3616 Wireless Phone Quick Reference Guide

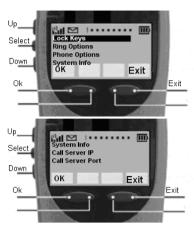
Setting User Preferences

In standby mode (on, but not in use) you can set user options:

To display the standby menu, press and briefly hold **FCN**. The following screen is displayed:

- To scroll through the features, press Up and Down. The feature abbreviation is highlighted in the softkey function display area.
- To activate a feature (when the option is highlighted), press Select.

For further options, press **Down**. The following screen is displayed:



Navigating the Standby Menu

To navigate the Standby menu, press the following:

Up/Down Display the previous/next menu item.

Select Select the menu item or option.

OK Select the menu item or option.

Save Save the entry.

Date and only.

Bksp Backspace to edit an entry.

Cncl Cancel edit and return to the previous menu level.

Up Return to the previous menu level.

Exit Exit the menu at the top level.

End Call Exit to standby status from any level.

Important Note

- It is recommended that standard acceptance procedures be followed, prior to operating this equipment in proximity of life-support systems.
- To minimize risk of interference, pacemaker users should not carry the wireless phone next to the pacemaker.
- Earpieces may retain magnetic objects.
- Operation of the wireless phone may produce and audible noise noticeable to hearing aid users. It is recommended that a hearing aid compatible headset be used by hearing aid users.
- 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.
 - (2) This device must accept any interference received, including interference that may cause undesired operation.

Further information about Battery Packs, usage and care of your wireless phone, is available from www.avaya.com/support and also from http://www.avaya.com/ipoffice/knowledgebase.

Reference: 15-601117 Issue 1 (April 2006)



3616 Wireless Phone Quick Reference Guide

This guide covers the basic functionality of your 3616 wireless phone.

For more information on your phone settings and features and how to charge your phone, see the 3600 Series Wireless Phone User Guide.

The diagram below shows the main phone features:



1	1	Line Indicators	10	IIII	Charging Contacts
2	∞ತ	Voicemail/Download	11		Headset Jack
3	के के की	Signal Strength	12	LINE	Line
4		Up	13	MENU	Menu
5		Select	14		Power Off/End Call
6		Down	15	Dddd	Softkey Function Display
7		Softkeys	16		Shortcut Menu/Main Display Area
8	~ ⊎	Power On/Start Call	17		Battery
9	FCN	Function			

3616 Wireless Phone Quick Reference Guide

Turning the Phone On and Off

- To turn the phone on: Press until two chirps sound (about one second).

 The in-service tone sounds and the extension number is displayed. The phone is now in standby mode, ready to make and receive calls.
- To turn the phone off: While in standby mode, press and hold until one chirp sounds. The
 phone turns off. The phone cannot be directly turned off during a call. End the call first and then turn
 the phone off.

Making a Call

- 1. Press . This transitions your phone to active off-hook mode and there is a dial tone.
- When you have completed the call, press to exit the active mode and return to the standby mode. Be sure to do this at the end of each call.

Answering Calls

- To answer a call: Press , hold the earpiece to your ear and speak. When the call is finished, press .
- To answer a call via the headset: With the headset plugged in to the phone, press either 9, * or #. When the call is finished, press .
- To answer an incoming call whilst on a call: Put your first call on hold (press FCN+3) and press
 LINE and then press the line number of the second call. When the call is finished, press

Note

You can answer a call whether your phone is locked or unlocked.

Locking/Unlocking your Phone

- To lock your phone's keypad: Press FCN and then press Select. From the standby menu, press lock
- To unlock your phone's keypad: Press Unlk and then press #.

Retrieving your Voicemail

A flashing . indicates that you have a new voicemail message.

To retrieve your voicemail, dial *17.

Changing the Volume

 To increase or decrease the volume whilst on a call or whilst the phone is ringing, press the Up or Down buttons.

Battery Life

Battery Low – This message is displayed and an alarm sounds when the phone is in standby mode and the battery pack is critically low. The phone cannot be used until the battery pack is charged.

Status/Tone Indicators

- No Service Message: An alarm sounds and a descriptive message displays when your phone cannot
 receive or place calls. You may be outside of the covered area. Return to the covered area and the inservice tone indicates service is re-established.
- The battery icon displays and a beep sounds to indicate the battery pack charge is low. You have two minutes to change the battery pack before losing power.

3616 Wireless Phone Quick Reference Guide

Accessing the Softkeys

The softkeys operate with a toggle function. To activate a softkey feature, press the left or right side of the corresponding key.

For further softkeys, press **More**. The following screen is displayed:



Activating the Softkeys

The softkeys on your phone enable you to quickly activate system features. The display area above each softkey is programmed with a feature abbreviation which are (from left to right), **A**, **B**, **C** and **D**.

To activate a softkey, press the left or right side of the corresponding kev. The five softkeys are:

Transfer (Tran)

- With a call active, press the Tran softkey. A dial tone is heard.
- 2. Dial the number you want to transfer the call to.
- 3. When the call is answered, press the **Tran** softkey again, **transfer completed** is displayed.

Conference (Conf)

- 1. To set up a conference call, dial the first party
- When the first call is established, press the Conf softkey and dial the next party.
- When the call is answered, press Conf again. There are now three participants in the conference and Conference 2 is displayed.

Hold

- To place a call on hold, press the Hold softkey.
- To retrieve a held call, press LINE and then the corresponding line on hold (for example, 1)

Mute

- To prevent the other person on the line from hearing you, press the Mute softkey. Mute is displayed.
- To reinstate two-way conversation, press the Mute softkey again.

Redial (ReDL)

To redial the last dialed number, press the Redial softkey. The number is dialed automatically.