AVAYA

Avaya 3616 Wireless Telephone and Desktop Charger User Guide

For CCMS

Notice
Every effort was made to ensure that the information in this book was complete and accurate at the time of printing. However, information is subject to change.

Avaya Web Page
The world wide web home page for Avaya is: http://www.avaya.com

Preventing Toll Fraud
Toll Fraud is the unauthorized use of your telecommunications system by an unauthorized party (for example, a person who is not a corporate employee, agent, subcontractor, or working on your company's behalf). Be aware that there is a risk of toll fraud associated with your system and that, if toll fraud occurs, it can result in substantial additional charges for your telecommunications services.

Avaya Fraud Intervention
If you s*uspect that you are being victimized* by toll fraud and you need technical assistance or support, call the Technical Service Center's Toll Fraud Intervention Hotline at 1.800.643.2353.

Providing Telecommunications Security
Telecommunications security of voice, data, and/or video communications is the prevention of any type of intrusion to, that is, either unauthorized or malicious access to or use of, your company's telecommunications equipment by some party.

Your company's "telecommunications equipment" includes both this Avaya product and any other voice/data/video equipment that could be accessed via this Avaya product (that is, "networked equipment").

An "outside party" is anyone who is not a corporate employee, agent, subcontractor, or a person working on your company's behalf. Whereas, a "malicious party" is Anyone, including someone who may be otherwise authorized, who accesses your tele-communications equipment with either malicious or mischievous intent.

Such intrusions may be either to/through synchronous (time-multiplexed and/or circuit-based) or asynchronous (character-, message-, or packet-based) equipment or interfaces for reasons of:

- Utilization (of capabilities special to the accessed equipment)

- Theft (such as, of intellectual property, financial assets, or toll-facility access)

- Eavesdropping (privacy invasions to humans)

- Mischief (troubling, but apparently innocuous, tampering)

- Harm (such as harmful tampering, data loss or alteration, regardless of motive or intent)

Be aware that there could be a risk of unauthorized intrusions associated with your system and/or its networked equipment. Also realize that, if such an intrusion should occur, it could result in a variety of losses to your company, including but not limited to, human/data privacy, intellectual property, material assets, financial resources, labor costs, and/or legal costs).

Your Responsibility for Your Company's Telecommunications Security
The final responsibility for securing both this system and its networked equipment rests with you – an Avaya customer's system administrator, your telecommunications peers, and your managers. Base the fulfillment of your responsibility on acquired knowledge and resources from a variety of sources including but not limited to:

- Installation documents

- System administration documents

- Security documents

- Hardware-/software-based security tools

- Shared information between you and your peers

- Telecommunications security experts

To prevent intrusions to your telecommunications equipment, you and your peers should carefully program and configure your:

- Avaya provided telecommunications systems and their interfaces

- Avaya provided software applications, as well as their underlying hardware/ software platforms and interfaces

- Any other equipment networked to your Avaya products

Federal Communications Commission Statement

Part 15: Class A Statement. This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio-frequency energy and, if not installed and used in accordance with the instructions, could cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

Industry Canada (IC) Interference Information

This digital apparatus does not exceed the Class A limits for radio noise emissions set out in the radio interference regulations of Industry Canada.

Le Présent Appareil Nomérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la class A préscrites dans le reglement sur le brouillage radioélectrique édicté par le Industrie Canada.

European Union Declaration of Conformity

The "CE" mark affixed to the equipment means that it conforms to the referenced European Union (EU) Directives listed below:

EMC Directive	89/336/EEC
Low-Voltage Directive	73/23/EEC

For more information on standards compliance, contact your local distributor.

> **WARNING** Changes or modifications to this equipment not approved by Avaya Inc. may cause this equipment to not comply with part 15 of the FCC rules and void the user's authority to operate this equipment.

> **WARNING** Avaya products contain no user-serviceable parts inside. Refer servicing to qualified service personnel.

