



Avaya 3725 DECT Telephone
connected to
Avaya Aura™ Communication Manager
and IP Office

User Guide

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Important Safety Information

Read this chapter before using the Avaya 3725 DECT Telephone.

For safe and efficient operation of the telephone, observe the guidelines given in this manual and all necessary safety precautions when using the telephone. Follow the operating instructions and adhere to all warnings and safety precautions located on the product, the Quick Reference Guide and this User Manual.

This product shall only be used with the following batteries:

Avaya 3725 DECT Telephone:

No. 700466691: DECT 3725 HANDS. BATTERY PACK

Chargers shall only be connected with power adapters included in the following charger kits:

Basic Charger:

No. 700466253: DECT HS. BASIC CHARGER KIT EU

No. 700466261: DECT HANDSET BASIC CHARGER KIT UK/NAR/AU

Advanced Charger:

No. 700466279: DECT HS. ADV CHARGER KIT EU

No. 700466287: DECT HS. ADV CHARGER KIT UK

No. 700466295: DECT HS. ADV CHARGER KIT NAR

No. 700466303: DECT HS. ADV CHARGER KIT AU

Sensitive Electronic Environment (EU/EFTA 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.



The product Avaya 3725 DECT Telephone complies with IP44; the product Avaya 3720 DECT Telephone complies with IP42 - both 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 do not influence electronic equipment. However some precautions must be taken into account for sensitive electronic equipment, such as 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 than 10 cm) to this kind of equipment, even in standby mode.

Regulatory Compliance Statements (EU/EFTA only)

Permission and Conformity

We, Avaya Inc., declare that the product line DECT R4 concurs with the basic requirements and other relevant provisions of EU Directive 1999/5/EU concerning radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

Intended use

This equipment is intended for connection to radio interfaces (DECT) of Avaya PABX systems.

It is compliant with the essential requirements of the EU-Directive 1999/5/EU (Radio and Telecommunication Terminal Equipment, R&TTE).

Due to the differences of the individual public networks and network operators this compliance does not by itself give an unconditional assurance of successful operation at every network termination point. For the time being we are not aware of any network on which the equipment will not work due to its design.

In the event of problems, you should contact your equipment supplier or your Avaya service.

The conformity declaration can be accessed at the following Internet address:

<http://www.avaya.com/gcm/emea/de/includedcontent/conformity.htm>

or search the index using the key term "Conformity".

Disposal of old equipment (EU/EFTA only)

Always dispose of old equipment correctly - keep our environment tidy..



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.

Regulatory Compliance Statements (USA and Canada only)

Portables without Bluetooth	Portables with Bluetooth
FCC ID:BXZDH4	FCC ID:BXZDH4BL
IC: 3724B-DH4	IC: 3724B-DH4BL
US: 9FVW4NANDH4	US: 9FVW4NANDH4

FCC compliance statements

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.

Privacy of communications may not be ensured when using this cordless telephone.

Use of non-manufacture approved accessories may violate the FCC RF exposure guidelines and should be avoided.

Exposure to Radio Frequency Signals

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This device complies with FCC SAR limit of 1.6 W/kg. The maximum SAR value measured when used at the ear, and when worn on the body using belt clip:

SAR values	With Bluetooth	Without Bluetooth
Head	0.104 W/Kg	0.072 W/Kg
Body worn	0.029 W/Kg	0.036 W/Kg

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

Information to User

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

Changes or modifications to the equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Hearing Aid Compatibility

This equipment is hearing aid compatible (HAC).

IC Requirements for Canada

This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la Classe B conforme à la norme NMB-003 du Canada.

Frequency Range

The telephone is a radio transmitter and receiver. When it is on, it receives and sends out radio frequency (RF) energy. The telephone operates on different frequency ranges depending on market and employs commonly used modulation techniques:

EU	1880-1900 MHz
USA	1920-1930 MHz
LA	1910-1930 MHz
BR	1910-1920 MHz

Power Supply

The mains voltage of the adapter should match the local mains voltage, this can be 110 V or 230 V. Check if both voltages do match before installing the charger and adapter.

Safety Precautions

- Do not open the cordless telephone or charger, this could expose you to high voltages. Have all repairs carried out by authorized service personnel.
- Avoid volume levels that may be harmful to your hearing. Exposure to excessive sound pressure from a telephone's earpiece or headset may cause permanent hearing loss.
- 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 cordless telephone 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 cordless telephones 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.
- **Save this manual.** It includes important safety information and operating instructions. Save all instructions for future reference.
- Position the electrical cord to the AC power supply where it is least likely to be subjected to damage or stress.
- Remove the electrical cord from an outlet by pulling gently on the AC adapter, not by pulling the cord.
- Remove the battery before cleaning the telephone to reduce risk of electric shock.
- Unplug the battery charger from a power source before cleaning the telephone to reduce risk of electric shock.
- Do not use auxiliary equipment with the telephone which is not exclusively recommended by the manufacturer, see [Accessories](#) on page 32. The use of any auxiliary equipment not recommended by the manufacturer may result in fire, electric shock, or injury, and will void the warranty.
- Do not expose the telephone to open flame.
- Do not expose the telephone and the charger to direct sunlight for long periods. Keep the telephone and charger away from excessive heat and moisture.
- Do not allow heavy objects to fall on the telephone.
- Do not allow children to play with the product packaging material. Product packaging material is often small and may present a choking hazard.
- Do not allow children to play with the telephone. It is not a toy. Children could hurt themselves or others. Children could also damage the telephone.

- Do not expose to prolong light.

Usage

Like all other cordless telephones, this cordless telephone 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 (for example, medical emergencies).

Environmental Requirements

Cordless Telephone

- Use the telephone in temperatures between 0 °C to +40 °C (32 °F to 104 °F).
- Avoid exposing the telephone for direct sunlight or close to other heat sources.
- Do not expose the telephone to open flame.
- Keep the telephone away from excessive heat and moisture.
- Avoid sudden temperature changes to prevent condensation in the telephone. It is recommended to put the telephone into an air tight plastic bag until the temperature is adjusted, for example, when entering or leaving a cold/heated building on a warm/cold day.
- Protect your telephone from aggressive liquids and vapors.
- If the telephone has been exposed for water or condense, remove the battery immediately and let it dry completely before re-inserting the battery.
- Keep the telephone away from strong electromagnetic fields.
- Do not place a cold telephone in a charger.

Battery

- Do not immerse the battery into water. This could short-circuit and damage the battery.
- Do not expose a battery to an open flame. This could cause the battery to explode.
- Do not allow the metal contacts on the battery to touch another metal object. This could short-circuit and damage the battery.
- Do not leave a battery where it could be subjected to extremely high temperatures, such as inside a car on a hot day.
- Use the Desktop Charger or the wall mounted Charging Rack for charging. Charge the battery for at least one hour the first time you use the battery. Note that the wall mounted charger with a battery pack adapter has to be used if the battery alone is to be charged.
- Do not charge a battery when the ambient room temperature is above 40 °C or below +5 °C (above 104 °F or below 41 °F).
- Do not attempt to take a battery apart.
- Do power the telephone off before removing the battery.

Chemical Resistance

The alpha and numeric characters printed on the exterior of the telephone have been tested and found resistant to chipping, fading or wearing off when the telephone is treated with common cleaners and disinfectants or perspiration. The following chemicals have shown no harmful effect:

- 3% Hydrochloric Acid
- M-alcohol (70% Methylated Ethanol)
- 60% Chlorhexidin 0.5 mg/ml

Acetone can be damaging to the plastic casing of the telephone and should not be used.

Introduction

This document describes features and settings available for the Avaya 3725 DECT Telephone. The cordless telephone is a feature-rich telephone with color display, telephony, messaging, and bluetooth as optional. It is designed to be used in medium demanding environment such as hospital environment, but also office environment.

The telephone is suitable for users dependent of being reachable or having a need for mobile voice and messaging features. The telephone is ideal for applications where the user needs either one way messaging or to be able to interact with other users. The color display enhances and simplifies the use of the cordless telephone.

For software download and parameter set up, read the *Installation and Administration Manual, IP DECT R4*.

Quick Reference Guide

To get a quick overview on the basic functions of your telephone, see [Quick Reference Guide](#) on page 117. Because of its handy format you can place a print-out next to your telephone as a quick reference.

Functions and accessories

Functions

Local phonebook (250 contacts)
Central phonebook*
Company phonebook
Procedure call
Phone restrictions
Vibrator
Headset connector
Microphone on/off during call
Loudspeaking function
SMS (Short Message Service)*
Voice mail access*
Centralized Management*
Easy replaceable battery
Easy replacement of telephone
Bluetooth (optional)
Base Station Encryption

Accessories

Desktop charger Basic
Desktop charger Advanced
Charging rack
Battery pack charger
Leather case
Belt Clip
 hinge-type
 swivel-type
Security chain
Headset with microphone on boom
Headset with microphone on cable
Bluetooth Headset

* System dependent

10

Descriptions

Figure 1: Description of the cordless telephone.



- 1. Top/Multifunction button**
This button can be used as a short cut to functions; long or double press modes
- 2. Earpiece speaker**
- 3. Volume up**
To increase the speaker volume
- 4. Volume down**
To decrease the speaker volume
- 5. Sound off button**
To turn on/off audible signals in idle mode, silencing the ring signal at incoming call and to mute in call.
- 6. Soft keys**
The 3 Soft keys can be pre-programmed or used with GUI

- 10. Microphone**
- 11. Space**
To add space between text
- 12. Sound off key**
To turn on/off audible signals in idle mode, silencing the ring signal at incoming call and to mute in call.
- 13. Five-way navigation key**
Navigation key with Left, Right, Up, Down. The middle Centre select key is a select key. It is also possible to program these keys for short cuts, except the middle key.
- 14. On-hook; On/Off key**
Combined button; to end a call, to return to idle mode, and to switch the telephone on/off by long press.
- 15. Color display**
The full graphic type display is 128 pixels wide and 160 pixels high. The display has multiple colors and backlighting.

- | | |
|---|---|
| <p>7. Off-hook key
To answer a call, to pre-dial a number, and to post-dial</p> <p>8. Voice mail access
A quick access to the telephone's Voice mail</p> <p>9. Key lock and Upper/Lower case
Combined key lock and Upper/Lower Case</p> | <p>16. Headset connector
The headset connector is for connecting a headset. The connector is protected against dust by using the headset connector cover.</p> <p>17. LED
Indicates incoming call, messaging, low battery, and charging.</p> |
|---|---|

The Avaya 3725 DECT Telephone



Important:

The telephone may retain small magnetic objects around the microphone or the speaker region.

Case

The plastic cover parts are made of durable PC/ABS material.

Antenna

The antenna is integrated inside the cordless telephone.

Loudspeaker

The cordless telephone has a separate loudspeaker for the loudspeaking function. It is placed on the back side of the cordless telephone.

Microphone

The microphone is placed on the front bottom side of the cordless telephone.

Clip

There are three different belt clip options to the cordless telephone; a hinge-type clip (standard), a swivel-type clip, or no clip which makes it possible to use the cordless telephone without any clip on. See [Attach the Hinge-type Clip](#) on page 106, or [Attaching the swivel-type clip](#) on page 107. Use the clip to attach the telephone to a belt or similar.

Battery

The battery is a rechargeable Li-Pol battery, placed under a battery cover. See [Replacing the battery](#) on page 101.

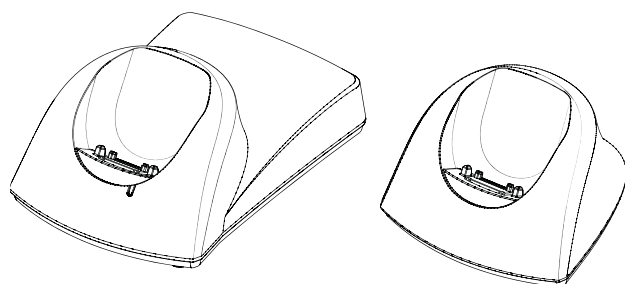
The battery is fully charged within four hours. See [Charging the battery](#) on page 101.

The battery can be charged separately with a special Multiple Battery Charger. See [Charging spare batteries](#) on page 101

Chargers

Desktop charger

Figure 2: Desktop chargers



Advanced

Basic

Two desktop chargers are available, one Basic charger that will only charge the cordless telephone, and one Advanced Charger with advanced functionality to download new software and synchronize parameters. The cordless telephone is fully operational while placed in the charger.

The Basic Charger is delivered with a plug-in power supply and is connected into an ordinary wall socket. The Advanced Charger is delivered with a power supply adapter. The adapter is connected with a power cord to the wall socket and the Charger itself is supplied from the adapter.

For more information, see *Installation and Administration Manual, IP DECT R4*.

Note:

Only use the charger within the temperature range of +5 °C – +40 °C (+41 °F – +104 °F).



Important:

Only use the provided power supply, see *Installation and Administration Manual, IP DECT R4*.

Charging the telephone in desktop charger

When the charger is connected to external power supply, normal operation is carried out as follows:

Telephone charging

1. Place a cordless telephone in the charging slot to start charging.

Telephone disconnection

1. Tilt the telephone forwards you.
2. Then, lift the telephone upwards.

Note:

Do not try to lift the telephone upwards before tilting it forwards.

Rackmount Charger

The Rackmount Charger is used for charging several telephones, to synchronize parameters, and for software download.

The built in power supply can charge up to six cordless telephones. See *Installation and Administration Manual, IP DECT R4*.

Multiple Battery Charger

The Battery pack charger is used for charging up to six spare batteries.

Icons and text in the display

All functions and settings available to the user are shown as icons and text in the display. The icons and text in the display indicate functions and settings to which you have access. The display normally displays date and time, the Owner ID and telephone number. The Owner ID can manually be set by the user.

Figure 3: Example of a display configuration in idle mode

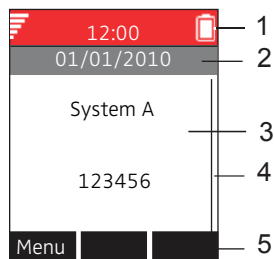


Figure notes:

- | | |
|----------------|-----------------|
| 1. Status bar | 4. Scroll bar |
| 2. Header bar | 5. Soft key bar |
| 3. Active area | |

The top row (**Status bar**) is used for icons which give the user information for signal strength, missed call, new message, phone lock, key lock, sound off, time and battery status. This row is always visible in all screens.

The next row (**Header bar**) displays the current date, headset connection, Bluetooth connection, and system connection.

The next rows (**Active area**) are used for information such as, profiles, the name of the system to which the cordless telephone is connected to. A user identity provided from the system and/or an Owner ID can also be displayed if configured in the Settings menu. This is also the area for pop up text for example, missed calls or to confirm an action.

The bottom row (**Soft key bar**) is used for Soft keys which can be used as short cuts for functions in the telephone. See [Soft keys](#) on page 30.

The (**Scroll bar**) is placed to the right side of the active area. It becomes visible when a menu screen has more than six menus, or if there are more than four rows of message text in a message.

Icons



Signal strength icon is visible in the upper left corner. The bars shown in display depends on the signal strength.



Full battery icon is displayed in upper right corner.



Low battery icon is shown when the battery only has 5% of its capacity left. The icon is flashing when the battery capacity is equal to, or lower, than 5%.



The "Empty battery" icon is flashing when the battery has 5% or less remaining capacity left.



Sound off icon is displayed when the Sound off key is pressed or if the telephone has the In charger > Sound off option enabled. The ring signal and message alert are muted when the Sound off symbol is displayed.



Ring volume silent icon is displayed when the ring volume is set to silent. The message alert follows the ring volume. That is, the effect is the same as when the handset is set to Sound off.



