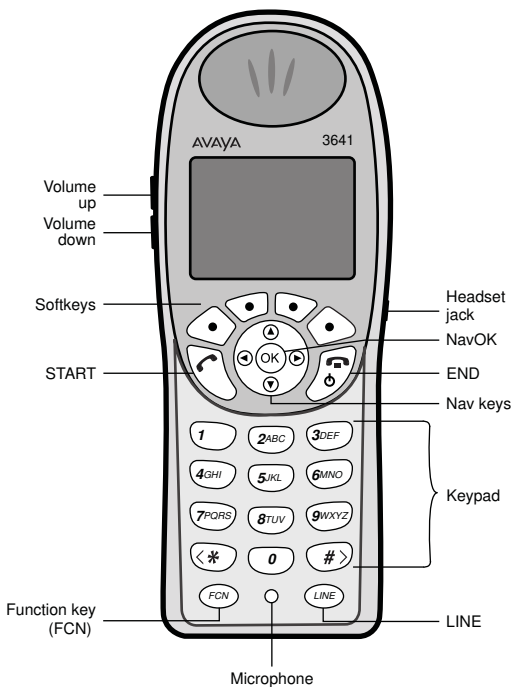


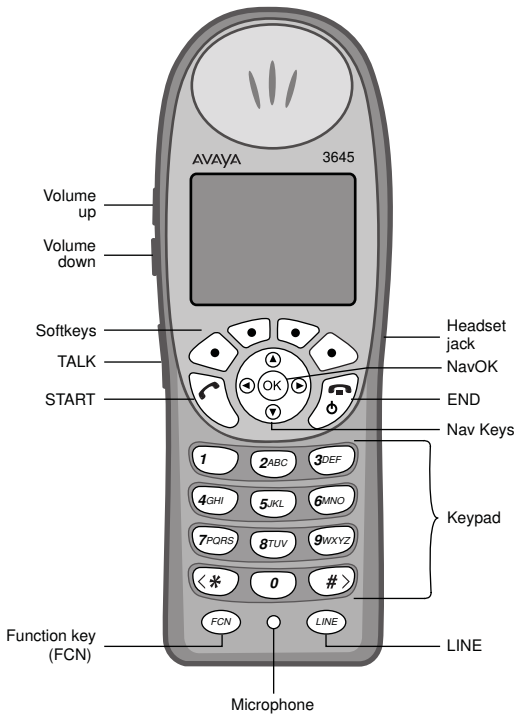


**3641/3645 Wireless IP Telephone  
and Accessories User Guide**

# Avaya 3641 Wireless IP Telephone



# Avaya 3645 Wireless IP Telephone



© 2007 Avaya Inc.  
All Rights Reserved.

### **Notice**

While reasonable efforts were made to ensure that the information in this document was complete and accurate at the time of printing, Avaya Inc. can assume no liability for any errors. Changes and corrections to the information in this document may be incorporated in future releases.

For full support information, please see the complete document, *Avaya Support Notices for Hardware Documentation*, document number 03-600759.

To locate this document on our Web site, simply go to <http://www.avaya.com/support> and search for the document number in the search box.

### **Documentation disclaimer**

Avaya Inc. is not responsible for any modifications, additions, or deletions to the original published version of this documentation unless such modifications, additions, or deletions were performed by Avaya. Customer and/or End User agree to indemnify and hold harmless Avaya, Avaya's agents, servants and employees against all claims, lawsuits, demands and judgments arising out of, or in connection with, subsequent modifications, additions or deletions to this documentation to the extent made by the Customer or End User.

### **Link disclaimer**

Avaya Inc. is not responsible for the contents or reliability of any linked Web sites referenced elsewhere within this documentation, and Avaya does not necessarily endorse the products, services, or information described or offered within them. We cannot guarantee that these links will work all of the time and we have no control over the availability of the linked pages.

### **Warranty**

Avaya Inc. provides a limited warranty on this product. Refer to your sales agreement to establish the terms of the limited warranty. In addition, Avaya's standard warranty language, as well as information regarding support for this product, while under warranty, is available through the following Web site: <http://www.avaya.com/support>.

### **Copyright**

Except where expressly stated otherwise, the Product is protected by copyright and other laws respecting proprietary rights. Unauthorized reproduction, transfer, and/or use can be a criminal, as well as a civil, offense under the applicable law.

### **Avaya support**

Avaya provides a telephone number for you to use to report problems or to ask questions about your product. The support telephone number is 1-800-242-2121 in the United States. For additional support telephone numbers, see the Avaya Web site: <http://www.avaya.com/support>.

# Introduction

Your Avaya 3641/3645 Wireless IP Telephone is a state-of-the-art communication device that uses radio wave technology to send and receive voice and data transmissions. It is designed to operate much like a cell phone. However, the handset uses the private telephone system installed in your facility and will not operate outside the area covered by this system.

## About This Guide

This guide is meant to provide general information about your handset. Contact your system administrator for additional information on how your handset functions within your telephone system. This guide includes information about:

- The Handset
- Getting Started
- Advanced Features
- Handset Accessories
- Handset Administration

# Table of Contents

The Handset .....	8
Modes of Operation .....	8
Menu Navigation .....	8
Shortcut Keys .....	9
Handset Displays .....	9
Status Bar Indicators .....	11
Softkey Labels .....	13
Getting Started .....	15
Charging Your Handset .....	15
Indications of Low Battery .....	15
Basic Handset Operation Summary .....	16
Advanced Features .....	20
Facility-Specific Features .....	20
Speakerphone .....	20
Redial .....	20
Redial .....	20
Phonebook .....	21
Phonebook List Options .....	21
Phonebook Edit Entry Options .....	22
Speed-Dial .....	22
The Config Menu .....	23
Config Menu Options .....	24
Toggle Options .....	26
User Profile Settings .....	26
Changing Ring Settings .....	26
Default Profile Settings .....	27
Data Entry and Editing .....	28
Push-to-talk (PTT) .....	29
PTT Operation Summary .....	29

