



AVAYA 3631 Wireless Telephone User Guide

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INTRODUCTION

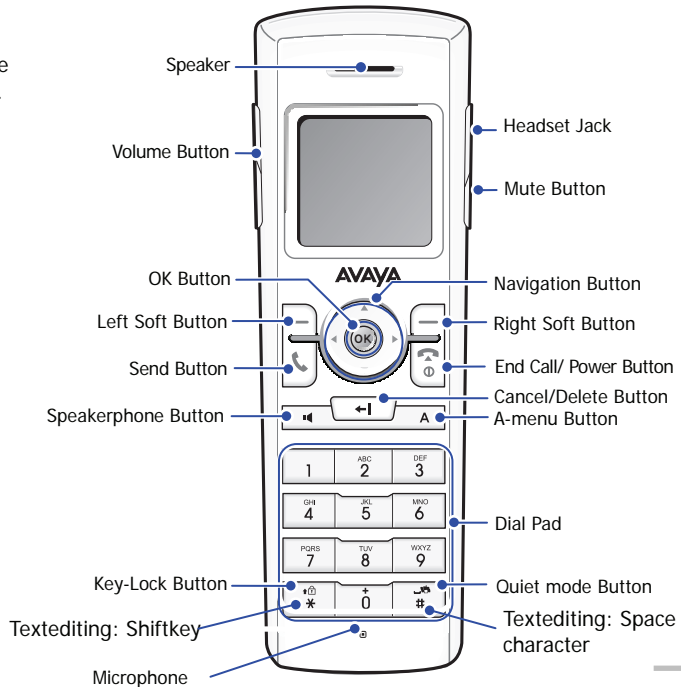


About This Guide

This user guide provides instructions for the use of Avaya 3631 Wireless Telephone. Please take the time to study this guide to become familiar with the operation of your telephone and the benefits this new phone can provide. Keep this guide handy. You may need to look up instructions for infrequently used features.

Phone Layout

The following figure shows the main Elements of your phone.



Button Description

Button	Description
Volume button	Press Volume to adjust the volume during a call or for ringing, beeps and tones.
Softbuttons	Use the softbuttons to select one of the actions listed along the bottom of the display. The possible actions will vary depending on what else is displayed.
Send button	Press Send to start a call or answer. If you continue to press Send, you can select a phone number from those you recently received or dialed.
Speakerphone button	Press Speakerphone button to use the speakerphone. To stop using the speakerphone, press Speakerphone button again.
Navigation buttons	Use the navigation arrows to scroll up or down in a list or, when ◀▶ is displayed at the top of the screen, to scroll right or left among different menus.
OK button	Press OK to confirm a selection on the display or to answer or start a call.
Cancel button	Press Cancel to move to a previous menu, or to delete a character during text entry or







	en bloc dialing (see Making a Call).
Mute button	Press Mute to mute a call in progress. To take a call off mute, press Mute again.
End/Power button	Press this button to end a call in progress. If you continue to press, the phone will be powered off.
A-menu button	Press A-menu to configure options and settings, view network information, and log out.
Button-Lock button	Hold down the * button, to lock the phone. To unlock, press left soft button.
Quiet mode button	Hold down the # button to set the phone to quiet mode (vibration mode). Hold down the # button again to set the phone to ringing mode.





Icon (Display) Description

Name	Icon	Description
Antenna		Indicates the signal intensity. : weak signal : strong signal
Call Routing		Indicates that the Call Forwarding or the Send All Calls feature is on.
		Indicates that EC500 feature is on.
		Indicates unnamed-registration (you may dial but not receive calls)
		Indicates recent missed calls
VMS		Indicates new voice mail.
Alarm		Indicates that an alarm is set.
Alert Type		Indicates that the ring type is set to vibrate.

		Indicates that the ring type is set to visual only (silent).
Battery		Indicates the battery charging level.  : fully charged  : sufficient  : insufficient  : needs to be charged immediately





About scrolling and menu navigation

The Right and Left arrows:

When using your telephone, you may have to scroll through the options and features provided with your telephone. Use the up and down navigation arrows to scroll up or down through lists. When the <> arrows are displayed at the top of the screen, you may use the right or left navigation buttons to scroll between different menus.

The Up and Down Arrows:

To select a call appearance in the main Phone menu, use the up and down navigation arrows. When the line you wish to select is highlighted, press OK button.

ABOUT THE A-MENU



Settings & Options

Call settings

■ Alert Type

Select **Alert Type** to choose how your phone will alert you when there is an incoming call. You can select: Ring only, Vibrate only, Vibrate then ring, or Visual only.

