  - To call press ⌢ or ◁).
- To see the details press **OK**.
  - To call press **OK** or ⌢ or ◁).

Call Pickup

You can answer a call which is alerting another member in the call pickup group

- Press and hold **Menu** for at least 2 seconds and select **Call Pickup**.
- Choosing the **Call Pickup** Option will answer the call which is alerting another member.

Direct Call Pickup

You can answer a call which is alerting another member in the call pickup group

- Press and hold **Menu** for at least 2 seconds and select **Direct Call Pkup**.
- Choosing the **Direct Call all Pkup** Option will give you access to the following options:
  - **Directory** opens the directory to select an entry from the directory to answer a call with direct call pickup.
  - **User Input** allows you to enter the number to answer a call with direct call pickup.
  - **Selections** opens the Caller List, Redial or Telephone Book to select an entry to answer a call with direct call pickup.
- After selecting the party who's call you would like to answer press **OK**.

Send All Calls

You can activate or deactivate Send All Calls feature.

- Press and hold **Menu** for at least 2 seconds and select **Send All Calls**.
- Choosing the **Send All Calls** Option will give you access to the following options:
  - **Enable** selected activates the feature.
  - **Cancel** selected deactivates the feature.
- Press **OK** to make the proper action.

Call Forward

You can activate or deactivate Call Forward feature.

- Press and hold **Menu** for at least 2 seconds and select **Call Forward**.
- Choosing the **Call Forward** Option will give you access to the following options:
  - **All** selected will give you access to the following options:
    - **Directory** opens the directory to select an entry from the directory to forward the calls to.
    - **User Input** allows you to enter the number to forward the calls to.
    - **Selections** opens the Caller List, Redial or Telephone Book to select an entry to forward the calls to.
    - Press **OK** after selecting the party where all received calls should be forwarded to.
  - **Busy** selected will give you access to the following options:
    - **Directory** opens the directory to select an entry from the directory to forward the calls to.

- **User Input** allows you to enter the number to forward to calls to.
- **Selections** opens the Caller List, Redial or Telephone Book to select an entry to forward the calls to.
- Press **OK** after selecting the party where calls should be forwarded to if station is busy or not answering.
  - **Cancel** selected deactivates the feature.
- Press **OK** to cancel call forwarding feature.

Retrieving a Parked a Call

You can unpark a call.

- Press and hold **Menu** for at least 2 seconds and select **Ride**.
- Choosing the **Ride** Option will give you access to the following options:
  - **Directory** opens the directory to select an entry from the directory to unpark the call from.
  - **User Input** allows you to enter the number to unpark the call from.
  - **Selections** opens the Caller List, Redial or Telephone Book to select an entry to unpark the call from.
- After selecting the extension number where the call was parked press **OK** to retrieve the parked call.

Priority Call

When the phone is in the idle state you can make a priority call.

- Press and hold **Menu** for at least 2 seconds and select **Priority Call**.
- Choosing the **Priority Call** Option will give you access to the following options:
  - **Directory** opens the directory to select an entry from the directory to call with priority.
  - **User Input** allows you to enter the number to call with priority.
  - **Selections** opens the Caller List, Redial or Telephone Book to select an entry to call with priority.
- After selecting the party who you would like to call with priority press **OK**.

WML Portal

When the phone is in the idle state you can check WML sites.

- Press and hold **Menu** for at least 2 seconds and select **WML Portal**.
- Choosing the **WML Portal** Option will give you access to the following options:
  - **[predefined]** allow you to select a predefined portal on the ADMM.
  - **User Input** allows you to enter a WML portal address.
- After selecting the proper option press **OK**.

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. Every call is marked with a time stamp*, and it is possible to monitor the time stamp for each call via the details softkey. 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 executed to an entry in the caller list, the entry is removed from the caller list and moved to the redial 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 and the timestamp of the last call is stored.

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

   ⇣ missed call

   ⤢ accepted call

   ⫧ filtered 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:

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

    Details shows the receiving time/date of the respective call[1].

    Delete OK Sure? OK deletes the selected entry.

    Delete All OK Sure? OK deletes all entries.

   1 Applicable only if this function is configured by your System Administrator on your system or when the time is configured.

Menu: Ringer Settings

A different melody can be set for every type of call (internal, external, unknown number, VIP, emergency call and alarm call).

