



IP Office

Avaya 3701 User Guide

Table Of Contents

Important Safety Information	1
Sensitive Electronic Environment	1
Power Supply	1
Safety Precautions	1
Usage	1
Avaya 3701 Telephone	2
Installation	3
Installation Location	3
Commissioning your Telephone	3
Important Battery Information	4
Charging and Discharging	4
Installing the Charger	4
Important Battery Information	5
Charging and Discharging	5
Charging the Batteries	6
Charging and Operating Times	6
Charge Display	6
Battery Capacity Icon	6
Charge Warning	6
Initial Setup and Operation	7
Telephone Registration	7
Keys and Displays	8
Display Arrangement	8
Icons	8
Text Line/Softkey Line	9
Illumination	9
Softkeys and the Cancel Key	10
The Softkeys.....	10
Softkey: Arrow Keys	10
Softkey: OK	10
Softkey: Menu.....	10
Softkey: Options	10
Softkey: Esc.....	10
Cancel Key	10
Example: Menu.....	11
Example: Telephone Book	11
Entering a Telephone Number	11
Calling	12
Telephone On / Off	12
Loudspeaker Volume.....	12
Handsfree	12
Muting	12
Making a Call.....	12
Making a Call from the Last Number Redial List	13
Making a Call from the Telephone Book	13
Making a Call from the Caller List.....	13
Making a SOS-call.....	14
Muting Ringer	14
Answering a Call.....	14
Changes During a Connection	14
Consultation Call	14

Placing a call on Hold	15
Message waiting indication for Voicemail	16
The Menus: Operating Procedures.....	17
Menu Control	17
Example.....	17
Menu Timer	17
Menu: Telephone Book Settings	18
Entering Characters / Names	18
Adding a New Entry.....	19
Editing an Entry	19
Deleting an Entry	19
Deleting all Entries.....	19
Quick Call	19
Transferring Phone Numbers to the Telephone Book	19
Menu: Redial List	20
Menu: Key Lock	21
Key Lock On / Off	21
Menu: Caller List	22
Accepted and Missed Calls	22
Calling.....	22
Menu: Ringer Settings	23
Melody: Internal	23
Melody: External.....	23
Volume	23
Menu: Volume Settings	24
Earpiece	24
Hands-free	24
Menu: System.....	25
Registration Code.....	25
Registering the Telephone to the DECT System.....	25
Selecting the DECT System	25
Automatic Search System	25
Deleting a System	26
Changing a System's Name and Phone Number	26
Equipment ID.....	26
Menu: Telephone Options	27
User Name	27
Changing the Language	27
Emergency Call SOS Number.....	27
Voice Box	27
Attention tones.....	27
Charger Answer.....	27
Silent Charging	27
Display Contrast	28
Menu: Security Functions	29
Resetting the Telephone	29
Clear Phonebook.....	29
Changing the PIN	29
Read Only.....	29
Menu: Shortcuts.....	30
Ringer on / off.....	30
Silent charging on / off.....	30

User name	30
Registering / Deregistering	30
Toggles the ringer.....	30
Key Lock on.....	30
Accessories	31
Care and Maintenance	32
Menu Tree	33
Avaya IP Office Shortcodes	34

Important Safety Information

Sensitive Electronic Environment

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.

Please also use the other documentation supplied with the various parts of your telephone system.

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 personel.
 - 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 IP DECT system. IP DECT telephone features include:

- Speakerphone
- Illuminated display (green)
- SOS (Emergency) key for speed dialing an emergency number
- Phone number lists and Voice Mail indication
- 50 phone book entries in every telephone, independent of the system phone book (no support for IP Office system directory access)
- Mute Capability
- 10 possible ring tones
- 4-level field strength display
- Adjustable Speaker and telephone volume, 3-level
- Manual and automatic key lock (1 minute timer)
- 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: up to 200 hrs
- Talk time: up to 20 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.
-

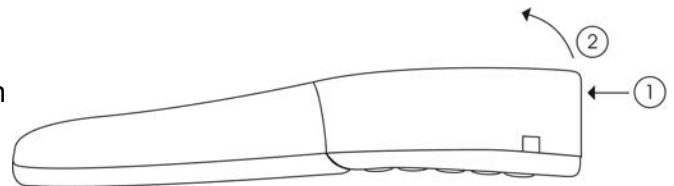
Commissioning your Telephone

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

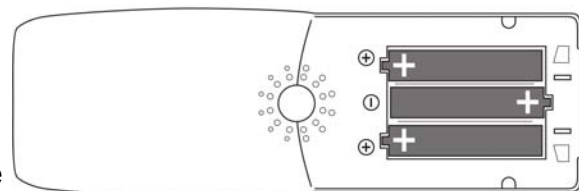
The battery compartment is on the back of the telephone. It takes the three type AAA batteries which are supplied.

