



Avaya Wireless IP Telephone

Series 3616, 3620, 3626

Desktop Charger, Dual Charger, and Quad Charger
User Guide (with CCMS)

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Notice

All efforts were made to ensure that the information in this book was complete and accurate at the time of printing. However, information is subject to change.

Avaya Web Page

The world wide web home page for Avaya is: <http://www.avaya.com>

Preventing Toll Fraud

Toll Fraud is the unauthorized use of your telecommunications system by an unauthorized party. For example, a person who is not a corporate employee, agent, subcontractor, or working on your company's behalf. Be aware that there is a risk of toll fraud associated with your system. If toll fraud occurs, it can result in substantial additional charges for your telecommunications services.

Avaya Fraud Intervention

If you *suspect that you are being victimized* by toll fraud and you need technical assistance or support, call the Technical Service Center's Toll Fraud Intervention Hotline at 1.800.643.2353.

Providing Telecommunications Security

Telecommunications security of voice, data, and/or video communications is the prevention of any type of intrusion to, that is, either unauthorized or malicious access to or use of, your company's telecommunications equipment by some party.

Your company's "telecommunications equipment" includes both this Avaya product and any other voice/data/video equipment that could be accessed via this Avaya product (that is, "networked equipment").

An "outside party" is anyone who is not a corporate employee, agent, subcontractor, or a person working on your company's behalf. Whereas, a "malicious party" is Anyone, including someone who may be otherwise authorized, who accesses your telecommunications equipment with either malicious or mischievous intent.

Such intrusions may be either to/through synchronous (time-multiplexed and/or circuit-based) or asynchronous (character-, message-, or packet-based) equipment or interfaces for reasons of:

- Utilization (of capabilities special to the accessed equipment)
- Theft (such as, of intellectual property, financial assets, or toll-facility access)
- Eavesdropping (privacy invasions to humans)
- Mischief (troubling, but apparently innocuous, tampering)
- Harm (such as harmful tampering, data loss or alteration, regardless of motive or intent)

Be aware that there could be a risk of unauthorized intrusions associated with your system and/or its networked equipment. Also realize that, if such an intrusion should occur, it could result in a variety of losses to your company, including but not limited to, human/data privacy, intellectual property, material assets, financial resources, labor costs, and/or legal costs).

Your Responsibility for Your Company's Telecommunications Security

The final responsibility for securing both this system and its networked equipment rests with you – an Avaya customer's system administrator, your telecommunications peers, and your managers. Base the fulfillment of your responsibility on acquired knowledge and resources from a variety of sources including but not limited to:

- Installation documents
- System administration documents
- Security documents
- Hardware-/software-based security tools
- Shared information between you and your peers
- Telecommunications security experts

To prevent intrusions to your telecommunications equipment, you and your peers should carefully program and configure your:

- Avaya provided telecommunications systems and their interfaces
- Avaya provided software applications, as well as their underlying hardware/ software platforms and interfaces
- Any other equipment networked to your Avaya products

Federal Communications Commission Statement

Part 15: Class A Statement. This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio-frequency energy and, if not installed and used in accordance with the instructions, could cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

Industry Canada (IC) Interference Information

This digital apparatus does not exceed the Class A limits for radio noise emissions set out in the radio interference regulations of Industry Canada.

Le Présent Appareil Numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la class A prescrites dans le reglement sur le brouillage radioélectrique édicté par le Industrie Canada.

European Union Declaration of Conformity

The "CE" mark affixed to the equipment means that it conforms to the referenced European Union (EU) Directives listed below:

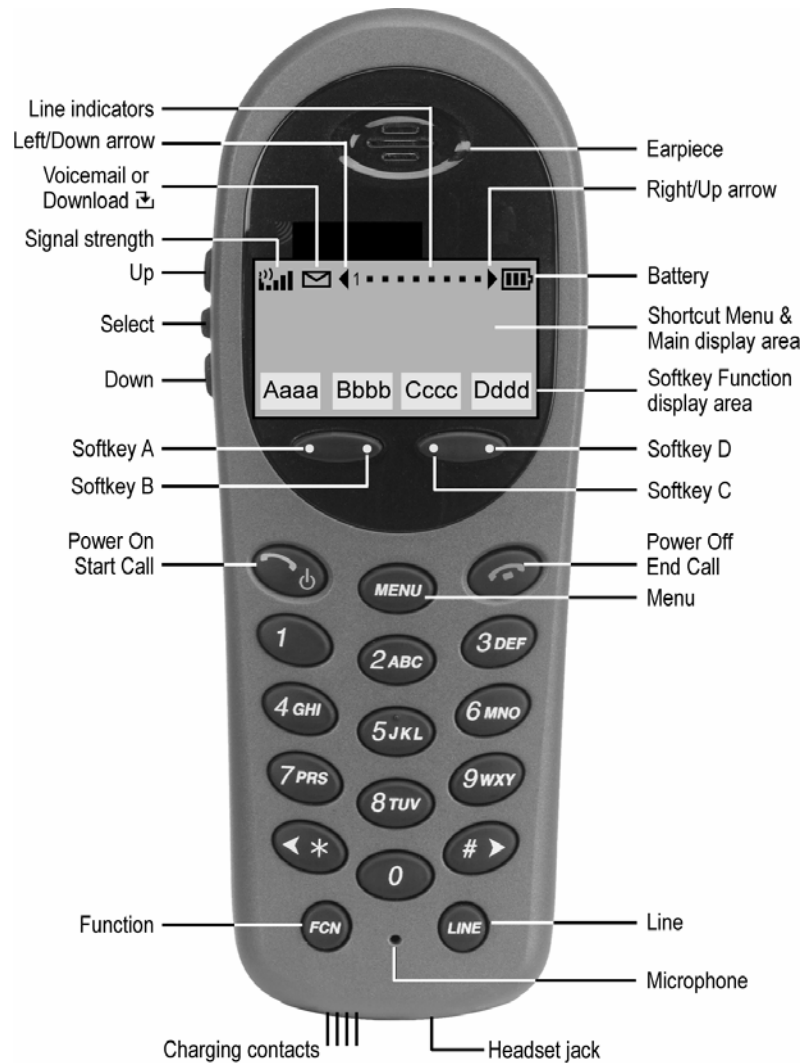
EMC Directive	89/336/EEC
Low-Voltage Directive	73/23/EEC

For more information on standards compliance, contact your local distributor.