Handset Accessories .....	31
Battery Packs .....	31
About Chargers .....	32
Charging Status .....	33
Single Charger .....	34
Dual Charger .....	35
Quad Charger .....	36
Carrying Options .....	37
Headsets .....	37
Handset Administration .....	38
FAQs .....	38
Specifications .....	40
Safe Use of Wireless Telephones .....	41
Operational Warnings .....	41
Potentially Explosive Atmospheres .....	41
Electromagnetic Interference and Compatibility .....	42
Facilities .....	<b>42</b>
Pacemakers .....	42
Hearing Aids .....	42
Other Medical Devices .....	42
Use While Driving .....	43
For Vehicles Equipped with an Airbag .....	43
Safe Use of Battery Packs and Chargers .....	44
Index .....	45
Care of Your Handset .....	47

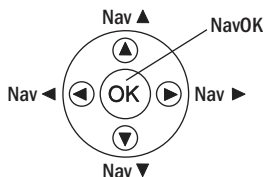
# The Handset

## Modes of Operation

Your handset has five modes of operation

Mode	Description
Standby	The handset is on-hook and idle.
Active	The handset is in a call, a call is coming in, or a call is being dialed.
Config Menu	User preferences are being accessed in the <b>Config Menu</b> . In this mode the handset is on, but will not receive calls.
Message Alert	Custom text messaging applications may be programmed for your facility. This mode is activated through the <b>FCN</b> menu.
Push-to-talk (PTT)	The Avaya 3645 Wireless IP Telephone uses channels for incoming and outgoing radio communication. While PTT is active, the handset is in PTT mode.

## Menu Navigation



The navigation keys (Nav keys) just below the softkeys are used to navigate through menu options. These are referred to in this guide as **Nav▲**, **Nav▼**, **Nav◀**, **Nav▶**, and **NavOK**.



## Shortcut Keys

When a menu is displayed, a shortcut key may be displayed on the right edge of the menu line. Press the corresponding number on the keypad to activate the corresponding menu option.

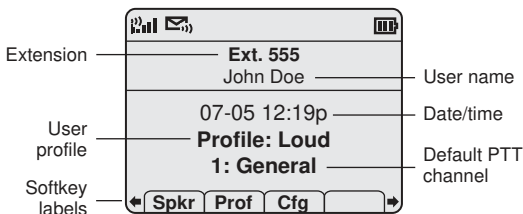
## Handset Displays

The top row of the display provides status indicators for various handset conditions. It is referred to as the status bar.

The middle lines display information about the handset identity, user profile, calls in progress, menu options, and data from telephone.

The bottom row displays softkey labels.

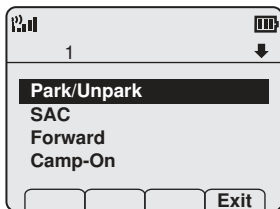
### Standby Mode Display



This display shows that there is excellent signal strength, a voicemail message is waiting, a text message may be retrieved, the Battery Pack is fully charged, the extension number assigned to this handset is 555, the date is July 5<sup>th</sup>, the time is 12:19 p.m., the user profile is Loud, and the default PTT channel (Avaya 3645 model only) is 1: General. Press **Nav** ◀ or ▶ to display the second set of available softkeys:

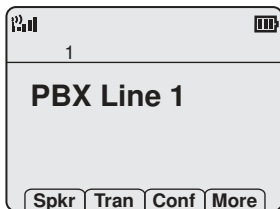


### Feature Menu Display



This display is reached by pressing the **FCN** key while off-hook. It displays a list of features that may be activated while on a call. Available features depend on the configuration of your communication server. The up/down icons indicate that there are additional menu items. The **Exit** softkey will take you back to the active in-call display.










### Active in-call Display





This display shows that you are on an active telephone call on line 1. Additional information may display about the call. The available softkeys allow you to convert the call to the speakerphone, place the call in conference, or transfer the call. Press the **More** softkey for additional call handling features — placing a call on hold, muting a call, and redialing a number.



## Status Bar Indicators

Indicator	Function
	The signal-strength icon indicates the strength of the signal and can assist the user in determining if the handset is moving out of range.
	The voicemail icon is activated when a new voicemail message is received—this is available when the feature is supported by the phone emulation.
	The battery icon indicates the amount of charge remaining in the Battery Pack. When only one level remains, the Battery Pack needs to be charged.
	The speakerphone icon displays when the speakerphone is active.
	The line indicators are associated with telephone line status and access.
	Up and down arrows are displayed when the menu has additional options above or below. Left or right arrows are displayed during editing when the cursor may be moved left or right.
	Telephone ring icon. A regular telephone call is coming in.
	Messaging ring icon. A call is coming in from a Messaging application.
	The PTT ring con. A PTT call is coming in.

Indicator	Function
	The priority PTT ring icon. A call is coming in on the priority PTT channel. This call will override any other.
Muted	The muted indicator displays after the <b>Mute</b> softkey has been pressed. It indicates that the microphone is not transmitting sound. Press the <b>Mute</b> softkey again to unmute the microphone.
Locked	Locked indicates that the keypad is locked to prevent accidental activation. Use the <b>Unlk</b> softkey plus the <b>#</b> key to unlock it.
[No Service message]	If warning tones are enabled, 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 download icon indicates that the handset is downloading code. This icon only appears while the handset 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.

## Softkey Labels

The bottom row of the handset displays labels associated with the four softkeys just below it. When a softkey is active, a label appears to describe its function. Pressing the softkey will activate the feature. When additional softkeys are available, **Nav** arrows appear to the left and right of the softkey labels. Press **Nav**► or ◀ to view the additional softkey labels.

These are some of the softkeys you will see.

Label	Description	Action
Back	Go back	Returns to the previous menu display.
CAPS	Change case caps	Toggles to allow a change in case when entering alphabetical text.
Clr	Clear	Deletes the entry.
Cncl	Cancel	Returns to the previous menu display without saving any data that might have been entered.
Conf	Conference	Enables a conference call with two parties on two active lines.
Del	Delete	Deletes the character to the left of the cursor.
Done	Finished	Exits a list when more than one selection is possible.
Edit	Edit	Opens an editing window so you can change information about an entry in the phonebook.
Exit	Exit	Exits out of the menus.
Hold	Hold	Places a call on hold.
Cfg	Configure	Opens the <b>Config Menu</b> .
More	Additional softkeys available	Displays additional set or sets of available softkeys.