National anthems first lines are integrated in the telephone and they are selected in the ringer settings by choosing one of the numbers shown below.

21: United Kingdom, 22: Germany, 23: Holland, 24: Italy, 25: France, 26: Spain, 27: Portugal, 28: Sweden, 29: Denmark, 30: Norway.

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

Menu ⎡♔⎤ **Ringer Settings OK**

Then select…

Melody: Internal

⎡♔⎤ **Melody OK** ⎡♔⎤ **Internal OK** ⎡♔⎤ or 🕻 1…60 **OK**

Select the melody for internal calls by entering a number 1…60 or use the arrow keys.

Melody: External

⎡♔⎤ **Melody OK** ⎡♔⎤ **External OK** ⎡♔⎤ or 🕻 1…60 **OK**

Select the melody for external calls by entering a number 1…60 or use the arrow keys.

Melody: Unknown number

⎡♔⎤ **Melody OK** ⎡♔⎤ **Unknown Number OK** ⎡♔⎤ or 🕻 1…60 **OK**

Select the melody for calls without transmitting a phone number by entering a number 1…60 or use the arrow keys.

Melody: VIP calls

⎡♔⎤ **Melody OK** ⎡♔⎤ **VIP OK** ⎡♔⎤ or 🕻 1…60 **OK**

Select the melody for priority calls by entering a number 1 ... 60 or use the arrow keys.

Melody: Emergency Call

⬍ **Melody OK** ⬍ **Emergency Call OK** ⬍ or ⠿ 1…60 **OK**

Select the melody for Emergency Calls by entering a number 1 ... 60 or use the arrow keys.

> **Note:**
> Calls from the telephone with the SOS number are always signalled with the emergency call melody.

Melody: Alarm Call

⬍ **Melody OK** ⬍ **Alarm OK** ⬍ or ⠿ 1…60 **OK**

Select the melody for Alarm calls by entering a number 1 ... 60 or use the arrow keys.

Type

⬍ **Type OK** ⬍ **Play once OK**

This function is used to switch on the ringer signalling function with a chirp (short melody). When activated it is marked with "✓" on the right side.

⬍ **Type OK** ⬍ **Repeat OK**

This function is used to switch on the ringer signalling function with a full melody. When activated it is marked with "✓" on the right side.

Volume

⬍ **Volume Settings OK** ⬍ or ⠿ 1…8 **OK**

The ringer signalling volume can be changed via digits 1 ... 8 or the arrow keys.

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

Device

⬚ **Device OK** ⬚ **Buzzer OK**

This activates/deactivates the buzzer. When activated it is marked with "✓" on the left side. If the buzzer is switched off, the bell symbol ⬚ is shown on the idle display. To switch the buzzer on/off you can also use the ⬚-key in the idle state of the telephone.

⬚ **Device OK** ⬚ **Vibrator OK**

This activates/deactivates the vibrator. When activated it is marked with "✓" on the right side.

⬚ **Device OK** ⬚ **Headset OK**

This activates/deactivates the headset alerting. When activated it is marked with "✓" on the right side.

Menu: Volume Settings

Earpiece

Menu ⬚ **Volume Settings OK** ⬚ **Earpiece OK** ⬚ **OK**

The voice volume of the earpiece can be changed in 8 steps via the arrow keys.

Hands-Free

Menu ⬚ **Volume Settings OK** ⬚ **Hands-free OK** ⬚ **OK**

The voice volume of the loudspeaker can be changed in 8 steps via the arrow keys.

Headset

Menu ⬚ **Volume Settings OK** ⬚ **Headset OK** ⬚ **OK**

The voice volume of the headset can be changed in 8 steps via the arrow keys.

Buzzer

Menu [⬍] **Volume Settings OK** [⬍] **Buzzer OK** [⬍] **OK**

The voice volume of the Buzzer can be changed in 8 steps via the arrow keys.

Menu: Caller Filter

Via the caller filter it is possible to block or receive incoming calls if the calling phone number is stored in the caller filter. The phone numbers in question have to be stored in the caller filter, before it is possible to use the filter functions.

Phone numbers can be entered manually or transferred from caller list, redial list or telephone book. An entry can consist of a maximum of 32 digits for the number and 16 characters for the name (refer to Entering Characters / Names on page 35). It is possible to store a maximum of 10 numbers in the caller filter. The caller filter only works for calls not for messages.