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The 3616 WT



(shown actual size)

The 3616 WT supports a broad range of enterprise applications and is ideally suited for the general office, finance or hospitality environments. This compact handset offers a rich set of features including a high-resolution graphic display, menu-driven functions and messaging capability – all within a lightweight ergonomic design. A full set of accessories is available including headsets, chargers and carrying cases.

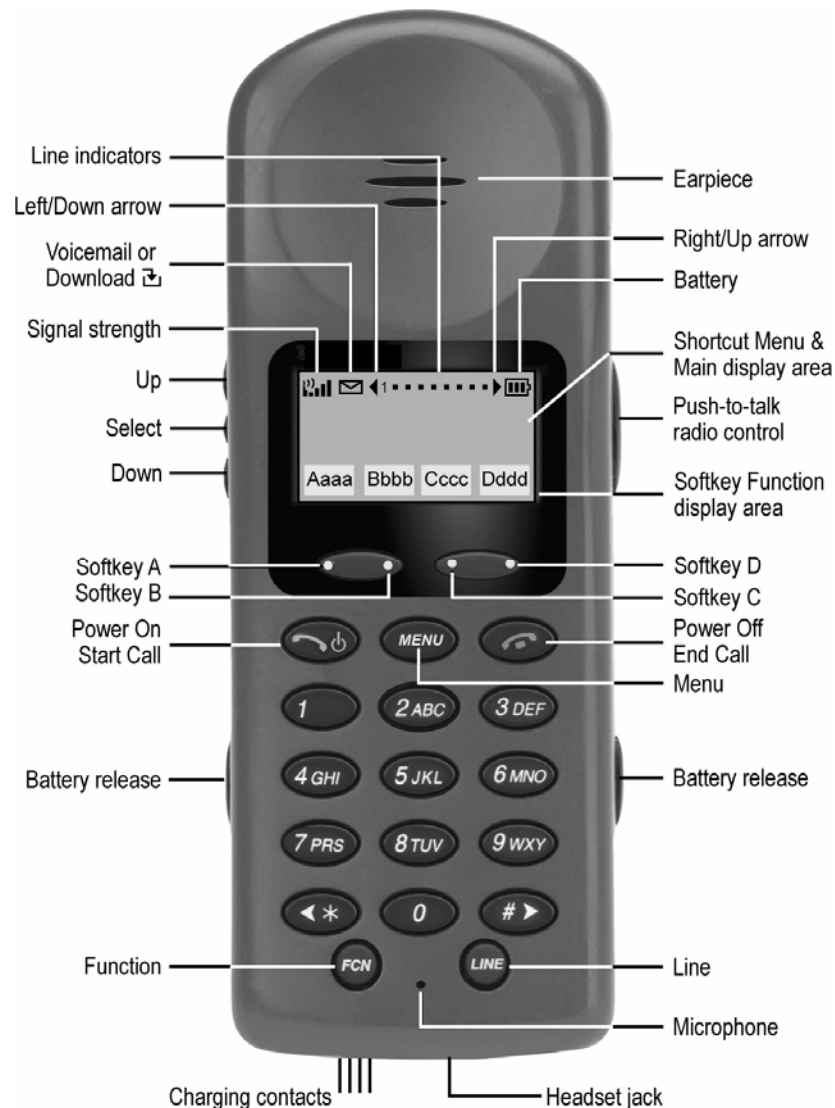
The 3620 WT



(shown actual size)

The 3620 WT is a sturdier version of the 3616 WT and is ideally suited for healthcare environments. The handset offers the same features as the 3616 WT including optional interfacing to Nurse Call systems and other applications commonly used in healthcare environments. A full set of accessories is available including headsets, chargers and carrying cases.

The 3626 WT



(shown actual size)



The 3626 WT is the industry's most durable handset for workplace applications. All features available on the 3616 WT are included. Push-to-talk functionality is also available for broadcast communication among personnel, eliminating the need for two-way radios or walkie-talkies. The large earpiece seals out background noise and provides comfort for frequent or long calls. A full set of accessories is available including headsets, chargers and carrying cases.

Overview

Your WT is a state of the art communication device that utilizes radio wave technology to send and receive voice transmissions. It is designed to operate like the familiar cell phone. However, the WT utilizes the private telephone system installed in your facility and will not operate outside the area reached by this system. Additionally, the features that are available depend on how the WT has been programmed by your system administrator.


The following guide is meant to provide general information about your WT. Contact your system administrator for additional information on how your WT functions within your telephone system.


Status Indicators

- 1 The line indicators are associated with line access keys. In the preceding diagram, line 1 is active.
- ◀ ▶ A left or right arrow is displayed when the screen can be toggled either left or right to display more characters as described above.
- ▲ ▼ Up and down arrows are displayed when the menu has additional options above or below what is shown in the display area.
-  The battery icon indicates the amount of charge remaining in the Battery Pack. The level indications are approximations of the remaining Battery Pack life. They do not indicate equal amounts of Battery Pack Life. When only one level remains, the Battery Pack needs to be charged.
-  The Voicemail icon is activated when a new voice mail message is received if the feature is supported by the phone emulation. It appears to the right of the Signal Strength icon.

Battery Low This message displays and an alarm sounds when the WT is in standby mode and the Battery Pack is critically low. The WT cannot be used until the Battery Pack is charged.

[No Service message] If warning tones are not disabled, an alarm will sound and a descriptive message displays when the handset cannot receive or place calls. You may be outside of the covered area. Walk back into the covered area. The in-service tone indicates service is re-established.

 The signal strength icon indicates the strength of the signal and can assist the user in determining if the WT is moving out of range.

 The download icon indicates that the WT is downloading code. This icon only appears while the WT is running the over-the-air downloader. It appears to the right of the Signal Strength icon in the same location as the Voicemail icon.

[Melody] A melody is played after the WT is powered on for the first time following a completed charge (Charge Complete).

Modes of Operation

Standby mode In the standby mode the WT is waiting for an incoming call or for the user to place an outgoing call. The extension number is shown on the display and there is no dial tone. In this mode, the WT is conserving battery power and bandwidth.

You may set certain preferences in the user option menu described later. This menu is accessed from the standby mode.

It is important to return to the standby mode after finishing a call by pressing the **End Call** key. Unless otherwise directed, the following instructions for using the WT assume that it is in standby mode.

Active mode To place a call, press the **Start Call** key. This transitions the WT to active off-hook mode. There is a dial tone, the WT is in communication with the PBX, and the display shows information as it is received from the PBX.

The WT is also in the active mode when you receive a call.

In certain PBX integrations, some features are designed to be accessed from an active on-hook mode. To go on-hook while still active, you may be directed to press the **Line** key.