<b>Label</b>	<b>Description</b>	<b>Action</b>
Mute	Mute	Toggles to mute or unmute the microphone.
No	Negative reply	Press to reply “No” to a displayed question.
Phbk	Phonebook	Opens the phonebook.
Play	Play	Plays the selected ring tone.
Prof	Profile	Opens the Profile menu.
Redl	Redial	Displays a list of the last 10 numbers dialed.
Save	Save	Saves the current entry to the phonebook.
Set	Set	From the speed-dial assignment display, opens the phonebook listing for assigning a phonebook entry to a speed-dial key.
Spdl	Speed-dial	Opens the list of speed-dial numbers.
Spkr	Speakerphone	Toggles speakerphone function.
Tran	Transfer	Enables the transfer of a call to another party on a second line.
Unlk	Unlock keys	Press <b>Unlk</b> , then the <b>#</b> key to unlock a locked keypad.
View	View	Displays information about an entry in the phonebook.
Yes	Positive reply	Press to reply “Yes” to a displayed question.

## Getting Started

Your Avaya 3641/3645 Wireless IP Telephone is designed for full mobility within the workplace and operates much like a cell phone. It also interfaces with the telephone system at your workplace and incorporates advanced telephony features. This section covers the basic functions available in every facility. For specific telephony system functions, see the *Facility-Specific Features* section or contact your system administrator.

### Charging Your Handset

The handset's Battery Pack must be charged for a minimum of two hours before its first use. See the section *Handset Accessories* for complete information about charging your handset.

### Indications of Low Battery

The Battery Pack icon on the status line of the display gives you a visual indication of the amount of charge remaining in the Battery Pack. Additionally, when the icon shows empty, if the handset is in standby mode, you will hear a brief, modulated-ring signal and the **Battery Low** message displays. The handset may not be used until charged. If you are in a call, soft beeps will sound, first slow and then fast, until the handset becomes unusable. When you first start to hear the beeps, you have two minutes to end the call or change the Battery Pack.

The Battery Pack can be changed while the call is still in progress. Do not press **END**. Quickly remove the discharged Battery Pack and replace with a charged Battery Pack, press **END** to turn the handset back on and then press **START** to resume the call.

See the *Handset Accessories* section for complete information about chargers.

## Basic Handset Operation Summary

If you want to	Then
Remove the Battery Pack	Press down on the latch on the Battery Pack at the back of the handset and pull the Battery Pack towards you. The Battery Pack releases outward.
Replace the Battery pack	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 into the handset.
Turn handset on	Press and hold the <b>END</b> key until two chirps sound.
Turn handset off	Press and hold the <b>END</b> key. One chirp will sound. If you are in a call, hang up first, then turn off the handset.
Unlock the keypad	Press the <b>Unlk</b> softkey, then <b>#</b> , to unlock the keypad.
Lock the keypad	Press the <b>Cfg</b> softkey then <b>NavOK</b> , to manually lock the keypad.
Make an internal call	Press the <b>START</b> key, wait for a dial tone, then dial the extension.
Make an external call	Press the <b>START</b> key, wait for a dial tone, then dial the number just as you would from your desk phone.



<b>If you want to</b>	<b>Then</b>
Make an emergency call	Open the speed-dial list to determine if you have an emergency speed-dial number that has been programmed by your system administrator. If so, it will appear as the first item on the speed-dial list with a > in front of it and the programmed keypress as the next character. Press the programmed key for 3 seconds to activate the call. See <i>Open the speed-dial list</i> below.
Select a line	If multiple lines are available, your handset will default to line 1. If a different line is desired, press <b>LINE</b> and the number key corresponding to the desired line. You will hear a dial tone.
Dial a number	Once you hear a dial tone, press the number keys to dial the number.
Predial a number	From standby mode, press the keypad to enter up to 28 numbers. Then dial the call by pressing <b>START</b> , <b>NavOK</b> or the <b>Spkr</b> softkey.
Redial a number	Press the <b>Redl</b> softkey from standby mode. A list of your most recently predialed numbers displays. Select the number and press <b>START</b> , <b>NavOK</b> or the <b>Spkr</b> softkey.
Make a speed-dial call	Press and hold the speed-dial key assigned to the number.
Open the speed-dial list	Press the <b>Spdl</b> softkey from standby mode.

**If you want to    Then**

---

- |   |   |
|---|---|
| Make a phonebook call                   | Press the <b>Phbk</b> softkey from standby mode. Highlight the name and press the <b>Dial</b> softkey.  |
| Answer a call                           | The handset will ring or vibrate to alert you of an incoming call. Additionally, a line indicator on the display will flash and the display will show information about the call, such as the caller's name and extension.<br>To answer a call, press the <b>START</b> key and hold the earpiece to your ear. You may also activate the speakerphone function or use a headset. |
| Answer a call on a second 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 the <b>LINE</b> key, then the line number of the second call.  |
| Headset answer                          | Press any key (other than <b>END</b> , a <b>Nav</b> key, or a softkey) to answer a call when a headset is plugged in.   |
| Silence while ringing                   | Press the <b>END</b> key to silence the ring.   |
| Change the ring volume                  | Press the volume up/down buttons on the side of the handset during ringing. The default ring volumes are set in the <b>Config</b> menu.   |
| Activate or deactivate the speakerphone | Press the <b>Spkr</b> softkey and speak towards the handset. Note that this feature may not be activated in your communication server.  |

<b>If you want to</b>	<b>Then</b>
Adjust the speaker volume	Press the volume up/down buttons on the side of the handset during the call.
Adjust the headset volume	Press the volume up/down buttons on the side of the handset during the call.
Place a call on hold	Press the <b>Hold</b> softkey.
Resume a held call	Press the <b>LINE</b> key followed by the line number key.
Mute/unmute the microphone	Press the <b>Mute</b> softkey.
Hang up	Press the <b>END</b> key. Be sure to do this at the end of each call to return to the standby mode.
Change profile	Press the <b>Prof</b> softkey in standby mode and use the <b>Nav</b> keys to select a new profile. The selected profile is marked with an asterisk (*).
Edit the phonebook	Press the <b>Phbk</b> softkey from standby mode.
Display additional features	During a call press the <b>FCN</b> key to display additional features that have been customized for your facility.
Turn on the backlight	The backlight comes on when any key is pressed or when there is an incoming call and stays on for 10 seconds. It turns off after 10 seconds if another key is not pressed within that period.