NOTE CONCERNING THE WIRELESS TELEPHONES:

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

RADIO FREQUENCY (RF) INFORMATION:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

SPECIFIC ABSORPTION RATE (SAR) INFORMATION:
Your wireless handheld portable telephone is a low power radio transmitter and receiver. When it is ON, it receives and also sends out radio frequency (RF) signals. In August 1996, the Federal Communications Commissions (FCC) adopted RF exposure guidelines with safety levels for hand-held wireless phones. Those guidelines are consistent with the safety standards previously set by both U.S. and international standards bodies:

- ANSI C95.1 (1992) American National Standards Institute
- NCRP - Report 86 (1986) National Council on Radiation Protection and Measurements
- ICNIRP (1996) International Commission on Non-Ionizing Radiation Protection;
- DHWC - Safety Code 6 Department of Health and Welfare Canada

Those standards were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health. The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6W/kg.[1] Tests for SAR are conducted using standard operating positions specified by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operating can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output. Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. The tests are performed in positions and locations (e.g., at the ear and worn on the body) as required by the FCC for each model. While there may be differences between the SAR levels of various phones and at various positions, they all meet the government requirement for safe exposure. The FCC has granted an Equipment Authorization for this model phone with all reported SAR levels evaluated as in compliance with the FCC RF emission guidelines. SAR information on this model phone is on file with the FCC and can be found under the Display Grant section of http://www.fcc.gov/oet/fccid after searching on FCC ID IYGSNP2400. Additional information on Specific Absorption Rates (SAR) can be found on the Cellular Telecommunications Industry Association (CTIA) web-site at http://www.wow-com.com.

The only authorized headsets that may be utilized with the Avaya 3616 Wireless Telephones are those obtainable from Avaya or it's reseller partners.

The measured SAR of the Avaya 3616 Wireless Telephone is
0.0495W/kG @ 2412 Mhz (head) and 0.0309W/kG @ 2412 Mhz (body).

Phone Operation Normal Position: Hold the phone as you would any other telephone, with the earpiece to your ear and speak into the microphone. The internal antenna is then positioned properly.

ELECTROMAGNETIC INTERFERENCE/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 radio product 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.

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

Hearing Aids: Some digital wireless radio products 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
Check the laws and regulations on the use of radio products in the area where you drive. Always obey them. When using the radio product while driving, please:

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

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[1] In the United States and Canada, the SAR limit for mobile phones used by the public is 1.6 watts/kg (W/kg) averaged over one gram of tissue. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in measurements.

OPERATIONAL WARNINGS:

For Vehicles Equipped with an Air Bag: Do not place a portable radio product in the area over the air bag or in the air bag deployment area. An air bag inflates with great force. If a portable radio is placed in the air bag deployment area and the air bag inflates, the radio product may be propelled with great force and cause serious injury to occupants of the vehicle.

Potentially Explosive Atmospheres: Turn off your radio product, prior to entering any area with a potentially explosive atmosphere, unless it is a radio product type especially qualified for use in such areas (for example, Factory Mutual Approved). 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.

⚠️ **The areas with potentially explosive atmospheres referred to above 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 but not always posted.**

Batteries: 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.

Cleaning and Drying Considerations: Using a leather carry case may help protect the surfaces and help prevent liquids (e.g., rain) from entering into the interior of the radio product. This product is not waterproof, and exposing the unit to liquids may result in permanent damage to the unit.

If your Wireless Telephone interior gets wet, then do not try to accelerate drying with the use of an oven or a dryer as this will damage the Wireless Telephone and void the warranty. Instead, do the following: 1. Immediately power off the Wireless Telephone. 2. Remove Battery Pack from Wireless Telephone. 3. Shake excess liquid from Wireless Telephone. 4. Place the Wireless Telephone and Battery Pack in an area that is at room temperature and has good airflow. 5. Let the Wireless Telephone and Battery Pack dry for 72 hours before reconnecting the Battery Pack and/or powering on the Wireless Telephone. If the Wireless Telephone does not work after following the steps listed above, contact your dealer for servicing information.

See Cleaning tips for cleaning instructions.

Table of Contents

1.   About This Document

This document explains how to use and maintain the 3616 Wireless IP Telephone and its Desktop Charger.