Whenever you are in active mode, whether off-hook or not, the WT requires the most bandwidth of any mode.

To conserve bandwidth and battery power, when you have completed a call or are finished accessing active mode menus and features, press the **End Call** key to exit the active mode and return to the standby mode.

Push-to-talk mode The push-to-talk mode utilizes a common channel for incoming and outgoing radio communication. Outgoing communication uses the same amount of bandwidth as the off-hook mode. Incoming communication uses about half as much.

Basic Operation

Turn the WT on	Press and hold the Power On key for about one second, until two chirps sound. Release the key. The in-service tone sounds and the extension number displays. The WT is now in standby mode, ready to make and receive calls.
Turn the WT off	While in standby mode, press and hold the Power Off key. One chirp sounds and the WT turns off. The WT cannot be directly turned off during a call. End the call first and then turn the WT off.
Make a call or go off hook	Press the Start Call key and then dial the number.
Select a line	If multiple lines are available, your telephone system may require you to select a line before dialing a number. Press the LINE key and the number key of the line you wish to use. You will hear a dial tone.
Dial a number	Dial calls with the WT exactly as with your desk phone. You may dial extension numbers, internal numbers, or make external calls, depending on the setup of your PBX. After you hear a dial tone, press the number keys to dial the number.
Answer a call	<p>The WT will ring or vibrate to alert you to an incoming call. Additionally, a line number on the display may flash, and the display may show information about the call, such as caller's name and extension.</p> <p>To answer a call, press the Start Call key, hold the earpiece to your ear and speak with a normal tone of voice.</p> <p>If you are on a call and hear subdued ringing, a call is coming in on a second line. The line number on the display may be flashing. To answer this call, put your first call on hold and press the LINE key, then press the line number of the second call.</p>
Headset answer	When a headset is plugged into the WT, the Start Call , 0 – 9 , * or # key may be pressed to answer a call.
Hang up	To hang up, press the End Call key. Be sure to do this at the end of each call.
Unlock Keypad	Press the Unlk softkey, then # , to unlock the keypad.
Lock Keypad	Press FCN , then Select , to activate Lock Keys on the Standby menu.
Change speaker volume	You may increase or decrease the volume of the speaker while in a call by pressing the corresponding Up and Down buttons located on the left side of the WT.
Change ring volume	You may increase or decrease the ringing volume by pressing the corresponding Up and Down buttons located on the left side of the handset while it is ringing. On the 3626, you can also: press FCN , select ring options, select telephone ring, select ring volume, press the up/down select buttons on the left side of the WT to select the desired ring volume, press OK.
Silence while ringing	You may silence a ringing WT by pressing the End Call button. This action does not interrupt the call and the caller may leave a voicemail message. Ringing volume may not be changed.

Backlight The backlight comes on when any key is pressed or when there is an incoming call and stays on for ten seconds. It turns off after ten seconds if another key is not pressed within that period.

The WT Headset

AVAYA offers optional headsets for use in noisy environments or if you need to have your hands free while talking on the WT.

To use the headset, simply plug it into the jack on the bottom of the WT. The headsets offered by AVAYA are specially designed to work properly with the WT. We do not recommend using other headsets.

System Feature Activation

- The features that have been programmed in your system may be viewed and activated through the Shortcut menu and Softkey functions.
- View Shortcut menu*** System features that are accessible by the WT may be viewed by going off hook (pressing the **Start Call** key) and then pressing the **FCN** key. A feature menu displays in the Main display area. This is the Shortcut menu.
- The Shortcut menu lists the feature shortcut, if any, and the feature description. As you scroll through the features by pressing the **Up** and **Down** buttons, the feature abbreviation is highlighted in the softkey function display area. To activate a feature, press the **Select** button while the option is highlighted.
- Using the Select button** To use the **Select** key, press **Up** or **Down** to highlight an option, then press **Select** to activate the feature.
- Using the Shortcut keys** Programmed features may have the number 1-9, *, 0, or # in the left column of the Shortcut menu. This designates the shortcut key that activates that feature. To activate the feature using its shortcut key, press the shortcut key at any time while in the Shortcut menu. The feature will activate whether or not that feature is currently displayed or highlighted. No shortcut indicates that the feature does not have a shortcut and this is generally the case with primary level softkey functions, such as Transfer or Conference.

Using the Softkeys

The softkeys on your WT enable you to quickly activate system features. There are five softkeys (**Tran**, **Conf**, **Hold**, **Mute**, **ReDI**). The display area directly above each softkey is programmed with a feature abbreviation to guide your access to the feature. The softkeys are referred to from left to right as A,B,C,D. In our diagram, the corresponding display area is labeled Aaaa, Bbbb, Cccc, Dddd.

The softkeys operate with a toggle function. Press the left or right side of the key to activate the corresponding softkey feature.

View Softkey functions

The first four primary softkey features are displayed in the softkey function display area by default. To view all of the features that can be activated through the softkeys, go off hook (briefly press the **Start Call** key) and then press the **More** softkey. The second set of feature abbreviations will display in the softkey display area. Each time the **More** softkey is pressed, a different set of features displays. The softkey features display in the same sequence as they appear on the Shortcut menu.

Activate any feature while its abbreviation is displayed by pressing the corresponding softkey.

Using the Shortcut keys

While scrolling through the softkey functions, a shortcut key may be pressed to activate its corresponding feature, whether or not that feature is currently displayed in the softkey function display area.

Because system features vary, your system administrator will explain them in reference to your telephone system.

Example: The Transfer function is assigned to softkey A; therefore, **Tran** displays in the **Aaaa** softkey display area when the **Start Call** key is pressed. While in a call press the **Tran** (softkey **A**), dial the number, and press the **Tran** softkey again to transfer the call.

Note: PBX systems function differently. If your WT does not conform to these instructions, contact your system administrator for function clarification.

Setting User Preferences

When the WT is in standby mode (on but not in use), press and briefly hold **FCN** to display the Standby menu which allows you to set user options. Check with your system administrator for specific features supported by your WT.

