



# **IP Office 3.2**

## **3711 Phone User Guide**

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# Important Safety Information

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## Sensitive Electronic Environment

Only use this product in countries where the appropriate authorities have given their authorisation.

The CE symbol on the product certifies its conformity with the technical guidelines concerning user safety and electromagnetic compatibility valid at the time of approval; in accordance with European directive No. 1999/05/EC.

This product complies with IP50 - according to IEC 529/EN 60 529.

Any radio-based equipment can potentially cause interference with other equipment and can be interfered from other equipment. This also applies for DECT equipment. However due to the very low transmission power level the changes for interference are very small. Research proves that operational DECT phones normally don't influence electronic equipment however some precautions must be taken into account for sensitive electronic equipment e.g. sensitive laboratory equipment. When DECT phones operate in straight nearness of sensitive electronic equipment incidental influence can appear. You are advised not to place the DECT phone on or close (less then 10 cm) to this kind of equipment, even in standby mode.

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## Power Supply

The mains voltage of the adapter should match the local mains voltage, this can be 110 V or 220 V. Check if both voltages do match before installing the charger and adapter.

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## Safety Precautions

- Do not open the phone or charger, this could expose you to high voltages. Have all repairs carried out by authorized service personnel.
- 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 phone and charger to come into contact with water or chemicals.
- Only use the plug-in AC adapter and appropriate battery type.
- 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 phones in vehicles or in hazardous locations.
- This product contains magnetic material. Be aware that small metallic objects may stick to the loudspeaker. This may deteriorate the audio quality and can be harmful.

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## Usage

Like all other cordless phones, this phone uses radio signals which do not guarantee a connection under all circumstances. Generally, you should not rely exclusively on cordless phones when making indispensable calls (e.g. medical emergencies).

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# Avaya 3711 Telephone

This phone is only supported on the Avaya IP DECT system. The 3711 phone features include:

- Speakerphone
- Illuminated display (amber)
- Illuminated keypad
- Headset connection (2.5 mm jack)
- Vibrating alarm
- SOS (emergency) key for speed dialing an emergency number
- Information key that can be used for:
  - Phone number lists and voicemail indication
  - Information and speaker key flash when active
- Personal telephone book with 100 entries in every handset
- IP Office System Directory access
- Mute Capability
- Voicemail indication
- 30 ring tones
- 4-level connection field strength display
- Speaker and telephone volume, 7-levels
- Automatic call pick-up if using a headset
- Manual and automatic key lock (1 minute timer)
- Temporary ring tone muting
- Silent charging
- 10 menu languages
  - Danish, Dutch, English, Finnish, French, German, Italian, Portuguese, Spanish and Swedish
- Illuminated 5-line graphic display, (96 x 60 pixels), variable 7-level contrast
- Stand-by time: up to 200 hours
- Talk time: up to 20 hours
- Batteries: 3 AAA (NiMH) included with phone
- Charging time: maximum 6 hours for empty batteries
- Weight: 138g including batteries
- Dimensions (L x B X H): 146 x 55 x 28 mm

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# Installation

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## Installation Location

Place the charger on a flat, even surface. Do not install the charger, phone and accessories in the proximity of:

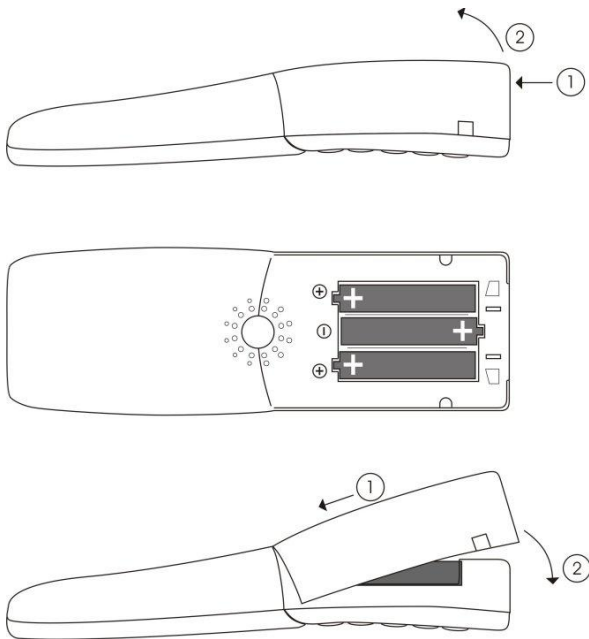
- Water, moisture or damp areas.
- Sources of heat, direct sunlight or unventilated areas.
- Devices which generate strong magnetic fields, electrical appliances, fluorescent lamps, computers, radios, televisions or fax and phones.
- Areas where the phone can be covered, its ventilation is impaired and liquid can get inside. Areas where there is excessive dust and areas subject to vibration, shock or extreme temperature fluctuations.
- Install/keep the phone and accessories out of reach of small children.

# Commissioning your Telephone

Your phone is only operational after the batteries have been charged. You can then use the phone to make and receive calls.

## Placing the batteries in the phone

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



**1. Opening the battery compartment cover:**

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

**2. Inserting the batteries:**

Insert the batteries in the battery compartment, taking care to observe the correct polarity. The + - poles of the batteries must correspond to the + - markings in the battery compartment.

**3. Closing the battery compartment cover:**

Replace the cover by placing it on the compartment at a slight angle (1) and pressing it down until it clicks into place (2).

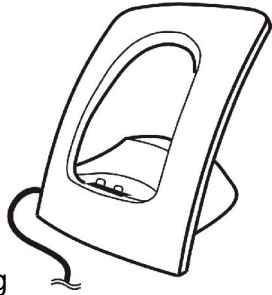
### Note

- If the batteries are inserted incorrectly, the telephone will not function, and may be damaged.

---

## Installing the Charger

To operate the charger a mains connection is required. Check if the mains voltage matches the adapter mains voltage.



Mains Plug

Connect the cable on the plug-in AC adapter to the terminal on the bottom of the charger and plug the AC adapter into the mains socket.

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# The Memory Card

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## Using the 3711 Phone with/without a Memory Card

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Your 3711 phone is fully operational when you use it for the first time even if you have not fitted it with a memory card. **If you have already used a memory card in the phone (on which phonebook data has already been saved) and you then remove the card, the 3711 will cease to operate until a programmed\* memory card is inserted.**

\* A programmed memory card is a memory card that has already been used in a 3711 phone.

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## Inserting the Memory Card

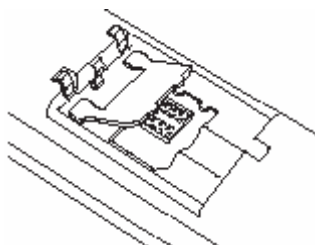
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### Important Note on Safety

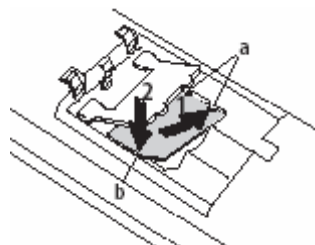
- Take great care handling the memory card. The contacts should be free of dust, grease and moisture. Do not store your card in a place where it will get hot (e.g. through direct exposure to sunlight). Avoid bending the memory card, as the contacts may get damaged.



1. Press the memory card out of the plastic frame using your finger.
2. Push the memory card cover in the battery compartment in the direction of the arrow (OPEN). Tilt the cover upwards slightly. Make sure you never touch the gold contacts that are now visible, as static discharge could lead to the device becoming defective.