# Advanced Features

## Facility-Specific Features

Press the **FCN** key while off-hook to display the menu of advanced telephony features available in your facility. The features may be activated by pressing the corresponding shortcut key or by using the **Nav** keys to highlight the option and pressing **NavOK**.

## Speakerphone

Your system administrator can enable or disable the speakerphone mode. If the speakerphone is enabled, it is activated by pressing the **Spkr** softkey. Press the **Spkr** softkey again to end speakerphone mode. The audio then transfers to the handset earpiece. When speakerphone mode is disabled, **Spkr** will not appear as a softkey label.

## Predial

Predial is automatically activated when you begin pressing numbers on the keypad while in standby mode. Up to 256 numbers may be pressed. The call is then placed by pressing the **START** key, **NavOK**, or the **Spkr** softkey. Press **Save** to add the dialed number to the phonebook before placing the call.

Predial may be disabled in the **Config Menu** by your system administrator.

## Redial

The standby mode **Redl** softkey may be used to dial a number selected from a list of numbers that have been dialed using the predial option. When it is pressed, a list of the last 10 outgoing calls will be displayed. Use the **Nav** keys to highlight the number and press **START** to dial the number.

You may save any of these numbers to the phonebook by pressing the **Save** softkey. You may also view any entry already saved in the phonebook by pressing the **View** softkey.

## Phonebook

The phonebook in your Avaya 3641/3645 Series Wireless IP Telephone can store up to 20 user-defined numbers. Open the phonebook list by pressing the **Phbk** softkey from the standby mode or by pressing the **Save** softkey during predial. You may add, delete, or edit a phonebook entry, open the speed-dial list or start a call from the phonebook.

The phonebook list is sorted alphabetically. If the system speed-dial key has been programmed, it will be listed as the first entry with a greater-than symbol (>) as the first character. Only the system administrator may change this entry. The <new> option appears until the maximum number of entries has been entered.

### Phonebook List Options

If you want to	Then
Dial number	Press <b>START</b> or the <b>Spkr</b> softkey.
Search for an entry	Press the key corresponding to the first letter of the name. Use <b>Nav◀</b> and <b>Nav▶</b> to edit the search characters.
View an entry	Press <b>NavOK</b> .
Enter a new name and number	Select the <new> option (if available) and press the <b>Edit</b> softkey to open the enter number display.
Delete an entry	Press the <b>Del</b> softkey to delete an entry.
Edit an entry	Press the <b>Edit</b> softkey to open the enter number display and edit the existing number. Use the <b>Nav</b> keys to highlight and select an entry. Press the <b>Dial</b> softkey to dial the number.

## Phonebook Edit Entry Options

If you want to	Then
Dial number	Press <b>START</b> or the <b>Spkr</b> softkey.
Assign a speed-dial number to this entry	Press the <b>Spdl</b> softkey. Use the Nav keys to highlight an empty slot and then press <b>NavOK</b> .
Edit an entry	Press the <b>Edit</b> softkey to open the enter number display and edit the existing number.
Return to phonebook list	Press the <b>Back</b> softkey or <b>NavOK</b> .

## Speed-Dial

The Avaya 3641/3645 Wireless IP Telephone can assign up to 10 speed-dial keys to numbers entered into the phonebook.

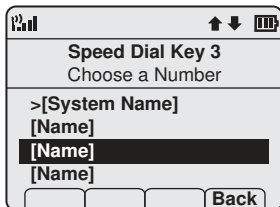
Open the speed-dial list by pressing the **Spdl** softkey from standby mode. If programmed, the first item on this list is the system-wide speed-dial number set by the system administrator. It is specially marked with a greater-than symbol (>) on the left side of the row. It is usually reserved for emergency situations.

To make a speed-dial call, press and hold the corresponding key for one second. The system speed-dial key must be pressed for three seconds. The handset will display the name and number for one second before the call is dialed. You may press **END** during this second to terminate the call.

You may also use the **Nav** keys to highlight a number or listing and then press **START** or the **Spkr** softkey to dial the number. The **Exit** softkey returns you to the standby mode.

A phonebook entry may be assigned to a speed-dial key from the speed-dial list. Select the speed-dial key that you wish to assign and then press

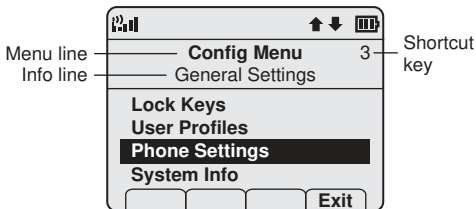
the **Set** softkey to open the phonebook list. Use the search routine or the **Nav** keys to select the desired entry.



Press **NavOK** to assign the selected name to that speed-dial key. The **Back** softkey returns you to the speed-dial list. Speed-dial entries may be edited through the phonebook, as described above.

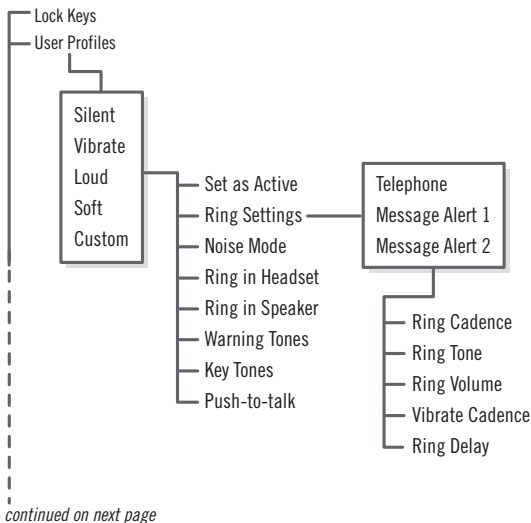
## The Config Menu

When the handset is in standby mode, press the **Cfg** softkey to enter the **Config Menu**. This menu allows you to set user preferences. Refer to the diagrams on pages 24-25. The handset cannot make or receive calls while in the **Config Menu**.