Microphone off icon indicates a silenced microphone. It is displayed after a long press on the Sound off key during a call.



Loudspeaking icon is displayed in the Soft key bar during a call. Pressing this icon will activate the loudspeaking mode.



Loudspeaking off icon is displayed after the Soft key for Loudspeaking icon has been pressed. Pressing this icon will deactivate the loudspeaking mode.



New message icon indicates that a new text message (or messages) has arrived. The icon remains in the status bar until all new messages in the inbox are read.



Voice mail message icon is displayed in the inbox when there are voice mails. The icon remains until voice mail has been listened.



"Unread message" icon in front of a message indicates that this message is unread.



"Request for answer" icon in front of a message indicates that this message must be acknowledged or rejected.



Read message icon in front of a message shows that this message once has been read.



Sent message icon



Unsent message icon



"New colored message" icon indicates that a new colored text message(s) has arrived. The messages can be labelled with different colors.



"Read colored message" icon indicates that a colored text message(s) has been read. The messages can be labelled with different colors.



"High prio" icon included with "New message" icon indicates high priority of a message.



"Alarm prio" icon included with "New message" icon indicates alarm priority of a message.



Key lock icon indicates a locked keypad.



Phone lock icon indicates a locked telephone.



Bluetooth icon indicates that Bluetooth is enabled.



Bluetooth headset icon indicates that a Bluetooth headset is connected to the telephone.



Headset icon indicates that a corded headset is connected to the telephone.



Outgoing call icon is added to all outgoing calls in the call list.



Incoming call icon is added to all answered calls in the call list.



Missed call icon is added to all missed calls in the call list, and in the status bar.



System connection icon is visible when connected to an administration system.



Profile active icon

Menu icons



The **Contacts** menu contains all names/numbers in the personal phonebook. It is also possible to access a central phonebook from this menu.



The **Services** menu contains menu short cuts used to customize an own menu.



The **Messaging** menu contains all message handling such as reading and writing messages.



The **Calls** menu contains call lists, call time, and call services¹. Call services is configured in the WinPDM.



The **Connections** menu contains Bluetooth connection, headset selection, System selection, and In charger selection.



The **Settings** menu contains personal telephone settings such as changing the ringer volume, selecting language, etc.



The **Short cuts** menu contains short cuts for the Soft keys, Hot keys, Navigation keys, and the Multifunction button.



The **Profiles** menu contains possibility to add four different profiles. The "Normal" profile is active by default.

1. System dependent

Keys and buttons

Off-hook key



This key is used for connecting calls. You can program this key in the PDM/AIWS, by default it is set as Post-dial.

On-hook, and On/Off key



This key is used for disconnecting calls and returning to main screen.

A long press in idle mode will switch the telephone on/off.

Navigation/Confirmation key



Use this key to step in the menu and when working in text mode.

◀, ▶, ▲, and ▼ are used for stepping left/right and up/down in the menu. The navigation key can be programmed, the ▲ is by default a short cut to the Inbox, and ▼ is a short cut to Call contact. During a call it is possible to increase/decrease the volume by pressing ▲ and ▼.

The middle key is for confirmation and in idle mode it is by default a short cut to the main menu.

Voice mail key



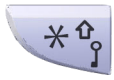
A long press on this key gives a quick access to the telephone's Voice mail.

Sound off key



This key is to silence or mute the telephone. It works like the [Sound Off button](#) on page 30.

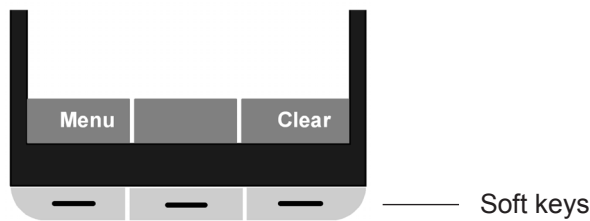
Key lock, and Upper/Lower Case key



This key is to lock or unlock the keypad in combination with the Soft key **Lock**. The key is also for switching between upper/lower case and digits.

Soft keys

Figure 4: Soft keys.



The three Soft keys are located just beneath the display and the functions of each Soft key is indicated by text in the display just above the keys.

In stand-by mode the Soft keys can be used for specific functions defined by the user of the handset.

Hot keys

You can program a Hot key to access to frequently used functions such as dialing a specific telephone number, a short cut on the menu, or sending an SMS. Any key **0, 2 - 9** can be set to a Hot Key. A long press on any of these digits in stand by mode are by default a short cut to the Call contact list.

Multifunction button

The button is placed on the top side of the cordless telephone. This button can be used as a short cut to functions; long or double press modes. It is by default not used, but can be defined by the user of the telephone.

Volume button

The two buttons placed on the upper left side of the cordless telephone are used for increasing/decreasing the earpiece, headset, and the loudspeaker volume.

Sound Off button

The button is placed on the left side of the cordless telephone, next to the screen.

- While in a call, a press on the button will mute the microphone.
- When the telephone is ringing, a short press switches off the ringing tone temporarily.
- In idle mode a long press will silence the telephone.

Alphanumeric Keys

Key	Capital letter	Small letter
1	. , ? ! - ' " 1	. , ? ! - ' " 1
2	A B C À Â Æ Ç 2	a b c æ à â æ ç 2
3	D E F È É Ê Ë 3	d e f è é ê ë 3
4	G H I Î Ï 4	g h i î ï 4
5	J K L 5	j k l 5
6	M N O Ñ Ô Õ Ö 6	m n o ñ ô õ ö 6
7	P Q R S 7	p q r s 7
8	T U V Û 8	t u v û 8
9	W X Y Z 9	w x y z 9
0	Space + * 0	Space + * 0
*	*	*
#	#	#

Note:

Depending on the selected menu language and input language, other characters can be available. This means that the character order can differ from the table above.

In standby mode and number input mode

- A short press on a key enter the digits “0” - “9” and the characters * and #.
- Enter a pause in number input mode by a long press on the # -key. A pause is indicated by a "P" in the display.
- A long press on the * - key changes the tone sender on.
- Tone sender on is indicated by a "T" in the display.
- A long press on the 1- key will dial the voicemail (system dependent).

In text input mode

- A short press on a key **0 - 9**, displays the first available character on that specific key. The marked character is selected after a timeout, or when another key is pressed.
- To change to upper/lower case, press the *****-key before entering the character. The *****-key can also be used to display only the digits.
- To add space in the text, make a short press on key **0**.
- The first character entered in a message, or when adding/editing a name in the Contacts menu, will be an upper level character followed by lower level characters, unless the *****-key is pressed before entering the character. To switch between Abc, ABC, abc, and 123 the *****-key is pressed.
- A long press on the key **#** displays special characters.

Accessories

Belt clips

Three belt clip options are available:

- Hinge-type clip
To prevent the telephone from slipping out of for example pocket or belt
- Swivel-type clip
To be able to rotate without slipping out from the case
To be able to use the handset without a clip, a cover plate without a clip is also available.

Security String

The security string is 800 mm long. The security string is attached directly to the handset.

Leather casing

The leather casing is especially designed for the telephone. The casing comes with a swivel type belt clip and the telephone is fully operational while placed in the casing.

Headset

A headset is recommended if you frequently use the telephone and/or want to have both hands free. The headset comes in two versions; microphone integrated in the cable, and microphone on a boom.

Menu tree

Note:

In order to continuously improve the comprehensibility of menu terms, some of them in your telephone may differ from those used in the following menu trees.

Calls



Call list	>	1234 12:00	>	Call			
		1235 14:00		More	>	Time of Call	
		etc.		Back		Edit number	
						Save number	> Work number
							Mobile number
							Other number
						Send message	>
						Delete	> Yes
							No
						Delete all	> Yes
							No
Missed calls	>	2345 15:00	>	Call			
		2346 23 Sep 03		More	>	(same as above)	
		etc.		Back			
Call time	>	Total time 03:15:00 Last call 00:30:00					
Call services	>	Absence	>	Deactivate			
				Lunch			
				Meeting			
				Trip			
				Vacation			
				Out			
				Absence 1			
				Absence 2			
				Absence 3			
				Absence 4			
		Divert call	>	Internal	>	Activate	

						Deactivate		
				External	>	(same as Internal)		
				No reply	>	(same as Internal)		
				When busy	>	(same as Internal)		
		General purpose 1 Name ¹						
		General purpose 10 Name ¹						

1. Visible if defined in WinPDM/AIWS2.

Contacts

Call contact	>	Search			
		From contact list	>		
Add contact	>	New	>	Name	
				Work number	
				Mobile number	
				Other number	
				Ring signal	>
		From Call list	>		
Edit contact	>	Search			
		From contact list	>	Name	
				Work number	
				Mobile number	
				Other number	
				Ring signal	>
Delete contact	>	Search			
		From contact list	>		
Central phonebook ¹	>	Search by name	>	Call	
				More	> View contact
					Add to contacts
					Send message
		Search by number	>	More	> (same as above)
		Last result	>	Call	
				More	> (same as above)

1. This is a system dependent feature.

Profiles

Normal (example)	>	Name			
		Volume	>		
		Ring signals	>	Internal call	> Play
					Back
				External call	> (same as above)
				Call back	> (same as above)

		Message alert	>	Play		
				Back		
		Vibrating alert	>	On		
				Off		
				On if silent		
		Key sound	>	Silent		
				Click		
				Tone		
		Answering behaviour	>	Automatically		
				Loudspeaking		
Add new	>	(same as Normal above)				

Messaging

Inbox	>	Message list	>	View	>	Reply	>	Enter text					
						More	>	Delete					
								Forward					
								Call no. in text ¹	>	Call			
								Save number					
				More	>	Delete	>	Yes					
								No					
						Delete all	>	Yes					
								No					
				Back									
Write new message	>	Enter text	>	Send	>	Enter number	>	Send					
						"Contacts access"	>	Send					
				Clear									
				Back									
Unsent	>	Message list	>	Edit	>	Enter number	>	Send					
						"Contacts access"	>	Send					
				Clear									
				More	>	Delete	>	Yes					
								No					
						Delete all	>	Yes					
								No					
				Back									
Sent	>	Message list	>	View	>	Forward	>	Send	>	Enter number	>	Send	
										"Contacts access"	>	Send	
								Clear					
						More	>	Delete	>	Yes			
								No					
								Call no. in text ¹	>	Call			
								Save number	>				
						Close							
				More	>	Delete	>	Yes					

							No						
						Delete all	>	Yes					
								No					
				Back									

1. Visible if the number consists of minimum 3 digits.

My favourites



Add new	>	Enter name	>	Phone call	>	Phone number	>	Enter number ¹	>	Save
								"Contacts access"	>	Save
								Back		
				Send data	>	Enter prefix	>	Save		
								Clear		
								Back		
				Send message	>	Phone number	>	Enter number	>	Save
								"Contacts access"	>	Save
								Back		
Favourite 1 (example)	>	More	>	Edit						
				Delete	>	Yes				
						No				

1. **Tip:** When configuring the Phone call function, a variable/character U can be added to the Enter number field. This lets the user enter additional numerical characters before calling the number. See [Procedure Call](#) on page 93 for more information.

Short cuts



Soft Keys	>	Left	>	Name					
				Function	>	Not used			
						Phone call	>	Enter number ¹	
						Call list			
						Contact list			
						Central phonebook ²			
						Message inbox			
						Send message	>	Enter number	
						Change profile	>	Profile A (example)	
						Open a menu	>	Main menu	
								Calls	
								Connections	

							Contacts
							Messaging
							My favourites
							Profiles
							Settings
							Absence ³
					Call absence	>	
					My favourites	>	
				Value	>		
				Control question	>	On	
					Off		
		Middle	>	(same as Left key)			
		Right	>	(same as Left key)			
Hot Keys	>	0, 2 - 9	>	Function	>	(same as above)	
				Value	>		
				Control question	>	On	
					Off		
Navigation Keys	>	Up	>	Function	>	(same as above)	
				Value	>		
				Control question	>	On	
					Off		
		Down	>	(same as Up key)			
		Left	>	(same as Up key)			
		Right	>	(same as Up key)			
Multifunction button	>	Long press	>	Function	>	(same as above)	
				Value	>		
				Control question	>	On	
					Off		
		Multi press	>	(same as Long press)			

1. Tip: When configuring the Phone call function, ia variable or character U can be added to the Enter number field. This lets the user enter additional numerical characters before calling the number. See [Procedure Call](#) on page 93 for more information.

2. This is a system dependent feature.

3. Visible if defined in WinPDM/AIWS2.

Connections



Bluetooth	>	Enable/Disable									
		Headset	>	Add new	>						
Headset	>	Mic on boom									
		Mic on cable									
		Hearing protection									
System	>	Change system	>								
		Subscribe	>	Enter System name	>	Select system	>	PARK /AC	>	Protection on?	> Yes
		Unsubscribe ¹	>	Select system	>	Yes					No
						No					
		Rename system	>	Select system	>	Edit	>	Save			
								Clear			
								Back			
						Back					
		Priority	>	Select system	>	Up					
						Down					
						Back					
In charger	>	Call behavior	>	No action							
				Loudspeaking							
				End call							
		Other actions	>	No action							
				Switch off							
				Redirect							
				Sound off							

1. It is not possible to unsubscribe a protected system via the handset. Unsubscribing of the system must be made via Win-PDM/AIWS2.

Settings



Sound & Alerts	>	Volume	>			
		Ring signals	>	Internal call	>	
				External call		
				Priority call		

		Message alert	>			
		Vibrator alert	>	On		
				On if silent		
				Off		
		Key sound	>	Click		
				Tone		
				Silent		
Locks	>	Automatic key lock	>	On		
				On except calls		
				Off		
		Phone lock	>	Auto phone lock	>	On
						On in charger
						Off
				Change PIN code	>	
Display	>	Screen saver	>	Information		
				Black		
		Brightness	>	Normal		
				Power save		
		Contrast	>			
Time & Date	>	Time format	>	12:00(am/pm)		
				12:00		
		Date format	>	dd mmm yy		
				mmm dd yyyy		
				yyyy-mm-dd		
				mm/dd/yyyy		
				dd/mm/yyyy		
				dd-mm-yyyy		
				dd.mm.yyyy		
Answering	>	Answering key	>	Hook-off		
				Any key		
		Answering behaviour	>	Automatically		
				Loudspeaking		
Messages	>	Text size	>	Normal		
				Large		
*Language	>	Dansk, English etc.				
Owner ID	>					
Device info	>	Software				
		Hardware				

	IPEI/IPDI				
	User ID				

In Call

The In Call menu displays a list of functions that can be accessed during a call. To see the available functions, press the "More" soft key. Some functions are always provided and others may be made available by the administrator via the WinPDM/AIWS2. To use a function, navigate the In Call menu to highlight the required function and then press the "Select" soft key.

The In call function can be used in combination with the Procedure call function, see 8.1 Procedure Call on page 63.

Note:

If calling from a locked handset, only the Microphone on/off function in the In Call menu can be accessed. However, the entire In call menu is accessible when calling from a handset with locked keypad.

Contacts	>	
Messaging	>	Inbox
		Write new message
		Sent
		Unsent
Microphone on/off	>	
Audio transfer ¹	>	
New call ²	>	Call
		"Phonebook access"
		Cancel
Switch ²	>	
End call ²	>	
Transfer ²	>	
Transf. to new ³	>	Call
		"Phonebook access"
		Cancel
Conference ²	>	
Call back ²	>	
Call waiting ²	>	
DTMF		

DECT info ⁴	>	Link
		System
		Encryption mode
General purpose 1 name ²	>	
General purpose 10 name ²	>	

1. Visible if a Bluetooth headset is connected.

2. Visible if defined in WinPDM/AIWS2.

3. Visible if the parameters "New call" and "Transfer" are defined in the WinPDM/AIWS2.

4. Visible if the Admin menu is activated.


Customizing the menu tree

The menu tree can be customized by hiding some of the functions that are available but for example not in use. Which functions that should be hidden are defined in the WinPDM. See *Installation and Administration Manual, IP DECT R4*.

