Display Icons

- Signal strength
- Battery status
- Voice mail
- Microphone off
- Ring volume set to silent
- Loudspeaker on
- Loudspeaker off
- Sound off
- Headset connected
- Bluetooth headset connected
- Bluetooth
- New message
- Read message
- Missed call
- Incoming call
- Outgoing call
- System connection
- Key lock
- Phone lock

Avaya 3725 DECT Telephone - Quick Reference Guide
The cordless telephone is a feature-rich handset with colour display, telephony, messaging, and bluetooth. It is designed to be used in office environment and medium demanding environment such as hospital environment.

It is suitable for users dependent of being reachable and/or having a need for mobile voice and messaging features, which makes it ideal for applications where the user needs either one way messaging or to be able to interact with other users. The colour display enhances and simplifies the use of the cordless telephone.

Read the safety instructions before use.

For software download and parameter set up, read the Installation and Administration Manual, IP DECT

### Functions

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<tr>
<td>Central phonebook</td>
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<td>Company phonebook</td>
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<td>X</td>
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</tbody>
</table>

* System dependent

**Note:** Your unit may have more functions than described here; see User Guide, Avaya 3725 DECT Telephone.
Basic functions

Switch the telephone on/off

Press and hold the On-Hook key until pop-up question is displayed.

Make a call

Dialling can be made in the following ways:
• In idle screen, dial the number and press the Off-hook key.
• Press the Off-hook key and enter the number.
• Press a pre-programmed Hot key* or Soft key.
• Dial a number from the local phonebook. Enter the Contacts menu, select Call contact and select the name from the list, 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.

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

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.

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 idle 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
Press the Volume button upwards to increase the volume, downwards to decrease the volume. Or, 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.
The battery can also be charged in a separate battery pack charger.
Note: Charging below 5°C will harm the battery and shorten the lifetime.

Remove the battery
It is recommended to switch off the telephone before removing the battery.

Messaging
Receive a text message
When a text message is received, the LED starts flashing and a message tone sounds. A pop-up New message(s):1 View now? is displayed and the Soft keys Yes/No to read
the message now or later. The message is then stored in the message list. The New message icon is shown in the display.

If the message is received during a call, the user is notified by a beep.

**Read a stored message**

Open the Message list, either from the messaging menu or by pressing the Navigation key in Idle screen. Use the Navigation key to navigate in the Message list. Select message and press the soft key View to read the message.

**Send message**

Open the Messaging menu and select Write new message. Enter text, press the soft key Send, and then enter a number, or press the midle soft key for phonebook look-up. Press Send.

**Delete a stored message**

To delete a message, select message and press the soft key More, select Delete, and press the soft key Yes.

**Check voice mail**

A new voice mail is indicated by a pop-up and the icon. Only one voice mail at the time will be displayed in the message list.

Open the Messaging menu, select Inbox, select , press the soft key View, and press Call. or

A long press on digit key 1 will call your voice mail. If the extension number is not available a pop-up Voice mail number not defined is displayed. See User Guide, Avaya 3725 DECT Telephone.
Navigate the menu
Use the Navigation key to move around in the menu structure.

The menus are: Connections, Calls, Short cuts, My favourites, Messaging, Settings, Profiles, and Contacts.

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.

Use the local phonebook

To find and call a name: Enter Contacts, 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, 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 Call key to make the call.

**Use the company phonebook**

The company phonebook has to be imported via the PDM before it will be visible in the handset. See User Manual, Cordless Telephone 3725.

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.

**Soft keys, Hot keys and Multifunction button**

The three Soft keys below the display can be defined for specific functions such as dialling a specific number. A long press on a Hot key can have the same function as a Soft key and any key 0, 2-9 can be programmed as a Hot key. The Multifunction button can also be programmed for different functions with the use of long press and double press. For more information about Soft keys, Hot keys and Multifunction button, see User Guide, Avaya 3725 DECT Telephone.
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 the Soft key Yes.
The following accessories for the Avaya 3725 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
- Multiple Battery Charger