AVAYA

Avaya 374x DECT Telephones
Quick Reference Guide

LED Multifunction/Alarm button

Earpiece speaker

Volume up button
Volume down button

Shows icons and time
Shows icons and date

Mute button

Colour display

Soft keys

Shows the soft key
functions

Off-hook key

Four-way navigation key
On-hook and On/Off key

Voice mail key
Tactile key

Alphanumeric keys

Key lock and Upper/
Lower Case key
Microphone

Sound off key
Space key

Multi-purpose connector*
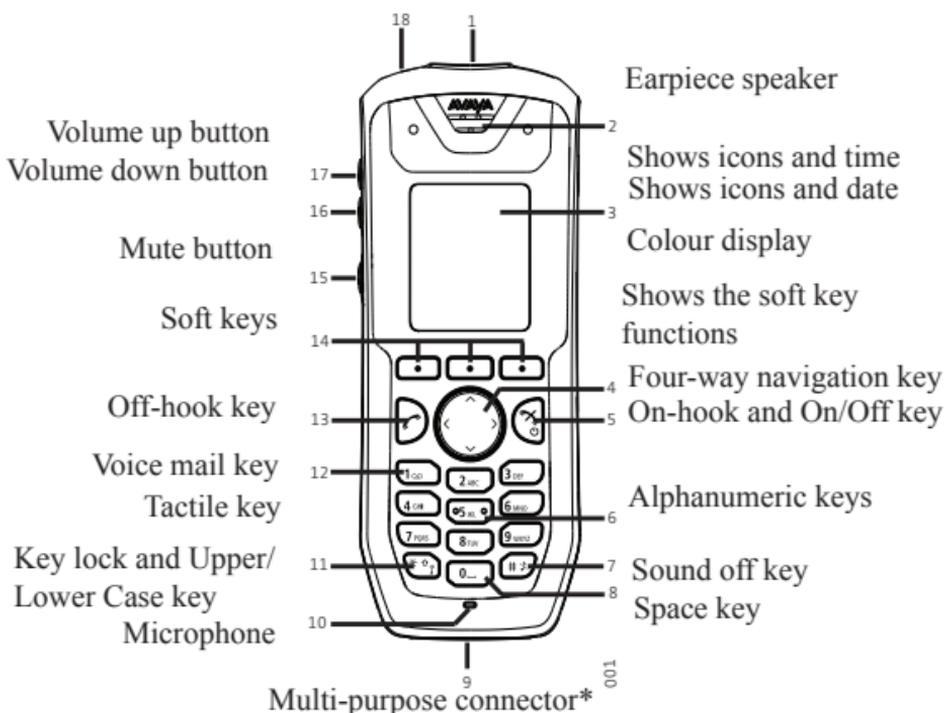
*)Used for battery charging, software download, configuration
and connection of headsets.

3749	3745	3740	Display Icons
			Signal strength
			Battery status
			Voice mail
			Sound off
			Ring volume set to silent
			Loudspeaker on
			Loudspeaker off
			Microphone off
			Headset connected
			Bluetooth headset connected (only for 3745 and 3749)
			Bluetooth (only for 3745 and 3749)
			Man-down alarm (only for 3749)
			No-movement alarm (only for 3749)
			New message
			Read message
			Missed call
			Incoming call
			Outgoing call
			System connection
			Key lock
			Phone lock

Product presentation

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	374x
Local phonebook (250 contacts)	X
Central phonebook	X*
Company phonebook	X
Vibrator	X
Headset connector	X
Microphone on/off during call	X
Loudspeaking function	X
SMS (Short Message Service)	X*
Voice mail access	X*
Centralized management	X*
Procedure call	X
Telephone restrictions	X
Easy replaceable battery (for 3740 and 3745 telephones only)	X
Bluetooth (for 3745 and 3749 telephones only)	X

* System dependent

Note: Your unit may have more functions than described here; see *User Guide, Avaya 374x DECT Telephones.*

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 ![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 icon] -key to lock/unlock and then Soft key **Lock/Yes**. The **Locked keypad** icon ![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 ![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 in the display by the text **MW**. Only one voice mail at the time will be displayed in the message list.

Open the **Messaging** menu, select **Message list** select **MW-Consult**.

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 374x DECT Telephones*.

Menu

For 3740 DECT telephones, the display is monochrome, black and white. *For descriptions of all functions; see User Manual, Cordless Telephone 374x.*
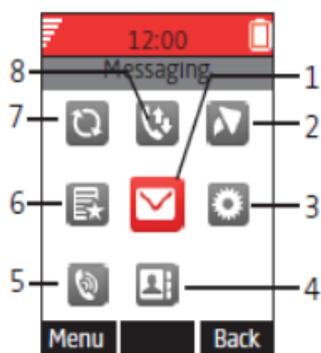

Figure notes:

1. Messaging
2. Shortcuts
3. Settings
4. Contacts
5. Profiles
6. My favourites
7. Connections
8. Calls

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.

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** to make the call.

Use the company phonebook
The company phonebook has to be imported via the PDM before it will be visable in the handset. See *User Manual, Cordless Telephone 374x.*

Enter **Call list**. 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 374x DECT Telephones.*

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**.

Accessories

The following accessories for the Avaya 374x DECT telephone are available:

Leather casing incl. belt clip

Belt clip, swivel type

Desktop chargers

Also available:
- Rackmount Charger
- Multiple Battery Charger for 3740 and 3745 DECT telephones
- Headset Mic on boom
- Peltor hearing protection headset