Standby menu item	2 nd Level	3 rd Level	4 th Level
Lock Keys			
Ring Options	Telephone Ring	Ring Cadence	Off *PBX Continuous Short Pulse Long Pulse
		Ring Tone	*Tone 1 Tone 2 Tone 3 Tone 4 Tone 5
		Ring Volume (3626 only)	Bars
		Vibrate Cadence	*Off PBX Continuous Short Pulse Long Pulse
		Ring Delay	*No Delay 5 Second Delay 10 Second Delay
	Auxiliary Ring 1 Auxiliary Ring 2		
Phone Options	Noise Mode	*Normal High Severe	
	Key Tones	*Enable Tones Disable Tones	
	Warning Tones	*Enable warnings Disable warnings	
	Display Contrast	Contrast %	
	Keypad Autolock	*Disable 5 seconds 10 seconds 20 seconds	
System Info	Phone IP Addr		
	Gateway IP Addr		
	Firmware Version		
Call Server IP Address			
Call Server Port			
Extension			
Push-to-talk¹	Channel	Current Channel: X 1 2 3 4 5 6 7 8 New Channel = ?	
	Enable/Disable	PTT Enabled *PTT Disabled	
	Audio Volume	Bars	
	Tone Volume	Bars	

*default setting

¹ Push-to-talk is available only on the 3626 WT.

Navigation

Up/Down buttons:	display previous/next menu item.
Select button:	selects the menu item or option.
OK softkey:	selects the menu item or option.
Save softkey:	saves the entry.
Bksp softkey:	backspaces to allow editing of entry.
Cncl softkey:	cancels edit and returns to previous menu level.
Up softkey:	returns to previous menu level.
Exit softkey:	exits the menu (at the top level).
End Call key:	exits to standby state (from any level)

Lock keys

Locks/unlocks the keypad. When enabled, the Keypad Lock option will lock the keypad immediately. If the keypad is locked, it may be unlocked by the end user pressing the **Unlk** softkey and then the **#** key.

Ring options

	Allows the user to set the ring for three separate functions. Telephone Ring is used for usual telephony functions. The Auxiliary Rings may be used to set ringing patterns for OAI applications.
Telephone ring	Allows the user to set a distinctive ring style, volume and sequence. Select from an audible ring or a vibrate-only ring or a vibrate ring along with or followed by an audible ring.
Ring cadence	<p>The cadence is the rhythm of the ring. It may be set to a pre-programmed ring cadence or it may be set to obtain its cadence from the PBX. The PBX option is designed to utilize any distinctive rings sent by the PBX while allowing the user to set unique rings for auxiliary applications.</p> <p>Off: silent</p> <p>PBX: PBX determines ring cadence (e.g. the PBX may send rings that differentiate between internal and external calls.)</p> <p>Continuous: rings continually until answered</p> <p>Short Pulse: rings in short bursts</p> <p>Long Pulse: rings in long bursts</p>
Ring tone	The Play softkey allows the user to preview the tone before selecting. If Ring Cadence is turned off, the Ring Tone option will not appear on the menu. Select from five available tones (scroll to Tone 5 option).
Ring volume	The graduated volume bar indicates the levels. This setting may be overridden by adjusting volume while the handset is ringing. Select a volume level by pressing the Up and Down side buttons and then pressing the OK softkey. If Ring Cadence is turned off, the Ring Volume option will not display.
Vibrate cadence	The Vibrate cadence options are the same as for Ring Cadence.

Ring delay	<p>Determines how long the vibrate cadence will play before the audible ring starts. If the Ring Cadence or Vibrate Cadence is turned off, the Ring Delay option will not appear on the menu. Select the desired length of Ring Delay:</p> <p>No delay: the audible ring starts as soon as the handset starts to vibrate.</p> <p>5 second delay: the handset vibrates for five seconds before the audible ring starts.</p> <p>10 second delay: the handset vibrates to ten seconds before the audible ring starts.</p>
Auxiliary ring 1	Designed to be utilized by OAI applications, enabling the user to set a distinctive ring for these applications. Select the desired
Auxiliary ring 2	Auxiliary Ring

Phone options

Noise mode	<p>Provides options that describe the noise level in your environment. Selecting the correct option will adjust the WT to account for background noise. Select Normal for most office environments; High for moderate background noise; or Severe for extremely noisy conditions. Use of the non-Normal modes is not recommended unless you are in a loud environment or you may find it difficult to be heard on your WT.</p>
Key tones	Determine if tones play when keys are pressed. Key tones are enabled by default. Turn key tones on or off.
Warning tones:	Play to alert user to various conditions, such as system up or down, out of range, etc. These tones are enabled by default. Turn warning tones on or off.
Display contrast	<p>Adjusts the display for different lighting situations. Set contrast by pressing the Up and Down side buttons until the desired contrast is displayed and then pressing the OK softkey. (Minimum value = 30; Maximum value=83)</p>
Keypad autolock	<p>Locks the keypad automatically when in standby mode. The automatic locking function of the keypad may be disabled (the default) or adjusted for a delay before locking. Select desired keypad autolock delay:</p> <p>Disable: the keypad will not lock.</p> <p>5 seconds: the keypad will lock in five seconds</p> <p>10 seconds: the keypad will lock in ten seconds</p> <p>20 seconds: the keypad will lock in 20 seconds</p>

System info

Phone IP address	Displays the IP address currently assigned to the WT. This number may not be edited.
Gateway IP address or Server IP address	Displays the IP address currently assigned to the Telephony Gateway (in SRP) or the Avaya Voice Priority Processor (AVPP) and OAI Gateway.
Firmware version	Displays the software version running the WT.

Extension

Displays the extension currently assigned to the WT.

Push-to-talk (PTT)

The 3626 WT incorporates push-to-talk functionality. PTT may be allowed or disallowed in the Admin menu. If allowed, the user may enable or disable locally, and may set the channel, tone volume and audio volume. The menu for push-to-talk does not appear if PTT is disallowed on the Admin menu or if no channel is enabled on the Admin menu.

Channel The current channel is displayed. The user may enable any PTT channel that has been allowed in the Admin menu by entering the corresponding number from the keypad. If PTT has been enabled in this handset, the default channel is the lowest allowed channel as set in the Admin menu.

Enable/Disable **Enable** turns on PTT mode. **Disable** turns off PTT mode. PTT is disabled by default.



If PTT is allowed in the Admin menu and enabled by the user, standby Battery Pack life is decreased to about 30 hours.

Audio volume Used to adjust volume of PTT audio and tones. The graduated volume bar indicates the levels. The Audio Volume setting may be overridden by adjusting volume while the handset is in a push-to-talk call. Select a volume level by pressing the **Up** and **Down** side buttons and then pressing the **OK** softkey.

Tone volume

(Additional options may be present. Contact your system administrator for information.)

Push-to-talk operation

Overview The push-to-talk feature allows 3626 WTs to operate in a push-to-talk (PTT) group broadcast mode in addition to the standard telephone operation.