3. Press the memory card under the two teeth (a) so it slides into the memory card compartment. Make sure the contacts are face down as you do so and that the notched edge of the memory card is at the bottom left.



4. Press the memory card down until it snaps firmly into place.
5. Close the memory card compartment using the cover (to do this, push the lugs into the housing until the cover lies in a flat position on top of the memory card).

## Removing the Memory Card

You only need to take out the memory card if you wish to give the telephone to someone else or need the memory card for a new phone.

1. Remove the batteries.
2. Push the memory card cover in the battery compartment in the direction of the arrow (OPEN). Tilt the cover upwards slightly.
3. Using a pointed object, press on point (b) to release the card, as shown in the diagram.
4. Now you can lift out the memory card.

---

# Important Battery Information

- Only use re-chargeable AAA NiMh battery of typical 800 mAh, 1.2 V. Never use a battery which is damaged or worn out.
- Heat or cold reduces the performance and life of the batteries. It is possible that a phone with hot or cold batteries can be temporarily out of operation even if the batteries are fully charged.
- Used batteries should be disposed of in accordance with local authority regulations.
- Do not throw batteries in a fire.

---

## Charging and Discharging

The batteries can be charged and discharged hundreds of times, but sooner or later they will be worn out. If the operating time (i.e. talk and standby time) is significantly shorter than usual, then it is time to replace the batteries.

To maintain optimum operating time, the batteries should be discharged from time to time by not placing the phone in the charger but leaving it switched on until it switches itself off. Only use this method to discharge the batteries.

Extreme temperatures influence the charging capability of the batteries.

---

# Charging the Batteries

---

## Initial Setup and Operation

Charge the batteries approximately 6 to 7 hours before using the phone. This protective measure extends the service life of the batteries.

The maximum power output is only attained after three to five charge and discharge cycles.

When replacing the batteries, ensure the correct polarity. Use only re-chargeable AAA NiMh battery of 800 mAh, 1.2V. The manufacturer does not accept liability for malfunctions or damage caused by using other battery types or normal batteries.

---

## Charging and Operating Times

- Charging time: (empty batteries) to full capacity in approximately 6 to 7 hours.
- Talk time: approximately 20 hours (with fully charged batteries).
- Standby time: from 200 up to 300 hours (with fully charged batteries).

---

## Charge Display

The charge status of the batteries is indicated on the display. This means:


 batteries fully charged (80 – 100 %)

 batteries 60 – 79 %

 batteries 40 – 59 %

 batteries 20 – 39 %

 batteries 0 – 19 %

 (frame flashes) batteries are empty: an alert tone is also given.

---

## Battery Capacity Icon

When batteries are replaced, no icon will be displayed before a charging cycle has been completed, except when almost empty batteries are inserted in the phone, then the icon will be shown immediately.

When the battery capacity icon is displayed, the indication is reliable.

If the charged batteries are inserted, the batteries can become hot during the first charge cycle, and if the fully charged batteries are removed from the phone and inserted again, the batteries can become overcharged.

---

## Charge Warning

When the batteries capacity is almost exhausted, an acoustic warning is given in the form of 3 short "beep" signals (only during a call). Upon receiving the beep approximately 5 minutes of talk time is left.

---

# Initial Setup and Operation

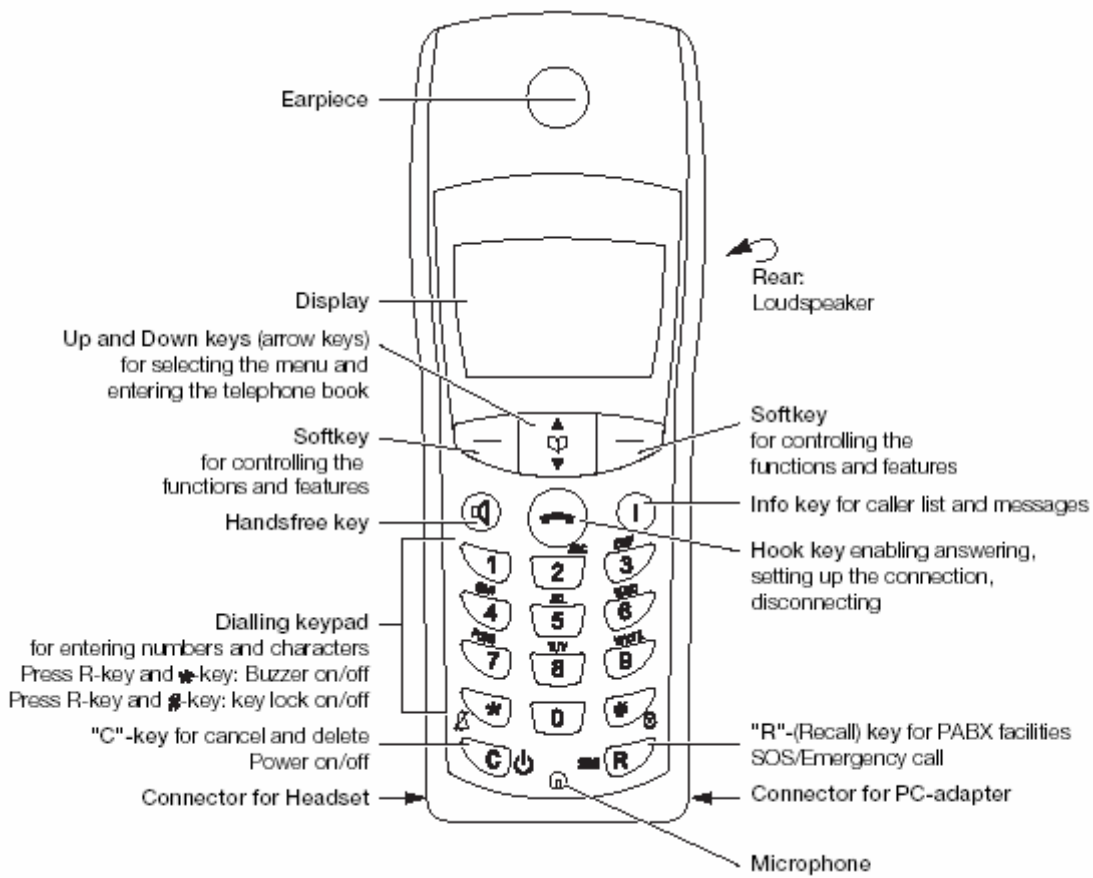
The phone can be manually registered on up to 10 different DECT systems. To do so, it has to be registered to each IP DECT system.

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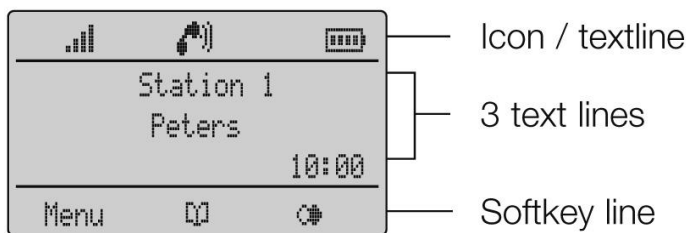
## Telephone Registration

Register the phone on the IP DECT system as described in Menu: System.










