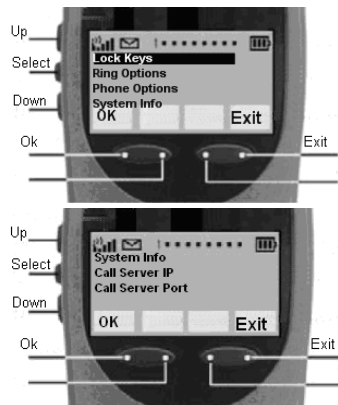


Setting User Preferences

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.
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 an 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: 15-601118

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TelephoneMagic.com

This guide covers the basic functionality of your 3620 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		Line Indicators	10		Charging Contacts
2		Voicemail/Download	11		Headset Jack
3		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			








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 your name and 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.
2. 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  and 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 , 0-9, * 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

    indicates the amount of charge remaining in the battery pack. When one level remains, the battery pack need to be changed.

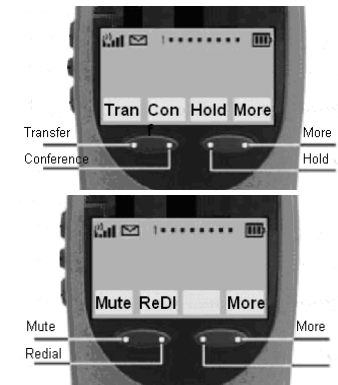
Battery Low – This message is displayed and an alarm sounds when the phone is in standee mode and the battery pack is critically low. The phone cannot be used until the battery pack is charged.

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 in-service 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.

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 key. The five softkeys are:

Transfer (Tran)

1. 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.
2. When the first call is established, press the **Conf** softkey and dial the next party.
3. 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.