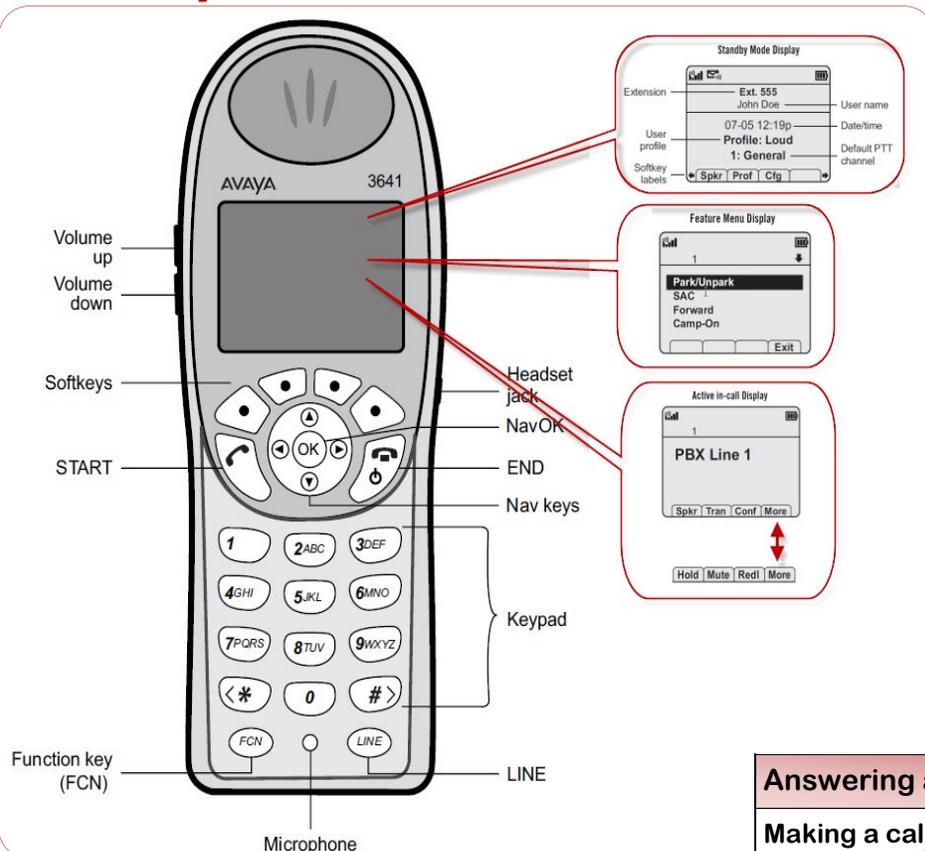


AVAYA 3641 Wireless Handset User Guide



Basic Handset Operations

- Turn handset ON:** Press and hold **END** key until two chirps sound
- Turn handset OFF:** Press and hold **END** key until one chirps sound
- Unlock keypad:** Press the **Unlk** softkey, then [#]
- Lock keypad:** Press the **Cfg** softkey, then [OK]
- Adjust volume:** Use volume buttons of side of phone to adjust correspond ing volume (ring tone, speaker, handset or headset)
- Access Feature Menu:** Press the feature softkey, or [FCN]

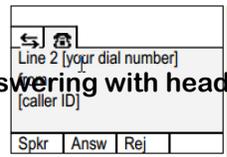
Call Handling

- Putting a call on hold:** Press **Hold** softkey
- Resume held call:** Press [LINE] key followed by line number key
- Transfer a call:** From Active in Call display;
 1. Press **Tran** softkey or [FCN] → **Transfer**
 2. Then dial the user you wish to transfer to
 3. Complete transfer by pressing **Tran** softkey again or [FCN] → **Transfer**
- Conference a call:** From Active in Call display;
 1. Press **Conf** softkey or [FCN] → **Conference**
 2. Then dial the other user you wish to conference
 3. Join all parties by pressing **Join** softkey or [FCN] → **Conference**
- Forwarding a call:** From Feature Menu display;
 1. Press **Fwd** softkey or [FCN] → **Forward**
 2. Enter the forwarding number for indicated line
 3. Press [OK]

* It is recommended that you forward calls from your desk phone or do not turn off your handset. Calls will only be forwarded when portable phone is in range and/or turned on.