# Keys, Displays and Connectors



## Display Arrangement



## Icons

-  Ringer deactivated.
-  At least 2 bars: Good radio link
-  On: phone has a connection
-  Flashing: phone has an incoming call
-  On: Handsfree is activated
-  Flashing: Message in voicebox
-  Flashing: One or more missed calls in the caller list
-  Charge status of the batteries
-  On: Keypad is locked

---

## Text Line/Softkey Line

In the top line of the display, information is given concerning the current status of the phone during a call or the idle state. When using the menus, this line displays an additional line of text containing the name of the active menu. The text line displays important information about the current connection status or menu lists and texts. Below the icon line the system name or your programmed name and the phone number of the phone are displayed.



Selection lists (e.g. caller list) and the features menu are displayed as a one-line. Lists can be moved up or down via the arrow keys to show the next menu entry or number.

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

---

## Illumination

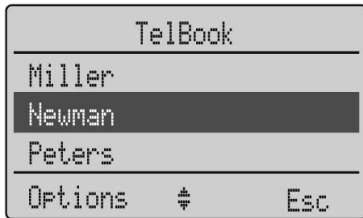
The display is automatically illuminated when there is an incoming call or a key is pressed. The display illumination is automatically switched off after 10 seconds if no key is pressed.

---

# Softkeys and the Cancel Key

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## The Softkeys







The 4 large keys below the display (see picture) are called the softkeys. The functions allocated to the keys are shown on the bottom line of the display. The key function changes automatically according to the phone state.

---

## Softkey: Arrow Keys

Symbols are displayed above the arrow keys which identify the respective functionality of the arrow keys:

-  Opens the Phone Book.
-  Opens the Directory.
-  When a selection list (e.g. telephone book or menu) is displayed, the arrow keys move the cursor to the desired entry. When entering phone numbers or names, changes can be made by moving the position of the cursor. The arrow keys shift the cursor to the left or right.
-  Enables selection from the redial list.

---

## Softkey: OK

OK is used to confirm the selected function. If a function only permits you to switch between two options, OK causes this to take place. In the display, active settings (ON) are indicated by a "✓" at the end of the line. In the case of settings that are not active (OFF), a "-" appears at the end of the line.

---

## Softkey: Menu

Using the **Menu** softkey on the left, you can access the main menu of the 3711 phone.

## Softkey: Options

Using the **Options** softkey on the left, you can perform actions on the selected item in the menu you are currently in.

---


## Softkey: Esc

The **Esc** softkey is used to quit the respective menu section which is displayed. The display then shows the selection of the previous menu branch or the current idle/connection display.

Holding down the **Esc** softkey for a longer time (approximately 2 seconds) quits the present menu and returns to the idle display.

---

## Cancel Key

Pressing  during editing of names and/or numbers results in deleting the last entered character or digit.

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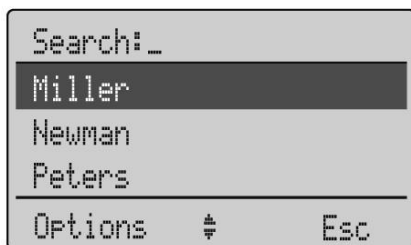
## Example: Menu





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

---

## Example: Telephone Book



If the telephone book has been opened () , the arrow keys can be used to select a name and  can be used to dial.

To change entries, switch over to the next menu using the **Options** softkey and choose **Edit**. Now you can edit the telephone number and then the name with which it is associated. Save your changes by selecting **OK** at the end of each procedure.


---

---

## Entering a Telephone Number



The image shows a rectangular keypad interface. At the top, it says "Enter Number:". Below that, the number "367\_" is displayed, with a vertical bar (cursor) under the underscore. At the bottom, there are three buttons: "OK", a left-pointing arrow, and "Esc".

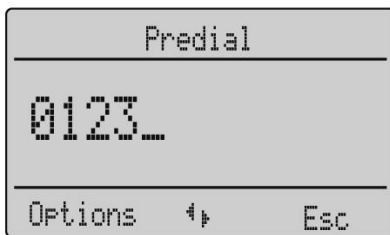
The arrow keys can be used to shift the input position (cursor) to the left or right. Additional characters are always added in front of the flashing cursor. Use **OK** to confirm your entry,  deletes individual characters.

---


# Calling

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## Making a Call



### Dialling:

Press  and dial the phone number.

### Pre-dialling:

1. Enter the phone number and press . You can pre-dial to chain telephone numbers from different lists.
2. Press **Options**, select one of the lists with the arrow keys and select **OK**.
3. Select a phone number from the list. A long press on the hook key will add the number to the number pre-dialled before.

### Note

- In pre-dialling, if the input cursor is positioned behind the phone number, the number to be chained will be suffixed to that phone number. If the input cursor is at any other point, the number to be chained will be prefixed to the phone number.

When pre-dialling the  will delete individual digits.

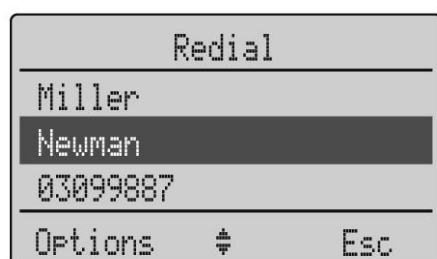
### Note


- If the selected digit sequence does not fit on the display any more, the display is switched to a smaller font (up to 32 digits on two lines).

Long key press on "0" inserts P (for pause) in the pre-dial-mode.



---

## Making a Call from the Last Number Redial List



**Selection:** press the  softkey and then one of the arrow keys with the phone in an idle state. The last 10 phone numbers dialed are displayed. The beginning/end of the redial list is marked by a dashed line.

**Dialling:** Press , the selected phone number is dialed.

**Pre-dialling:** If you press  for a longer period, the selected phone number is entered into the pre-dial mode. Digits can be added to the displayed phone number, as required (see: Making a Call). To dial, press . The pre-dial mode is terminated by pressing **Esc**.


You can call directly from the redial list or transfer a phone number to the phone book (see Menu: Redial list).



---

## Making a Call from the Telephone Book






**Selection:** press the arrow keys with the phone in an idle state. Use the arrow keys to select an entry or type in the first character(s) of the name.

**Dialling:** press , and the phone number is dialed.

**Pre-dialling:** If you press  for a longer period, the selected phone number is entered in pre-dial mode. To dial, press . The pre-dial mode is terminated by pressing **Esc**.


## Making a Call from the Directory


The directory stores phone numbers from the IP Office. See Menu: Avaya for more details on the directory feature. To make a call from the directory:

1. Press the  (down arrow).
2. Select the directory required and press **OK**.
3. Type the name on the keypad.
4. Select the entry required using the arrow keys .
5. Select **OK**.
6. Select **OK** or press  to make the call.



---

## Making a Call from the Caller List

The phone stores the phone numbers of the last 20 callers in the caller list (dependent on the transmission of the phone number). If a call is not answered within 10 seconds the user is notified via the text "Missed calls" in the idle display and the flashing icon . This text will disappear when the caller list is entered. Calls that are successfully established from the caller list will be removed from the list. Every call will be removed because of the connect message sent by the IP Office.

**Selection:** press the Info key  with the phone in an idle state. If there are new calls stored the list will open immediately. Otherwise you have to select **Caller List**.