The 3626 WT supports 8 multicast channels with the current channel saved in memory on the phone. A PTT call is initiated by pressing the **Talk** button located on the right side of the handset. All 3626 WTs that are monitoring that channel will hear the transmission.

PTT dialogue is interrupted when you answer a PBX call. When the PBX call is ended, PTT dialogue resumes if in an active call.

Selecting a channel See *Setting User Preferences* above.

Call period The two-way radio operates on the concept of a push-to-talk session or call period. The push-to-talk call period begins with the first transmission and ends when there has been no two-way radio traffic on the channel for ten seconds.

The PTT mode controls the keypad during a push-to-talk call period. Therefore it is not possible to use the keypad for any other function such as accessing the on-hook menus or accessing an OAI application unless the PTT call is Terminated (see below). However, it is possible to easily place a PBX call (see below).

- Initiating a call** Press the **Talk** button and wait briefly to activate the channel before talking. You may begin talking when the display shows “Transmitting.”.
- Transmitting** Once a call has been initiated, hold the WT two inches from your mouth and talk into the microphone. When the **Talk** button is released, the 3626 WT then enters the waiting state where it monitors the channel for up to ten seconds.
- Initiate subsequent transmissions by pressing the **Talk** button on any 3626 WT using the same channel. The user can start talking immediately. The display screen shows the current active channel.
- If no transmission occurs during the ten-second countdown period, the 3626 WT reverts to the idle state.
- Receiving** Upon receiving a PTT transmission, the phone plays the “receiving alert” sound and enters the receive state.
- In this state the phone receives all conversations on the selected channel. The phone will ignore the **Talk** button while in the receive state. The screen shows the current active channel, the caller ID information of the current transmitter, and an indication that the phone is receiving a broadcast transmission. The caller ID is protocol specific. In most cases it is simply the extension number programmed in the phone from the on-hook user menu.
- At the end of a transmission, the phone enters the waiting state where it monitors the channel for up to ten seconds and displays “Waiting” on the screen. If no other transmission occurs within ten seconds the phone reverts to idle state.
- Change PTT volume** Use the **Up** and **Down** buttons to raise or lower PTT volume. A separate volume is maintained for PTT calls with the current volume selection retained in memory.
- Muting a PTT call** To mute a current call, press the **Mute** soft key. This brings up a **Mute Two-Way Radio?** prompt. Press the **Yes** or **No** soft key. The prompt disappears after 3 seconds if the user doesn’t confirm either **Yes** or **No**.
- Mute only affects the current call and the phone will play subsequent PTT calls. Mute does not allow the user to use the WT’s keypad for anything else, including an OAI application.
- The **Mute** soft key turns into an **Unmute** soft key while in the mute state and can be used to unmute the PTT call (the confirmation prompt is displayed first).
- When the next PTT call period starts the audio is automatically unmuted.
- Early termination of a PTT call** In order to terminate incoming broadcasts, press the **Terminate** soft key and answer **Yes** to the confirmation prompt. Push-to-talk audio is immediately stopped and the phone exits the PTT session. No other WT is affected. Only the current call is terminated for this handset. When the next PTT call period starts, the WT is again in the receive state. You may rejoin a still-active session by initiating a PTT call.
- Users should disable the PTT feature in the on-hook user menu if it is desired to not receive any further PTT calls.

Incoming PBX call during a PTT call	<p>A telephone call may be answered while in a PTT call session. To announce an incoming call, the WT will ring with a low-volume ring and display the system message.</p> <p>To answer the call, press Start Call. The PTT call session will be pre-empted and no PTT audio will be heard.</p> <p>After the PBX call is over, press End Call as usual to go back on hook, at which time PTT goes out of pre-empted mode and becomes active again. If an already active PTT call has not ended, the PTT audio starts playing again.</p> <p>If the user does not answer the telephone call by pressing Start Call, the PTT display will be shown after the ring has stopped.</p>
Making a PBX call during a PTT call	<p>To start a telephone call during a PTT call session, press the Start Call key. This causes the two-way radio to be pre-empted as described above.</p>
Incoming PTT call during a PBX call	<p>The PTT “receiving alert” sound will play softly in the speaker audio, if a PTT session is started during a PBX call. You may continue your PBX call normally, or you may switch to the PTT call by ending the PBX call by pressing the End Call button.</p>

Battery Packs

Overview	The WT will need to have its Battery Pack recharged periodically. The Nickel Metal Hydride (NiMH) rechargeable WT Battery Pack gives you four hours of talk time or 80 hours of stand-by time (unless PTT is enabled in the 3626 Wireless Telephone only). Stand-by time is when the handset is turned on, but not in an active call.
Indications of low battery	<p>The WT will notify you when the charge on the Battery Pack is low by displaying the battery icon. If you are in a call you will hear a soft beep through the earpiece every thirty seconds. The user has 15–30 minutes of battery life left. The alerts will increase to every six seconds when there is about one minute of battery life left.</p> <p>Not in call: The message Low Battery and a loud beep indicate a critically low Battery Pack charge. These occur when the user is not in a call. The WT will not work until the Battery Pack is charged.</p>
Caution:	Take care not to short the battery contacts on the Battery Pack with metal objects such as coins, keys or paper clips. Shorting the contacts can cause permanent damage.
3616, 3620 Battery Pack removal and replacement	<p>To remove, press down on the latch on the Battery Pack on the back of the WT. The Battery Pack releases outward.</p> <p>To replace, slide the lip of the Battery Pack into the bottom of the cavity. Push the top of the Battery Pack until it snaps into place. You should not have to force it against the WT.</p>
3626 Battery Pack removal and replacement	<p>To remove, hold the handset in one hand with the keypad facing up. Press both Battery Pack release buttons (on the left and right sides of the handset) at the same time. The Battery Pack will release downward. You may catch it with the palm of your other hand. If the Battery Pack does not release, gently shake the handset while pressing both release buttons. <u>Do not pry.</u></p> <p>To replace, slide the Battery Pack straight into the cavity until it snaps into place. You should not have to force it against the WT.</p>
Changing the Battery Pack while in a call	If you are using the Telephony Gateway in your telephone system the Battery Pack may be changed while the call is still in progress. Do <u>not</u> press End Call on the WT. Quickly remove the discharged Battery Pack and replace with a charged Battery Pack, then press Power On to turn the WT back on. Press Start Call to resume the call in progress.
Battery Pack note	Battery Packs are not interchangeable. The 3626 WT uses the distinctive square model BPX100 Battery Pack. The Battery Packs for the 3616 and 3620 WTs are the same rounded shape but different colors. The 3616 model BPE100 Battery Pack is black; the 3620 model BPN100 Battery Pack is steel blue.

