



Avaya 3730 DECT Handset Quick Reference Guide

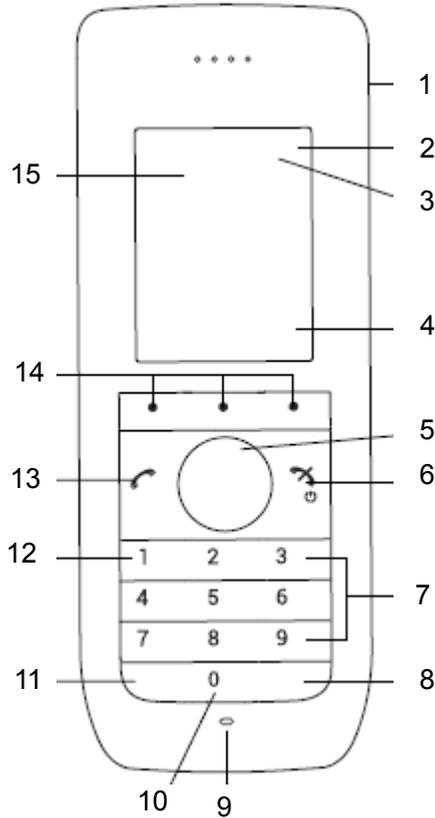
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Avaya 3730 DECT handset overview

The Avaya 3730 DECT handset is an extremely user-friendly handset, designed to facilitate efficient and dependable communication.

It is ideally suited work in office, retail and academic environments and benefit from its flexible functionality, excellent voice quality and intuitive operation.

3730 handset physical layout



Callout number #	Name
1	Headset connector
2	Shows time and icons
3	Shows date and icons
4	Shows the soft key function
5	Four-way navigation key
6	On hook and On/Off key
7	Alphanumeric keys
8	Sound off key
9	Microphone
10	Space
11	Key lock, and Upper and Lower case

Table continues...

Callout number #	Name
12	Voicemail access
13	Off hook key
14	Soft keys
15	Color display

Functions

* Note:

Some functions are license/system dependent or require settings in handset via WinPDM/Device Manager.

Table 1: Functions of 3730 DECT handset

Functions	3730 DECT handset
Contacts (250 contacts)	✓
Central phonebook	✓
Company phonebook (500 contacts)	✓
Voicemail access	✓
Vibrator	✓
Headset connector	✓
Microphone on/off during call	✓
Loudspeaking function	✓
Mini messaging (12 characters)	✓
Centralized management	✓
Downloadable languages	✓
Easy registration	✓

Table continues...

Functions	3730 DECT handset
Enhanced DECT Security	✓
Easy replacement of handset	✓
Dynamic output power	✓

Icons

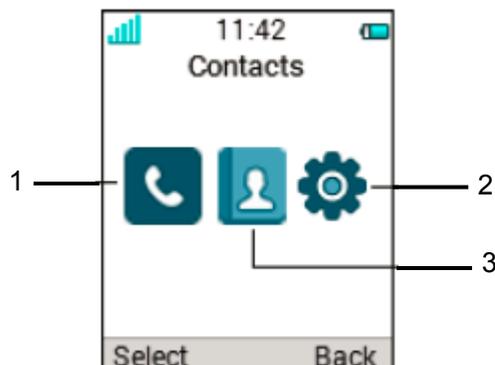
Icon	Name
	Signal strength
	Full battery
	Voicemail message
	Microphone off
	Loudspeaking
	Loudspeaking off
	Sound off
	Headset
	Missed call
	Incoming call
	Outgoing call
	System connection
	Key lock

Table continues...

Icon	Name
	Phone lock

Handset menu and keys

Menu icons



Callout number #	Name
1	Calls
2	Settings
3	Contacts

Navigating the menu

- To move around in the menu structure, use the **Navigation** key.
- For choices in the menu, use three soft keys below the display.
The function of each soft key is explained by text in the soft key field in the display.

Soft keys

The three soft keys below the display can be defined for specific functions such as dialling a specific number.

Basic functions

Switching the handset on

- Press and hold the **On-hook and On/Off** () key.
The handset vibrates when it is on and the display lights up followed by a confirmation message.

- Press **Yes**.

Switching the handset off

The handset must be in an idle mode.

- Press and hold the **On-hook and On/Off** () key.
The system displays the Switch off? window.
- To confirm, press **Yes**.
If a handset is shared and one of the users logs off the shared handset, the lock that prevents the handset from unauthorized use is deactivated.

Charging the battery

To charge the battery, place the handset in any of the following:

- Desktop charger: In a desktop charger the handset is fully operational. The handset does not vibrate in charger.
- Charging rack
You can also charge the handset in a separate battery pack charger.
Charging below 5°C will harm the battery and shorten the lifetime.

Replacing the battery

If the standby time for the handset becomes too low, replace the battery by a new battery.

Contact the system administrator or handset supplier for information about new batteries.