**Dialing:** use the arrow keys to select an entry. Press  and the phone number is dialed.

**Pre-dialling:** if  is pressed for a longer period, the phone number is entered into the pre-dial mode. Digits (e.g. a code) can be added as required. The phone number is dialed by pressing . The pre-dial mode is terminated by pressing **Esc**. You can call back directly from the caller list or transfer a phone number to the phone book (see Menu: Caller List)

---

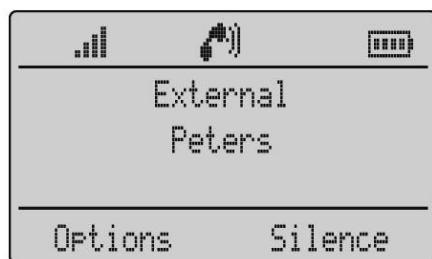
## Making an SOS Call


The phone can be used to send emergency calls to a certain phone number. The number is stored in the menu **Telephone Option**.

To make the emergency call press the SOS--key for longer than 2 seconds.

---

## Answering a Call



When receiving an incoming call the number of the caller is displayed (if transmitted). If this number is already listed as an entry in the phonebook, the corresponding name of this entry is displayed during an incoming call. Press  to answer the call or lift the telephone off the charger when "Charger Answer" is enabled.

### Options:

**Reject** rejects the call.

**Silence** mutes the ringer.

**Add To** adds the caller's number to the phone book or call filter.

---

## Changes During a Connection



During a connection the loudspeaker volume can be adjusted by pressing the arrow keys.

Pressing **Options** softkey will give you access to the following options:

**Telephone Book** opens the telephone book.

**Caller List** opens the Caller List.

**Redial** opens the Redial List.

**Add To** adds the caller's number to the telephone book or call filter.

**Mute** Mutes the Call.

## Setting Call Forward Number





Before setting any call forwarding options, you must configure your forward number.

To set the forward number dial \*07\*N#. The N in the sequence should be the number were you want the call forwarded. For example, to forward the call to 1234, dial \*07\*1234#.

---

## Consultation Call

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

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

---

## Call Transfer


To transfer a call to another caller.

- You receive the call to your phone. Answer the call. Hold down **Options** for at least 2 seconds and select **Transfer**
- Choosing the **Transfer** option will give you access to the following options:
  - **Directory** opens the directory to select an entry from the directory to transfer the call to.
  - **User Input** allows you to enter the number to transfer the call to.
  - **Selections** opens the Caller List, Redial or telephone book in order to select an entry to transfer the call to.

---

## Conference Call

During a call you can create a conference between callers.

- Press  to hold the first call.
- Dial the other phone number.
- Hold down **Menu** for a period and select **Conference**
- All parties are now connected.

---

## Parking a Call

During a call you can park a call.

- You receive the call to your phone. Answer the call. Hold down **Options** for at least 2 seconds and select **Park**
- Choosing the **Park** Option will give you access to the following options:
  - **Directory** opens the directory to select an entry from the directory to park the call.
  - **User Input** allows you to enter the number to park the call.
  - **Selections** opens the Caller List, Redial or Telephone Book to select an entry to park the call.
- Enter a number to park the call and press **OK**. You have now parked the call. This number is needed to unpark the call.

---

## Retrieving a Parked Call



When the phone is in the idle state you can unpark a call.

- Press and hold **Menu** for at least 2 seconds and select **Ride**.
  - **Directory** opens the directory to select an entry from the directory to unpark the call.
  - **User Input** allows you to enter the number to unpark the call.
  - **Selections** opens the Caller List, Redial or Telephone Book to select an entry to unpark the call.
- Enter the park number the call is parked against.

---

## Placing a Call on Hold

During a call you can place a call on hold.



- Press  places the call on hold.
- Press  again to retrieve the call.

---

# Calling Options

---

## Telephone On/Off

The telephone can be switched off by pressing  for more than 1 second when it is in an idle state. The phone is switched on by pressing  for more than 1 second or by placing the phone in the charger.


---

## Loudspeaker Volume


During a conversation you can change the volume of the earpiece or the loudspeaker with the arrow keys in 7 steps. When the minimum or maximum value is reached, you will hear a beep. In the display, a bar will be shown which will increase/decrease in size symbolizing the actual volume setting.

---

## Handsfree

To enable several people in a room to listen to a call, the phone includes a handsfree feature. This can be activated via the -key.

For best results, the phone should be placed upright on a smooth, flat surface (e.g. a table top), leaving the loudspeaker and microphone free. For best results keep about 0.5m distance between yourself and the phone when speaking.

To switch off the function, press the -key again.

### Note

- When the handsfree function is active, the hook icon is replaced by a loudspeaker icon.

---

## Muting

During a call, you can deactivate the microphone of your telephone using the **Options** softkey, selecting **Mute** with the arrow keys and pressing **OK**.

To activate the microphone again, press **OK**.

---

## Muting Ringer/Trembler

During the call alert phase, it is possible to mute the ringer alert signal and the trembler by pressing the softkey **Silence**, now only the phone icon is signalling the incoming call.

---

# Avaya IP DECT Twinning

Twining allows the desktop phone and 3711 phone to alert at the same time. Calls presented to the desktop phone will be simultaneously presented to the 3711 phone. When either device is busy any further calls presented will receive busy tone, call waiting or be re-routed to the relevant divert on busy destination which may be voicemail (if configured).

Consult your system administrator for configuring twinning with your 3711 phone.

---

# Message Waiting Indication for Voicemail\*

When a  icon appears in the idle state, a voice mail message has been received in the voice mail box. After listening to all new voicemail messages, the  icon will disappear in idle state.

In case the phone is switched off, is out of coverage or is in the charger while "silent charging", the message waiting indication is updated after the phone is logged on to the IP DECT system.

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

Depending on what you have previously chosen, the call will be routed to the loudspeaker or the ear piece.

\* Applicable only if this function is configured on the system.

---

# The Menu: Operating Procedures

In this and subsequent sections, all features are activated via the softkey menu. The individual operating sequences are shown in short form, and then a short description follows.

---

## Menu Control

The symbols have the following meaning:




Input of numbers or characters



Operate arrow keys

**Menu** Texts shown in this font represents a softkey

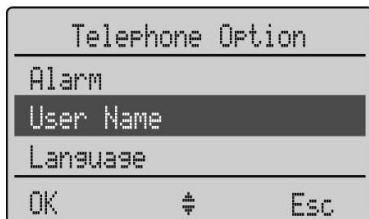
**Key Click** In this way displayed texts indicate the menu item to be selected.

Press the  key.

## Example

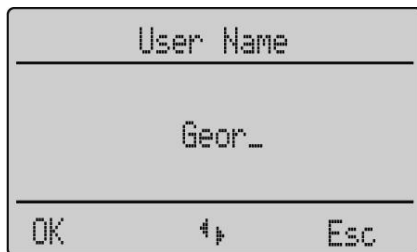
Saving user names: (in the next chapters all representations of the operating sequences have the following form).

Menu  Telephone Option **OK** User Name **OK**  name **OK**



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

To confirm the selection, press **OK**, then select **User Name** with the arrow keys. To confirm again, press **OK**.



Enter the name and press **OK** to confirm. For instructions on entering the name, see Entering Characters/Names.

## Menu Timer


The menu activation is time-monitored. If no entries are made within 60 seconds, then the menu is automatically exited.

# Menu: Telephone Book Settings

The Telephone Book allows you to store up to 100 phone numbers and names. The entries in the phone book are stored locally on the phone. The names are sorted alphabetically, therefore the phone book offers an alphabetic search function. Entering the same phone number more than once is not accepted, but the same name can be stored with different numbers.

An entry can consist of a maximum of 32 digits for the number and 16 characters for the name (see Entering Characters/Names). The beginning/end of the phone book list is marked by a dashed line. If a caller is listed in the phone book and the phone number has been transmitted for the incoming call, then their name appears on the display.