1.1   Contacting Avaya

To access the most current troubleshooting information, and other important information about the 3616 Wireless IP Telephone, go to **www.avaya.com/support**. If you have questions about or problems with the 3616 Wireless IP Telephone that you cannot resolve after reading this document, contact Avaya Technical Support at 1 800 242-2121 (USA only) or your local authorized Avaya dealer.

1.2   Icons and Conventions

This manual uses the following icons and conventions.

Caution! Follow these instructions carefully to avoid danger.

Note these instructions carefully.

NORM   This typeface indicates a key, label, or button on Avaya hardware.

2. Avaya 3616 Wireless Telephone Overview

Line indicators

Left arrow

Low battery icon

Up

Select

Down

Softkeys

Power On Start Call

Function

Earpiece

Right arrow

Voicemail icon

Shortcut Menu & Main display area

Power Off End Call

Line

Microphone

Charging contacts

Headset jack

(not to scale)

2.1   Using the Avaya 3616 Wireless Telephone

Turn the Wireless Telephone On

Press and hold the **Power On / Start Call** key for about one second. Two chirps will sound. When the key is released, the in-service tone sounds and the extension number will display. The Wireless Telephone is now in standby mode and ready to make and receive calls.

Turn the Wireless Telephone Off

While in standby mode press and hold the **Power Off / End Call** key. One chirp will sound and the Wireless Telephone will turn off. The Wireless Telephone cannot be turned off during a call. End the call first and then turn the Wireless Telephone off.

Make a Call

Go Off Hook	Press the **Power On / Start Call** key.
Dial Number	Dial calls with the Wireless Telephone exactly as with your desk phone. You may dial extension numbers, internal numbers, or make external calls, depending on the setup of your PBX. You may hear a dial tone, then press the number keys to dial the number.
Place a Second Call	Press **FCN** + **3** to place the active call on hold. Press the **LINE** key and the number key of the line you wish to use. Dial the number.

Answer A Call

The Wireless Telephone will ring or vibrate to alert you to an incoming call. Additionally, a line number on the display may flash, and the display may show information about the call, such as caller's name and extension.

To answer a call, press the **Power On / Start Call** key, hold the earpiece to your ear and speak with a normal tone of voice.

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 may be flashing. To answer this call, put your first call on hold and press the **LINE** key then the line number of the second call.

Headset Answer	When a headset is plugged into the Wireless Telephone, any key <u>other</u> than the **Power On / Start Call, Power Off / End Call**, softkeys or side buttons may be pressed to answer a call.

🖉 IMPORTANT: End A Call

Hang Up	At the end of each call, press the **Power Off / End Call** key.

Adjust Speaker Volume

Change Volume	You may increase or decrease the volume of the speaker by pressing the corresponding **Up** and **Down** buttons located on the left side of the Wireless Telephone.

Adjust Ring

Silence while Ringing	If the ringing of the Wireless Telephone is not desired, you may silence the ring by pressing the **Power Off / End Call** button. This action does not interrupt the call and the caller may leave a voicemail message.

Initiate Backlight

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.

Utilize System Features

Transfer a call	While active on the call, press the **FCN** key and the **4** key.
	The call is placed on hold, the line number for the call on hold flashes, and you hear dial tone.
	Dial the telephone number to which you want to transfer the call.
	Do one of the following:
	• To transfer the call without announcing it, press the **FCN** key and the **4** key, and then press the **Power Off / End Call** key to hang up.
	The call is transferred. The display shows "Transfer Complete".
	• To announce the call before transferring it, wait for the called party to answer. When the called party answers, announce the call, press the **FCN** key and the **4** key, and then press the **Power Off / End Call** key to hang up.
	The call is transferred. The display shows "Transfer Complete".
Conference a call	While active on the call, press the **FCN** key and the **5** key.
	The call is placed on hold, the line number for the call on hold flashes, and you hear dial tone.
	Dial the telephone number of the person you want to add to the call.
	Wait for the person to answer.
	To add the person to the call, press the **FCN** key and the **5** key. The display will show "Conference X" or "X – party conference in progress" (where X equals number of parties on the conference, minus 1), depending on the switch administration.
	Repeat Steps 1 through 4 to add other calls to the conference.
Mute/unmute a call	To **mute** a call, press the **FCN** key and the **1** key.
	The call is muted. The display shows "<Muted>".
	To **unmute** a call, press the **FCN** key and the **1** key again.