Important:

- Only use Avaya Battery Packs with Avaya WTs.
 - Do not dip the Battery Pack in water or throw into fire.
 - Do not throw away the Battery Pack with your domestic waste. Take used Battery Packs to an appropriate collection point for recycling or send them back to your supplier or servicing agent.
-

Desktop Chargers



3616 WT
In DCE100 Desktop Charger



3626 WT
in DCX100 Desktop Charger

Overview The Desktop Charger is a one-slot charger. Model DCE100 is designed to charge the BPE100 Battery Pack in the 3616 WT and the BPN Battery Pack in the 3620 WT. Model DCX100 is designed to charge the BPX100 Battery Pack in the 3626 WT. The models are not interchangeable.

Full charging is accomplished in approximately one and a half hours.

Set up the Desktop Charger by first obtaining the appropriate Avaya power supply for the country or region. Place the Desktop Charger on a flat, horizontal surface. Plug the power supply into the Desktop Charger and into an appropriate wall outlet.

The user must end any call in progress by pressing the **End Call** button on the WT before placing the handset into the Desktop Charger. The WT may be off or in standby mode during charging.

Indicator light Place the WT into the Desktop Charger slot facing forward. If the WT is placed correctly, the red indicator light will come on. The indicator light will not come on when the slot is empty, when the WT is improperly seated, or when the Desktop Charger has no power applied.

Charging indicator While the WT is charging in standby mode, it will display its extension number and **Charging....** The battery icon will show charging progress. The handset is fully operational and will ring if called. When the WT is charging while turned off, only **Charging...** will display and no calls will be received. The dots will be racing during the charging cycle. It is normal for the Battery Pack to become warm when charging.

Charge Complete When the WT is fully charged, **Charge Complete** will display. The indicator light will remain on until the WT is removed.

Dual Chargers



3616 WT
In DCE200 Dual Charger



3626 WT
in DCX200 Dual Charger

Overview The Avaya Dual Charger is a two-slot desktop charger. Model DCE200 is designed to charge the BPE100 Battery Pack in the 3616 WT and a spare BPE100 Battery Pack; Model DCX200 is designed to charge the BPX100 Battery Pack in the 3626 WT and a spare BPX100 Battery Pack, Model DCN200 is designed to charge the BPN100 Battery Pack in the 3620 WT and a spare BPN100 Battery Pack. The models are not interchangeable.

Set up the Dual Charger by first obtaining the appropriate Avaya power supply for the country or region. Place the Dual Charger on a flat, horizontal surface and plug the power supply into the Dual Charger and into an appropriate wall outlet.

The user must end any call in progress by pressing the **End Call** key on the WT before placing it into the Dual Charger. Do not remove the Battery Pack. The WT may be off or in standby mode during charging.

Place the handset face forward into the Dual Charger front slot. Place a spare Battery Pack in the rear slot, charging contacts down. The front slot takes charging precedence; the Battery Pack in the rear slot will begin charging when the handset in the front slot is fully charged or when the front slot is empty.

Indicator light When the handset or Battery Pack is seated correctly, the corresponding indicator light will come on. A bright indicator means the Battery Pack is charging, a dim indicator means the Battery Pack is waiting to charge. The indicator light will not come on when the handset is incorrectly seated, the slot is empty or when the Dual Charger has no power applied. If the indicator light is off or flashing, it means the handset or Battery Pack is incorrectly seated. Remove the handset or Battery Pack and reinsert. If the LED continues to blink or starts blinking at any time during the charging process, it indicates that there is a

problem with the Battery Pack that makes it unusable. Do not continue to charge the Battery Pack. Dispose of it properly and do not attempt to use it in the WT. Do not attempt to open or repair a defective Battery Pack. Contact your service representative for assistance.

The indicator light will turn off when charging is complete. Full charging is accomplished in approximately 1 ½ to 2 hours for either slot.

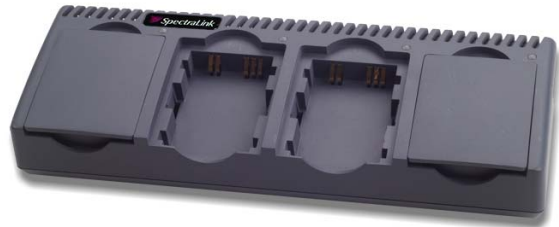
- Charging indicator** While the WT is charging in standby mode, it will display its extension number and **Charging....** The battery icon will show charging progress. The handset is fully operational and will ring if called. When the WT is charging while turned off, only **Charging...** will display and no calls will be received.
- Charge Complete** When the WT is fully charged, **Charge Complete** will display. If the WT has been turned off, the charge complete melody will play when it is turned on.
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Quad Chargers



**Quad Charger
Model GCN100**

(shown with four empty charging bays)



**Quad Charger
Model GCX100**

(shown with two empty charging bays)

Overview	<p>The Quad Charger is designed to simultaneously charge four Nickel Metal Hydride (NiMH) Battery Packs. Model GCX100 is designed to charge the BPX100 Battery Pack for the 3626 WT. Model GCN100 is designed to charge the BPN100 Battery Pack in the 3620 WT. Full charging is accomplished in approximately one and a half hours.</p>
Power supply	<p>Set up the Quad Charger by first obtaining the appropriate AVAYA electrical supply for the country or region. Place the Quad Charger on a flat, horizontal surface and plug the power supply into the Quad Charger and into an appropriate wall outlet.</p>
Removing and replacing a Battery Pack	<p>To remove the Battery Pack from the 3626 WT, hold handset in one hand with the keypad facing up. Press both battery release buttons on the left and right sides of the handset at the same time. The Battery Pack will release downward. You may catch it with the palm of your other hand. If the Battery Pack does not release, gently shake the handset while pressing both release buttons. Do not pry.</p> <p>Remove the Battery Pack from the 3620 WT by pressing down on the latch on the Battery Pack on the back of the WT. The Battery Pack releases outward.</p> <p>Insert the Battery Pack into one of the four charging bays so that the Battery Pack contacts meet the charging bay contacts. The LED above the charging bay will turn on to indicate that charging is in progress. Complete charging occurs in one and a half to two hours.</p> <p>When charging is complete, the LED will turn off. Lift the Battery Pack out of the charging bay.</p>
Blinking LED	<p>If the LED starts blinking as soon as the Battery Pack is inserted, the Battery Pack may be improperly seated. Lift it out and reinsert. If the LED continues to blink or starts blinking at any time during the charging process, it indicates that there is a problem with the Battery Pack that makes it unusable. Do not continue to charge the Battery Pack. Dispose of it properly and do not attempt to use it in the WT. Do not attempt to open or repair a defective Battery Pack. Contact your service representative for assistance.</p>

To replace the Battery Pack into the i640 WT, slide the Battery Pack straight into the cavity until it snaps into place. You should not have to force it against the WT.

