AVAYA

Avaya 3720 DECT Telephone

Quick Reference Guide

LED

Headset connector

Shows time and icons

Shows date and icons

Display

Shows the soft key function

Soft keys

Navigation key

On/Off and On-hook key

Off-hook key

Voice mail

Alphanumeric keys

Key lock and Upper/lower

Sound off button

Space

Microphone

Display Icons

🗦	Signal strength
🗍	Battery status
🎙	Microphone off
🔊	Loudspeaker on
🔈	Loudspeaker off
🔇	Sound off
🔕	Ring volume set to silent
🎧	Headset connected
📞	Missed call
📞	Incomming call
📞	Outgoing call
✦	System connection
🔒	Key lock
🔒	Phone lock

Product presentation

The cordless telephone is designed to be used in office environment. It is intended for telephony and has high quality voice.

Functions	3720
Local phonebook (250 contacts)	X
Central phonebook	X*
Company phonebook	X
Vibrator	X
Headset connector	X
Microphone on/off during call	X
Loudspeaking function	X
Voice mail access	X*
Centralized Management	X*

* System dependent

Note: Your unit may have more functions than described here; see *User Guide, Avaya 3720 DECT Telephone.*

Basic functions

Switch the telephone on/off

Press and hold the **On-hook** key 📞.

Make a call

Dialling can be made in the following ways:

- Dial the number and press the **Off-hook** key 📞.
- Press the Off-hook key 📞 and enter the number.
- Dial a number from the Local phonebook. Enter the Contacts menu. Select **Call contact**, select the name from the list and press **Call** or the **Off-hook** key 📞.
- Dial a number from the Central phonebook. Enter the Contacts menu. Select **Central phonebook** > **Search by**

name/number/last result and press **Search**. Press **Off-hook** key .

Answer/End a call

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

To end the call, press the **On-hook** key . The total call time is shown in the display.

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

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

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

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

Change the volume during a call
Use the Navigation key to adjust the volume.

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

While in a desktop charger the telephone is fully operational.

The telephone does not vibrate in charger.

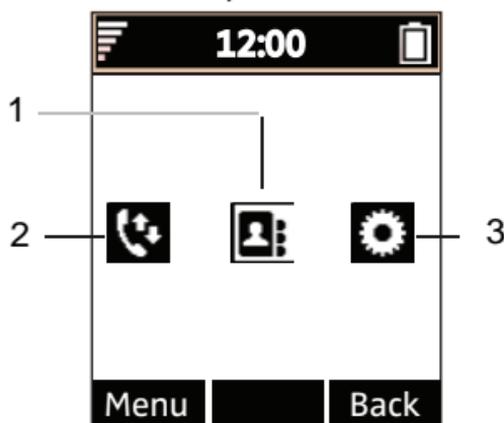**Note:** Charging below 5°C will harm the battery and shorten the lifetime.

Check voice mail

The telephone number connected to the Voice Mail function is programmed in the PDM/AIWS. It is then possible to dial the Voice Mail to check if there are any messages.

To check if there is a message press a long press on digit key **1**. Follow the given instruction in the Voice Mail.

Menu

For descriptions of all functions; see User Guide, Avaya 3720 DECT Telephone.

Figure notes:

1. Contacts
2. Calls
3. Settings

Navigate the menu

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

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

The menus are; **Calls**, **Contacts**, and **Settings**.

Use the local phonebook

To find and call a name: Enter **Contacts** 📇, step to **Call contact** and press **Select**. Enter the first letter in the name or the whole name (will be displayed in Search field while entering text), or step to the contact list. Select the name and press **Call**.

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

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

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

Use the central phonebook

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

📞 to make the call.

Use the company phonebook

The company phonebook has to be imported via the PDM/AIWS before it will be visable in the handset. See *User Guide, Avaya 3720 DECT Telephone.*

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

Turn the automatic keypad lock on/off

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

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

Accessories

The following accessories for the Avaya 3720 DECT Telephone are available:

Leather casing including belt clip

Standard clip

Desktop chargers

Also available:
- Telephone lanyard
- Rackmount charger