Scroll through menu options by using **Nav▲** and **Nav▼**. When an asterisk (\*) appears to the left of an option, it indicates that the option is currently selected. Press the **Exit** softkey to return to standby mode. Use the **Back** softkey to return to the previous menu.

## Configuration Menu Options



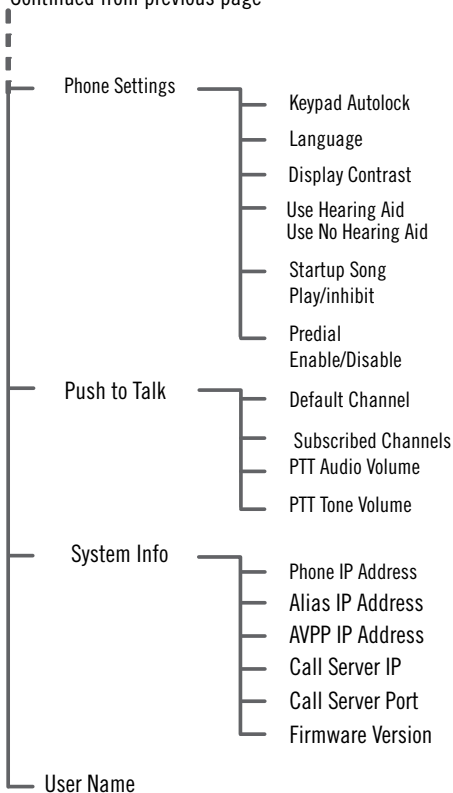
### To change the language

Press the **Cfg** softkey to open the **Configuration Menu**.

Select **Phone Settings** and then select the **Language** option. Use the Nav keys to scroll to and select the desired language. The handset menus will now display in the selected language.



Continued from previous page

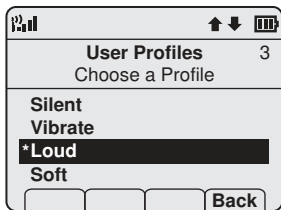


## Toggle Options

Some menu options that have only two possibilities operate on a toggle basis. The current setting is shown on the second row of the display, called the info line. Press **NavOK** to toggle between the settings. For example, when **Ring in Headset** is the menu option, **Currently Speaker** will show on the info line. If you select **Ring in Headset**, **Currently Headset** will show on the info line and the menu option will toggle to **Ring in Speaker**.

## User Profile Settings

Your handset ring behavior is established by five User Profiles: **Silent**, **Vibrate**, **Loud**, **Soft**, and **Custom**. The currently-active user profile is shown on the standby display. The ring behavior can easily be changed by pressing the **Prof** softkey and selecting a new profile from the list while the handset is in standby mode. The currently-active profile is marked with an asterisk (\*).



## Changing Ring Settings

To change the ring tone or any other ring setting for any profile, go to **User Profiles** and select the profile. Select **Ring Settings** and then select **Telephone** for standard phone calls or one of the **Message Alerts** for text messages. Then select the ring option you want to adjust. See page 24 for the diagram that shows this sequence graphically.

## Default Profile Settings

Setting/Profile	Silent	Vibrate	Soft	Loud	Custom
Ring Cadence	Off	Off	Telephone	Telephone	Telephone
Ring Tone	Tone 1	Tone 1	Tone 1	Tone 1	Tone 1
Ring Volume	1	1	3	7	5
Vibrate Cadence	Off	Telephone	Off	Off	Telephone
Ring Delay	0	0	0	0	5
Noise Mode	Normal	Normal	Normal	Normal	Normal
Headset/Speaker	Speaker	Speaker	Speaker	Speaker	Speaker
Key Tones	Off	Off	On	On	On
Warning Tones	Off	Off	On	On	On
Push-to-talk*	Off	Off	On	On	On

\*Push-to-talk is only available on the Avaya 3645 model.

Contact your system administrator if you want to reset all user profiles back to these default settings.

## Data Entry and Editing

Enter numbers by pressing the buttons on the keypad. The blinking underscore identifies the current cursor position. When entering alphanumeric strings, the **CAPS/caps** softkey will appear and may be pressed to toggle the case. Enter letters by repeatedly pressing the corresponding key until the desired letter displays on the screen. Use the **CAPS** softkey to change the case as needed.

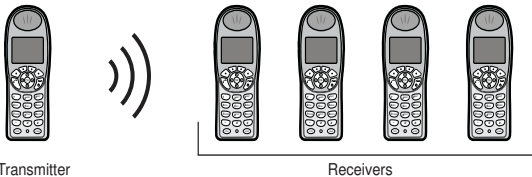
To edit during entry, delete the character to the left of the cursor by pressing the **Del** softkey. To replace an entry, delete it by pressing the **Clr** softkey and then enter the new data. To edit an existing entry, use **Nav◀** and **Nav▶** to move the cursor position, and then press the **Del** softkey to delete the character to the left. Insert new data by pressing the buttons on the keypad.

Alphanumeric entries:

Key	caps	CAPS
1	1	1
2	2 a b c	2 A B C
3	3 d e f	3 D E F
4	4 g h i	4 G H I
5	5 j k l	5 J K L
6	6 m n o	6 M N O
7	7 p q r s	7 P Q R S
8	8 t u v	8 T U V
9	9 w x y z	9 W X Y Z
0	0	0
*	* . - ! \$ % & ' ( ) + , : ; / \ = @ ~	
#	# <space>	

## Push-to-talk (PTT)

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**.

### PTT Operation Summary

If you want to	Then
Make a PTT call	To call on the default channel, from standby mode press and hold the <b>TALK</b> button. Wait for the display to show <b>Transmitting</b> and then hold the handset approximately two inches from your mouth and speak.
Respond to a PTT call	Press and hold the <b>TALK</b> button during the 10-second wait period.
End wait period	Press <b>END</b> .
Select a different PTT channel	Press and release the <b>TALK</b> button. Select a different channel from the list using the <b>Nav</b> keys or volume up/down buttons.