List of Numbers

Menu [⬍] **Call Filter OK** [⬍] **List of numbers OK**

Select an entry…

Adding a new Entry

[⬍] Until **New OK** [⠿] phone number **OK** [⠿] name **OK**

When entering the name, the keypad keys are automatically switched over to character input. It is not possible to store a phone number without an associated name.

Editing an Entry

[⬍] Until **Edit OK** [↩c] short/long [⠿] new digits **OK** [↩c] short/long [⠿] new characters **OK**

Select the entry to be changed with the arrow keys before choosing **Options Edit**. Changes can be made by moving the cursor to the beginning or end of the entry via the arrow keys. Press **Esc** if you do not wish to change a phone number or a name.

Deleting an Entry

⬚ Until **Delete OK Sure? OK**

Use the arrow keys to select the entry to be deleted before choosing **Options Delete**.

Deleting all Entries

⬚ Until **Delete All OK Sure? OK**

Filter Options

The filter options menu provide blocking or receiving of incoming calls with the numbers from the list.

Blocking or receiving calls

Menu ⬚ **Call Filter OK** ⬚ **Filter Options OK**... select ⬚ **Accept List** or **Block List OK**

The selected mode is marked "✔" and the filter "Accept list" is activated! When the filter is active, the telephone is showing the "icon filter active" (📶) on the idle display.

⚠ **CAUTION:**

If the filter mode is set to receive and the caller filter is activated, the numbers in the caller filter are the only numbers, from which the calls will be received by the phone!

Example: if the characters "0*" are entered as a number in the caller filter and the filter mode is set to receive, only calls beginning with the digits "0" (external numbers) will be received by the phone.

Note:

VIP calls or Emergency Call can't be blocked.

Deactivate Filter

⬚ Until **Filter off OK**

The deactivated caller filter is marked "✔". To switch it on again you have to select "Accept List" or "Block List".

Wild Card Feature

When entering numbers in the caller filter a wild card feature is provided, so that a group of numbers is selected as entries in the caller filter.

Example - if the characters ”0*” are entered as a number in the caller filter, all numbers beginning with the digit ”0” (external numbers) are selected as entries in the caller filter.

If only the character ”*” is entered as a number in the caller filter, all numbers are selected as entries in the caller filter.

Remember - when using the wild card function, the ”*” character must always be the last character entered in the number.

Transferring Phone Numbers to the Caller Filter

For transferring phone numbers from the Telephone Book, the Redial List and the Caller List to the Caller Filter refer to:

Menu: System

Registration Code

The telephone can be manually registered on up to 10 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. 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 Options** ⌷ **New / OK** IPEI: 012......**OK** PARK **OK**
▦ PIN Authentication code **OK** ▦ System name **OK** ▦ Local phone number **OK**

The following entries must be made when logging on:

Enter PARK: A system ID should only be entered if you are at a location where two DECT systems overlap. If only one DECT system is available, then just press **OK**.

Enter Auth.Code: This code is used to get access to register the telephone (authentication code). The DECT System supplies this code.

Enter System Name: Enter the name of the DECT system 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 35.

Enter Local Number: 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 be used with. 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 Options Select 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. Your telephone is
automatically "logged-in" to another of the 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? OK**

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!
To use it again, you must go through the registration procedure for the DECT system and 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.

Version Number

⊡ **Version Number OK**

You can read the software and hardware version.

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 16 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 10 different languages.

Emergency Call SOS Number

⬍ **Emergency Call OK** number **OK**

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

Voice BOX No.

⬍ **Voice BOX No. OK** ⌨ **OK**

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

Attention tones

⬍ **Attention tones OK**

⬍ **Key Click** or **Coverage Warn** or **Battery alarm** or **Confirm tones** or **End of Menu** / **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).

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.

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.

Auto Quick Hook

⬍ **Auto.Quick Hook OK**

If activated ”✓” a QuickCall-Number (see) will be dialed immediately. If deactivated the number will be entered in pre-dial mode.

Auto Answer

⬍ **Auto Answer OK**

When signalling an incoming call the telephone automatically goes off hook after one ringer alert signal and the call will proceed. The ”✓” is shown when activated. To deactivate it press **OK** again. The Auto Answer function works regardless if the telephone is connected or not. The first line of the idle display shows ”Auto Answer” if activated. Auto answer can also be used in combination with a headset.