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

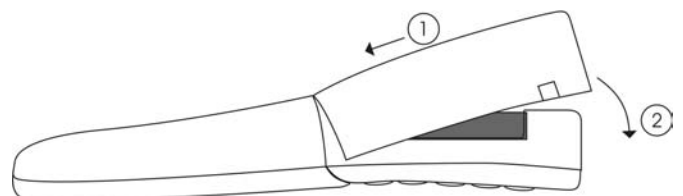


Inserting the batteries:

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

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, 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: approx. 20 hours (with fully charged batteries).

Standby time: from 200 up to 300 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.

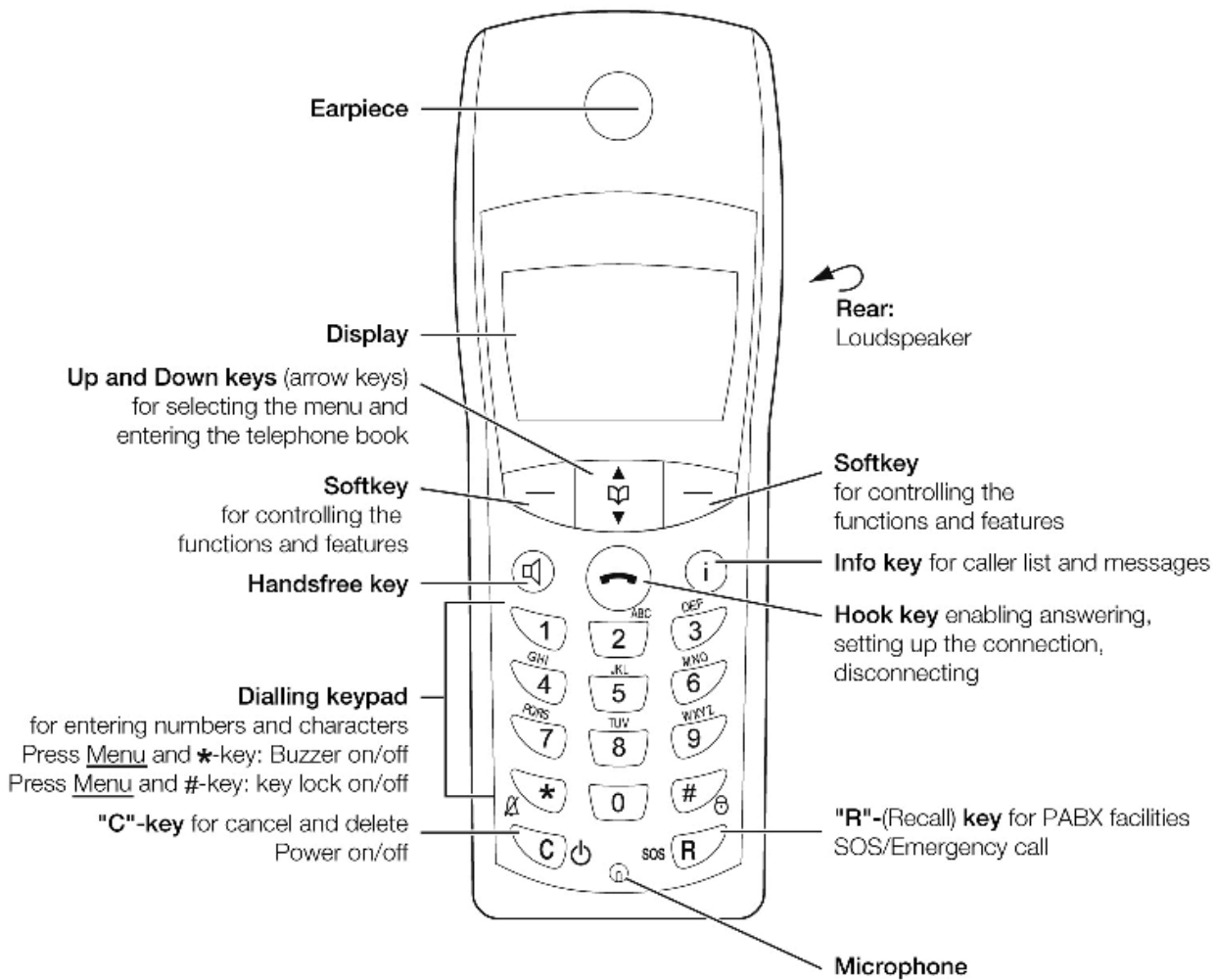
Initial Setup and Operation

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 IP DECT system as described in [Menu: System](#).