Basic operation

Turning the telephone On/Off


The handset is switched off:


1. Press and hold the On-hook key .
2. When pressing the On-hook key, the handset will vibrate and the display lights up.
3. A control question "Switch on?" is displayed. Confirm by pressing "Yes".

The handset is in idle mode:



Tip:

While in a menu, press the On-hook key  to return to idle mode. If the handset is a shared phone, it must first be logged out to be able to switch off the handset. See *Log In or Out of a Shared Phone*.

4. Press and hold the On-hook key .
5. A control question "Switch off?" is displayed. Confirm by pressing "Yes".

Note:

If a handset restriction is enabled, it might not be possible to switch off the handset. See *Installation and Administration Manual, IPDECT DECT R4*.

Turning the audible signal On/Off

Note:

If telephone restrictions are enabled, you might not be able to turn off the audible signal. See *Installation and Administration Manual, IP DECT R4*.

Your telephone is in idle mode or rings.

1. Press the **Sound off** button long. The status of the telephone changes between ring signal on/off. To locate the button, see [Descriptions](#) on page 21.

The  icon indicates a silenced telephone.

Log In or Out of a Shared Phone

Note: This feature is applicable in IP-DECT systems only.

The feature shared phone allows more than one user to use a handset. When a handset is configured to be a shared phone, it can be used by any shared phone user in the system. The message and call lists are deleted when a user logs off a handset.

If the handset is configured in the PDM/Device Manager, an emergency call can be made from a handset that is logged off.

Log on a Handset

Prerequisite, the handset is switched on. See [Turning the telephone On/Off](#) on page 45 for more information.

1. A Login dialog window appears. Press "Yes".
2. Enter User ID and password.
3. Press "Login".

Note: The user will be automatically logged out from a previously used handset.

Log off a Handset

1. Press and hold .
2. A Logout dialog window appears. Press "Yes".

If a phone is shared and one of the users logs off the shared phone, the lock that prevents the handset from unauthorized use is deactivated. For additional information, see [Locking/Unlocking the telephone](#) on page 47.

Locking/Unlocking the keypad in idle mode

To prevent accidentally pressing keys and making a call, the keys can be locked.

To lock keypad

1. Press the * key.
2. Press the Soft key **Lock**.

To unlock keypad

1. Press the * key.
2. Press the Soft key **Yes**.

Note:

You can activate an automatic key lock. The keypad will be locked automatically a short time after the last keystroke. See [Activating the automatic key lock](#) on page 81.

Note:

While placed in charger, a telephone's keypad is always unlocked.

Locking/Unlocking the keypad during a call

To prevent accidentally pressing keys, you can lock the keys during a call. This feature is useful when a headset is used and the handset is attached to a pocket or belt.

To lock keypad

1. Long press the * key.
2. Press the Soft key **Lock**.

To unlock keypad

1. Press the * key.
2. Press the Soft key **Yes**.

Note:

You can press and use the volume buttons and the mute button during the call even if the keypad is locked.

Locking/Unlocking the telephone

You can protect the telephone from unauthorized use. If you activate this function, the telephone locks automatically a short time after the last keystroke or when placed in the charger. A PIN code is required for unlocking the telephone. The default phone lock code (0000) can be changed to any 4 -8 digit personalized code. For more information see [Phone Lock settings](#) on page 81.

Note:

If a phone is shared and one of the users logs off the shared phone, the lock that prevents the handset from unauthorized use is deactivated. For additional information, see 4.2 Log In or Out of a Shared Phone on page 25

Unlocking the telephone

The phone shows the text "Turn off phone lock?"

1. Press Soft key **Yes**.
2. Enter PIN code
3. Press Soft key **OK**.

If the PIN code is forgotten it can be removed by the handset distributor.

Muting the ringtone for incoming call or message

You can mute the handset ringtone for an incoming call or message. The call is not hung up when you mute the ringtone. If the call is unanswered, it will revert to voicemail if the handset has been configured for voicemail. To mute an incoming call or message:

1. Long press the **Sound off** button while the phone is ringing.

Calling

About an incoming call

The flashing LED, accompanied by a ring signal and/or a vibrating telephone, give you notice of a call. Ring signal and vibrator can be disabled. The handset will ring in the connected headset even if the handset is set to silent or the ringer volume level is set to silent. The calling party's telephone number or name is shown. The name will be shown if the calling party's telephone number is stored in the local phonebook. Press the **Off-hook** key to answer the call. When a headset is connected to the telephone, the answering button on the headset can be used to answer the call.

Note:

If the parameter *Stimuli call phonebook lookup* is disabled, the system-provided call information is used instead. If a calling party's name is saved in the phonebook, it is not displayed. This function is only applicable to legacy systems (stimuli).

Other answering methods can also be set in the **Settings** menu, see [Settings](#) on page 41. The answering methods are **Automatically** and **Loudspeaking**.

Answering a call

Your telephone rings.

1. Press **Off-hook** key or press the Soft key  to answer the call in loudspeaking mode.

Declining a call

Your telephone rings.

1. Press **On-hook** key to decline the call.

Note:

You cannot decline a priority call.

Declining a Call with a Predefined Message

A call may be declined with a predefined message by the called party provided that both parties are connected via an IP-DECT system. To decline a call with a predefined message when the handset rings, perform the following steps:

1. In response to the "Reply with a message template?" prompt, press the "Yes" soft key to send a message to the caller. A list of predefined messages is displayed in the "Templates" menu.
2. Select, and if required, edit the message as described in [The Templates Menu](#) on page 91.

3. Click the soft key "Send". The calling party number is displayed in the handset display.
4. Click the soft key "Send". A "Message sent" confirmation is displayed and the message is sent to the caller.

Ending a call


1. Press **On-hook** key to end the call.
The duration of the call is shown in the display.

Note:

The total time of the call can also be retrieved from the menu **Calls > Call time**.

Outgoing Calls

Dialing a number (Pre-Dial)

Enter the number and press  to get the line. The number is shown on the display while dialling. If required, the soft key "Clear" can be pressed to erase the number. By using the navigation key, digits can be added to or deleted from the middle of a number.

An international number can be dialled from the handset by entering a + character followed by the country code and local number. To enter the + character, long press the 0 key until the character is shown in the display.

Note: The + character cannot be entered and international numbers cannot be dialled in the following circumstances:

- If the 0 key has been configured as a hot key.
- If the handset has been set up to perform advanced functions normally used by a system administrator, as described in [Admin menu](#) on page 94.

Note: The tone sender in a pre-dialled number can be turned on by long pressing the *-key.

Dialing a number directly (Post-Dial)

1. Press **Off-hook** key to get the line.
2. Enter the number. Each entered digit is dialed immediately. However, in this case you will not be able to correct an input error.


Note: The number will not be added to the call list when pre-dial is used.

Dialing using a pre-programmed Hot key, Soft key or Multifunction button

A Hot key, Soft key or Multifunction button can be programmed with a telephone number. Press the pre-programmed Hot key, Soft key or multifunction button to dial the number. The call will automatically be connected.

Dialing a number from the call list

Press "Menu", and select "Calls" . Select "Call list", and Select a number.

Press  or the Soft key "Call" to dial. The number can be edited before the call is started. Press "More" and select "Edit number".

Dialing the sender of a Message

You can call the sender of a message stored in the message list, from the Messaging menu.

1. Open the menu by pressing the confirmation button, or the Soft key **Menu**.
2. Select **Messaging**.
3. Select **Inbox**.
4. Select number from the list.
5. Select **View**.
6. Select **More**.
7. Select **Call sender**.

Dialing a number from the local phonebook

1. Open the menu by pressing the confirmation button, or the Soft key **Menu**.
2. Select **Contacts**.
3. Select **Call contact**.
4. Select contact from list, or search name by entering characters.
The best matching entry will be automatically selected.
5. Press Soft key **Call** or the **Off-hook** key to make the call.

Dialing a Name from the Central Phonebook

1. Open the menu by pressing the confirmation button, or the Soft key **Menu**.
2. Select **Contacts**.
3. Select **Central phonebook**.

4. Select **Search by name**.
5. Enter the first name and/or last name, the whole name does not have to be entered.
6. Press **Search**.
7. Press Soft key **Call** or **Off-hook** key to make the call.

During a Call

Note:

Some of these functions are system dependent and are not shown in the menu. They are set up by your system administrator in the WinPDM, see *Installation and Administration Manual, IP DECT R4*.

If applicable, additional functions could be programmed by your system administrator.

If configured in the WinPDM, it is possible to call an emergency number while the telephone is locked. During the ongoing emergency call, you can only turn the microphone on or off by pressing the soft key **More**. In addition, the right soft key is also disabled, unless it is not configured as the **Loudspeaker** soft key.

Adjusting the volume during a call

1. Press the **Volume up** button to increase the volume, and the **Volume down** button to decrease the volume.
The telephone will now store and keep the new volume level.

Note:

It is also possible to use the navigation key, ▲ and ▼ to adjust the volume.

Opening Messaging menu during a call

The Messaging menu can be accessed during an ongoing call by pressing the soft key **More**.

1. Press the soft key **More** during the call.
2. Select **Messaging**.


See “Messaging” on page 37.

Opening contacts list during the call

1. Press Soft key **More**.
2. Select **Contacts**.
3. Press Soft key **Select**.
4. See [Contacts](#) on page 77.

Turning the microphone on/off during a call

1. Press the Soft key **More**.
2. Select **Microphone off**.
3. Press Soft key **Select**.

The  indicate a silenced microphone. This means that the other part in an ongoing call cannot hear you.

Turn the microphone back on:

1. Press Soft key **More**.
2. Select **Microphone on**.
3. Press **Select**.

Note:

It also possible to turn the microphone off/on by a long press on the **Sound off** button, see [Descriptions](#) on page 21.

About Audio Transfer

To transfer audio between the Bluetooth headset and the telephone's earpiece during the call.

1. Press Soft key **More**.
2. Select **Audio transfer**.
3. Press Soft key **Select**.

Note:

Audio transfer is visible if Bluetooth connection is active.

Starting a new call during an ongoing conversation

1. Press **Off-hook** key.
The first caller is put on hold.
2. Dial the number.

Note:

You can also start a new call using the Soft key **More > New Call**. Dial the number and press the Soft key **Call**.

Note:

To use the handset contacts to start a new call, just select **More > Contacts** (See [Contacts](#) on page 77). If you start a new call by using the **Off-hook** key or the Soft key **More > New Call**, you cannot select a contact afterward.

Switching between Calls

A new call is started during conversation, the first call is on hold.

1. Press Soft key **R**.

This will switch between the calls.

Note:

You can also switch between the call via Soft key **More > Switch**.

Ending a call

A new call is started during conversation, the first call is on hold.

1. Press the **On-Hook** key.

This will end the current call. The held call rings again as priority call.

Note:

You can also end the call via the Soft key **More > End Call**.

It is also possible to end a call by putting the telephone in a charger according to the **In Charger > Call behavior > End call** setting. Note that all ongoing calls will be disconnected. See *Installation and Administration Manual, IP DECT R4*.

Note:

You can also end a call by putting the telephone in a charger. Note that all ongoing calls will be disconnected. See *Installation and Administration Manual, IP DECT R4*.

Transferring a call

Note:

The **Transfer** option is applicable only to Communication Manager.

A new call is started during conversation, the first call is on hold.

1. Press Soft key **More**.
2. Select **Transfer**.
3. Press Soft key **Select**.

This will connect the first caller with the person you want to transfer the call to.

Transferring to a new call

Note:

The **Transfer** option is applicable only to Communication Manager.

1. Press Soft key **More** during the call.

2. Select **Transfer to new call**.
3. Press Soft key **Select**.
4. Dial the number to the person you want to transfer the call to.
5. Press **Off-hook** key to transfer the call.

Starting a conference call

A new call is started during conversation, the first call is on hold.

1. Press Soft key **More**.
2. Select **Conference call**.
3. Press Soft key **Select**.

The person initiating the conference call is the conference leader, and the other are participant members of the conference call.

Calling back

To enable call back when a call is made to a busy telephone, and to be alerted when the telephone is free.

1. Press Soft key **More**.
2. Select **Call back**.
3. Press Soft key **Select**.
4. Press **On-hook** key.
5. Wait until the telephone alerts.
6. When the telephone alerts, press **Off-hook** key.
The call will automatically be started.

Call Waiting

During a call. A second call appears and the a short tone could be heard.

1. Press Soft key **More**.
2. Select **Call waiting**.
3. Press Soft key **Select**.
You are connected with the new caller. The other part is put on hold.

When the line is free it will automatically call the hold part again. This is system dependent.

Note:

You can also accept the second call by pressing the **Off-Hook** key.

Answer Call Waiting

Note: Depending on system setup and configuration, this feature might be handled in one of two different ways:

Method 1

During an ongoing conversation and a short tone for another incoming call appears, do as follows:

1. Press the soft key "More" during the call.
2. Select "Answer Call waiting".
3. Press "Select". The new call is now connected, and the first call is on hold.

When the line is free, the call on hold will automatically be dialled again. This is a system dependent feature.

Method 2

If a second caller calls during a phone call, the handset will beep and display the text "Internal call" for internal callers and "External call" for external callers. The handset will also show the name or phone number of the second caller. To answer the second caller:

1. Press the soft key "Accept".
2. The text "Switch" briefly appears on screen, and the handset transfers to the second call. The first call is put on hold.
3. When finished speaking with the first caller, select the "More" soft key.
4. Select "End Call".

The second call is closed and the first call is retrieved.

A second call can be rejected by pressing the "Decline" soft key. The second caller hears a busy tone. The call is logged as a missed call in the handset.

Enabling DTMF

During a call.

1. Press Soft key **More**.
2. Select **DTMF**.
3. Press **Select**.
This will enable the use of Dual Tone Multi Frequency (DTMF) signals.

Loudspeaking function

During a call, the loudspeaking function can be activated.

1. Press left Soft key.

Alternatively, the handset can be put into the charger if **In Charger > Call behavior > Loudspeaking** is set. See *Installation and Administration Manual, IP DECT R4*.

To turn loudspeaking function off again:

1. Press left Soft key again.

Alternatively, the handset can be put into the charger if **In Charger > Call behavior > Loudspeaking** is set. See *Installation and Administration Manual, IP DECT R4*.

Call diversion

All calls, internal calls, external calls, calls when busy, or calls at no answer can be diverted to another telephone number. The diversion is made via the **Calls menu > Call services > Divert calls**. See [Call services](#) on page 66.

It is also possible to programme a Soft key, Hot key, or Multifunction button with a short cut to the **Call diversion** function. Refer to [Short cuts](#) on page 68, and [Diverting Internal/External calls](#) on page 67.

General Purpose

Besides the default Call services functions, it is possible to define 16 extra system specific codes. This is programmed in the PDM or AIWS. See also [Call services](#) on page 66.

Emergency calls

If configured in the PDM/AIWS2, any one of up to five predefined emergency numbers can be called, even if the handset or keypad has been locked. For additional information, see sections [Activating the automatic key lock](#) on page 81 and [Activating the phone lock](#) on page 81.

Messaging

For getting information on all Messaging functions see [Messaging](#) on page 71.

Message list

The thirty last received messages are stored in a list. The message list is located in the Messaging menu **Inbox**. Time and date information is included in the message.