Charging LED

⬍ **Charging LED OK**

Enables the charging LED indication on the telephone.

Display Time

⬍ **Display Time OK**

The Display Time will show the Date/Time on the telephone when in the idle state. It will only be shown if the Date/Time is configured on the telephone or by your System Administrator.

Display Contrast

⬍ **Disp. Contrast OK** ⬍ **OK** or ▦ 1...8 **OK**

The display contrast can be changed via digit 1-8 or the arrow keys.

Time Format

⬍ **Time Format OK** ⬍ 24h or 12h a/p **OK**

The selected time format is marked.

Date Format

⬍ **Date Format OK** ⬍ dd.mm.yy or mm/dd/yy **OK**

The selected date format is marked.

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 ⌫. 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…

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 ****.

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.

Menu: Shortcuts

Several frequently used menu items can also be activated with shortcuts, so you do not have to scroll through the menu.

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

Buzzer on / off

Menu or Ⓡ＼① switches the ringer signalling off. The bell symbol ⌀ appears in the display.

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

Menu or Ⓡ④ switches ”Silent Charging” off.

User name

Menu or Ⓡ⑤ allows you to change the user name.

Registering / Deregistering

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

Toggles the Buzzer

Menu or Ⓡ＼✳ 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 or Ⓡ＃ 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
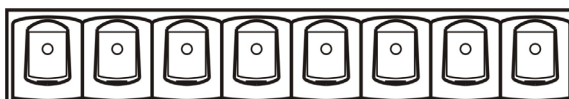
A maximum of eight telephones can be charged simultaneously. The charger rack is designed for desktop use and for wall mounting.

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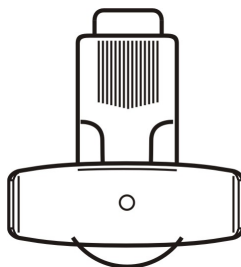
Belt clip and adapter for the telephone. The adapter is clipped onto the telephone.

- Headset

The headset in combination with the belt clip makes handsfree telephone usage possible.

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		
Alarm	Active	
	Set	
	Date/Time	
Ringer Settings	Melody	Internal
		External
		Unknown Number
		VIP
		Emergency Call
		Alarm
	Type	Repeat
		Play once
	Device	Buzzer
		Vibrator

		Headset		
	Volume Settings			
Volume Settings	Earpiece			
	Hands-free			
	Headset			
	Buzzer			
Call Filter	Filter Options	Accept List		
		Block List		
		Filter off		
	List of numbers			
AVAYA	Directory	External Dir		
		Internal Dir		
	Call Pickup			
	Direct Call Pkup	Directory		
		User Input		
		Selections	Caller List	
			Redial	
			Telephone Book	
	Send All calls	Enable		
		Cancel		
	Call forward	All	Directory	
			User Input	
			Selections	Caller List
				Redial
				Telephone Book
		Busy	Directory	
			User Input	
			Selections	Caller List
				Redial
				Telephone Book
		Cancel		
	Priority Call	Directory		
		User Input		
		Selections	Caller List	

			Redial
			Telephone Book
	Ride	Directory	External Dir
			Internal Dir
		User Input	
		Selections	Caller List
			Redial
			Telephone Book
	WML Portal	[predefined]	
		[User Input]	
(only during a call)	Directory	External Dir	
		Internal Dir	
	Transfer	Directory	External Dir
			Internal Dir
		User Input	
		Selections	Caller List
			Redial
			Telephone Book
	Conference	Directory	External Dir
			Internal Dir
		User Input	
		Selections	Caller List
			Redial
			Telephone Book
	Park		
	WML Portal	[predefined]	
		[User Input]	
System	IPEI		
	Subscription	<Options / New>	
		Enter PARK	
		Enter Auth.Code	
		Enter System Name	
		Enter Local Number	
		…select DECT system	<Options / New>

		<Options / Edit>
		<Options / Delete>
	Auto.Search	
	Version Number	
Telephone Options	User Name	
	Language	
	Emergency Call	
	Voice BOX No.	
	Attention Tones	Key Click
		Coverage Warn
		Battery alarm
		Confirm tones
		End of Menu
	Silent Charging	
	Charger Answer	
	Auto.Quick Hook	
	Auto Answer	
	Charging LED	
	Display Time	
	Disp.Contrast	
	Time Format	
	Date Format	
Security	Change PIN	
	Read only	
	Reset	

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