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.

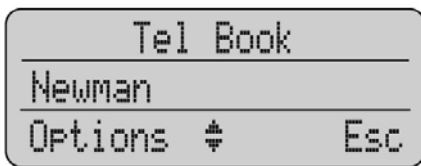
The text and symbols on the softkey line refer to the keys below. The contents of the line changes according to the operating state.

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

Menu		
Key Lock		
OK	↕	Esc

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

Example: Telephone Book

Tel Book		
Miller		
Options	↕	Esc

If the telephone book has been opened (📖-key), the arrow keys can be used to select a name and ⏪ 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

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 or the complete entry (press ⏪ for a longer period).

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 **Options** softkey, selecting **Mute** with the arrow keys and pressing **OK**.

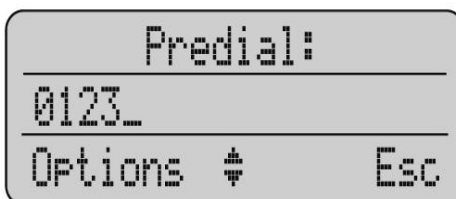
Pressing Unmute in this state activates the microphone again.

Making a Call




Dialing:

Press  and dial the phone number.



Pre-dialling:

Enter the phone number and press . 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 predialled 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.

Note: Long key press on “#” inserts P (for pause) in the pre-dial-mode.

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 , 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 . 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").



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 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 . 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 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 . 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").

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-/-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.



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  to answer the call or lift the telephone of the charger when "Charger Answer" is enabled.

Reject rejects the call.

Silence mutes the ringer.

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.

Caller List opens the Caller List.





Redial opens the Redial List.

After holding the call:

Retrieve switches back to the call on hold.



Consultation Call

During a connection another party can be consulted (Consultation call).

-  Holds the first call. Now dial the other phone number.
- Press  again to switch back to the first caller (press  to speak alternately with the other parties).
-  transfers the first call to the consulted call party when you are connected to the consulted call party.



Call Transfer

To transfer a call to another caller.

- You receive the call to your phone. Answer the call.
- Press 
- Enter the extension to transfer the call.
- Press  to hang up.



Conference Call

During a call you can create a conference between callers.


- Press  to hold the first call.
- Dial the other phone number.
- Press  again to hold the second call.
- Dial *47 (ConferenceAdd) to create the conference
- The parties will be conferenced together and the phone display will show conference.

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 *37*N# (note N is a park slot number) E.g. *37*1234# The park slot number can be of your choosing and is not system specified)
- Press  to hang up.
- You have now parked the call. This park slot number is needed to unpark the call.



Retrieving a Parked Call

- Press  *38*N# (note N is a park slot number) E.g. *37*1234#. The park slot number is the number the call is parked against.



The call will be connected to your telephone.

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.

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 Avaya IP DECT system.


If the Voicemail Box number is configured the user is notified via the text "Voice Message" in the idle state and the flashing info key. You can access your voicemail by pressing the Info key and selecting **Voice Box**. Press **OK** to connect to your voicemail.


The Menu: 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 discription 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

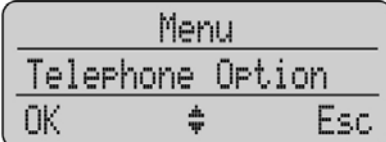
Key Click In this way displayed texts indicate the menu item to be selected.

 Press hook 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
-----
Telephone Option
OK      ⤴      Esc
```

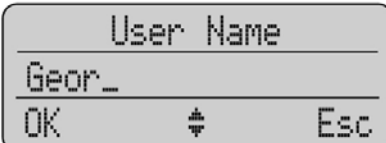
In this example, first press **Menu** and select **Telephone Option** with the arrow keys.

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



```
Telephone Option
-----
User Name
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 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 on the display.

Dialing: dial the selected entry by pressing . 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 first displayline shows all characters assigned to the key. The actual position is marked by > <.





Key	Capital letter	Small letter
1	?!1-+*/=&()%¿¡	?!1-+*/=&()%¿¡
2	ABC2ÄÅÄÄÄÄÃÆÇ	abc2ääåääåæç
3	DEF3ÈÉÊË	def3èéêë
4	GHI4ÌÍÎ	ghi4ìíî
5	JKL5	jkl5
6	MNO6ÑÖÓÓÓÓØ	mno6ñöóóóø
7	PQRS7ß	pqrs7ß
8	TUV8ÜÚÚÚ	tuv8üúúú
9	WXYZ9	wxyz9
0	(space) ,.0:;_”^~	(space) ,.0:;_”^~
*	A’a	a’A
#	#@ø\$£¥\$<>{} []	#@ø\$£¥\$<>{} []




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. Removing a quick call number can only be performed by assigning a new quick call number to the telephone book entry in question 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 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**. 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 10 internal and external parties dialled (telephone number or name).