All entries in this chapter begin in the idle state by pressing the softkey:


 (up arrow)/ **Options...**

## Adding a New Entry

 until **New** **OK**  phone number **OK**  name **OK**

When entering the name, the keypad keys are automatically switched over to character input. It is not possible to store a phone number without an associated name. A name consists of maximum 16 characters.


## Entering Characters/Names

The following characters can be entered by pressing the keypad keys several times. The entry position is automatically advanced if no entries are made for a short while or a new character is entered. Pressing the -key switches from capitals to non-capitals and the same action switches back. While entering characters the first display line shows all characters assigned to the key. The actual position is marked by > <.

Key	Capital letter	Small letter
1	?!1-+*/=&()%ζι	?!1-+*/=&()%ζι
2	ABC2ÄÅÄÄÄÄÆÇ	abc2ääåääääæç
3	DEF3ÉÊËËË	def3èéëëë
4	GHI4ÌÍÎÏ	ghi4ìíîï
5	JKL5	jkl5
6	MNO6ÑÖÖÖÖÖØ	mno6ñöòóóóø
7	PQRS7ß	pqrs7ß
8	TUV8ÜÙÚÛÛ	tuv8üùúúú
9	WXYZ9	wxyz9
0	(space) ,.0:;_”^~	(space) ,.0:;_”^~
*	A'a	a'A
#	#@ð\$£¥\$<>{}[]	#@ð\$£¥\$<>{}[]

## Editing an Entry


 until **Edit** **OK**  short / long  new digits **OK**  short / long  new characters **OK**

Select the entry to be changed with the arrow keys before confirming **Edit**. Changes can be made by moving the cursor to the beginning or end of the entry via the arrow keys. Delete characters by using the -key. Press **Esc** if you do not wish to change a phone number or a name.

---

## Deleting an Entry

 until **Delete** **OK** **Sure?** **OK**

Use the arrow keys to select the entry to be deleted before choosing Options  **Delete**

---


## Deleting all Entries

 until **Delete All** **OK** **Sure?** **OK**

This function deletes all entries.

---

## Adding an Entry to the Call Filter


 until **Add to Filter** **OK** transfers the selected phone number to the call filter. When the name is already in the caller filter, the phone will give a beep. See Menu Caller\_Filter for more information on the Call Filter.

---

## Quick Call

Activate an entry in the telephone book and then select **Quick Call** from the **Options** menu. Key in a one-digit number from 1 to 9 as your quick call number and confirm your selection by pressing **OK**.



### Note

- Quick call numbers can only be allocated once. To dial a number, press the key you have allocated the number to and hold it down for a second or two while the phone is idle. The number you wish to call will then be entered automatically in pre-dial mode. In the telephone book the names allocated to the quick call function have the corresponding quick call number in front of the names. Removing a quick call number can only be performed by assigning a new quick call number to the telephone book entry without giving it any number. To delete the quick call number use .

---

## Transferring Phone Numbers to the Telephone Book

Every selectable phone number in the "caller list" or "redial list" can be transferred to the telephone book. To do so, the **Options** softkey in the Caller List Menu or Redial List Menu is available depending on the state of the phone. If **OK** is pressed, the phone number is stored immediately and is treated as a new entry:

**Options**  **Add To** **OK**  **Telephone Book** **OK**  Edit number / enter name **OK**


Edit number press **OK** and enter/edit a name for the phone number. Confirm by pressing **OK**. It is not possible to store a phone number without an associated name.



When entering characters and numbers, the arrow keys can be used to shift the entry position to the left or right.

The **Esc** softkey cancels the entry.

---

# Menu: Redial List

In the idle state, press  and then one of the arrow keys (several times if necessary). You will see the last 20 internal and external parties dialled (phone number or name).

**Dialing:** dial the phone number by pressing . Pre-dialling is started by pressing  for a longer period.

**Options:**

**Add to** transfers the phone number to the telephone book or to the call filter.

**Details** shows the receiving time/date of the respective call.

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

**Delete All OK Sure? OK** deletes all entries.

---

# Menu: Key Lock

The keypad can be locked to prevent any accidental operation: press **Menu**, select **Key Lock** via the arrow keys and confirm by pressing **OK**. A lock icon is displayed.

To unlock the keypad, press the right softkey and then  (as shown on the display).

Calls can be answered in the normal way when the key lock is active and all keys can be used. The key lock is activated again after the call has been terminated.

---

# Menu: Alarm

The Avaya 3711 allows you to set a time between 00:00 and 23:59 at which the phone will emit an acoustic signal (preset tone for internal calls). The signal lasts 60 seconds and can be switched off by pressing any key. Powering the phone on/off does not affect the Alarm Setting.

The Alarm time can only be set when date and time are available on the phone.

When the Alarm goes off, **Alarm** is displayed.

No Alarm will be given, when the phone has been switched to **OFF**.

---


## Setting the Alarm Clock

Menu **Alarm** OK **Set** OK  time 00:00 - 23:59 OK

---

## Activating/De-activating the Alarm Clock

Menu **Alarm** OK  **Active** OK

Once you have set an alarm time, you can activate it by pressing **OK**, in which case  appears. Press **OK** again to deactivate it.

### Note

- When the Alarm Clock is active, the Alarm symbol is displayed behind the time on the display when the phone is idle.
- 


## Setting the Date/Time

Menu **Alarm** OK  **Date/Time** OK time 00:00 - 23:59 date 00.00.00 OK

---

# Menu: Avaya

The Avaya Menu can be accessed by pressing **Menu** (in the idle state) or **Option** (when on an active call) for at least 2 seconds. The options available will depend on those configured on IP DECT Mobility Manager by your system administrator and the state of the phone (idle or active on a call).

**Menu**  **Avaya OK** or hold down **Menu** for 2 seconds

---

## Avaya Menu in the Idle State

**Directory** - the directory allows you access to phone numbers stored on the system.

### Note

- A maximum of 1000 entries are supported in the IP Office system directory. When searching the 3711's directory (enter an initial character or press **OK**), up to 200 directory entries are listed.
- **External Dir** - the IP Office system directory.
- **Internal Dir** - this directory contains the IP Office Users and Hunt groups.

**Call Pickup** - allows you to pick up any call ringing on another extension.

**Directed Call Pickup** - allows you to pick up a call ringing on a specific extension. To use this feature enter the extension number of the extension receiving the incoming call, after the short code is presented.

- **Directory** - opens the directory to select an entry from the directory to pickup the call.
- **User Input** - allows you to enter the number to pickup the call.
- **Selections** - opens the Caller List, Redial or Telephone Book to select an entry to pickup the call.

**Send All Calls** - select **Enable** to set your extension as 'Do Not Disturb'. Select **Cancel** to remove 'Do Not Disturb'.

**Call Forward** - allows you to configure your call forwarding options. After selecting call forward, you are presented with the following options:

- **All** - forwards all calls unconditionally to the destination specified by the forward number set for the users extension.
- **Busy** - forwards calls to the destination specified when the phone is busy.
- **Cancel** - cancels all call forwarding options. However, the forward number is retained.

### Note

- If the forward number is not configured, the call forward feature will not work. The forward number must be configured before configuring the Call Forward feature. For details on how to configure your forward number, see Calling.

**Ride** (Unpark) - allows you to retrieve a parked call. For details on un-parking a call, see Calling.

- **Directory** - opens the directory to select an entry from the directory to un-park the call.
- **User Input** - allows you to enter the number to un-park the call.
- **Selections** - opens the Caller List, Redial or Telephone Book to select an entry to un-park the call.

