Display Icons
- Signal strength
- Battery status
- Microphone off
- Loudspeaker on
- Loudspeaker off
- Sound off
- Ring volume set to silent
- Headset connected
- Missed call
- Incoming call
- Outgoing call
- System connection
- Key lock
- Phone lock

Avaya 3720 DECT Telephone - Quick Reference Guide
The cordless telephone is designed to be used in office environment. It is intended for telephony and has high quality voice.

### Functions

<table>
<thead>
<tr>
<th>Feature</th>
<th>3720</th>
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</thead>
<tbody>
<tr>
<td>Local phonebook (250 contacts)</td>
<td>X</td>
</tr>
<tr>
<td>Central phonebook</td>
<td>X*</td>
</tr>
<tr>
<td>Company phonebook</td>
<td>X</td>
</tr>
<tr>
<td>Vibrator</td>
<td>X</td>
</tr>
<tr>
<td>Headset connector</td>
<td>X</td>
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<tr>
<td>Microphone on/off during call</td>
<td>X</td>
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<tr>
<td>Loudspeaking function</td>
<td>X</td>
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<tr>
<td>Voice mail access</td>
<td>X*</td>
</tr>
<tr>
<td>Centralized Management</td>
<td>X*</td>
</tr>
</tbody>
</table>

* 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.

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**.

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Use the local phonebook

To find and call a name: Enter Contacts and 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 in 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 visible 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 incl. belt clip
- Belt clip, swivel type
- Standard clip
- Desktop chargers
- Headset with microphone on boom

Also available:
- Telephone lanyard
- Rackmount charger