To place the Battery Pack into the 3620 WT, slide the lip of the Battery Pack into the bottom of the cavity. Push the top of the Battery Pack until it snaps into place. You should not have to force it against the WT.

Important Notes about Chargers and Battery Packs

- Chargers operate in a 50° to 85° F (10° to 30° C) environment. Do not expose them to freezing temperatures or direct sunlight.
- Do not place anything in the charger other than the WT. You might damage the contacts. Bent contacts can keep the WT from charging.
- It is normal for the Battery Pack to become warm when charging.
- Only use AVAYA Battery Packs with AVAYA chargers.
- Never use non-AVAYA charging units as they could damage the Battery Pack.
- Only use the original plug-in power adapter for the chargers.
- Do not dip the Battery Pack in water or throw into fire.
- Do not throw away the Battery Pack with your domestic waste. Take used Battery Packs to an appropriate collection point for recycling or send them back to your supplier or servicing agent.

Replacement Battery Packs are available from your supplier or servicing agent.

General Care of the WT and Chargers

	This section applies to all WTs, the Docking Station and all AVAYA chargers.
Do not drop	Avoid dropping the WT or knocking it against hard surfaces. Carrying the WT in a holster or carrying case will help to protect it.
Do not disassemble	There are no serviceable parts in the WT, Docking Station or chargers. You should not open the WT case nor disassemble the Docking Station or the chargers. Doing so will void your warranty.
Cleaning tips	<p>Turn off the WT and unplug the Docking Station and chargers before you clean them. Never immerse either in water. Clean the exterior surfaces, including the charging contacts, with a cloth that has been slightly moistened with water. Take care not to exert undue pressure on charger electrical contacts while wiping.</p> <p>Wiping the handset and Docking Station surface with a water-dampened cloth or paper towel will remove most films or residues. If the soiling is too stubborn for plain water, a mild detergent solution may be used. Be sure to wipe away any detergent residue with a clean water-dampened cloth.</p> <p>The WT and Docking Station may be cleaned with any general-purpose household glass and surface-type cleaner. DO NOT SPRAY THE HANDSET DIRECTLY!</p> <p>Pre-treated cloths such as used for eyeglasses or cameras may be used to clean the handset and Docking Station. Pre-moistened towelettes may also be used to clean the phone, however, avoid those containing lanolin or aloe as it will leave a slippery residue.</p> <p>The surface of the handset and Docking Station may be cleaned occasionally with disinfectants used for general cleaning in a medical environment. Isopropyl alcohol may be used occasionally applied by a damp cloth or paper towel. When using alcohol, do not rub the keypad characters vigorously. Doing so will significantly degrade legibility.</p> <ul style="list-style-type: none"> • Do not use furniture polishes, waxes or plasticizer-based cleaner (Armor All™, etc.) • Do not use lanolin, aloe, glycerin or other skin care type products. • Do not apply any solvent such as acetone, mineral spirits etc. • Do not directly spray or immerse the handset.
Headset cleaning	Should the headset connector become dirty, a scratchy or intermittent signal may be experienced. To clean the connector, dip the non-padded end of either a wooden or paper handled cotton swab in isopropyl alcohol. Gently insert in the connector and twist, repeating several times. If available, blow compressed air into the connector to clear debris.

Tips For Use

- Before you use the WT, the Battery Pack must be charged.
 - You can only use the WT with your facility's telephone system. It is not a public cellular phone.
 - Keep the WT away from your ear when it is ringing.
 - The microphone is between the **FCN** and **LINE** keys. This is a sensitive microphone that works well when the WT is correctly positioned on your ear. There is no need to speak directly into the microphone, but do not cover it with your hand or cheek when talking.
 - The LCD panel displays information about the status of your WT and prompts you about features.
 - If the Battery Pack is low, you will hear a soft beep and see the empty battery icon in the display.
 - Improper disposal of Battery Packs can damage the environment. Dispose of batteries properly.
 - You can control the WT volume level and the type of ring.
 - To protect the WT, use a carrying case.
-

PLEASE 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 WT next to the pacemaker.

Earpiece may retain magnetic objects.

Operation of the WT and Docking Station 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.

WARNING Changes or modifications to this equipment not approved by Avaya may cause this equipment to not comply with part 15 of the FCC rules and void the user's authority to operate this equipment.

WARNING AVAYA products contain no user-serviceable parts inside. Refer servicing to qualified service personnel.



Regulatory Information²

NOTE CONCERNING THE WIRELESS TELEPHONES:

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.

DECLARATION OF CONFORMITY:

DECLARATION OF CONFORMITY	
We	SpectraLink Corporation 5755 Central Avenue Boulder, CO 80301
declare under sole responsibility that the Wireless Business Telephone System Components:	Wireless Telephone Handset Models; SNP2400, RNP2400 Battery Models; BPE100, BPX100 System Controller Models; TGA-116, TGU-116, TGA-104, TGU-104, SVP100 Battery Charger Models; BQC7204, DCE100, DCX100
conform to Directive 89/336/EEC for Electromagnetic Compatibility, R&TTE Directive 1999/5/EEC and LVD Directive 73/23/EEC.	
Compliance was demonstrated to the following specifications as listed in the official <i>Journal of the European Communities</i> :	
	EN 61000-6-4:2001 Industrial Emissions: EN 55022:1994+ A1 Emissions Class A (SVP100, TGA/TGU-104 & respective power supplies) EN 55024:1998 Immunity EN 300-328-1 V1.3.1 2001 ERM EN 300-489-1/17: 2002 Common, EMC,ERM, RLAN (Class B for Handsets) EN 300-826 ERM/EMC EN 50360:2001 SAR EN 61000 6-2:2001 Immunity EN 61000 3-2:2000 Harmonic Emissions EN 61000 3-3:1995 Flicker Emissions EN 60950:2000 Safety with CB Reports
	 0678
Mark R. Angliss, Manager; Quality & Process Engineering, For the SpectraLink Corporation	
	May 23, 2003 PN 72-0096-00 Rev D

² Note to Avaya partners: please see separate doc 72-9820-00 for complete list of international certifications and regulatory information.