<b>If you want to</b>	<b>Then</b>
End one PTT call and start another one	Press the <b>END</b> key to exit the PTT call. Press and release the <b>TALK</b> button and select a different channel from the list. Press and hold the <b>TALK</b> button to begin transmitting on the different channel.
Receive a PTT call while in a telephone call	Press the <b>END</b> key to end the telephone call. Now you can hear the PTT call.
Transmit on the priority channel	Press and release the <b>TALK</b> button. Select the priority channel from the list. Press and hold <b>TALK</b> , then speak.
End a PTT call	Press the <b>END</b> key to exit the PTT call.
Change PTT volume	Use the <b>Up</b> and <b>Down</b> volume buttons on the side of the handset.
Answer a telephone call during a PTT transmission	Press the <b>START</b> key. PTT transmissions will be pre-empted by the telephone call.
Start a telephone call during a PTT transmission	Press the <b>START</b> key and dial the number. PTT transmissions will be pre-empted during the telephone call.
Turn off PTT	Change to a different profile (Silent and Vibrate disable PTT by default) or unsubscribe from all PTT channels.
Subscribe to additional PTT channels	Open the <b>Config Menu</b> and select <b>Push-to-talk</b> . Select <b>Subscribed Channels</b> and then select the channels you want to add. Subscribed channels are marked with an asterisk (*).

## Handset Accessories

Accessories for the Avaya 3641/3645 Wireless IP Telephone include three different charger models, three different Battery Pack models, a headset and several carrying options.

### Battery Packs

The Battery Packs must be recharged periodically. Each type of Battery Pack requires a different amount of time to achieve a fully charged state from a fully depleted state. Three Battery Pack options are available.

Type	Talk Time	Standby Time	Charging Time
Standard	4 hours	80 hours	2 hours
Extended	6 hours	120 hours	3 hours
Ultra-Extended	8 hours	160 hours	4 hours

The Battery Pack icon on the status row indicates the charge amount remaining. Additionally the handset will sound warning tones and display the **Battery Low** message when there are fewer than two minutes of talk time remaining.

A melody will play when the handset is powered on for the first time after being fully charged, unless this feature has been disabled. Each Battery Pack type has a different melody.

See your system administrator if you have questions about the type of Battery Pack you have been issued.



The type of Battery Pack is printed on the label. Remove the Battery Pack and view the label to determine the type of Battery Pack you have been issued.

## About Chargers

Three charger models are available for the Avaya 3641/3645 Wireless IP Telephone. The Single Charger will charge a single handset with an installed Battery Pack. The Dual Charger will charge the handset and a spare Battery Pack. The Quad Charger can charge up to four Battery Packs at a time. Any Avaya 3641/3645 Battery Pack can be charged in any charger.

The Single and Dual Chargers allow the handset to remain operative in speakerphone mode or with a headset while charging. Handsets may be charged while in standby mode, while in an active call or while turned off.

Place the Single or Dual Charger on a flat, horizontal surface. Plug the power supply into the charger and into an appropriate wall outlet. The Quad Charger may be mounted on a horizontal or vertical surface.



## Charging Status

The handset display and the LED on the Dual and Quad Chargers indicate whether or not charging is occurring or completed or if a Battery Pack failure has been detected.\*

Handset/LED	Charging Status
<b>Charging</b>	The Battery Pack in the handset is charging.
LED Solid On	Note that in the Dual Charger, the handset's Battery Pack takes charging precedence, and when it is finished charging, the single Battery Pack in the rear slot will charge.
<b>Charge Complete</b>	The Battery Pack in the handset has finished charging.
LED Off	Battery Pack fully charged, empty slot, or unit is not powered.
<b>Battery Failure</b> LED Flash	Error. Battery Pack not able to be charged. Reinsert Battery Pack or replace Battery Pack.

\* Note: the Single Charger does not have an LED indicator.

## Single Charger



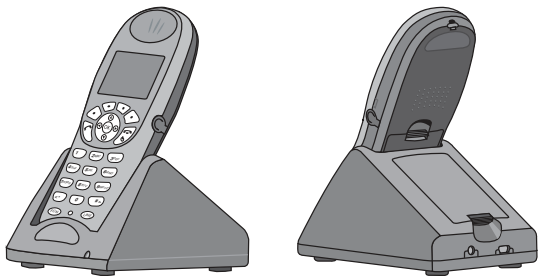
The Single Charger is designed to allow the handset to remain operational through speakerphone or headset use while the handset's Battery Pack is being charged. The handset may also be charged while it is in standby mode or turned off.

Place the handset in the Single Charger facing forward. While the handset is charging in standby mode, it will display its extension number and **Charging....** An animated charge icon will indicate that charging is in progress. The handset is fully operational and will ring if called. When the handset is charging while turned off, only **Charging...** will display and no calls will be received. The dots will be racing during the charging cycle.

When the handset is fully charged, **Charge Complete** will display.

No charging information will display during an active call.

## Dual Charger



The Dual Charger is designed to charge the Battery Pack in the handset while it remains operational and also charge an additional Battery Pack in the rear charging bay. The handset has charging priority when both slots are occupied.

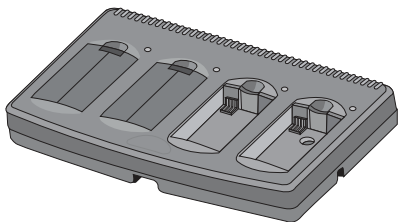
Place the handset in the front slot, facing forward. The Battery Pack alone snaps into the charging bay as shown in the illustration.

The LED indicates the status of the Battery Pack in the rear bay. The handset displays its charging status as described for the Single Charger.

When the handset is fully charged or is removed, the Battery Pack will begin charging.

Note that the time it takes for the Battery Pack to charge will be lengthened if its charging cycle is interrupted for a handset to charge.

## Quad Charger



The Quad Charger is designed to simultaneously charge four Battery Packs. It may be mounted on a horizontal or vertical surface.

The Battery Pack snaps into the charging slot. The LED above the occupied bay indicates the charging status of the Battery Pack in the bay.



If a flashing LED indicates a Battery Pack failure, verify the condition before replacing the Battery Pack. First check the Battery Pack in a different bay or substitute another charger and repeat the operation that caused the failure. If the same Battery Pack lights a steady LED when inserted in a different bay or charger, the first charger may be faulty. Contact your system administrator for service information.

## Carrying Options

The following options are available for handset protection and easy handset carrying and removal.