Dialing: dial the phone number by pressing . 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  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

 filtered call

 rejected call

Calling


  **Caller List**  Selection of a phone number...

Dialing: dial the phone number by pressing . 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  to make the call.

Delete  **Sure?**  deletes the selected entry.

Delete All  **Sure?**  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.

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).

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".

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. Do not change this number as you will be unable to access Voicemail.

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 Chargin.** **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 0 0 0 0. 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...

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  switches the ringer signalling off. The bell symbol < appears in the display.


Menu  switches the ringer signalling back on.

Silent charging on / off


Menu  switches on your telephone for "Silent Charging".

Menu  switches "Silent Charging" off.


User name

Menu  allows you to change the user name.

Registering / Deregistering

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

Toggles the ringer

Menu  toggles the ringer on/off.

Key Lock on

Menu  switches the key lock on

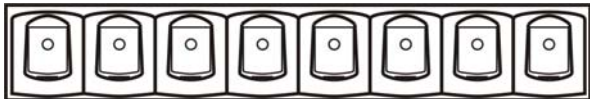
Accessories

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



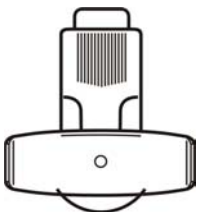
Mains plug

- 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

Ringer Settings

Melody

Internal

External

Volume Settings

Volume Settings

Earpiece

Hands-free

System

Subscription

<Subscribe HS>

Auto.Search

IPO DECT

<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

Avaya IP Office Shortcodes

The following are the default short codes available to all users on the Avaya IP Office. Your System Administrator may change these and/or add additional codes for other features and for speed dials.

The N where shown, should be replaced by the appropriate number. For example, with *07*N#, replace N with the extension to which you want your calls forwarded when you have forwarding switched on.

*00 Cancel All Forwarding	*32*N# Call Pick Up Extension
*01 Forward Unconditionally On	*33*N# Call Queue
*02 Forward Unconditionally Off	*34 Hold Music
*03 Forward on Busy On	*35*N# Extn Login
*04 Forward on Busy Off	*36*N# Extn Logout
*05 Forward on No Answer On	*37*N# Park Call
*06 Forward on No Answer Off	*38*N# Ride Call
*07*N# Forward to number	*39 Relay On
*08 Do Not Disturb On	*40 Relay Off
*09 Do Not Disturb Off	*41 Relay Pulse
*10*N# Do Not Disturb Exception Add	*42 Relay On
*11*N# Do Not Disturb Exception Delete	*43 Relay Off
*12*N# Follow Me Here	*44 Relay Pulse
*13*N# Follow Me Here Cancel	*45*N# Call Steel
*14*N# Follow Me To	*46 Call Steel
*15 Call Waiting On	*47 Conference Add
*16 Call Waiting Off	*48 Voicemail Ringback On
*17 Voicemail Collect	*49 Voicemail Ringback Off
*18 Voicemail On	*50 Forward Hunt Group Calls On
*19 Voicemail Off	*51 Forward Hunt Group Calls Off
*20*N# Set Hunt Group Night Service	*52 Clear Call
*21*N# Clear Hunt Group Night Service	*53*N# Call Pickup Members
*29 Toggle Calls	*57*N# Forward on busy number
*30 Call Pick Up Any	*70*N# Dial Physical Extn by Number
*31 Call Pick Up Group	*71*N# Dial Physical Extn by ID

The table shows the Shortcodes available to all users on the Avaya IP Office.

Performance figures and data quoted in this document are typical, and must be specifically confirmed in writing by Avaya before they become applicable to any particular order or contract.

The company reserves the right to make alterations or amendments to the detailed specifications at its discretion. The publication of information in this document does not imply freedom from patent or other protective rights of Avaya or others.

Intellectual property related to this product (including trademarks) and registered to Lucent Technologies have been transferred or licensed to Avaya.

All trademarks identified by the ® or ™ are registered trademarks or trademarks, respectively, of Avaya Inc. All other trademarks are the property of their respective owners.

This document contains proprietary information of Avaya and is not to be disclosed or used except in accordance with applicable agreements.

Any comments or suggestions regarding this document should be sent to "wgctechpubs@avaya.com".

© 2005 Avaya Inc. All rights reserved.

Avaya
Sterling Court
15 - 21 Mundells
Welwyn Garden City
Hertfordshire
AL7 1LZ
England

Tel: +44 (0) 1707 392200

Fax: +44 (0) 1707 376933

Web: <http://www.avaya.com>