Receiving a message

When a text message is received, the LED starts flashing and the message alert signal sounds. The **New message** icon, and a text with information of received message are displayed. The icon will remain in the display until all new messages are opened. If the message is received during a call a beep notifies the user.

1. Press Soft key **Yes** to read the message or to read the message later press Soft key **No**.

The message will in both cases be stored in the Inbox.

It is possible to reply, forward the message, call the sender, and call number in text, irrespective of reading the message directly or later from the inbox, see [Viewing the Inbox](#) on page 72.

Note:

Messages sent from a message server (AIWS) are shown as **Network** messages. You cannot reply to this sender.

Sending a message

- For text input keys 0-9, * or # can be used.
- Key 0 and 1 contains special characters, see [Alphanumeric Keys](#) on page 31 to see all characters.
- The maximum message length is 160 characters.

Note:

Some characters require 2 bytes in the final message, therefore the user will sometimes not be able to enter 160 characters.

- For basic rules of text input, see [Alphanumeric Keys](#) on page 31.

Writing and sending a message

1. Enter **Messaging** menu.
2. Select **Write new message**.
3. Enter the message text.
4. Press Soft key **Send**.
5. Enter the call number
6. Press Soft key **Send** to send the message.

Voice Mail

Receiving a voice mail

A new voice mail is indicated by the **New message** icon in the status bar. Information is stored in the **Messaging** inbox, see [Messaging](#) on page 37.

Checking the voice mail inbox

1. Open the **Messaging** menu, see [Messaging](#) on page 37.
2. Select **Inbox**.
The voice mail will be displayed first in the inbox list.
3. Select the icon **Voice Mail**.
4. Press the Soft key **View**, and then **Call**.

Only one voice mail at the time will be displayed, even if there are more voice mail messages in the message list.

One Key Voice Mail Access

To enable one key Voice Mail Access, your mailbox extension number has to be downloaded to the telephone, see *Installation and Administration Manual, IP DECT R4*.

Your telephone is in Idle mode.

1. Press long on digit key **1**.
Your voice mail will be called. If the extension number is not available a pop-up **Voice mail number not defined** is displayed.
2. Follow the given instruction in the Voice Mail.

Menu operation

Figure 5: The main menu.

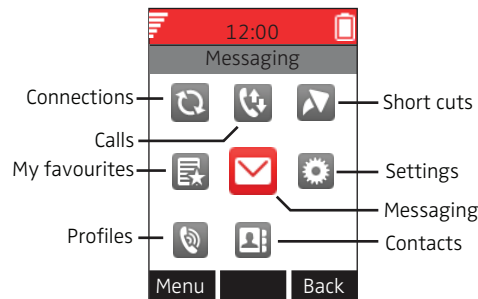


Figure notes:

- | | |
|----------------|-------------------|
| (1) Messaging | (5) Profiles |
| (2) Short cuts | (6) My Favourites |
| (3) Settings | (7) Connections |
| (4) Contacts | (8) Calls |

Connections

1. Enter the menu by pressing the **Menu** Soft key, or the confirmation button on the Navigation key.
2. Select the **Connections** icon.
3. Press the confirmation button or the Soft key **Select**.


Bluetooth


In the Bluetooth menu you can connect a Bluetooth headset and enable the Bluetooth function. For all information on Bluetooth see [Bluetooth Headset](#) on page 109.

Pair/Connect Bluetooth Headset

To use a Bluetooth headset, it must first be paired with the handset. It is only needed to pair the Bluetooth headset once. A paired Bluetooth headset will automatically be connected indicated by the icon ■ in front of the headset.

1. Set the Bluetooth headset in pairing mode, see the user manual for the Bluetooth headset.

2. Enable Bluetooth.
3. Enter the menu by pressing "Menu".
4. Select  in the menu.
5. Select "Bluetooth".
6. Select "Headset".
7. Select "Add new". An information text "Put headset in Pairing mode" is displayed.
8. Press "OK". It will now search for a Bluetooth headset for connection.
9. When headset is found, press "Pair".
10. If needed, enter PIN code, see user manual for the Bluetooth headset. Press "OK".

The dialog Successful pairing appears if the pairing process was successful. The Bluetooth headset will also be connected indicated by the icon  in front of the headset.

Headset

1. Select **Headset**.
2. Choose between **Mic on boom**, **Mic on cable**, **Hearing protection**, or **Customized headset profile**.

Note:

Customized headset profile is only visible if the headset profile has been configured in the PDM or AIWS.

3. Press **Select**.

System

1. Select **System**.

Change System

1. Select **Change system**.
2. Select **Automatic** or a specific system. If the telephone is set to **Automatic** it selects a system according to the priority list, see [Priority](#) on page 63.

Note:

The **Automatic** option does not work if your system list comprises IP-DECT *and* legacy systems.

Subscribe System

The cordless telephone can subscribe up to eight different systems. To subscribe a new system the "Park:" (Portable Access Right Key) and "Ac:" (Authentication code) related to the system you are going to log on to are needed. Contact your system administrator for more information.

Note:

You might not require the PARK code if there is no alien DECT system within the coverage area.

The IPEI code is a unique code which has been assigned to the cordless telephone, see also [Admin menu](#) on page 94.

1. Select **Subscribe**.
The IPEI of your telephone is displayed.
2. Press Soft key **Next**.
3. Enter System name.
4. Press Soft key **Next**.
5. Select your system.
6. Press Soft key **Next**.
7. Enter PARK code.

Note:

Do *not* enter a #-key at the end of the code.

8. Enter AC code. Press Soft key **Next**.
An information text "Protection on?" is displayed.

Note:

The AC code's length must be between 4 to 8 digits.

9. Select **Yes/No**, if the new system is to be protected. It is not possible to delete a protected subscription.
10. Press Soft key **OK**. A searching mode starts.

Unsubscribe System

1. Select **Unsubscribe** to delete a System subscription.
2. Select **Delete**.

Note:

It is not possible to delete a protected subscription.

Rename System

It is possible to change the name of the system in the telephone.

1. Select **Rename System**.
2. Select system to rename.
3. Enter new name.
4. Select **Save**.

Priority

The default order of priority is the order of entered subscriptions. This means that the first subscribed system has the highest priority. This list can be edited by the user. It is possible to set the systems in priority by moving them up or down in the list.

Note:

This is used in combination with system set to be **Automatic**, see [Change System](#) on page 61.

1. Select **Priority**.
2. Change the priority if needed by selecting **Up** or **Down**. The priority will be saved when **Back** is selected.

In charger action when in call

It is possible to end a call, or turn on the loudspeaker by putting the telephone in a charger during a call.

1. Select **In charger**.
2. Select **Call behavior**.
3. Select one of the following:
 - **No action** - No action is performed when the telephone is placed in charger during a call.
 - **Loudspeaking** - The loudspeaker is turned on when the telephone is placed in charger during a call. The loudspeaker is turned off when the telephone is removed from the charger.
 - **End call** - The ongoing call is disconnected when the telephone is placed in charger.

In charger actions when not in call

Redirecting calls and messages when telephone is placed in charger

Calls can be redirected to another extension when the cordless telephone is placed in a charger. Then it will not ring when receiving a call. The function is automatically canceled when the telephone is removed from the charger.

1. Select **In charger**.
2. Select **Other actions**.
3. Select **Redirect**.

Note:

The function and the extension must be programmed in the PBX to be able to redirect calls.

Turning off while charging

When the cordless telephone is placed in the charger, it can be switched off while it is charging. When it is removed from the charger, it will switch on again.

1. Select **In charger**.
2. Select **Other actions**.
3. Select **Switch off**.

Change Profile

You can configure the cordless telephone to change the profile when placed in the charger. When it is removed from the charger it will switch back to the previous profile.

1. Select **In charger**.
2. Select **Other actions**.
3. Select **Change Profile**.

Message Absence

You can configure the handset such that when an application/system sends a message to a handset, it will receive an indication that the handset is absent. If a handset is absent, the application/system determines if the message shall be sent to the handset or not, or redirected to another handset when placed in the charger.

1. Select **In charger**.
2. Select **Other actions**.
3. Select **Message Absence**.

Sound off while charging

When the cordless telephone is placed in the charger, the tones can be switched off while it is charging. When it is removed from the charger, the sound is switched on again.

1. Select **In charger**.
2. Select **Other actions**.
3. Select **Sound off**.

Note:

If the parameter **Disable permanent mute** is enabled, the telephone will not be muted when placed in charger. See *Installation and Administration Manual, IP DECT R4*.

Deactivating the charging mode

1. Select **In charger**.
2. Select **Other actions**.
3. Select **No action**.
4. Press **Select** to save the setting.

Calls

1. Enter the menu by pressing the **Menu** Soft key, or the confirmation button on the Navigation key.
2. Select the **Calls** icon.
3. Press the confirmation button or the Soft key **Select**.

Viewing the call list

The 25 last received, dialed or missed calls are stored in a call list. If a number occurs more than once the last time stamp, together with the total number of occurrences, is shown.

1. Select **Call list**.
2. Step with the ▲ and ▼ to scroll in the list.

Dialing a number from call list

1. Select number to call.
2. Press the Soft key **Call** to dial.

Viewing the time of a call

1. Press the Soft key **More**.
2. Select **Time of call**. The time and date is displayed.

Editing the number from call list

1. Press the Soft key **More**.
2. Select **Edit number**.

Saving number

1. Press the Soft key **More**.
2. Select **Save number**.
3. Select between **Work number**, **Mobile number**, or **Other number**.
4. Press the Soft key **Add**.
5. Enter name and press **OK** to save the setting.

Note:

Saving a number in the call list creates a new contact. However, existing items in the call list will not be updated with the contact information.

Sending message

1. Press the Soft key **More**.
2. Select **Send message**.

Deleting entry from the call list

1. Press the Soft key **More**.
2. Select entry to delete.
3. Select **Delete**.
4. Select **Yes** to delete the entry from the list.

Deleting all entries from the call list

1. Press the Soft key **More**.
2. Select **Delete all**.
3. Select **Yes** to delete all the entries from the list.

Missed calls

Note:

A call is defined by your telephone as missed if it is not accepted within a time period specified in PDM or AIWS2. Accepting the call later an entry in the missed call list is set, though.

1. Select **Missed calls**
2. Step with the ▲ and ▼ to scroll in the list.
3. Press the Soft key **Call** to call back.

As in the menu **Call list**, there is a Soft key **More**, which can be used to view the time/date of the call, edit the received number, add to contacts, and delete received numbers. See [Viewing the call list](#) on page 65 for information about the functionality in Soft key **More**.

Call time

The total time of the previous call and last call is displayed.

1. Select **Call time**.

Call services

Note:

These functions are system dependent. The parameters are set up in the PDM or AIWS, see *Installation and Administration Manual, IP DECT R4*.

Activating Absence handling

You can specify the reason for being absent and the time when you will return using this option.

1. Select **Call services**.
2. Select **Absence**.
3. Select the applicable absence reason in the list. The number of absence reasons (for example *Lunch, Meeting, Trip* etc.) are configured in the PDM.
4. Press **Select**.
5. Enter time (HHMM) or date (MMDD) depending on the selected absence reason.
6. Press **OK**.

The telephone sends an absence reason code¹ to the system by establishing a call. The call will automatically be disconnected after a few seconds.

Deactivating the Absence handling

1. Enter **Call service** in the menu
2. Select **Deactivate**.
3. Press Soft key **Select**.

Diverting calls

The user can divert calls to another extension.

1. Select **Divert calls**.

Diverting Internal/External calls

1. Select **Internal** or **External**.
2. Select **Activate**.
3. Enter number to divert to.
4. Press Soft key **OK**

To stop diversion select **Deactivate** and press the confirmation button or the Soft key **OK**.

Divert calls if no reply received

1. Select **No reply**.
2. Select **Activate** and press Soft key **OK**.
3. Enter number to divert to.
4. Press Soft key **OK**

To stop diversion select **Deactivate** and press the confirmation button or the Soft key **OK**.

1. The code is defined when configuring the absence/diversion reason in the PDM/AIWS2.

Diverting calls when busy

1. Select **When busy**.
2. Select **Activate** and press Soft key **OK**.
3. Enter number to divert to.
4. Press Soft key **OK**

Note: The diversion reason code is defined when configuring the absence/diversion reason in the PDM/AIWS2.

To stop diversion select **Deactivate** and press the confirmation button or the Soft key **OK**.

Starting a priority call

An incoming priority call is signaled with a specific tone and the displayed text **Priority call**. The call cannot be muted or declined.

1. Select **Call services** in the menu **Calls**.
2. Select **Priority Call**.
3. Enter number.

General purpose

Besides the default Call services functions, it is possible to define 10 extra system specific codes in PDM or AIWS.

Short cuts

Predefined functions can be set as short cuts for the Soft keys, Hot keys (alphanumeric keys 0, 2 to 9), Navigation keys, and the Multi-function button. It is for example possible to define the Soft key to make a call or as a short cut to send a message.

Note:

All procedures described in this guide are based on standard Short Cuts settings. This means that your telephone settings can differ from this. For example, the Soft key **Menu** in idle mode is missing.

1. Enter the menu by pressing the **Menu** Soft key, or the confirmation button on the Navigation key.
2. Select the **Short cuts** icon.
3. Press the confirmation button or the Soft key **Select**.

Defining Soft keys

1. Select **Soft keys**.

2. Select **Left, Middle, or Right**.
3. Press **Select** to enter a name for the Soft key.
4. Press Soft key **OK**. The default setting of the key is shown.
5. Select **Function**, and press **Select** to select function for the Soft key.
6. Select function from list, and press **Back**.
7. Select **Value** (only for some of the functions), and press **Select**. Enter a value for example a telephone number. Press **Back**.
8. Select **Control question**, and press **Select**. It is off by default. Press **Back**.
9. Press Soft key **Save**.

Defining Hot Keys

1. Select **Hot keys**.
2. Select **0, 2 to 9**.
3. Select **Function**, and press **Select** to select function for the Soft key.
4. Select function from list, and press **Back**.
5. Select **Value** (only for some of the functions), and press **Select**. Enter a value for example a telephone number. Press **Back**.
6. Select **Control question**, and press **Select**. It is off by default.
7. Press Soft key **Save**.

Defining Navigation Keys

1. Select **Navigation keys**.
2. Select **Up, Down, Left, or Right**.
3. Select **Function**, and press **Select** to select function for the Soft key.
4. Select function from list, and press Soft key **Back**.
5. Select **Value** (only for some of the functions), and press **Select**. Enter a value for example a telephone number. Press Soft key **Back**.
6. Select **Control question**, and press **Select**. It is off by default.
7. Press Soft key **Save**.

Defining Multi-function Button

The Multi-function button can be defined with two different functions, a long press activates one function, and a double press activates another function.

1. Select **Multi-function button**.
2. Select **Long press**, or **Multi press**.
3. Select **Function**, and press Soft key **Select** to select function.
4. Select function from list, and press Soft key **Select** and then press Soft key **Back**.
5. Select **Value** (only for some of the functions), and press Soft key **Select**. Enter a value for example a telephone number. Press Soft key **Back**.
6. Select **Control question**, and press **Select**. It is off by default.

Note: If the Multifunction button is configured as a shortcut to a Phone call function, it is still possible to use the button while a handset or keypad is locked. The requirement is that the control question is set to "Off".

7. Press Soft key **Save**.

My favourites

In this menu you can store often used numbers. This can be phone call numbers or numbers you want to send a message to.

1. Enter the menu by pressing the **Menu** Soft key, or the confirmation button on the Navigation key.
2. Select the **My favourites** icon.
3. Press the confirmation button or the Soft key **Select**.