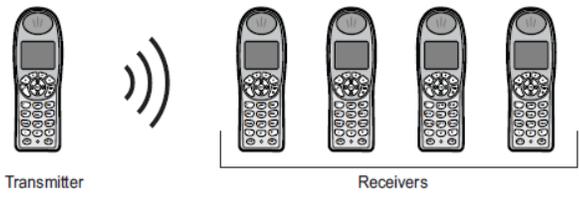
Answering and Making Calls

- Making a call:** Press [START], wait for dial tone then dial number as you would your desk phone
- Calling a speed-dial:** Press and hold the number speed dial entry was assigned
- Call from phonebook:** Press **Phbk** softkey from "Standby mode." Use ▲▼ to highlight name and press **Dial** softkey
- Calling a speed-dial:** Press and hold the number speed dial entry was assigned
- Answering a call:** To answer a call, press the [START] key and hold the earpiece to your ear. You may also activate the speakerphone function or use a headset.
- Answering a 2nd line:** 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 will be flashing. To answer this call, put your first call on hold and press [LINE] key, then the line number of the second call.



Answering with headset: Press [Start] to answer a call when a headset is plugged in

PTT (Push To Talk)



The PTT feature allows Avaya 3645 Wireless IP Telephones to operate in a group broadcast mode that allows the handsets to behave like walkie talkies, where a single handset can transmit to multiple listeners.

* PTT is enabled by the system administrator and set up by the user in the Config Menu. See the Config Menu options for setting up PTT. If the system administrator has disabled PTT, the PTT options will not appear in the Config Menu.

Make a PTT call: To call on the default channel, from standby mode press and hold the **TALK** key. Wait for the display to show **Transmitting** and then hold the handset approximately two inches from your mouth and speak.

Respond to PTT call: Press and hold the **TALK** key during the 10-second wait period.

End a PTT call:
Press the **END** key

Receive PTT call While in a telephone call: Press the **END** key to end the telephone call. Now you can hear the PTT call.

Select a different PTT channel: Press and release the **TALK** button. Select a different channel from the list using **▲▼** or volume up/down buttons.

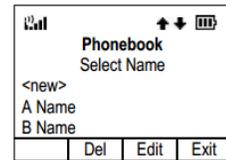
Answer a telephone call during a PTT call: Press the **START** key. PTT transmissions will be pre-empted by the telephone call.

Subscribe to additional channels: Open the **Config Menu > Push-to-talk > Subscribed Channels** and then select the channels you want to add. Subscribed channels are marked with an (*).

Checking Voicemail

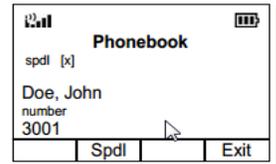
1.  will be displayed when you have a voicemail
2. In the Active in-call Display (Press **[Start]**)
3. Press the **Msg** softkey to call your voice message system

Phone Book/Speed Dial



Searching Phonebook

1. Press the **Phbk** softkey from Standby Mode
2. Use **▲▼** to scroll through names or press keys corresponding to the first letters of the name
3. Use **◀▶** to edit the search characters as needed



View Phonebook Entry

1. Select name and press **[OK]**
2. Entry maybe called, assigned a speed dial or edited

Edit a Phonebook Entry

1. Select name and press **[OK]**
2. Press **Edit** softkey to open the **Edit Number** display to edit existing number. Use **Cir** and **Del** and **keypad**
3. Press **[OK]** to display the **Edit Name** display and edit name
4. Press **[OK]** to save changes and exit the editing screens. Press **Back** softkey to exit without saving.

Enter a New Phonebook Entry

1. Press the **Phbk** softkey from Standby Mode
2. Select **<new>** and press **[OK]** to open **enter Number** display
3. Press **[OK]** to display the **Edit Name** display and edit name
4. Press **[OK]** to save changes and exit the editing screens. Press **Back** softkey to exit without saving.

Assign a speed dial number

1. Press the **Spdl** softkey from number view in phonebook
2. When speed dial list opens, navigate to an empty slot and press **[OK]**
3. This assigns the phonebook entry to that speed dial
4. Press **[END]** to save changes and exit to Standby Mode