Function Key Strokes   Pressing the **FCN** key followed by a character (1-9 or 0) while off hook enables you to access the feature options programmed for your Wireless Telephone. By default, the first four feature options (**FCN**+**1**, **FCN**+**2**, **FCN**+**3**, and **FCN**+**4**) are programmed automatically for your telephone. The following table shows these default settings. The remaining feature options depend on how your Wireless Telephone was programmed by your Avaya server administrator. You can view these feature options by going off hook and pressing the **FCN** key repeatedly.

The Function Menu   The off-hook Function Menu displays the features on the Wireless Telephone that have been programmed for use by the Wireless Telephone.

Display the Function Menu on the 3616 Wireless Telephone by pressing **Power On / Start Call** and then press **FCN**. The display will show the first two features:

> 1=Mute
> 2=LND

Press **FCN** repetitively to step through the Function Menu. Each display shows two features, the first two displays show the four assigned features as above. The Function Menu will show an asterisk in front of any active feature -- that is, any feature that is currently activated. If a feature is not activated, there will be a blank space in front of the active feature abbreviation.

Example   *For example, if **FCN**+***** corresponds to an abbreviated dialing button press **Power On / Start Call** and **FCN**+*****. The phone will then dial the number corresponding to that abbreviated dialing button.*

Shortcut Key Strokes	Fill In Your Feature Settings
FCN + 1	Mute
FCN + 2	Last Number Dialed
FCN + 3	HOLD
FCN + 4	Transfer
FCN + 5	Conference
FCN + 6	
FCN + 7	
FCN + 8	
FCN + 9	
FCN + 0	

Status Indicators

No Service Message An alarm sounds and a descriptive message displays when the Wireless Telephone cannot receive or place calls. You may be outside of the covered area. Walk back into the coverage area. The in-service tone indicates service is re-established. If functionality does not return, note the error message and contact your system administrator.

The battery icon displays and a soft beep will be heard while the Wireless Telephone is in use whenever the Battery Pack charge is low. User has 15–30 minutes of Battery Pack life left.

Battery low This message will display and an alarm will sound while the Wireless Telephone is idle whenever the Battery Pack is critically low. The Wireless Telephone cannot be used until the Battery Pack is charged.

The voicemail icon indicates that you have a new voicemail message

Melody A melody is played after the Wireless Telephone is powered on for the first time following a completed charge (Charge Complete).

The Wireless Telephone Headset

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

To use the headset, simply plug it into the jack on the bottom of the Wireless Telephone. The headset is specially designed to work properly with the Avaya 3616 Wireless Telephone. We do not recommend using other headsets.

Bottom of the Avaya 3616 Wireless Telephone

Headset jack

Charging contacts

Setting User Preferences

When the Wireless Telephone is in standby mode (on but not in use), press and briefly hold **FCN** to display user options. Check with your system administrator for specific features supported by your Wireless Telephone.

► (Right arrow)	displays next menu item.
◄ (Left arrow)	displays previous menu item.
0 (Zero**)**	selects or changes item.
FCN	returns to previous menu level.
Power Off/End Call	exits menus

User Option Menu		Action:
Ring Type	Select Telephone Ring to set the standard ring on the Wireless Telephone. **Normal** is factory default. **Vibrator** ring uses a vibrating ringer for a non-audible call alert.	Press 0 to select desired ring type. The ring type currently set displays with an asterisk.
High Noise Mode	Adjusts the Wireless Telephone to account for background noise. **Normal**: for most office environments **High**: for moderate background noise **Severe**: for extremely noisy conditions.	Select an option that describes the noise in your environment.
Current IP address	In IP systems, the IP address of the Wireless Telephone is displayed. This number may not be edited.	None
Extension	This number is used to identify the Wireless Telephone and is for display purposes only.	Use keypad to enter extension number.