Add favourites

1. Select **Add new**.
2. Enter name of the new favourite.
3. Press the Soft key **OK**.
4. Select **Phone call**, or **Send message**.
5. Enter call number.
This can be a simple call number but even a complex combination of feature access code and call number, e. g. to realize a specific feature.
6. Press **Save**.

Editing favourites

1. Select an existing favourite you want to edit.
2. Press the Soft key **More**.

3. Select **Edit**.
4. Select Name, Function, or phone number you want to change.

**Tip:**

If editing the Phone call function, a variable or character U can be added to the Phone number field. This lets the user enter additional numerical characters before calling the number. See 8.1 Procedure Call on page 63 for more information.

5. Edit the existing value.
6. Press **Save**.
7. Press **Back**.

Deleting favourites

1. Select favourite you want or delete.
2. Select **More**.
3. Select **Delete**.
4. Select **Yes** to delete the favourite.

Messaging

When a text message is received, the LED starts flashing and the message alert signal sounds. The “New message” icon and the content of the received message are automatically displayed. The icon will remain in the display until all new messages are opened. If the message is received during a call, the user is notified with a beep.

Using the handset soft keys and menu selections, a received message can be replied to or forwarded to another party. The sender of the message can be called and a call number can be included in the message text.

If the phone is locked with a PIN, the user must unlock the phone to access a received message.

**Tip:**

To close several new messages quickly, press the On-hook button. The messages are indicated as unread messages in the Messaging inbox.

See also [Voice Mail](#) on page 59 for additional messaging features.

1. Enter the menu by pressing the **Menu** Soft key, or the confirmation button on the Navigation key.
2. Select the **Messaging** icon.
3. Press the confirmation button or the Soft key **Select**.

Viewing the Inbox

1. Select **Inbox** to view the message list.
2. Select a message by using the ▲ and ▼ on the navigation key.

Reading a stored message

1. Press Soft key **View** to read the message.

Replying to sender

1. Select **View**.
2. Select **Reply**.
3. Enter text.
4. Select **Send**.

Deleting a message

1. Select **More**.
2. Select **Delete**.
3. Select **Yes** to delete the message.

Forwarding a message

1. Select **View**.
2. Select **More**.
3. Select **Forward**.
4. Enter additional text if needed.
5. Select **Send**
6. Enter number.
7. Select **Send** to forward the message.

Calling sender

1. Select **View**.
2. Select **More**.
3. Select **Call Sender**.

Calling a number in text

If the sender has written a telephone number in the message it is possible to call the number without dialing it.

1. Select **View**.
2. Select **More**.
3. Select **Call (No. in text)**.
4. Select number from the list.
5. Select **Call**.

Saving a number

1. Select **View**.
2. Select **More**.
3. Select **Save number**.
4. Select between **Work Number**, **Mobile number**, or **Other number**.
5. Press the Soft key **Add**.
6. Enter the name for the contact.
7. Press the Soft key **OK**.
8. Press the Soft key **Save**. The number will be saved in the contact list.

Note:

If the user returns to the inbox immediately after having created a new contact, existing inbox items from that contact are not updated. The items will be updated the next time the user opens the inbox.

Writing new messages

A message can be constructed from scratch, or from a predefined template that can be used as it is or edited. For additional information about message templates, see [Message Templates](#) on page 91. The maximum message length is normally 140 characters but may be less depending on the character set used.

The first character entered is always upper-case, followed by lower-case character. However, this may be overridden by pressing the * -key before entering the character.

When pressing a key, the first available character for that key is displayed, see [Alphanumeric Keys](#) on page 31. To enter the other characters supported by the key, press the key until that character appears in the display.

The keys 0-9, * or # can be used. Keys 0 and 1 contains special characters, see [Alphanumeric Keys](#) on page 31 to see all characters.

For example, to enter the character E, press key 3 twice. "E" appears in the display and is selected after a timeout or when another key is pressed.

**Tip:**

If the system supports UTF-8 character encoding, the input language can be changed temporarily by long pressing . This can be used to temporarily access characters in a foreign language.

To delete a character, press "Clear".

To construct and send a message, perform the following steps:

1. Select **Write new message**.
2. Enter text.
3. Press **Send**. See also [Messaging](#) on page 58.
It is possible to save the message and send it later by pressing the Soft key **Back** and select **Yes**.
The message will be stored under **Unsent messages**. See [Unsent messages](#) on page 74.
4. Enter number, or press middle Soft key to get number from contact list.
5. Press **Send**.

Unsent messages

1. Select **Unsent** to view the list.
2. Select message to edit/send.
3. Select **Edit**, edit text and/or just select **Send**.

Deleting/Deleting All

1. Select **More**.
2. Select **Delete** or **Delete all**.
3. Select **Yes** if the unsent message shall be deleted.

Sent Messages

1. Select **Sent** to view the list.
2. Select a message by using the ▲ and ▼ on the navigation key.

Delete/Delete all

1. Select **More**.
2. Select **Delete** or **Delete all**.
3. Select **Yes** if the unsent message shall be deleted.

Reading a sent message

1. Select **View** to read the message.

Forwarding a message to another destination

1. Enter additional text if needed.
2. Enter number, or press ***[icon]** to get number from contact list.
3. Select "Send".

Calling a number in text

If the sender has written a telephone number in the message it is possible to call the number without dialing it.

1. Select **View**.
2. Select **More**.
3. Select **Call (No. in text)**.
4. Select number from the list.
5. Select **Call**

Review Inbox Content while Reading a Message

1. To review the content of the inbox while reading a received message, perform the following steps:
2. Press the "More" soft key
3. From the pop-up menu, select "Inbox". The message summaries contained in the inbox are displayed.
4. To return to the message previously being read, press the "Back" soft key.

Saving a number

1. Select **View**.
2. Select **More**.
3. Select **Save number**.
4. Select between **Work Number**, **Mobile number**, or **Other number**.
5. Press Soft key **Add**.
6. Enter name for the contact.
7. Press Soft key **OK**.
8. Press Soft key **Save**. The number will be saved in the contact list.

Profiles

It is possible to set up an own profile for incoming calls, message alerts, vibrating alerts, key sound etc. This can be useful when there are many users on the same telephone, and they want different sound profiles. It can also be used for temporarily settings, for example while in a meeting incoming calls should be silent. It is easy to switch between the different profiles.

Note:


Changing settings is not possible on a telephone which is set to a profile. You have to leave the profile before.

1. Enter the menu by pressing the **Menu** Soft key, or the confirmation button on the Navigation key.
2. Select the **Profiles** icon.
3. Press the confirmation button or the Soft key **Select**.

Adding a new profile

1. Press Soft key **Add new**.
2. Enter name of the profile and select **Save**.
3. Select profile from list and change profile as wanted.

Activate Profile

1. Select the profile from the list.
2. When a profile is activated, the icon  is displayed in idle mode.

Deleting a profile

1. Select profile from list.
2. Press Soft key **More**.
3. Select **Delete** from menu.
4. Press Soft key **Delete**.
5. Press Soft key **Yes** to confirm.

Editing a profile

1. Select profile from list.
2. Press Soft key **More**.
3. Select **Edit** from menu.
4. Select what to edit and press Soft key **Edit**.
5. Make changes and press Soft key **Save** to confirm.

Contacts

The telephone has a personal phonebook with 250 entries, where names and numbers freely can be added, deleted, and edited by the user. The phonebook lists all names in alphabetical order, where three numbers can be added for each contact; work number, mobile number, and other number.

It is also possible to access a central phonebook. The user then sends a request to a messaging server with the first characters entered, and the messaging server will return a list of names and numbers that matches the search.

A company phonebook can be downloaded via the WinPDM/AIWS2. Contacts from the Company phonebook appears in the contacts list menu with a lock symbol next to the name/number, which means that it is not editable. The contact will only include work number.

1. Enter the menu by pressing the **Menu** Soft key, or the confirmation button on the Navigation key.
2. Select the **Contacts** icon.
3. Press the confirmation button or the Soft key **Select**.

Calling a contact

1. Select **Call contact**.
2. Select contact from the list, or enter name in the search field.
3. Press the Soft key **Call**.

It is also possible to edit the contact and to send a message by selecting **View > More**.

Adding a contact

1. Select **Add contact**.

Adding a new contact

1. Select **New**.
2. Select **Add**, and enter the name of the contact.
3. Press Soft key **OK**.
4. Select **Work Number/Mobile number/Other number**.
5. Press Soft key **Add**.
6. Enter telephone numbers.
7. Press Soft key **OK**.
8. Press Soft key **Save** and then **Back**.

Different ring signals can be set to distinguish this contact from another contact.

Adding from call list

1. Select **From call list**.
2. Select number.
3. Press Soft key **Add**.
4. Select number type.
5. Press Soft key **Select**.
6. Press Soft key **Add**, and enter name for the contact.
7. Press Soft key **OK**.
8. Press Soft key **Save**.

Editing a contact

1. Select **Edit contact**.
2. Select contact, and press Soft key **Edit** twice.
3. Enter new name/number, and press **OK**.



Tip:

A variable or character U can be added to the Work/Mobile/Other number field. This lets the user enter additional numerical characters before calling the number. See 8.1 Procedure Call on page 63 for more information.

4. Press Soft key **Save**.

Deleting a contact

1. Select **Delete contact**.
2. Select contact, and press **Delete**.
3. Press Soft key **Yes** to confirm.

About Central Phonebook

In the Central phonebook it is possible to search by name or number. The last search result can be displayed.

When the search result is ready it is possible to view contact information, add the number to new contact, and to send a message by selecting the Soft key **More**. You can also call the number by selecting the Soft key **Call**.

1. Select **Central phonebook**.

Searching by name

1. Select **Search by name**.
2. Enter First name and/or Last name.

Note: If the handset is configured via PDM/AIWS2, names that include spaces can be searched.



Tip:

The whole name is not necessary to perform a search. Just enter the beginning part of the name. All names that contain these letter are returned in the search result.

3. Select **Search**.
The search result will be displayed.

Searching by number

1. Select **Search by number**.
2. Enter telephone number.
3. Select **Search**.
The search result is displayed.

Viewing last search results

1. Select **Last result**.
Only the last result will be displayed.

Settings


1. Enter the menu by pressing the **Menu** Soft key, or the confirmation button on the Navigation key.
2. Select the **Settings** icon.
3. Press the confirmation button or the Soft key **Select**.

Configuring Sound and Alert Settings

Adjusting the ringer volume

1. Select **Sound & Alerts**.
2. Select **Volume**.
3. Step with ► to increase the volume and with ◀ to decrease it.
4. Press Soft key **OK** to save the setting.

Note:

When the volume is set to silent, the  icon is shown in the display. If the parameter **Disable permanent mute** is enabled, it is not possible to set the ring volume to silent. See *Installation and Administration Manual, IP DECT R4*.

If telephone restrictions are enabled, you might not be able to set the ring volume to silent. See *Installation and Administration Manual, IP DECT R4*.

Setting different ring signals for internal call, external call and priority calls

Different signals for internal calls, external calls and priority calls can be set. The cordless telephone has 14 different ring signals.

1. Select **Sound & Alerts**.
2. Select **Ring signals**.
3. Select **Internal call**, **External call** or **Priority call**.
4. Select sound. By pressing **Play**, it is possible to listen to the different sounds.
5. Press Soft key **Back**.

Setting different message alerts for mail

Different message alerts can be selected. The cordless telephone has 8 different message alerts (default), see [Settings](#) on page 41.

1. Select **Sound & Alerts**.
2. Select **Message alert**.
3. Select message alert from list. By pressing **Play**, it is possible to listen to the different sounds.
4. Press Soft key **Back**.

Turning the vibrator on/off**Note:**

If you activate the vibrator, the vibrator vibrates at incoming call and message. In addition, you can also configure the vibrator to activate when receiving a message during a call. See *Installation and Administration Manual, IP DECT R4*.

1. Select **Sound & Alerts**.
2. Select **Vibrating alert**.
3. Choose between **On**, **On if silent** (that is, the vibrator is on when the telephone is muted), or **Off**.
4. Press Soft key **Back**.

Setting the Key sound

This means that every time a key is pressed, the telephone gives a small sound. You can choose between **Silent**, **Click**, or **Tone**.

1. Select **Sound & Alerts**.
2. Select **Key sound**.
3. Select between **Silent**, **Click**, or **Tone**.
4. Press the Soft key **Back**.

It is possible to listen to the key sound by pressing the Soft key **Play**.

Phone Lock settings

Activating the automatic key lock

1. Select **Locks**.
2. Select **Automatic key lock**.
3. Select **On** for activation of automatic key lock.

One of the following options may be configured:

- "On": the keypad is automatically locked.
- "On, except calls": the keypad is automatically locked unless the user receives a call.
- "Off": the keypad is never automatically locked.

To activate the key lock:

4. Select "Locks".
5. Select "Automatic key lock".
6. Select "On" or "On, except calls".

Note: The handset can be used in the following situations even if the keypad is locked:

- An incoming call can be answered or ended while the keypad is locked.
- If the Multifunction button is configured as a shortcut to a predefined number, it can also be used while the keypad is locked.
- A handset can be configured with up to five predefined emergency numbers using the PDM/AIWS2. Any one of these numbers can be called even if the keypad is locked.

Activating the phone lock

The telephone can be protected for unauthorized use. If this function is set to **On** it locks automatically a short time after the last keystroke and a PIN code has to be entered at power on. When it is set to **On in charger** it locks when switched off or placed in a charger. The default phone lock code (0000) can be changed to any 4 -8 digit personalized code.

Note:

If the PIN code is forgotten it can be removed by your administrator.

1. Select **Locks**.

2. Select **Phone lock**.
3. Select **Auto phone lock**.
4. Select **On**, or **On in charger**.
5. Enter PIN code
6. Press Soft key **OK**.

If the PIN code is forgotten it can be removed by the handset distributor.

The handset can be used in the following situations even if the handset is locked:

- A handset can be configured with up to five predefined emergency numbers using the PDM/AIWS2. Any one of these numbers can be called even if the handset is locked.
- A handset can also be configured with a predefined non-emergency number using the PDM/AIWS2. This number can be called from a locked handset by pressing the Multifunction button.

Deactivating the phone lock

1. Select **Locks**.
2. Select **Phone lock**.
3. Select **Auto phone lock**.
4. Select **Off**.
5. Enter PIN code
6. Press Soft key **OK**.

Changing the PIN Code

1. Select **Locks**.
2. Select **Phone lock**.
3. Select **Change PIN code**.
4. Enter the old PIN code.
5. Press Soft key **OK**.
6. Enter the new PIN code.
7. Scroll down with ▼ to **Confirm PIN code**.
8. Enter the new PIN code again.
9. Press Soft key **Save**.

Display settings

Brightness

1. Select **Display**.

2. Select **Brightness**.
3. Select **Normal** or **Power save**.
4. Press Soft key **Back**.

Screen saver

Time and status information will be displayed when **Information** is selected, and the display will turn off when the telephone is not used. When the handset is in a charging rack, the owner ID is displayed by the screen saver. The owner ID simplifies identification when many handsets are charged together.

1. Select **Display**.
2. Select **Screen saver**.
3. Select **Information**, or **Black**.
4. Press Soft key **Back**.

Contrast

1. Select **Display**.
2. Select **Contrast**.
3. Adjust the contrast by pressing ► to increase and ◀ to decrease the contrast.
4. Press the Soft key **Back**.

Time & Date Settings

Time and date is set in your PBX. The DECT system is solely responsible for keeping the time. The handset also synchronizes with the DECT system time when:

The handset is turned on after having been turned off. The handset requests the current DECT system date and time.

The handset remains on for longer than 24 hours. The handset requests the DECT system time every 24 hours from the time it was last turned on.