RADIO FREQUENCY (RF) INFORMATION:

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.

OPERATIONAL WARNINGS:

For Vehicles Equipped with an Air Bag: Do not place a portable radio product in the area over the air bag or in the air bag deployment area. An air bag inflates with great force. If a portable radio is placed in the air bag deployment area and the air bag inflates, the radio product may be propelled with great force and cause serious injury to occupants of the vehicle.

Potentially Explosive Atmospheres: Turn off your radio product, prior to entering any area with a potentially explosive atmosphere, unless it is a radio product type especially qualified for use in such areas (for example, Factory Mutual Approved). Do not remove, install, or charge batteries in such areas. Sparks in a potentially explosive atmosphere can cause an explosion or fire resulting in bodily injury or even death.



The areas with potentially explosive atmospheres referred to above include fueling areas such as below decks on boats, fuel or chemical transfer or storage facilities, areas where the air contains chemicals or particles, such as grain, dust or metal powders, and any other area where you would normally be advised to turn off your vehicle engine. Areas with potentially explosive atmospheres are often but not always posted.

Batteries: All batteries can cause property damage and/or bodily injury, such as burns if a conductive material such as jewelry, keys, or beaded chains touches exposed terminals. The conductive material may complete an electrical circuit (short circuit) and become quite hot. Exercise care in handling any charged battery, particularly when placing it inside a pocket, purse, or other container with metal objects.

Cleaning and Drying Considerations Using a leather carry case may help protect the surfaces and help prevent liquids (e.g., rain) from entering into the interior of the radio product. This product is not waterproof, and exposing the unit to liquids may result in permanent damage to the unit.

If your Wireless Telephone interior gets wet, then do not try to accelerate drying with the use of an oven or a dryer as this will damage the Wireless Telephone and void the warranty. Instead, do the following: 1. Immediately power off the Wireless Telephone. 2. Remove Battery Pack from Wireless Telephone. 3. Shake excess liquid from the Wireless Telephone. 4. Place the Wireless Telephone and Battery Pack in an area that is at room temperature and has good airflow. 5. Let the Wireless Telephone and Battery Pack dry for 72 hours before reconnecting the Battery Pack and/or powering on the Wireless Telephone. If the Wireless Telephone does not work after following the steps listed above, contact your dealer for servicing information.

ELECTROMAGNETIC INTERFERENCE/COMPATIBILITY:



Nearly every electronic device is susceptible to electromagnetic interference (EMI) if inadequately shielded, designed or otherwise configured for electromagnetic compatibility.

Facilities

To avoid electromagnetic interference and/or compatibility conflicts, turn off your radio product in any facility where posted notices instruct you to do so. Hospitals or health care facilities may be using equipment that is sensitive to external RF energy.

Medical Devices

Pacemakers: The Health Industry Manufacturers Association recommends that a minimum separation of 6 inches (15 cm) be maintained between a handheld wireless radio product and a pacemaker. These recommendations are consistent with the independent research by, and recommendations of, Wireless Technology Research. Persons with pacemakers should:

- ALWAYS keep the radio product more than 6 inches (15 cm) from their pacemaker when the radio product is turned ON.
- Not carry the radio product in a breast pocket.
- Use the ear opposite the pacemaker to minimize the potential for interference.
- Turn the radio product OFF immediately if you have any reason to suspect that interference is taking place.

Hearing Aids: Some digital wireless radio products may interfere with some hearing aids. In the event of such interference, you may want to consult your hearing aid manufacturer to discuss alternatives.

Other Medical Devices: If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Use While Driving

Check the laws and regulations on the use of radio products in the area where you drive. Always obey them. When using the radio product while driving, please:

- Give full attention to driving and to the road.
- Use hands-free operation, if available.
- Pull off the road and park before making or answering a call if driving conditions so require.

INTERNATIONAL CERTIFICATIONS:

Australia



Canada



European Union



Norway

Switzerland



Hong Kong



Japan



New Zealand

Z233

Singapore

IDA

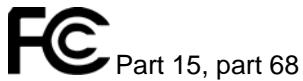
Taiwan



United States



United States



SPECIFIC ABSORPTION RATE (SAR) INFORMATION:

Your wireless handheld portable telephone is a low power radio transmitter and receiver. When it is ON, it receives and also sends out radio frequency (RF) signals. In August 1996, the Federal Communications Commissions (FCC) adopted RF exposure guidelines with safety levels for hand-held wireless phones. Those guidelines are consistent with the safety standards previously set by both U.S. and international standards bodies:

- ANSI C95.1 (1992) American National Standards Institute
- NCRP - Report 86 (1986) National Council on Radiation Protection and Measurements
- ICNIRP (1996) International Commission on Non-Ionizing Radiation Protection;
- DHWC - Safety Code 6 Department of Health and Welfare Canada

Those standards were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health. The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6W/kg.³ Tests for SAR are conducted using standard operating positions specified by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operating can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output. Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. The tests are performed in positions and locations (e.g., at the ear and worn on the body) as required by the FCC for each model. While there may be differences between the SAR levels of various phones and at various positions, they all meet the government requirement for safe exposure. The FCC has granted an Equipment Authorization for this model phone with all reported SAR levels evaluated as in compliance with the FCC RF emission guidelines. SAR information on this model phone is on file with the FCC and can be found under the Display Grant section of <http://www.fcc.gov/oet/fccid> after searching on FCC ID IYGSNP2400 or FCC ID IYGRNP2400. Additional information on Specific Absorption Rates (SAR) can be found on the Cellular Telecommunications Industry Association (CTIA) web-site at <http://www.wow-com.com>.

The only authorized headsets that may be utilized with the SNP2400 and the RNP2400 are those obtainable from SpectraLink or it's reseller partners.

The measured SAR of the SNP2400 Wireless Telephone is
0.61W/kg @ 2462 MHz (head) 0.0379W/kg @ 2412 MHz (body).

The measured SAR of the RNP2400 Wireless Telephone is
0.166W/kg @ 2462 MHz (head) 0.0162W/kg @ 2412 MHz (body).



Phone Operation Normal Position: Hold the phone as you would any other telephone, with the earpiece to your ear and speak into the microphone. The internal antenna is then positioned properly.

³ In the United States and Canada, the SAR limit for mobile phones used by the public is 1.6 watts/kg (W/kg) averaged over one gram of tissue. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in measurements.