**WML Portal** - allows access to WML sites. Select a site from the list (if configured by your system administrator) or enter a WML address manually.

## Avaya Menu in the Active Call State

**Directory** - the directory allows you access to phone numbers stored on the system. As described above.

**Consultation Call (Enquiry Call)** - allows you to talk to another party while on a call. During a connection another party can be consulted. See Calling for details on making a consultation call.

**Transfer** - allows you to transfer a call to another caller. For details on transferring a call, see Calling.

**Conference** - during a call you can create a conference between callers. When selected, it places the current call on hold, then conferences all held calls together. For details on creating a conference, see Calling.

**Park** - during a call you can park a call. For details on parking a call, see Calling.

The options; consultation call, transfer, conference and park, are all followed by a common set of options for the use of the feature.

- **Directory** - opens the directory to select an entry to perform one of the four options above.
- **User Input** - allows you to enter the number to perform one of the four options above.
- **Selections** - opens the Caller List, Redial or Telephone Book to select an entry to perform one of the four options above.

**WML Portal** - allows access to WML sites.

All telephony features can be accessed via shortcodes. You can enter these by using \*, # and digits 0-9. See Shortcodes.

---

# Menu: Caller Menu: Caller List\*

---

## Accepted and Missed Calls





Accepted and missed calls with a transmitted phone number, are entered into the caller list. A missed call is a call which has not been answered and has been alerting for at least 10 seconds. When calls have been missed the text " Missed Calls" is displayed. Every call is marked with a time stamp\*, and it is possible to monitor the time stamp for each call via the details softkey. If the caller is registered in the telephone book, the name is displayed.

The last 20 phone numbers are listed. Every additional phone number overwrites the oldest entry. When a call back is successfully executed to an entry in the caller list, the entry is removed from the caller list.

The beginning/end of the caller list is marked by a special line.

Multiple calls with the same phone number are only stored once and the time stamp of the last call is stored.



The following symbols at the end of the entries indicate the kind of call:

-  Missed call
-  Accepted call
-  Filtered call
-  Rejected call

---

## Calling

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

**Dialling:** dial the phone number by pressing . Pre-dialling is started by pressing  for a longer period.

### Options:

**Add to** - transfers the phone number to the telephone book or to the call filter.

**Details** - shows the receiving time/date of the respective call\*.

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

**Delete All** **OK** **Sure?** **OK** - deletes all entries.

\* Applicable only if this function is configured by your system administrator on your system or when the time is configured via the phone.

---

# Menu: Ringer Settings

A different melody can be set for every type of call (internal, external, unknown number, VIP, normal message, urgent message, emergency call and alarm call).

National anthems first lines are integrated in the phone and they are selected in the ringer settings by choosing one of the numbers shown below.

21: United Kingdom, 22: Germany, 23: Holland, 24: Italy, 25: France, 26: Spain, 27: Portugal, 28: Sweden, 29: Denmark, 30: Norway.

All entries in this chapter are started by pressing the softkeys:

Menu  **Ringer Settings** OK

Then select:

---

## Melody: Internal

 **Melody** OK  **Internal** OK  or  1...60 OK

Select the melody for internal calls by entering a number 1...60 or use the arrow keys.

---

## Melody: External

 **Melody** OK  **External** OK  or  1...60 OK

Select the melody for external calls by entering a number 1...60 or use the arrow keys.

---

## Melody: Unknown Number

 **Melody** OK  **Unknown Number** OK  or  1...60 OK

Select the melody for calls without transmitting a phone number by entering a number 1...60 or use the arrow keys.

---

## Melody: VIP Calls

 **Melody** OK  **VIP** OK  or  1...60 OK

Select the melody for VIP calls by entering a number 1 ... 60 or use the arrow keys.

---

## Melody: Normal Message

 Melody OK  Normal Message OK  or  1...60 OK

Select the melody for normal messages by entering a number 1 ... 60 or use the arrow keys.

---





## Melody: Urgent Message

 Melody OK  Urgent Message OK  or  1...60 OK

Select the melody for urgent messages by entering a number 1 ... 60 or use the arrow keys.

---

## Melody: Emergency Call

 Melody OK  Emergency Call OK  or  1...60 OK

Select the melody for Emergency Calls by entering a number 1 ... 60 or use the arrow keys.

---

## Melody: Alarm Call

 Melody OK  Alarm OK  or  1...60 OK

Select the melody for Alarm calls by entering a number 1 ... 60 or use the arrow keys.

---

## Type

 Type OK  Chirp OK

This function is used to switch on the ringer signalling function with a chirp (short melody). When activated it is marked with "✓" on the left side.

 Type OK  Full Melody OK

This function is used to switch on the ringer signalling function with a full melody. When activated it is marked with "✓" on the left side.

## Volume





 **Volume Settings** OK  or  1...8 OK

The ringer signalling volume can be changed via digits 1 ... 8 or the arrow keys.

---

## Device

 **Device** OK  **Buzzer** OK

This activates/de-activates the buzzer. When activated it is marked with  on the left side. If the buzzer is switched off, the bell symbol  is displayed. To switch the buzzer on/off you can also use the -key and -key in the idle state of the phone.

 **Device** OK  **Vibrator** OK

This activates/de-activates the vibrator. When activated it is marked with  on the left side.


 **Device** OK  **Headset** OK


This activates/de-activates the headset alerting. When activated it is marked with  on the left side.

---








# Menu: Messages

Your phone can be used to send and receive text messages. These messages can be stored in a list with up to ten entries.

There are normal and urgent messages which are signalled to the recipient in different ways. Every stored message is displayed in the message list with the first few words of the message and can be shown in full length by means of **Options**  **Read OK**.

Every received message is marked with a time stamp\*, and it is possible to monitor the time stamp for each message via **Options**  **Details**.

The following symbols in front of the message indicate the message status:

-  Urgent message
-  Normal message read
-  Normal message unread
-  Transmitted message confirmed
-  Transmitted message not yet confirmed
-  Message could not be transmitted successfully
-  Message in the list downloaded from the PC

All entries in this chapter are started in idle state by pressing the softkeys:

  **Messages OK ...**

---

## Writing a New Message






**Options**  until **New** **OK**  new text **Options**  **Normal Message** / **Urgent Message** **OK**  number **OK**


If the message list is not full, you can use the **New** function and enter new text. Refer to the key assignment for entering characters.

After entering the text and pressing **Options**, you can select whether it is a normal or urgent message. After pressing **OK** you will be asked to enter the phone number. If you press **OK** again, the message is sent.

---

## Sending a Message

 Select message **Options**  **Send** **OK**  edit text **Options**  **Normal Message/Urgent Message** **OK**  
 edit number **OK**

If the message list is not full, you can use the "Send" function. Select the desired message by means of the arrow keys before choosing **Options** **Send**. The complete message is then displayed. You can change the text as required via the arrow keys and the  key. After pressing **Options**, you can choose whether a normal or urgent message is transmitted. On pressing **OK**, you will see the phone number to which the message is going to be sent (you can also change this).

To send the message, press **OK**. The symbols on the displayed message list indicate whether the transmission was successful. If an urgent message is sent, then there is a maximum waiting time of 60 seconds for the recipient's confirmation. During this time you cannot send or receive other messages.