The time and date formats displayed in the handset can be changed by the user as described in the following sections.

Setting time format

1. Select **Time & Date** and press **Select**.
2. Select **Time format**. The actual time format will be displayed. Selectable time format:
 - 11:00pm
 - 23:00
3. Press **Select** to save the setting.

Setting date format

1. Select **Time & Date** and press **Select**.
2. Select **Date format**, press **Select**. Selectable date format:
 - DD/MM/YYYY, e.g. 17/09/2008 (also called Europe)
 - MM/DD/YYYY, e.g. 9/17/2008 (also called US)
 - YYYY-MM-DD, e.g. 2008-09-17 (ISO 8601)
 - MMM DD YYYY, e.g. Sept 17 2008
 - DD MMM YY, e.g. 17 Sept 08
 - DD.MM.YYYY, e.g. 17.09.2008
 - DD-MM-YYYY, e.g. 17-09-2008
3. Press **Select** to save the setting.

Answering

The default setting for the telephone is to use the Off-hook key when answering a call. The answering behavior can be configured to answer the call automatically, i.e. without pressing a key, or/and in loudspeaking mode. It is also possible to set the answering behavior to any key or hook-off.

Note:

The automatically answer mode is only relevant when a headset is connected.

1. Select **Answering**.

Answering key

The answering key is by default set to **Hook-off**. It can also be set to **Any key**.

1. Select **Answering key**.
2. Mark **Any key** or **Hook-off**.
3. Press Soft key **Back** to save the setting.

Answering Behavior

1. Select **Answering behavior**.
2. Select **Automatically / Loudspeaking**.
3. Press Soft key **Change** to change the setting. The check box will be marked.
To remove the setting, press Soft key **Change** again.
4. Press Soft key **Back** to save the setting.

Changing text size for messages

1. Select **Messages**.
2. Select **Text size Normal**. The default text size is **Normal**.
3. Select **Normal** or **Large**.

Changing the Menu language

You can choose between Brazilian, Brazilian Português (Brazilian Portuguese), Čeština (Czech), Dansk (Danish), Deutsch (German), English, Español (Spanish), Français (French), Ελληνικά (Greek), Magyar (Hungarian), Italiano (Italian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Русский (Russian), Slovenčina (Slovakian), Soumi (Finish), Svenska (Swedish) and Türkçe (Turkish).

You can import one additional user-defined language by using WinPDM or DM. See *Installation and Administration Manual, IP DECT R4*.

Note:

In every language the menu item ***language** is shown with a prefixed Asterisk "*". This might help you to change the language of a telephone set to a language you do not understand.

1. Select ***Language**.
2. Select language.
3. Press Soft key **Select** to save the setting.

Changing Owner ID

The Owner ID is set to identify the telephone and it's shown in the idle display.

1. Select **Owner ID**.
2. Enter identity.
3. Press Soft key **Save**.

Device info

This is where software and hardware information of the cordless telephone is found.

1. Select **Device info**.
2. Depending on the info your are looking for select **Software**, **Hardware**, **IPEI/IPDI**, or **USER ID**.



Tip:

It is also possible to access the Device Info (DI) menu in idle mode, by pressing the keys containing ***#DI#** (that is ***#34#**). To view the IPEI/IPDI directly, press ***#06#** in idle mode. See the table below.

Information	Code
Software version	Press *#34# and select "Software"
Hardware version	Press *#34# and select "Hardware"
IPEI/IPDI	Press *#06#
User ID	Press *#34# and select "User ID"

Enhanced Call and Messaging Features

Calling while Reading a Text Message

A user can make a call while reading a text message to review and discuss the message with the called party. The called party may be either:

- The message sender, that is, the same party that sent the text message
- A different party.

The user can activate the loudspeaker function during the call to make it easier to read the received text message while talking to the called party.

Calling the Message Sender

To call the message sender while reading and reviewing a received text message, perform the following steps:

1. Receive the text message and call the message sender as described in [Calling sender](#) on page 72.
2. Wait for the called party to reply. The message is replaced by the ongoing call details. The user may now:
 - Continue with the call without referring back to the received message.
 - Redisplay the message and continue the call to further review and discuss the message. See [Redisplay the Message and Continue with the Call](#) on page 87.
 - Redisplay the message and terminate the call. See [Redisplay the Message and Terminate the Call](#) on page 87.

Calling a Different Party


To call another party to read and review a received text message, perform the following steps:

1. Open the message as described in [Messaging](#) on page 37 and press the "More" soft key.
2. From the pop-up menu, navigate to the "Call" menu item and press the "Select" soft key. The pre-dial screen is displayed. Enter the number of the party to be called or select a number from the handset call list or local or central phone books.
3. Press the "Call" soft key and wait for the called party to reply. The message is replaced by the ongoing call detail. The user may now:
 - Continue with the call without referring back to the received message.
 - Redisplay the message and continue the call to further review and discuss the message. See [Redisplay the Message and Continue with the Call](#) on page 87.
 - Redisplay the message and terminate the call. See [Redisplay the Message and Terminate the Call](#) on page 87.


Redisplay the Message and Continue with the Call

1. To redisplay the message while the call is ongoing, select the "More" soft key.
2. From the pop-up menu, select "Messaging".
3. From the Messaging menu, select "Inbox". The received message summary is displayed.
4. Press the "View" soft key to display the message in full. If required, use the four-way navigation key to scroll up and down a long text message to reveal the content while reviewing and discussing the message with the called party.

Redisplay the Message and Terminate the Call


1. Press . The call is terminated and the ongoing call summary details are replaced by the redisplayed text message.

Receive a Message with Request for Answer

In the status bar, a message with request for answer is indicated the same way as an ordinary message, see [Messaging](#) on page 58. In the message list, the message with request for answer is indicated by the icon .

Accept/Reject the message

Press the soft key "Accept" or "Reject".

When an acknowledged message has been replied to, the icon  is shown in the message list. The text "Accepted" or "Rejected", and time and date is also added in the acknowledged message.

Note: The option “Delete” is not available for a message with request for answer. An unacknowledged message can only be deleted from the message list.

Message Queuing and Message Priority

To notify about new incoming messages, all incoming messages are placed in a message queue. The sorting order for the message queue depends on the system settings. By default the messages are sorted according to message priority, and thereafter according to arrival time.

The messages in the message queue are automatically displayed for 20 seconds until all messages have been displayed. You can extend the time to display a message by pressing any button. You can also close a message to immediately see the next message in the message queue.

The messages that you do not close are put last in the message queue and remain in the message queue until you close them. They are shown as unread in the message list and will not be shown as read until you have closed them.

Message Priority and Call Priority

The default setting is that the call information dialogue is always visible in front of a message on incoming calls. A message with a certain priority can be configured to ensure that it is always displayed without being interrupted by a call. By setting a call priority, the handset compares the call priority with the message priority to determine which information to be displayed, that is, the call information dialogue or the message. If the message priority and the call priority are equal, the message is displayed.

Message Indication Repetition

By default, when a new message is received or displayed, the LED starts flashing green once and the message alert signal sounds. It is possible to configure the handset to repeat the alert signal for an unread message every 7th second as long it is displayed.

Priority 1 messages with certain system-defined properties are handled as extra important and therefore will the alert signal be repeated every 10th second in 5 minutes, or until any key is pressed. Note that this is a system/application dependent feature and cannot be configured in the handset.

Color Messaging

It is possible to send colored messages to handsets. The sender of a message (that is, an application) determines the color of the message. Colored messaging can be useful for categorizing messages. In [figure 6](#) on page 89, there are two colored messages (a new message, and a read message) in the message inbox (left in the figure). The messages are indicated by a gradient colour bar behind the envelopes. In addition, a gradient color bar is shown below the envelop when reading a colored message (right in the figure).

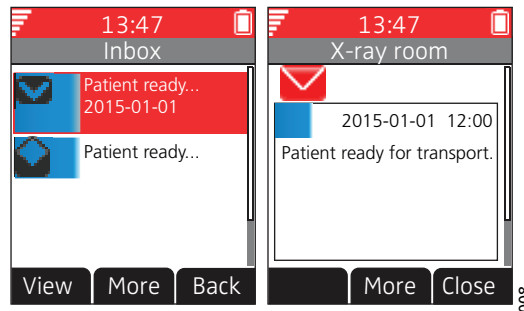


Figure 6. Examples of color messages.

Interactive Messaging

Interactive Messaging (IM) is a function that extends basic messaging. It makes it possible for a user of a handset to access information from a client application in the system.

An example can be a customized application that can be accessed from the handset. A list of actions can be included in the message sent from the application (for example AMS or XGate) to the handset.

By default, an IM is indicated and viewed the same way as an ordinary message, see [Messaging](#) on page 58. It is saved along with other messages in the message list.

Note: The indication of an IM can differ from an ordinary message depending on the settings in the IM. The application that sends the IM can determine the alert signal volume and LED indication.

When an IM has been read, the IM may display several options.

1. Press "More" to open up a list of available options.
2. Mark an appropriate option in the list.
3. Press "Select".
4. If the selected option requests input, enter the information needed and press "Ok". A press on the middle Soft key will change to digit or text input mode depending on if it is digit or text format in the message.

A read message is indicated the same way as an ordinary message.

Note: If a handset receives an IM update when the original message already has been deleted, the handset automatically sends a negative acknowledge (NAK) to the system, if requested.

For an example of an interactive message, see [figure 7](#) on page 90. The options depend on the configuration in the client application.

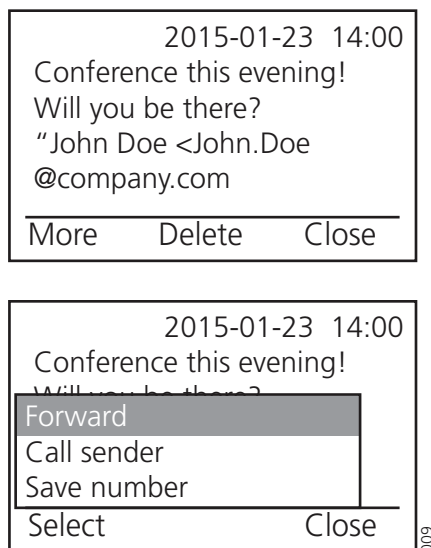


Figure 7. Example of an Interactive Message.

Mobile data from the handset can initiate the application to send the interactive message, see [Mobile Data](#) on page 90. The user can then select one action from the list. The action can be sending a message back to the application and/or dialing a specific number, etc.

Mobile Data

Send Mobile Data

Predefined data can be sent from the handset by selecting a Service, see [My favourites](#) on page 39. In addition, a shortcut can be created for quick access to a Service, see [Short cuts](#) on page 68.

Mobile data can be used for opening a door, starting/stopping a machine etc.

Send Mobile Data with a Prefix

Mobile data with a prefix is sent from the handset by pressing a pre-programmed Hot key or Soft key or select a Service. Mobile data with prefix can be used to send information to an application in the system.

The prefix is predefined by the user when programming the Service, see [My favourites](#) on page 39.

Message Templates

Predefined messages contained in message templates can be used in a number of different situations to quickly construct a message rather than having to construct the message completely from scratch.

Up to five predefined messages can be configured for the handset in the PDM/AIWS2. This lets the user select and send a message appropriate to the current situation, such as "I am in a meeting" or "I am in the operating theatre".

How to use the PDM/AIWS2 to create store predefined messages the handset is described in the Configuration Manual.

Before a message is sent, the user may edit, add, or remove text from the message. For example, the message "I am in a meeting" could be appended with " - please call back after 1500".

The message template function can be used in the following contexts:

- When a call is received that the user wishes to decline, but still acknowledge with a message, without having to type a completely new message. See [Declining a Call with a Predefined Message](#) on page 49.
- When a text message is received that the user wishes to answer with a text message without having to type a completely new message. See [Answering a Text Message with a Predefined Message](#) on page 91.
- When the user is writing a message using the handset Messaging function without having to type a completely new message. See [Writing new messages](#) on page 73.

The Templates Menu

To access a template and use it in one of the ways described above, perform the following steps:

1. Open the "Templates" menu as described in the context in which the template is being used.
2. Select the required message from the "Templates" menu.
3. To edit the message, use the handset navigation key to move to different parts of the message, the handset key pad to add additional text, and the "Clear" soft key to delete unwanted text

Answering a Text Message with a Predefined Message

To respond to an incoming text message with a predefined message, perform the following steps:

1. Press the soft key "Reply"
2. Press the "More" soft key. The "Templates" option is displayed.
3. Press the soft key "Select". A list of predefined message templates is displayed.
4. Navigate to the required message template and press the "Select" soft key. If required, edit the message as described in [The Templates Menu](#) on page 91.
5. Press the soft key "Send". The message sender's number is displayed in the handset display.
6. Press the soft key "Send". A "Message sent" confirmation is displayed and the message is sent to the caller.

Advanced Functions

Procedure Call

When configuring the functions Call services¹, In Call menu², Contacts, or a shortcut/favourite to the Phone call function; the data added in these functions is static. When entering the data for the function to be used, it is possible to add a variable/character U that allows the user to enter additional numerical characters before calling the number/sending the data to a system.

Note:

Using a shortcut to make a procedure call is not supported while the handset is locked.

See the following example for more information.

Example of configuration:

A user wants to create a Favourite with the Phone call function. The PBX requires that a prefix must be added to a phone number. In this case, the user can pre-program the prefix and then enter the applicable phone number when using the Phone call function.

1. Press **Menu**, or the confirmation button.
2. Select **My Favourites**.
3. Select **Add new**.
4. In the **Name** field, enter Call no.
5. Select the function **Phone call**.

In the Number field, enter the prefix to be used followed by the character "U". In this case, the text string is as follows *21*U. The character U represents an Enter number dialog where the user can enter the phone number.

6. Press **Save**.

When using the function, an *Enter number* dialog appears, see [figure 8](#) on page 94. If the user enters "123" and presses **OK**, the number *21*123 will be dialed. Note that no call is established before the user presses **OK**, that is, post-dial.

1. Configuration of this function requires PDM/AIWS2

2. Configuration of this function requires PDM/AIWS2

Figure 8: Enter number dialog



Admin menu

The telephone has a hidden menu for system administrators. See also *Installation and Administration Manual, IP DECT R4*.

The Admin menu contains:

- Software and hardware information, IPEI/IPDI and user ID
- DECT information
- Centralized Management showing online information
- Fault logging
- Factory reset option
- System menu with ability to alter protection
- Site Survey Tool for indication of radio signal and base station listing.

For activating the admin menu see *Installation and Administration Manual, IP DECT R4*.

For quick access to device information short codes are available in the idle menu.

Information	Code
Software version	*#34#
Hardware version	*#34#
IPEI	*#06#
IPDI	*#06#

Clear lists in charger

Through the PDM or AIWS, you can set a parameter that will clear messaging lists and call lists that has been stored in the cordless telephone. When the parameter is activated and the function has been downloaded to the cordless telephone, the lists will be deleted when placed in a charger. This can be useful during administration of cordless telephones for new users. See also *Installation and Administration Manual, IP DECT R4*.


System handling

Software upgrade

Software and parameters in the Avaya 3725 DECT Telephone can be upgraded by using the PDM or the AIWS. See *Installation and Administration Manual, IP DECT R4*.

To view the telephone's software version, enter `*#34#` in idle mode.

Handset Updates via Charging Rack

From time to time, users are instructed to leave their handsets in a central charging rack to allow the handset to be updated with new features and functions. An ongoing update is indicated by the  in the handset header bar and an "Updating handset" message is displayed in the active area.

During the update, a message is displayed to indicate that an update is in progress as shown in [figure 9](#). The "OK" soft key can be selected to close the message.

