Wireless Telephone Quick Reference Guide
Avaya 3626
CCMS protocol

Accessing System Features

Press **Power On / Start Call**, then **FCN** to access the Shortcut Menu that lists the feature options programmed in your Wireless Telephone.

Press **FCN** followed by the shortcut (a digit **1-9**, and **0**) while off-hook to access the feature options programmed for your Wireless Telephone template.

The Line appearances administered for your extension are displayed by pressing the **LINE** key when the Wireless Telephone is off hook. If the **>** icon is on, additional appearances can be displayed by repeatedly pressing the **LINE** key. The line is selected by pressing the number key corresponding to the number to the left of the "**=**" in the menu. The line does not have to be on the current display to be selected.

When you are on a call, a line indicator will convert to a solid number indicating which line you are currently using. If a second call comes in on another line, a flashing second number will appear to indicate which line is ringing.

See User Options on the right for additional options that can be configured at the end user level.

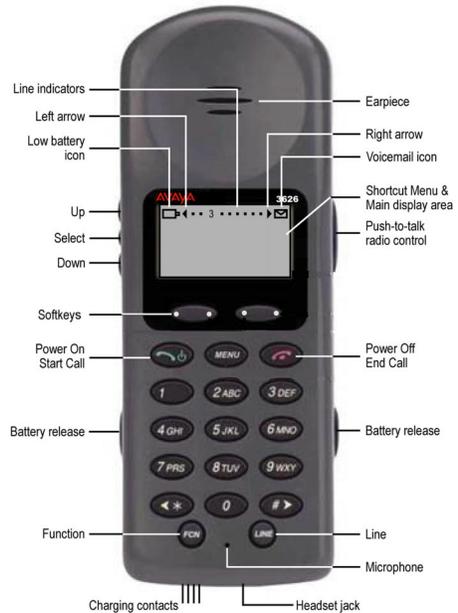Use the following table to record the features programmed into your Wireless Telephone.

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	

*In the CCMS protocol environment, the softkeys and the **MENU** key are unavailable.*

IMPORTANT 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.
- 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.

For information on Battery Packs, usage tips, and care of Wireless Telephones, see the Wireless Telephone User Guide or visit www.avaya.com/support.

Avaya 3626 Wireless Telephone

Turn on	Press and hold **Power On/Start Call**. Two chirps will sound. When the key is released, the in-service tone sounds.
Turn off	Press and hold **Power Off/End Call**. One chirp will sound. If in a call, hang up first, then turn off.
Make a call or go off hook	Press **Power On/Start Call**.
Select line	Press **LINE** and the number key corresponding to the required line. (**NOTE:** IP Office will support line appearance functionality in a future release.)
Dial number	Press number keys.
Hang up	Press **Power Off/End Call**. Be sure to do this at the end of each call.
Answer call	Press **Power On/Start Call**.
Hold	Press **FCN+3**. To take a call off hold, press **FCN+3** again, or press **LINE** and the desired call appearance.
Change volume	While in a call, press the **Up** or **Down** button.
Silence while ringing	Press the **Power Off/End Call** key to silence the ring.
Headset answer	Press any key (other than **Power On/Start Call**, **Power Off/End Call**, or a softkey) to answer a call when a headset is plugged in.
User options	Press **FCN** while on hook to change settings (* shows current, follow display instructions to set): Ring Type—select: Normal (for an audible ring) Vib/norm (vibrates for 5 seconds, then rings) Vibrate (vibrates until answered) High Noise Mode—select: Normal (for most office environments) High (for moderate background noise) Severe (for extremely noisy conditions) Current IP address: may not be edited. Extension number: may not be present for some protocols. Push-to-talk Channel selection—select: 1-8: selects the channel used for two-way radio transmission and monitoring. Enable/Disable Additional options may be present.
Backlight	Comes on when any key is pressed. Turns off after ten seconds if no key is pressed.
Battery release	Squeeze both battery release buttons simultaneously to release.
Status/Tone 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 covered area. The in-service tone indicates service is re-established.
	The battery icon displays and a beep sounds to indicate the Battery Pack charge is low. You have two minutes to change the Battery Pack before losing power
	The voicemail icon indicates that you have a new voicemail message.

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