---

## Reading a Message


 Select message **Options**  **Read** **OK**

Select the desired message by means of the arrow keys before choosing **Options** **Read**. The complete message is displayed.

---

## Deleting a Message

 Select message **Options**  **Delete** **OK** **Sure?** **OK**

Select the desired message by means of the arrow keys before choosing Options - Delete (and thus deleting the message). If you have deleted the message because there is no memory space available for new messages, the flashing  symbol is switched off.

---

## Deleting all Messages

 Select message **Options**  **Delete all** **OK** **Sure?** **OK**

All messages are then deleted.

---

## Details

 Select message **Options**  **Details** **OK**

Shows the arriving phone number, date/time belonging to the message.

\*Only when time and date is supported by your phone system.

---

# Menu: Volume Settings

---

## Earpiece

Menu  Volume Settings OK  Earpiece OK  OK

The voice volume of the earpiece can be changed in 8 steps via the arrow keys.

---

## Hands-Free

Menu  Volume Settings OK  Hands-free OK  OK

The voice volume of the loudspeaker can be changed in 8 steps via the arrow keys.

---

## Headset

Menu  Volume Settings OK  Headset OK  OK

The voice volume of the headset can be changed in 8 steps via the arrow keys.

---

## Buzzer

Menu  Volume Settings OK  Buzzer OK  OK

The voice volume of the Buzzer can be changed in 8 steps via the arrow keys.

---

# Menu: Caller Filter

Via the caller filter it is possible to block or receive incoming calls if the calling phone number is stored in the caller filter. The phone numbers in question have to be stored in the caller filter, before it is possible to use the filter functions.

Phone numbers can be entered manually or transferred from caller list, redial list or telephone book. An entry can consist of a maximum of 32 digits for the number and 16 characters for the name (see Entering Characters/Names). It is possible to store a maximum of 10 numbers in the caller filter. The caller filter only works for calls not for messages.

---

## List of Numbers




Menu  Call Filter **OK**  List of numbers **OK**

Select an entry...

Options :

---

## Adding a New Entry

 until **New** **OK**  phone number **OK**  name **OK**

When entering the name, the keypad keys are automatically switched over to character input. It is not possible to store a phone number without an associated name.

---

## Editing an Entry

 until **Edit** **OK**  short/long  new digits **OK**  short/long  new characters **OK**

Select the entry to be changed with the arrow keys before choosing **Options Edit**. Changes can be made by moving the cursor to the beginning or end of the entry via the arrow keys. Press **Esc** if you do not wish to change a phone number or a name.

---

## Deleting an Entry

 Until **Delete** **OK** **Sure?** **OK**

Use the arrow keys to select the entry to be deleted before choosing **Options** **Delete**.

---

## Deleting all Entries

 Until **Delete All** **OK** **Sure?** **OK**

---


## Filter Options

The filter options menu provide blocking or receiving of incoming calls with the numbers from the list.

---

## Blocking or Receiving Calls

Menu  **Call Filter** **OK**  **Filter Options** **OK...** select  **Accept List** or **Block List** **OK**

The selected mode is marked "✓" and the filter is activated! When the filter is active, the "icon filter active" (  ) is displayed.

### Caution

- If the filter mode is set to receive and the caller filter is activated, the numbers in the caller filter are the only numbers, from which the calls will be received by the phone !

**Example:** if the characters "0S" are entered as a number in the caller filter and the filter mode is set to receive, only calls beginning with the digits "0" (external numbers) will be received by the phone.

---

## Deactivate Filter

 until **Filter off** **OK**

The deactivated caller filter is marked "✓". To switch it on again you have to select "Accept List" or "Block List".

## Wild Card Feature

When entering numbers in the caller filter a wild card feature is provided, so that a group of numbers is selected as entries in the caller filter.

**Example** - if the characters "0\*" are entered as a number in the caller filter, all numbers beginning with the digit "0" (external numbers) are selected as entries in the caller filter.

If only the character "\*" is entered as a number in the caller filter, all numbers are selected as entries in the caller filter.

### Note

- When using the wild card function, the "\*" character must always be the last character entered in the number.

---

## Transferring Phone Numbers to the Caller Filter

For transferring phone numbers from the Telephone Book, the Redial List and the Caller List to the Caller Filter refer to;

- Menu: Telephone Book Settings
- Menu: Redial List
- Menu: Caller List

---

# Menu: System

---

## Registration Code

The phone can be manually registered on up to 10 different DECT systems. Before you can make a call via the DECT system, the phone has to be registered to the system. A system ID and registration code are necessary for the registration process. When the phone is not subscribed to the system, "Please, subscribe" is displayed.

This is for information only. Please contact your system administrator to register the phone.

All settings in this chapter are started by pressing the softkeys:

Menu  System OK

---

## Registering the Telephone to the DECT System

 Subscription OK Options  New / OK PARK OK

 PIN Authentication code OK  System name OK  Local phone number OK

The following entries must be made when logging on:

**Enter PARK** - a system ID should only be entered if you are at a location where two DECT systems overlap. If only one DECT system is available, then just press **OK**.



**Enter Auth.Code** - this code is used to get access to register the phone (authentication code). The DECT system supplies this code.

**Enter System Name** - enter the name of the DECT system which you are registering. This will be shown on the idle display. For information concerning the entry of characters, see Entering Characters/Names.

**Enter Local Number:** - the phone number, assigned to your DECT phone, can be entered here (ask your system administrator for the phone number).

---

## Selecting the DECT System

 Subscription OK  select a System Options **Select** OK

If the phone has been registered to several DECT systems, then you can select which one the phone is to be used with. Select the system via the arrow keys before confirming "Select". By choosing **Options Select**, the function automatic search is disabled. The selected system is displayed.

---

## Automatic Search System

 Subscription OK  Auto. Search OK

If you have registered your phone with several DECT systems and this function is active ("✓"), then the phone will automatically select one of the systems. Your phone is automatically "logged-in" to another of the registered DECT systems, as soon as you move out of the effective range of the current system. This function is disabled if a specific system is selected by the select option.

## Deleting a System

 **Subscription** **OK**  select a System **Options** **Delete** **OK** **Sure?** **Yes**



Deleting subscription is only possible, when the phone is out of coverage from the system or when it is not successfully registered to a system. Consequently, the phone can only be used on this system again after completion of the registration process. Use the arrow key to select the system, before you choose **Options** **Delete** . This function removes subscription information from your phone for the selected DECT system.

### Note

- After execution of this function, the phone cannot be used on that DECT system. To use it again, you must go through the registration procedure for the DECT system and the phone.

---

## Changing System Names and Phone Numbers

 **Subscription** **OK**  select a System **Options** **Edit** **OK**

 **System Name** **OK**  **Local Phone number** **OK**

You can select a system and then edit the name of the system and your phone number.

---

## Equipment ID

 **IPEI** **OK**

You can read the international phone identification.

---

# Menu: Telephone Options

All entries in this chapter are started by pressing the softkeys:

Menu  Telephone Option OK

---

## User Name

 User Name OK  Name OK

This function can be used to store the name of the phone user which is set by your system administrator. You can change the user name on the phone but this will revert to the system administrator configured name upon a system reset. The user name consists of maximum 12 characters. The name is shown on the idle display. See Entering Characters/Names.

---

## Changing the Language

 Language OK  English OK

Sets the desired display language. It is possible to select from 10 different languages.

---

## Emergency Call Messages

Not supported on IP Office.

---

## Emergency Call SOS Number

 Emergency Call OK  SOS number OK  number OK

The phone number for the SOS function can be stored here.