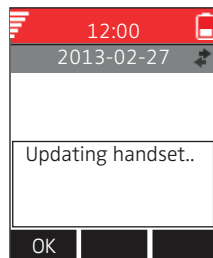
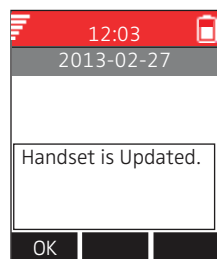


Figure 9. Handset Update while in Charger

If the handset removed from the charger and used, the update is suspended and resumed when it is returned to the charger.

When the update is complete, a "Handset is updated" message is displayed to indicate that the handset is available for use, as shown in [figure](#) . Select the "OK" soft key to close the message.



Update Completed while in Charger

Troubleshooting

This section contains information on how to solve common operational problems, and warnings you may receive.

Go through the following lists if you encounter any problems. If this checklist does not solve the problem, contact your system administrator.

If others have similar problems, there may be a system error.

Operational Problems

Fault	Probable cause	Action or comment
No display	The battery level is low or the telephone is defective.	Charge the battery or contact system administrator.
No ringing	The sound off icon is on, the ringer volume is set to silent, or the telephone is defective.	Long press the Sound off key, or increase volume, or contact system administrator.
No change in time & date setting	PBX dependent.	Changes in the telephone appear after a maximum of 24 hours after a change in the system or by turning the telephone off and on again.
Ring volume cannot be set to level 0 Or, Not possible to mute the telephone by long pressing the Sound off key or Mute button.	If the handset parameter <i>Disable permanent mute</i> is enabled by WinPDM or AIWS device manager, it is not possible to turn off the sound.	This is a handset Administrator setting. See <i>Installation and Administration Manual, IP DECT R4</i> .

Error or Warning Messages

Display shows	Probable cause	Action or comment
No access	The network is in range, but no access rights.	Switch telephone off and then switch it on again or contact system administrator.
No System. The telephone beeps once a minute (during max 30 minutes) with a low tone followed by a high tone (if enabled, the vibrator also follows the beeps).	The telephone is out of coverage or telephone is defective.	Stop the beep with the Sound off key and go into range. Note: When re-entering the coverage area it can take a couple of minutes before the telephone automatically has registered into the system. or contact system administrator.
SERVICE NEEDED Parameters corrupt	The telephone is defective.	Select the reset option on the middle Soft key if available. Upgrade the telephone's software to version 3.0.0 or greater. If the problem persists, the telephone needs repair. Note: Display message only shown in English.
Enter PIN code	The telephone's lock is activated.	Enter the required PIN code. If PIN code lost enter new via WinPDM or do a factory reset via WinPDM.
Battery low, charge now	The battery level is low.	Charge or replace the battery.
Phonebook is not available at the moment.	The phonebook does not respond, not available at the moment.	Try again later or if fault persists do a factory reset via admin menu or WinPDM.
Voice mail number not defined	There is no Voice mail number defined in the telephone.	Define a Voice mail number via WinPDM.

Display shows	Probable cause	Action or comment
Could not encrypt connection	The parameter "Encryption Required" is enabled in the handset in combination with; 1) Unencrypted base station(s); and/or, 2) Unsupported base station(s).	1) Disable the "Encryption Required" parameter in handset; and/or, 2) Enable the encryption in the base station(s); and/or, 3) Use supported base station(s). Ask your supplier.
Not allowed	1) The user cannot login to the handset with the shared phone functionality enabled, due to another handset currently using the same extension (User).	1) Logout from the handset that uses the same extension.
	2) The user cannot logout from the handset with the shared phone functionality enabled, due to incorrect password (AC code).	2) Enter #11*<AC code># on the keypad and press the off-hook key to logout from the shared phone.
	3) The extension (User) does not exist.	3) Make sure that you entered correct extension. If needed, contact the system administrator.
	4) The password is not correct.	4) Make sure that you have entered correct password. Ask the system administrator if you have forgot the password.

LED Error Indications

See chapter [LED Indications during Easy Replacement](#) on page 106.

LED is flashing red, quick flash, (100 ms on, 800 ms off)

- 1) If a third handset, that is an other handset than the "old" handset (that is, the handset to be replaced) and "new" handset (that is, the replacement handset), is inserted into the charger during Easy Replacement, this error indication appears. Change to the correct handset.
- 2) The charger has found that Easy Replacement does not work. Change back to the "new" handset.

LED is flashing red, long flash (800 ms on, 100 ms off). Error during Easy Replacement. Both handsets need to be sent for service.

Operation Notice

Accessibility and voice quality

The base network is not always available. If you do not get in contact with your system, contact your system administrator. For best voice quality, avoid positioning near computer, radio or similar equipment.

Operating area

You can only use your cordless telephone in the area that is covered by your system. Outside this area you will lose contact with the system. The signal strength icon will be low and **Searching** will be displayed.

Out of range

When you leave the system's coverage area a short beep will sound and the text **Searching** will appear in the display.

The out of range beep will be repeated every minute for 30 minutes. It is possible to turn the sound off by pressing the Sound off button, see [Descriptions](#) on page 21.

Note:

If the parameter **Disable permanent mute** is enabled, it is not possible to turn the sound off. See *Installation and Administration Manual, IP DECT R4*.

When re-entering the coverage area it can take a couple of minutes before the telephone automatically has registered into the system.

Maintenance

Battery Warnings



The "Low battery" icon is displayed when the battery has 10% or less remaining capacity left. In addition; a warning signal sounds every minute, the LED flashing orange, and the dialog window "Battery low, Charge now." appears.



The "Empty battery" icon is flashing when the battery has 5% or less remaining capacity left. In addition; a warning signal sounds every second, the LED flashing red, and the dialog window "Battery empty, Shutting down." appears.

Charging the battery

Place the telephone in the desktop charger or in the rack charger. The battery is being charged when the LED on the telephone is steady orange. When the battery is fully charged the LED will be green.



An animated battery icon is also shown in the display indicating charging by starting with its current charge and ending with the full charge. A filled Battery icon indicates a fully charged battery.

Note:

Only use the prescribed chargers for charging.

Charging spare batteries

Spear batteries can be charged with a separate Multiple Battery Charger. It can charge six batteries at the same time.

Replacing the battery

If the standby time for the cordless telephone becomes too low, the battery should be replaced by a new one. Please contact your system administrator or your supplier, for information about new batteries. Attach the battery as described in the illustration below. The battery is easy to replace. It is attached inside the battery lid and is connected to the cordless telephone in such a way that no miss-contact is possible.

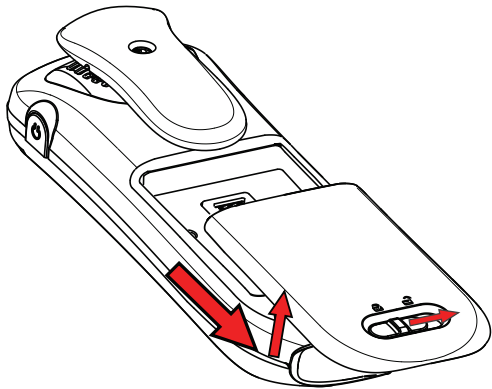


Figure 10: Easy replaceable battery, unlock the lid and remove the battery

Easy Replacement

Easy replacement can be used if a handset needs to be replaced due to, for example, a broken display.

Note: If the electrical connection is damaged, it is not possible to follow the Easy Replacement procedure. Depending on fault, it might work to do a replacement via WinPDM/AIWS2.

The easy replacement procedure is done via the handset display and the DC4 Advanced Desktop Charger, or the CR3 Charging Rack.

The following settings are replaced during easy replacement:


- DECT registration
- User parameters (including User ID)
- Contacts
- The extension number is assigned to the new handset.

The following settings are not replaced during the easy replacement:

- Call list
- Messages
- Bluetooth pairing list

Before Starting Easy Replacement Procedure

1. Check that both the old handset (that is, the handset to be replaced) and the new handset (that is, the replacement handset) are of the same device type (3725).

2. Check that the software of 3725 is of version 2.8.x or greater, by enter *#34# in idle mode.
3. Check that the software of CR3 Rack Charger or DC4 Advanced Desktop Charger is of version 1.3.x or greater by using the WinPDM.
4. Make sure that the handset batteries are charged before starting the easy replacement procedure.
5. Switch off the new handset by long pressing  .

Easy Replacement Procedure

During the Easy Replacement procedure, the LEDs of the handset and the charger follow the same LED indications. This means that if the old handset has a broken display, the LED indications on the charger and on the handset can be used to follow the replacement procedure. Before and after easy replacement, the LEDs may have different LED indications. For more details, see also [LED Indications during Easy Replacement](#) on page 106.

IMPORTANT: Never remove a handset from the charger until the instructions in the display or the LED tells you to do so (see status on the LED if the display is broken). If there is an error indication, it may be allowed to remove the handset, see [Troubleshooting](#) on page 97 for further instructions.

IMPORTANT: After the old handset has been in the charger, the new handset needs to be placed in the charger regardless if the replacement was successful or not. Failing to do so may result in malfunction and the new handset will need to be sent for service.

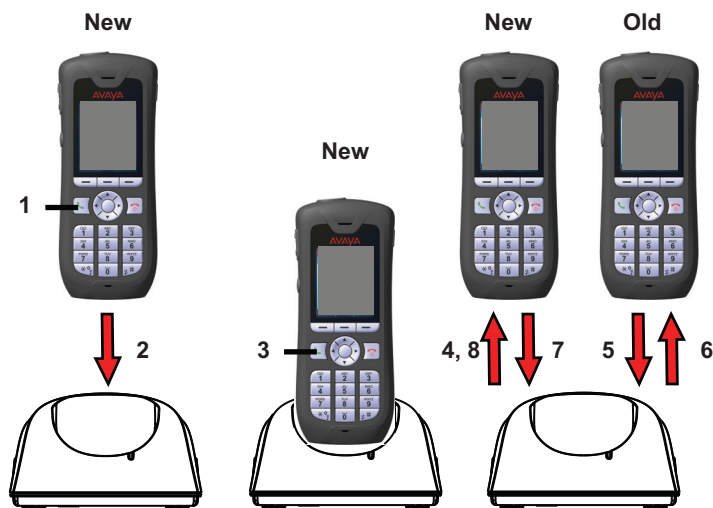




Figure 11. Easy Replacement Procedure via the DC4 Advanced Desktop Charger

- 1 On the new handset, press and hold 

Note: Do not release  until you are instructed to do so.

- 2 Put the new handset in the charger.
- 3 When the text "Start phone replacement?" is displayed, release . Press "Yes" (left soft key). The text "Follow the instructions. Each step can take several minutes." appears in the display. Press "OK" (left soft key).

- 4, 5 When the text "Please insert old phone in charger" is displayed, replace the new handset with the old handset. The handset can either be switched on or off.

Note: If the CR3 Rack Charger is used, the left charging slot has to be used for both handsets.

IMPORTANT: If the old handset cannot communicate with the charger, put the new handset in the charger to restore its settings (that is, the handset's IPDI). If this step is not performed, the new handset must be sent for service. The old handset's settings might be transferred to the new handset by using WinPDM. See the handset Configuration Manual.

The handsets will be restarted and after a few seconds, the text "Saving settings. Do not remove phone from charger" appears. The charger LED changes to slow orange flashing.

IMPORTANT: Do not remove the handset while the text "Saving settings. Do not remove phone from charger" is displayed. It may take several minutes

- 6, 7 When the text "Please insert new phone in charger" is displayed, replace the old handset with the new handset. The text "Restoring settings" is displayed.

IMPORTANT: Do not remove the handset while the text "Restoring settings" is displayed

- 8 When the text "Phone successfully replaced. Please remove phone to restart." appears in the display, remove the handset from the charger. The handset is automatically restarted.

LED Indications during Easy Replacement

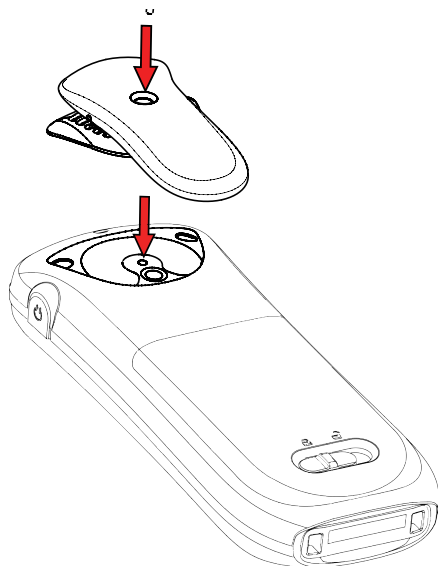
The following table shows the LED indications that are used for the 3725 and the charger during the easy replacement procedure. See also [Troubleshooting](#) on page 97.

LED indication	Description
Orange, flashing (1 000 ms on, 1 000 ms off)	File transfer during Easy Replacement.
Orange, flashing (100 ms on, 800 ms off)	"Change phone" indication during Easy Replacement.
Red, fixed	Software error. Service needed.
Red, flashing (100 ms on, 800 ms off)	Error indication during Easy Replacement. Put back old portable in charger.
Red, flashing (900 ms on, 100 ms off)	Error during Easy Replacement. Service needed for both portables.

Attach the Hinge-type Clip

Attach the hinge-type belt clip as described in the illustration below.

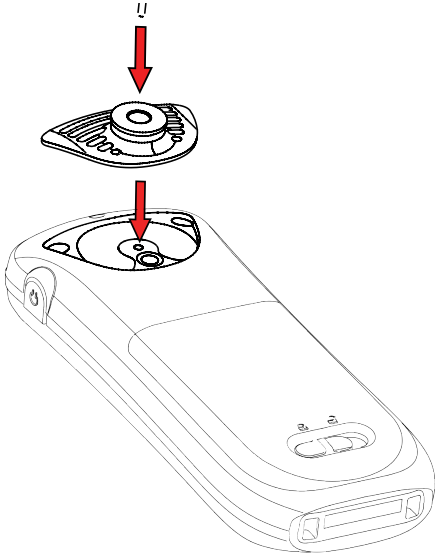
Figure 12: Screw the hinge-type clip into position



Attaching the swivel-type clip

Attach the swivel-type belt clip as described in the illustration below.

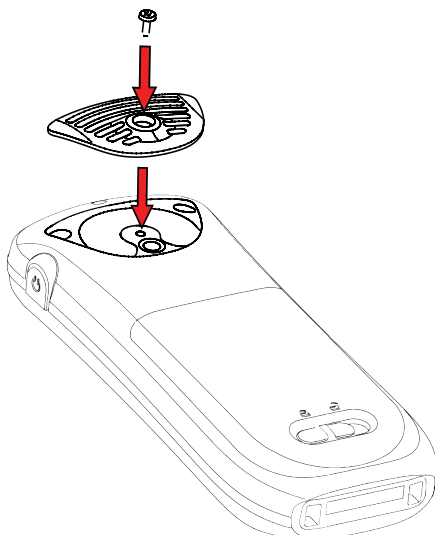
Figure 13: Screw the swivel-type clip into position



Attaching cover for no clip

Attach the enclosed cover as described in the illustration below when no clip is to be used.

Figure 14: Screw the cover into position



Bluetooth Headset

Introduction

Bluetooth technology replaces the cord between the cordless telephone and the headset. This allows the user to move more freely and eliminates the risk of a headset cord getting stuck.

The Bluetooth is factory mounted on the cordless telephone's circuit board.