**Belt clip:** Spring-loaded plastic belt clip that attaches to the back of the handset.

**Swivel belt clip:** Swivel-style belt clip that attaches to the back of the handset with full 360 degree swivel or eight-position ratchet options.

**Swivel carrying case:** Black leather case with keypad cover and swivel-style quick release belt clip.

**Rugged holster:** Black holster with belt clip.

**Cord lanyard:** Nylon cord lanyard with quick disconnect.

**Coiled lanyard:** Plastic coiled lanyard with clothing clip.

## Headsets

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

To use the headset, simply plug it into the jack on the right side of the handset.

While using a headset, the handset will ring according to the user profile setting established in the **Headset/Speaker Ring** option. The external ring will ring according to the setting of the profile.

The headsets offered by Avaya are specially designed to work properly with the Avaya 3641/3645 Wireless IP Telephone. Avaya does not recommend using other headsets.

# Handset Administration

## FAQs

### ***How does the handset power off and power on?***

The **END** key is the power on/power off key. Press and hold it to turn the handset on. Turn the handset off from the standby mode by pressing and holding the **END** key. If you are in an active call, end the call by pressing the **END** key. This returns the handset to the standby mode.

### ***How do I place a call and terminate a call?***

To place a call, press the **START** key and then dial the number. End the call by pressing the **END** key. You can also use the speakerphone instead of the **START** key.

### ***Can I change the ring?***

The ring is fully adjustable and may be set differently for different profiles. For a complete explanation of how to change the ring, see the *Profile Settings* section of this guide.

### ***How do I change the voice volume and the ringing volume?***

Whether using a headset, the speakerphone, or the internal speaker, the speaker volume for the current call may be raised or lowered by pressing the up and down volume buttons on the side of the handset.

The volume buttons may be pressed while the handset is ringing to raise or lower the ring volume, which also changes the ring volume setting in the current profile.

### ***What is the range of the Avaya 3641/3645 Wireless IP Telephone?***

As barriers affect radio transmission, there is no single answer for this question. Normally, you can expect the same range as with any other wireless device. However, if your facility has metal walls or other materials that inhibit radio waves, the range will be reduced.

### ***How do I charge the Battery Pack?***

The Battery Pack in the handset may be charged in a Single or Dual Charger without being removed from the handset by simply placing the handset into the charger. A spare Battery Pack may be charged in the rear bay of the Dual Charger or in a Quad Charger.

### ***How long does the Battery Pack hold a charge?***

There are three different Battery Pack models and each has a different charge capacity. The type of Battery Pack is printed on the label. Remove the Battery pack and view the label to determine the type of Battery Pack you have been issued.

Type	Talk Time	Standby Time	Charging Time
<b>Standard</b>	4 hours	80 hours	2 hours
<b>Extended</b>	6 hours	120 hours	3 hours
<b>Ultra-Extended</b>	8 hours	160 hours	4 hours

### ***What features (transfer, mute, etc.) are available and how are they activated?***

Mute and Hold features are available in every facility and are activated by pressing the corresponding softkey. Other features, such as Transfer and Conference, are locally programmed and usually activated by pressing the **FCN** key and then the number key or keys that correspond to the programmed feature. Contact your phone system administrator for detailed information on how to access these features in your facility.

### ***Can I use the Avaya 3641/3645 Wireless IP Telephone at home?***

Access points installed in your facility transmit the radio waves emitted by your Avaya 3641/3645 Wireless IP Telephone to the phone system which links the handsets to each other and to the rest of the world. The handset operates only within range of these access points and will therefore not work in your home.

### ***How should I clean the handset?***

Wiping the handset 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. A spray cleaner may be used with care. Do not spray at an angle. Do not allow liquid cleaners to seep into keypad. Be sure to wipe away any detergent residue with a clean water-dampened cloth. Do not immerse.

## Specifications

<b>Radio mode</b> (set by system administrator)	802.11b, 802.11g 802.11a	2.4–2.4835 GHz 5.150–5.250 GHz 5.250–5.350 GHz 5.470–5.725 GHz 5.725–5.825 GHz
<b>Transmission type</b>	Direct-sequence spread spectrum (DSSS)	
<b>Transmit data rate</b>	Up to 54 Mb/s	
<b>Radio QoS</b>	SpectraLink Voice Priority (SVP)	
<b>Wireless security</b>	Wired Equivalent Privacy (WEP), 40-bit and 128-bit; Cisco FSR; WPA-PSK, WPA2-PSK	
<b>FCC certification</b>	Part 15.247	
<b>Management</b>	DHCP, TFTP	
<b>Voice encoding</b>	G.711, G.729a/ab	
<b>VoIP Protocols</b>	CCMS	
<b>Transmit power</b>	See system administrator for information	
<b>Display</b>	Up to five lines of text plus two icon status rows and one row for softkey labels.	
<b>Avaya 3641 Wireless IP Telephone dimensions</b>	5.4" x 2.0" x 0.9" (13.7 x 5.1 x 2.3 cm)	
<b>Avaya 3645 Wireless IP Telephone dimensions</b>	5.7" x 2.0" x 0.9" (14.5 x 5.1 x 2.3 cm)	
<b>Avaya 3641 Wireless IP Telephone weight</b>	3.9 oz. ( 110.6 g) with Standard Battery Pack	
<b>Avaya 3645 Wireless IP Telephone weight</b>	4.2 oz. (119.1 g) with Standard Battery Pack	
<b>Standard Battery Pack capacity</b>	4 hours talk, 80 hours standby	
<b>Extended Battery Pack capacity</b>	6 hours talk, 120 hours standby	
<b>Ultra-Extended Battery Pack capacity</b>	8 hours talk, 160 hours standby	



## Safe Use of Wireless Telephones

- ! **WARNING:** Changes or modifications to this equipment that are not approved by Avaya may cause this equipment to fail to comply with part 15 of the FCC rules, voiding the user's authority to operate this equipment.
- ! **WARNING:** Avaya products contain no user-serviceable parts inside. Refer servicing to qualified service personnel.

## Operational Warnings

### Potentially Explosive Atmospheres

Turn off your handset prior to entering any area with a potentially explosive atmosphere. 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.

- ! Areas with potentially explosive atmospheres 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 posted, but not always.