---

## Voice BOX No.

 Voice BOX No. OK  OK

This is the number used to connect to your voicemail. Do not change this number as you will be unable to access voicemail.

## Attention Tones

 **Attention tones**  OK

**Key Click** or **Coverage Warn** or **Battery alarm** or **Error tone**  
or **End of Menu** / OK

If activated (✓), an acoustic warning signal is given when a key is pressed (Key Click), if a setting is confirmed (Confirm tones), if the end of a menu list is displayed (End of Menu), if the battery charge becomes too low (Battery alarm) or if there is a danger of losing the radio link (Coverage Warn).

---

## Silent Charging

 **Silent Charging** OK

If activated (✓), the phone does not setup and receive any calls while it is placed in the charger. The first display line shows "Silent Charging" when placed into the charger. While on Silent Charge calls are directed to Voicemail (if configured). Calls are signalled again once it is taken out of the charger.

---

## Charger Answer

 **Charger Answer** OK

When the function is enabled, you can answer incoming calls when the phone is placed in the charger e.g. by lifting it off the charger. ✓ is shown when activated. The call is ended and the phone goes on hook by placing it on the charger again.

---

## Auto Quick Hook

 **Auto.Quick Hook** OK

If activated (✓), a QuickCall-Number (see Menu: Telephone Book Settings) will be dialed immediately. If de-activated, the number will be entered in pre-dial mode.

---

## Auto Answer

 **Auto Answer** OK

When signalling an incoming call the phone automatically goes off hook after one ringer alert signal and the call will proceed. ✓ is shown when activated. To de-activate it, press **OK** again. The Auto Answer function works regardless if the phone is connected or not. The first line of the idle display shows "Auto Answer" if activated. Auto answer can also be used in combination with a headset.

---

## Charging LED

 **Message Options** OK  **Charging LED** OK

Enables the charging LED indication on the phone.

---

## Display Time

 **Message Options** OK  **Display Time** OK

The Display Time will show the date/time on the phone when in the idle state. It will only be shown if the date/time is configured on the phone or by your system administrator.

---

## Display Contrast


 **Disp. Contrast** OK  OK or  1...7 OK

The display contrast can be changed via digit 1-7 or the arrow keys.

---

# Menu: Security Functions

The security functions are protected by a PIN code (4 digits).

The PIN entry is only necessary when read only is switched on. In the delivery state the PIN is set to 0 0 0 0. For additional security, \*\*\*\* is displayed when entering the PIN. Numbers which have been entered can be deleted by pressing . If you have forgotten your PIN, please consult your system administrator.

All entries in this chapter are started by pressing the softkeys:

Menu  Security OK  Enter PIN OK

Then select:

---

## Changing the PIN

 Change PIN OK  old PIN OK  new PIN OK  repeat new PIN OK

For additional security, the new PIN must be entered twice. The numbers of the PIN are displayed as \*\*\*\*.

---

## Re-setting the Telephone

 Default setting OK  Sure? Yes

All functions with the exception of the phone book, the PIN and system registrations are deleted and reset to the delivery state.

---




# Menu: Shortcuts



Several frequently used menu items can also be activated with shortcuts, so you do not have to scroll through the menu.

When the phone is idle, press one of the following key combinations within 3 seconds:

---



## Buzzer On/Off

Menu   switches the ringer signalling off. The bell symbol  is displayed.

Menu   switches the ringer signalling back on.

---



## Silent Charging On/Off

Menu   switches on your telephone for "Silent Charging".

Menu   switches "Silent Charging" off.



---

## User Name

Menu   allows you to change the user name.

---

## Registering/De-Registering

Menu   activates the registration menu (for registering/de-registering the phone with the DECT system).

---

## Toggle the Buzzer

Menu   toggles the ringer on/off.

---

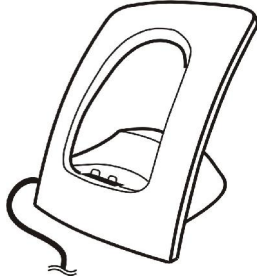
## Key Lock on

Menu   switches the key lock on

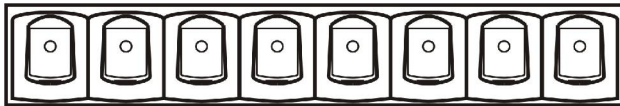
---

# Accessories

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

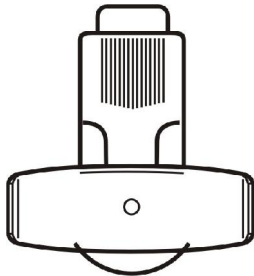


- **Avaya 3701 telephone and Avaya 3711 telephone Charger Rack:**



A maximum of eight phones can be charged simultaneously. The charger rack is designed for desktop use and for wall mounting.

- **Belt Clip:**



Belt clip and adapter for the phone. The adapter is clipped on to the phone.

- **Headset:**

The headset in combination with the belt clip makes handsfree phone usage possible.

---

# Care and Maintenance

Your phone is a product which meets high demands with regard to design. It should therefore be treated with care. We want this product to give you pleasure for a long time and therefore make the following suggestions.

Pay attention to all safety instructions. These instructions apply to the phone, charger, batteries (the whole phone) as well as the accessories.

To clean the phone, first of all disconnect the mains plug on the charger. Wipe the device using an anti-static cloth or a slightly moistened soft chamois leather and then wipe with a dry cloth.

## Notes

- Never spray the phone with cleaning agents or solvents.
- Clean the charge contacts on the phone and the charger by means of a fluff-free cloth.
- If the phone or one of the accessory parties does not function perfectly, please contact your supplier's customer service.

---

# Menu Tree

Key Lock

Alarm	Active		
	Set		
	Date/Time		
Ringer Settings	Melody	Internal	
		External	
		Unknown Number	
		VIP	
		Normal Message	
		Urgent Message	
		Emergency Call	
		Alarm	
	Type	Chirp	
		Full Melody	
	Device	Buzzer	
		Vibrator	
		Headset	
	Volume Settings		
Volume Settings	Earpiece		
	Hands-free		
Call Filter	Filter Options	Accept List	
		Block List	
		Filter off	
	List of numbers		
Avaya	Directory	External Dir	
		Internal Dir	
	Call Pickup		
	Send All calls	Enable	
		Cancel	
	Call forward	All	
		Busy	
		Cancel	
	Ride	Directory	External Dir
			Internal Dir
		User Input	
		Selections	Caller List
			Redial
			Telephone Book
System	IPEI		
	Subscription	<Options / New>	
		Enter PARK	
		Enter Auth.Code	
		Enter System Name	

	Enter Local Number	
	...select DECT system	<Options / New>
		<Options / Edit>
		<Options / Delete>
	Auto.Search	
Telephone Options	User Name	
	Language	
	Emergency Call	Messages
		SOS Number
	Voice BOX No.	
	Attention Tones	Key Click
		Coverage Warn
		Batteryalarm
		Confirm tones
		End of menu
	Silent Charging	
	Charger Answer	
	Auto.Quick Hook	
	Auto Answer	
	Charging LED	
	Display Time	
	Disp.Contrast	
Security	Change PIN	
	Read only	
	Reset	

---

# IP Office Shortcodes

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

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

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

The table shows the Shortcodes available to all users on IP Office. However, some of these commands are available through the Menu. See Menu:Avaya. It is recommended you access these functions through the Menu.

---

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