(Additional options may be present. Contact your system administrator for information.)

Battery Packs

About Battery Packs

The Wireless Telephone will need to have its Battery Pack recharged periodically. The Nickel Metal Hydride (NiMH) rechargeable Wireless Telephone Battery Pack gives you four hours of talk time or 80 hours of stand-by time. Stand-by time is when the phone is turned on, but not in an active call.

Indications of Low Battery

The Wireless Telephone will notify you when the charge on the Battery Pack is low by displaying the battery icon. If you are in a call you will hear a soft beep through the earpiece every six seconds. User has 15–30 minutes of battery life left.

Not in call: The battery icon displays whenever the Battery Pack charge is low. The message Low Battery and a loud beep indicate a critically low Battery Pack charge. These occur when the user is not in a call. The Wireless Telephone will not work until the Battery Pack is charged.

⚠️
Caution

Take care not to short the battery contacts on the Battery Pack with metal objects such as coins, keys or paper clips. Shorting the contacts can cause permanent damage.

Removing and Replacing the Battery Pack on the Wireless Telephone

Removing the Battery Pack	To remove the Battery Pack, press down on the latch on the Battery Pack on the back of the Wireless Telephone. The Battery Pack releases outward.
Replacing the Battery Pack	To 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 against the Wireless Telephone.
Changing the Battery Pack while in a call	The Battery Pack may be changed while the call is still in progress. **Do not** press **Power Off/End Call** on the Wireless Telephone. Perform the **Park Call** function and quickly remove the discharged Battery Pack and replace with a charged Battery Pack, then press **Power On/Start Call** to turn the Wireless Telephone back on. The call should then be retrieved from its Parked state to rejoin the conversation. Check with the switch administrator for instruction on how to perform this or a similar process on your particular telephone system.

**Avaya 3616
Wireless Telephone
(back and left side)
with Battery Pack ajar**

Up

Select

Down

Latch

Battery pack

Lip

3. 3616 Desktop Charger

The Avaya Desktop Charger is designed to charge the Nickel Metal Hydride (NiMH) Battery Packs. Full charging is accomplished in approximately one an a half hours. Chargers operate in a 50° to 85° F (10° to 30° C) environment. Do not expose them to freezing temperatures or direct sunlight.

The Desktop Charger is shipped with the appropriate power supply for the site's location. Place the Desktop Charger on a flat, horizontal surface. Plug the power supply into the Desktop Charger and into an appropriate wall outlet.

⚠

Caution

Do not place anything in the Desktop Charger other than the Wireless Telephone. You might damage the contacts. Bent contacts can keep the Wireless Telephone from charging.

Using the Desktop Charger

The user must end any call in progress by pressing the **Power Off/End Call** button on the Wireless Telephone before placing the handset into the Desktop Charger. The Wireless Telephone may be off or in standby mode during charging.

Indicator light Place the Avaya 3616 Wireless Telephone into the Desktop Charger slot facing forward. If the Wireless Telephone is placed correctly, the red indicator light will come on. The indicator light will not come on when the slot is empty, when the Avaya 3616 Wireless Telephone is improperly seated, or when the Desktop Charger has no power applied.

Charging indicator If the Wireless Telephone is in standby mode, it will display its extension number and **Charging. . .**. If the Wireless Telephone is turned off, only **Charging. . .** will display. The dots will be racing during the charging cycle. It is normal for the Battery Pack to become warm when charging.

Charge Complete When the Wireless Telephone is fully charged, **Charge Complete** will display. The indicator light will remain on until the Wireless Telephone is removed.

4. General Care Instructions

Cleaning the Desktop Charger

Clean the Desktop Charger by wiping the surface with a clean, water-dampened cloth or paper towel. A mild detergent solution may be used. Be sure to wipe away any detergent residue with a plain water dampened cloth. DO NOT IMMERSE THE DESKTOP CHARGER IN WATER OR OTHER LIQUID. DO NOT POUR LIQUIDS INTO THE SLOT.