## Electromagnetic Interference and 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 handset 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.

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

### Hearing Aids

Some digital wireless handsets 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**

Campus installations and warehouse facilities that use vehicles such as forklifts or golf carts should abide by these guidelines when using Wireless Telephones:

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

## **For Vehicles Equipped with an Airbag**

Do not place a portable handset in the area over the airbag or in the airbag deployment area. An airbag inflates with great force. If a handset is placed in the airbag deployment area and the airbag inflates, the handset may be propelled at high speed and cause serious injury to occupants of the vehicle.

## Safe Use of Battery Packs and Chargers

- It is normal for the Battery Pack to become warm when charging.
- 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 handset or single Battery Pack as appropriate, to avoid bending the contacts. Bent contacts can keep the Battery Pack from charging.
- Only use Avaya Battery Packs with Avaya chargers.
- Never use a non-Avaya charging unit as it could damage the Battery Pack.
- Only use the original plug-in power adapter for the chargers.
- Contact your service representative for assistance if you have a faulty Battery Pack or a problem with your charger.



**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.**



**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.**

# Index

## A

- Accessories
  - Battery Packs 31
  - Carrying options 37
  - Chargers 32
  - Headset 37
- Active Mode 8
- Administration
  - Care of handset 47
  - FAQs 38
  - Handset Operation Summary 16–19
  - Specifications 40
- Answer call
  - First line 18
  - Second line 18
  - Via headset 18

## B

- Backlight 19
- Battery Packs
  - Charging 32–36
  - Charging status 33
  - Dual Charger 35
  - Options 32
  - Quad Charger 36
  - Remove/replace 15, 16
  - Safe Use of 44
  - Single Charger 34

## C

- Care of handset 47
- Carrying options 37
- Chargers
  - Charging status 33
  - Cleaning the handset 47
  - Dual Charger 35
  - Quad Charger 36
  - Single Charger 34
  - Use of 34–36, 44
- Cleaning handsets and chargers 39, 47
- Config Menu
  - Default profile settings 27
  - Defined 23

- Entering 23
- Mode 8
- Options diagram 24–25
- Profiles 26

## D

- Data entry 28
- Data entry table 28
- Dial call
  - Outgoing calls 16–17, 38
  - Via phonebook 21
- Displays
  - Handset 9

## E

- Edit
  - Arrows during 11
  - Data entry 28
  - Phonebook 21
  - Speed-dial number 22
- Emergency call 17
- External call 16

## F

- Features
  - Config Menu 23
  - Config Menu options 24–25
  - Data entry and editing 28
  - Display additional 19
  - Facility-specific 20
  - Phonebook 21
  - Redial 20
  - Push-to-talk (PTT) 29
  - Redial 20
  - Speakerphone 20
  - Speed-dial 22

## H

- Handset Operation Summary 16–19
- Hang up 16, 19
- Headset
  - Answer 18
  - Cleaning connector 47
  - Profile Setting 27

- Use of 37
- Volume 19
- Volume with 38
- While charging 32, 34

Hold

- Place a call on 19
- Softkey label 13

**I**

Internal call 16

**K**

Keypad

- Cleaning 39, 47
- Cover 37
- Illustration 2–3
- Lock 16
- Unlock 12, 14, 16

**M**

Menu Navigation 8

Modes of Operation 8

Mute

- On status bar 12
- Softkey label 14
- Use of 19, 39

**N**

Navigation 8

**P**

Phonebook

- Call 18
- Edit 19
- Edit entry options 21–22
- Features 21
- List options 21–22
- Open 14
- Save to 20

Predial

- Use of 17, 20

Push-to-talk (PTT)

- Defined 29
- Mode 8
- Operation summary 29–30

**R**

Range 38

Redial

- Softkey label 14
- Use of 17, 20

Ring settings, changing 26

**S**

Safety

- Electromagnetic interference 42
- Explosive Atmosphere 41
- Hearing aids 42
- Medical devices 42
- Pacemakers 42
- Use while driving 43

Shortcut key 9, 20

Softkey

- Active 13
- Labels 13–14

Speakerphone

- Answer with 18
- Icon 11
- Softkey label 14
- Use of 18, 20, 38
- Volume with 38
- While charging 32, 34

Specifications 40

Speed-dial

- Open speed-dial list 17, 22
- Softkey label 14
- Use of 17, 22

Standby Mode 8

Status indicators 9, 11–12

System administrator 5

**U**

User profile

- Changing 19
- Headsets and 37
- Setting 26–27

**V**

Volume

- Changing 38
- Headset 19
- Ring 18, 27

## Care of Your Handset

- Avoid dropping the handset or knocking it against hard surfaces. Carrying the handset in a holster or carrying case will help protect it.
- There are no serviceable parts in the handset or chargers. You should not open the handset case or disassemble the chargers. Doing so will void your warranty.
- Turn off the handset and unplug chargers before you clean them. Take care not to exert undue pressure on charger electrical contacts while wiping.
- Wiping the handset 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. A spray cleaner may be used with care. Do not spray at an angle. Do not allow liquid cleaners to seep into keypad. Be sure to wipe away any detergent residue with a clean water-dampened cloth. Do not immerse.
- Should the headset connector become dirty, you may experience a scratchy or intermittent signal. To clean the connector, dip the non-padded end of a wooden or paper cotton swab stick in isopropyl alcohol. Gently insert in the connector and twist, repeating several times. If available, blow compressed air into the connector to clear debris.
- Keep the headset jack covered when it is not in-use.
- Using a carrying case may help protect the surfaces and help prevent liquids (e.g., rain) from entering into the interior of the handset.
- If your handset interior gets wet, do not try to accelerate drying with the use of an oven or a dryer as this will damage the handset and void the warranty. Instead, do the following:
  1. Immediately power off the handset.
  2. Remove the Battery Pack from handset.
  3. Shake excess liquid from the handset.
  4. Place the handset and Battery Pack in an upright position in an area that is at room temperature and has good airflow.
  5. Let the handset and Battery Pack dry for 72 hours before reconnecting the Battery Pack and/or powering on the handset.

If the handset does not work after following the steps listed above, contact your phone system administrator for servicing information.

21-601633  
Issue 2  
Juli 2007