Making a call

To dial the number and make a call, do any of the following:

- In standby mode, dial the number and press the **Off-hook** key, or the soft key **Call**.
- Press the **Off-hook** key and select number from the **Call list**.
- Press a soft key.
- To dial a number from the local phone book, enter **Contacts > Call contact**. Select the name from the list and press **Call** or the **Off-hook** key.
- To dial a number from the Central phone book, enter **Contacts > Central phonebook**. Search by **Name** or **Number** or **Last result**, and press **Search**. Press **Off-hook** key, or the soft key **Call**.

The alpha-numeric keys can be programmed with a handset number.

Answering a call

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

Ending a call

Some systems or PBXs require that the handset sends a DTMF in order to end a call.

To end a call, press the **On-hook and On/Off** () key.

Declining a call

Your handset must ring.

Press the **On-hook and On/Off** () key or the **Decline** soft key.

Changing the volume during a call

Do any of the following:

- Press the **Volume** button upwards to increase the volume and downwards to decrease the volume.
- Use the **Navigation** key to adjust the volume.

Turning the loudspeaking function on or off

During a call, press the left soft key to turn the loud speaking function on or off.

Turning audio signals on or off

Do the following:

- In stand-by mode a long press on the **Sound off** key, or a long press on the **Mute** button changes between audio signals on or off.

The **Sound off** icon indicates a silenced handset.

- A short press on the **Sound off** key or a press on the **Mute** button before answering a call, silences the ring signal.

Setting the vibrator alert

1. Press **Menu**.
2. Select **Settings**.
3. Select **Sound & Alerts > Vibrator alert**.
4. Select any of the following:
 - **On**
 - **On if silent**: That is, the vibrator is on when the handset is muted.
 - **Off**
5. Select vibrating alert.
6. Press **Select**.

7. Press **Back** to save the settings.

Turning the automatic keypad lock on or off

1. Press **Menu**.
2. Select **Settings**.
3. Select **Locks > Automatic key lock Off/On**.
4. Select **On/Off**, and then press **Back**.
5. To unlock, press the * key, and then press **Yes**.

Locking or unlocking the keypad manually

Press the * key to lock or unlock and then press the soft key **Lock** or **Yes**.

The **Locked keypad** icon indicates a locked keypad.

Text messages on 3730 DECT handset

The handset can receive text messages with a maximum of 12 characters. When a text message is received, a message tone sounds. The message is displayed immediately in a dialog window.

Checking the voicemail inbox

1. Check the voicemail by pressing **Call** from the dialog window.
2. **(Optional)** If **Close** is selected, the voicemail can be dialled by long pressing the **1** key when in standby mode.

* Note:

If the system displays the following message: Voice mail number not defined, the voicemail number needs to be configured to the voicemail button. Contact your system administrator.

Using the local phone book

Use the phone book to:

- Find and call a name.
- Add a contact.
- Edit a contact.
- Delete a contact.

1. To find and call a name, do the following:
 - a. Select **Contacts > Call contact**.
 - b. Do one of the following:
 - Enter the first few letters in the name or the whole name. While entering the text, suggestions that match the entry are displayed in the **Search** field.
 - Go to the contact list.
 - c. Select the name, and press **Call**.

2. To add a new contact, do the following:
 - a. Select **Contacts > Add contact**.
 - b. Select **New** or **From call list**.
 - c. Press **Add**.
 - d. Enter the name, and press **OK**.
 - e. Select **Number**, enter the number, and press **OK**.
 - f. Press **Save**.
3. To edit a contact, do the following:
 - a. Select **Contacts > Edit contact**.
 - b. Select the name, and press **Edit** twice.
 - c. Make the required changes, press **OK**, and then press **Save**.

A contact from the company phone book is marked with the , which means that it is not editable.
4. To delete a contact, do the following:
 - a. Select **Contacts > Delete contact**.
 - b. Select the name, press **Delete**, and then press **Yes**.

Using the central phone book

The central phone book looks for contacts in central company phone book database.

1. Select **Contacts > Central phonebook**.
2. Select any of the following:
 - **Search by name**
 - **Search by number**
 - **Last result**
3. Enter the first letter(s) in the first name, and/or the first letter(s) in the family name.
4. Press **Search**.

The system searches the central phone book and displays a list of matching names.
5. **(Optional)** You can step to the next entry in alphabetic order by pressing the **Navigation** key.
6. Press **More** to add contact, or press **Call** or the **Off-hook** key to make the call.

Chemical resistance

The alpha and numeric characters printed on the exterior of the handset have been tested and found resistant to chipping, fading, or wearing off when the handset is treated with common cleaners and disinfectants or perspiration. Do not immerse the handset in any solutions;

use a damp rag for cleaning application. The following chemicals have shown no harmful effect:

- 3% Hydrochloric Acid
- M-alcohol (70% Methylated Ethanol)
- 60% Chlorhexidin 0.5mg/ml

 **Note:**

Acetone can be damaging to the plastic casing of the handset and should not be used.

Support

Go to the Avaya Support website at <http://support.avaya.com> for the most up-to-date documentation, product notices, and knowledge articles. You can also search for release notes, downloads, and resolutions to issues. Use the online service request system to create a service request. Chat with live agents to get answers to questions, or request an agent to connect you to a support team if an issue requires additional expertise.