The Battery Pack contacts on the Wireless Telephone may be cleaned with isopropyl (rubbing) alcohol applied with a Q-tip, cloth, or paper towel. Do not push or pull the exposed Battery Pack contacts.

Important:

- Never use non-Avaya charging units as they could damage the Battery Pack.

- Only use the original plug-in power adapter for the Desktop Charger.

- Do not dip the Battery Pack in water or throw into the 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.

Replacement Battery Packs are available from your supplier or servicing agent.

General Care of the Wireless Telephone and Chargers

This section applies to the Avaya 3616 Wireless Telephone and the Desktop Charger equally.

Do not drop Avoid dropping the Wireless Telephone or knocking it against hard surfaces. Carrying the Wireless Telephone in a holster or carrying case will help to protect it.

Do not disassemble There are no serviceable parts in the Wireless Telephone or Desktop Charger. You should not open the Wireless Telephone case nor disassemble the Desktop Charger. Doing so will void your warranty.

Cleaning tips Turn off the Wireless Telephone and unplug the Desktop Charger before you clean them. Never immerse either in water. Clean the exterior surfaces, including the charging contacts, with a cloth that has been slightly moistened with water. Take care not to exert undue pressure on the Desktop 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. Be sure to wipe away any detergent residue with a clean water-dampened cloth.

The Wireless Telephone may be cleaned with any general-purpose household glass and surface-type cleaner. DO NOT SPRAY THE HANDSET DIRECTLY! Isopropyl alcohol may be used occasionally applied by a cloth or paper towel. When using alcohol, do not rub the keypad characters vigorously. Doing so will significantly degrade legibility.

Pre-treated cloths such as used for eyeglasses or cameras may be used to clean the phone. Pre-moistened towelettes may also be used to clean the phone, however, avoid those containing lanolin or aloe as it will leave a slippery residue.

The surface of the handset may be cleaned occasionally with disinfectants used for general cleaning in a medical environment. Isopropyl alcohol may be used occasionally applied by a damp cloth or paper towel. When using alcohol, do not rub the keypad characters vigorously. Doing so will significantly degrade legibility.

- Do not use furniture polishes, waxes or plasticizer-based cleaner (Armor All™, etc.)
- Do not use lanolin, aloe, glycerin or other skin care type products.
- Do not apply any solvent such as acetone, mineral spirits etc.
- Do not directly spray or immerse the handset.

Should the headset connector become dirty, a scratchy or intermittent signal may be experienced. To clean the connector, dip the non-padded end of either a wooden or paper handled cotton swab in isopropyl alcohol. Gently insert in the connector and twist, repeating several times. If available, blow compressed air into the connector to clear debris.

Tips For Use

- Before you use the Wireless Telephone, the Battery Pack must be charged.

- You can only use the Wireless Telephone with your facility's telephone system. It is not a public cellular phone.

- Keep the Wireless Telephone away from your ear when it is ringing.

- The microphone is between the **FCN** and **LINE** keys. This is a sensitive microphone that works well when the Wireless Telephone is correctly positioned on your ear. There is no need to speak directly into the microphone, but do not cover it with your hand or cheek when talking.

- The LCD panel displays information about the status of your Wireless Telephone and prompts you about features.

- If the Battery Pack is low, you will hear a soft beep and see the battery icon in the display.

- Improper disposal of Battery Packs can damage the environment. Dispose of batteries properly.

- You can control the Wireless Telephone volume level and the type of ring.

- To protect the Wireless Telephone, use a carrying case.

NOTE:
It is recommended that standard acceptance procedures be followed prior to operating this equipment in proximity of life-support systems.

To minimize risk of interference, pacemaker users should not carry the Wireless Telephone next to the pacemaker.

Earpiece may retain magnetic objects.

Operation of the Wireless Telephone may produce an audible noise noticeable to hearing aid users. It is recommended that a hearing aid compatible headset be used by hearing aid users.