Bluetooth supported functions:

- Pair the cordless telephone with it's headset
- Chose which device to use when making a call
- Play ring signal in the Bluetooth Headset
- Answer and connect sound to the Bluetooth Headset when answering with the headset's button.
- End call with the Bluetooth headset's button
- Transfer audio to/from Bluetooth headset during call, using the menu in the cordless telephone.
- Increase/decrease the volume in the Bluetooth headset with the volume buttons on the cordless telephone.

Description

Antenna

The Bluetooth has a integrated antenna.

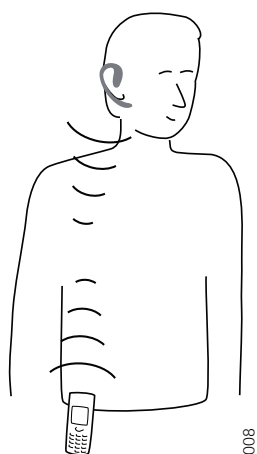
Icon

See [Icons and text in the display](#) on page 24.

Wear

For optimal performance wear the Bluetooth headset and the telephone on the same side of your body. The best audio quality in the headset is achieved when no obstructions, including your body, are between the headset and the cordless telephone.

Figure 1: Wear the headset and the telephone on the same side of your body.



Headsets

A number of Bluetooth headsets for different work situations have been tested together with the telephone. Refer to the *Installation and Administration Manual, IP DECT* for a list of verified Bluetooth headsets.

Since the Bluetooth supports the Bluetooth 2.0 standard, other headsets may also work although not verified by Avaya.


Note:

Your Bluetooth headset may have more or less functions than described here, refer to the manual for the Bluetooth headset.

Operation

Step between the menus with the navigation key. Confirm each menu selection by pressing the Soft key **Select**.

Enabling Bluetooth

1. Enter the menu by pressing the **Menu** Soft key, or the confirmation button on the navigation key.
2. Select the **Connections** icon.
3. Select **Bluetooth**.
4. Select **Enable**. A Bluetooth connection icon  will be displayed in the header bar.

Note:

To disable Bluetooth again, select **Disable**.

Pairing and connecting a Bluetooth Headset

Before a headset can be used a connection (pairing) between the headset and the telephone must be established.

1. Place the Bluetooth headset and the telephone next to each other.
2. Select the **Connections** icon in the telephone menu.
3. Select **Bluetooth > Headset > Add new**.
4. Put the headset in pairing mode and press the Soft key **OK**. The telephone starts to search for the headset.

Note:

For instruction, see headset manual.

5. The headset is displayed in the telephone menu **Headset found**. Press the Soft key **Select** on the telephone to select the headset. The pairing starts.
6. A PIN-code is requested for the Bluetooth headset. Enter the PIN-code and press **Select** on the telephone. **Pairing successful** is displayed.

Note:

For instruction, see headset manual.

7. The paired headset is displayed in the telephone menu **Headset**. When pairing a new headset it is automatically connected and will be used for calls.

Adding another Bluetooth Headset

Up to eight headsets can be paired to the telephone, but only one at a time can be selected. To pair another headset repeat section "Pair and Connect a headset" steps 1-6.

The paired headsets are displayed by a default name in the telephone menu **Headset**. See 6. *Confirm with the Soft key Select.*

Selecting a Bluetooth Headset

1. Select the **Connections** icon in the telephone menu.
2. Select **Bluetooth > Headset**.
3. Step with the navigation key, ▲ or ▼ to the headset to be selected.
4. Press the Soft key **Select**,
Connection successful is displayed. The headset is now selected.

When a new headset has been selected any previous headset will automatically become disconnected.

Removing a Headset

1. Select the **Connections** icon in the telephone menu.
2. Select **Bluetooth > Headset**.
3. Step with the navigation key, ▲ or ▼ to the headset to be removed.
4. Press the Soft key **More**.
5. Select **Delete**.
6. Confirm with the Soft key **Select**.

Changing the name of Bluetooth headset.

The name, in the headset list, of the headset is the default name for the headset.

1. Select the **Connections** icon in the telephone menu.
2. Select **Bluetooth > Headset**.
3. Step with the navigation key, ▲ or ▼, select the headset.
4. Select **More > Edit name**.
5. See [Alphanumeric Keys](#) on page 31.

Calling

Making a call

1. Enter the number on the telephone.
2. Press the Soft key **Call** or the **Off-hook** key.
3. When **Transfer call to phone?** is displayed press **No** or ignore the message to use the Bluetooth Headset.

4. Press **Yes** to use the telephone.

Answering a call

A ring signal sounds in both the selected Bluetooth headset and the telephone to signal an incoming call.

To answer the call in the Bluetooth headset, press the button* on the headset.

To answer the call in the telephone press the **Off-hook** key on the telephone.

Ending a call

Press the button* on the headset or the **On-hook** key on the telephone.

Volume/Mute Control

Adjusting the volume during a call

Press the upper **Volume up** button on the upper left side of the telephone to increase the volume and the **Volume down** button to decrease the volume in the headset.

Depending on the Bluetooth headset it might be possible to adjust the volume directly on the headset*.

Turning the microphone On/Off during a call

Mute the headset and the telephone with the **Sound off** key on the telephone. See [Turning the telephone On/Off](#) on page 45.

Messaging

When a text message is received a beep sounds in the Bluetooth headset.

Transferring a call

Transferring a call to the telephone

You are on a call with the Bluetooth Headset.

1. Press the Soft key **More** on the telephone.
2. Select **Audio transfer**.

Transferring a call to the Bluetooth headset

You are on a call with the telephone.

1. Press the Soft key **More** on the telephone
2. Select **Audio transfer**.

It is also possible to transfer a call to the Bluetooth headset by pressing the button* on the Bluetooth headset.

Switching to a headset with cord

If a headset with a cord is connected during a call, the call is transferred to this headset automatically.

Menu tree

See [Settings](#) on page 41.

Operation Notice

Accessibility and voice quality

Bluetooth uses the frequency of 2.45 GHz. WLAN, microwave oven, and other devices that use the same frequency can disturb the use of a Bluetooth headset.

Operation area

Maximum distance between the headset and the telephone is 10 meters. The communication distance between the telephone and headset may vary considerably due to the environment and disturbances from other 2.45 GHz equipment. Different headsets can also give different communication distances.

Out of range

If a connection cannot be made with the selected Bluetooth headset the call is transferred automatically to the telephone.

If the Bluetooth headset and the telephone get out of range from each other the connection is temporarily lost. Since the last connected headset is always considered **selected**, the connection is automatically established again when a call is made or received.

Environmental requirements

Bluetooth Headset battery

See the manual for the Bluetooth headset.

Troubleshooting

Problem	Reason	Solution
No headset found	Headset is turned off	Turn on headset
	Headset is out of battery	Charge headset
	Headset is out of range	Move headset closer to telephone < 10 meter.
	Headset is not in pairing mode	Turn headset into pairing mode (see headset manual for details)
Pairing fails	Headset is not in pairing mode	Turn headset into pairing/discoverable mode (see headset manual for details)
	Incorrect PIN entered	Try again and enter correct PIN (see headset manual for details)
Connecting fails/Failed to connect headset	Headset is not turned on	Turn on headset
	Headset is out of range	Move headset closer to telephone
	Link key in headset has been deleted	Repeat pairing procedure

Problem	Reason	Solution
	Headset is already connected to another telephone	Disconnect headset from the other telephone
	Too close to disturbing devices.	Disturbing devices can be WLAN equipment, microwave etc.
Headset can not connect to telephone (see headset manual for details on how to connect)	Telephone is not turned on	Turn on telephone
	Telephone is out of range	Move telephone closer to headset
	Bluetooth module is disabled	Enable Bluetooth in Bluetooth menu
	Another headset is already connected to the telephone	Disconnect the connected headset
	Link key is missing in either headset or telephone.	Repeat pairing procedure
	Too close to disturbing devices.	Disturbing devices can be WLAN equipment, microwave etc.



Avaya 3725 DECT
Telephone
Quick Reference Guide



Display Icons	
	Signal strength
	Battery status
	Voice mail
	Microphone off
	Ring volume set to silent
	Loudspeaker on
	Loudspeaker off
	Sound off
	Headset connected
	Bluetooth headset connected
	Bluetooth
	New message
	Read message
	Missed call
	Incoming call
	Outgoing call
	System connection
	Key lock
	Phone lock

Product presentation

The cordless telephone is a feature-rich handset with colour display, telephony, messaging, and bluetooth. It is designed to be used in office environment and medium demanding environment such as hospital environment.

It is suitable for users dependent of being reachable and/or having a need for mobile voice and messaging features, which makes it ideal for applications where the user needs either one way messaging or to be able to interact with other users. The colour display enhances and simplifies the use of the cordless telephone.

Read the safety instructions before use.

For software download and parameter set up, read the *Installation and Administration Manual, IP DECT*


<i>Functions</i>	<i>3725</i>
<i>Local phonebook (250 contacts)</i>	<i>X</i>
<i>Central phonebook</i>	<i>X*</i>
<i>Company phonebook</i>	<i>X</i>
<i>Vibrator</i>	<i>X</i>
<i>Headset connector</i>	<i>X</i>
<i>Microphone on/off during call</i>	<i>X</i>
<i>Loudspeaking function</i>	<i>X</i>
<i>SMS (Short Message Service)</i>	<i>X*</i>
<i>Voice mail access</i>	<i>X*</i>
<i>Centralized management</i>	<i>X*</i>
<i>Easy replaceable battery</i>	<i>X</i>
<i>Bluetooth</i>	<i>X</i>

** System dependent*

Note: Your unit may have more functions than described here; see *User Guide, Avaya 3725 DECT Telephone*.

Basic functions

Turning the telephone on/off


Press and hold the **On-Hook** key  until pop-up question is displayed.

Making a call


Dialling can be made in the following ways:

- In idle screen, dial the number and press the **Off-hook**

key .

- Press the **Off-hook** key  and enter the number.
- Press a pre-programmed Hot key* or Soft key.
- Dial a number from the local phonebook. Enter the

Contacts menu, select **Call contact** and select the name


- from the list, press **Call** or the **Off-hook** key .
- Dial a number from the Central phonebook. Enter the

Contacts menu, select **Central phonebook > search by name/number/last result**, and press **Search**. Press **Off-**

hook key .

** The alpha-numeric keys can be programmed with a telephone number.*

Answering/Ending a call


When the ring signal sounds; press the **Off-hook** key  to answer.

To end the call, press the **On-hook** key .

Turning loudspeaking function on/off



During a call, press the left Soft key to turn the loudspeaking function on/off.

Turning audio signals on/off

In idle mode a long press on the **Sound off** key changes between audio signals on/off. The **Sound off** icon  indicates a completely silenced telephone.

- A short press on the **Sound off** key before answering a call, silences the ring signal.


Locking/Unlocking the keypad manually

Press the -key to lock/unlock and then Soft key **Lock/Yes**. The **Locked keypad** icon  indicates a locked keypad.

Changing the volume during a call

Press the Volume button upwards to increase the volume, downwards to decrease the volume. Or, use the Navigation key to adjust the volume.

Charging the battery

Charging is done in a desktop charger or in a charging rack. Charging is indicated by orange LED. When the battery is fully charged the LED is green and a fully charged **Battery** icon  is displayed.

While in a desktop charger the telephone is fully operational. The telephone does not vibrate in charger.

The battery can also be charged in a separate battery pack charger.

Note: Charging below 5°C will harm the battery and shorten the lifetime.


Removing the battery

It is recommended to switch off the telephone before removing the battery.

Messaging



Receiving a text message

When a text message is received, the LED starts flashing and a message tone sounds. A pop-up **New message(s):1 View now?** is displayed and the Soft keys **Yes/No** to read


the message now or later. The message is then stored in the message list. The **New message** icon  is shown in the display.

If the message is received during a call, the user is notified by a beep.

Reading a stored message

Open the Message list, either from the messaging menu or by pressing the Navigation key  in Idle screen. Use the Navigation key  to navigate in the Message list. Select message and press the soft key **View** to read the message.


Sending a message


Open the Messaging menu , and select **Write new message**. Enter text, press the soft key **Send**, and then enter a number, or press the middle soft key for phonebook look-up. Press **Send**.

Deleting a stored message

To delete a message, select message and press the soft key **More**, select **Delete**, and press the soft key **Yes**.

Checking voice mail

A new voice mail is indicated by a pop-up and the  icon. Only one voice mail at the time will be displayed in the message list.

Open the **Messaging** menu, select **Inbox**, select , press the soft key **View**, and press **Call**.

or

A long press on digit key **1** will call your voice mail. If the extension number is not available a pop-up **Voice mail number not defined** is displayed. See *User Guide, Avaya 3725 DECT Telephone*.

Menu

For descriptions of all functions; see User Manual, Cordless Telephone 3725.

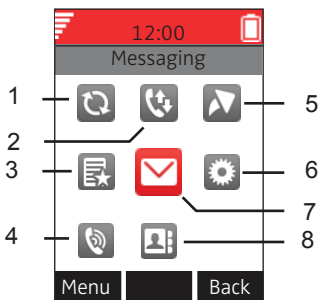


Figure notes:


- | | |
|------------------|---------------|
| 1. Connections | 5. Short cuts |
| 2. Calls | 6. Settings |
| 3. My favourites | 7. Messaging |
| 4. Profiles | 8. Contacts |

Navigating the menu

Use the Navigation key to move around in the menu structure.

The three Soft keys below the display are used for choices in the menu. The function of each Soft key is explained by text in the soft key field in the display.

Using the local phonebook

To find and call a name: Enter **Contacts** , step to **Call contact** and press **Select**. Enter the first letter in the name


or the whole name (will be displayed in Search field while entering text), or step in the contact list. Select the name and press **Call**.


To edit the contact: Select **Edit contact**, select the name and press **Edit**. Make your changes, press **OK** and then press **Save**.

To add a contact, select **Add contact**, select **New** or **From call list**. Press **Add**, enter the name and press **OK**. Select **Number**, enter the number, press **OK** and press **Save**.

To delete a contact: select **Delete contact**, select the name, press **Delete**, and then press **Yes**.


Using the central phonebook

Enter **Contacts** , and select **Central phonebook**. Select **Search by name**, **Search by number**, or **Last result**. Enter the first letter(s) in the first name, and/or the first letter(s) in the family name. Press **Search**. The Central phonebook will be searched and a list of matching names will be displayed. You can step to the next entry in alphabetic order by pressing the Navigation key. Press

More to add contact, or press **Call** or the Call key  to make the call.

Using the company phonebook

The company phonebook has to be imported via the PDM before it will be visible in the handset. See *User Manual, Cordless Telephone 3725*.

Enter **Call list**. A contact from the company phonebook is marked with the  symbol. Select name/number and press **Call**, only work number is available for the contact and it is not editable.

Soft keys, Hot keys and Multifunction button



The three Soft keys below the display can be defined for specific functions such as dialling a specific number.

A long press on a Hot key can have the same function as a Soft key and any key **0**, **2 - 9** can be programmed as a Hot key. The Multifunction button can also be programmed for

different functions with the use of long press and double press.

For more information about Soft keys, Hot keys and Multifunction button, see *User Guide, Avaya 3725 DECT Telephone*.

Turning the automatic keypad lock on/off

Enter **Settings** , and step to **Locks**. Select **Automatic key lock Off/On**, select **On/Off**, and press **Back**. A locked keypad is indicated by the **Key lock** icon .

To unlock, press the key , and then the Soft key **Yes**.

Accessories

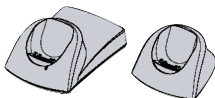
The following accessories for the Avaya 3725 DECT Telephone are available:



Leather casing incl. belt clip



Belt clip, swivel type



Desktop chargers

Also available:

- Telephone lanyard
- Rackmount Charger
- Multiple Battery Charger

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