■ Call screen on ringing

To automatically display the Call Appearance screen when you receive a call, set **Call Screen on ringing** to **Yes**

■ Highlight on ring

To automatically scroll to the incoming call appearance when you receive a call, set **Highlight on ringing** to **Yes**.

■ Display call timer?

When the the **Call Timer** is enabled, the duration of the highlighted call will be displayed alongside the call identity information.

Screen

■ Contrast

To sharpen or dim the display, set a contrast level between 1 to 15.

■ Screen light timer

Select the **Screen light timer** to adjust how long the screen backlight stays lit after you have pressed a button on the phone or received a call.

■ Language - choose display language and input language type.

Select **Language** to set the display and input language. You can choose English, German, French, Italian or Spanish.



Sound



■ Ringing Volume

To adjust the ringing volume of incoming calls, set a ringing volume level between 1 to 5.

■ Ring tone

To set the ring tone for different types of incoming calls, select the **Ring tone** option. You can set the phone to ring differently for Priority, Internal and External calls.

■ Button clicks

To choose whether a button press makes or sound or is silent, select the **Button Click** option.

■ Notification tone

To play or not play a tone when the information window displays, select the **Notification tone** option.

■ Error tone

To play or not play a tone when the error or warning window displays, select the **Error tone** option.



Application settings

■ Call log - Log status, Log my calls? Log bridged calls?

Log status The log status has to be set to on, if you want the calls to be saved in Log

Log my calls? When enabled, the phone will log all incoming calls to and outgoing calls from the primary telephone extension.

Log bridged calls? When enabled, the phone will log calls associated with any bridged telephone extensions.

■ Contacts - Group settings, Contacts status

Group Settings -- You can customize the call treatment for five different caller groups.

Contact status – Select this option to see how many contact entries are stored in the phone.

■ Web browser - Homepage, WAP Gateway, Show Images, Inactive Timeout

Backup & Restore

■ Automatic backup

You can enable or disable automatic backup mode in this menu. If this feature is enabled, the phone automatically requires backup when contact or call log information change event occurs.

■ Restore data

You can restore data stored in the network through this menu.

■ FTP setup

You can set parameters used in the backup and restore procedure such as server IP address, directory path, network login user name and password.

■ FTP status

You can interrogate the latest backup and restore results through this menu.





Advanced

This menu can be accessed in two different ways. One is in user mode and the other is in Admin mode. In user mode, you may view values only but not change them. In Admin mode, you may change values. A password is required to enter Admin mode.

■ Access profiles

You can set (or view) access profile information used in the startup procedure.

■ IP address

You can set (or view) the IP address of the phone, the default gateway, the file server, the call server and the subnet mask.

■ WLAN

You can set (or view) information relevant to the Wi-Fi features such as power save mode, WMM mode and country code.

■ Versions

You can view model name, phone serial number, S/W version, MAC address and group information in this menu.



■ Service

You can use several functions such as logging out, change admin. password, change group, setting remote server debugging level, factory reset, controlling site survey flag and so on. This menu can be accessed through Admin. mode only.

■ Site survey

Display the current nearby Wi-Fi network status.

■ Backup & Restore Over USB

- Download settings file (PC to Phone)

You can download the 46xxsettings.txt configuration file to the phone from a PC through the USB interface. First, you connect a USB cable between the phone and PC. Then, at the PC, you drag and drop the file from its folder to the Avaya USB drive icon. The configuration file includes several parameters used in the phone operation.

- Backup user data (Phone to PC)

You can backup the phone's data files to a PC through the USB interface. First, you connect a USB cable between the phone and PC. Then, at the PC, you drag and drop the relevant files (*ext_96xxdata.txt* and *ext_96xxcallog.txt*) from the Avaya USB drive to a folder on the PC. The data files include setting values, contacts and call log information stored in the phone.



- **Restore user data (PC to Phone)**

You can restore data files from the PC to the phone through the USB interface. First, you connect a USB cable between the phone and PC. Then, at the PC, you drag and drop the relevant files (*ext_96xxdata.txt* and *ext_96xxcallog.txt*) from their folder on the PC to the Avaya USB drive icon. The data files include setting values, contacts and call log information stored in the PC.

- **Copy syslog to PC**

You can backup the phone's log files to the PC through the USB interface. First, you connect a USB cable between the phone and PC. Then, at the PC, you drag and drop the relevant files (*logfile_1.txt* and *logfile_2.txt*) from the Avaya USB drive icon to a folder on the PC.

- **Debug level**

You can set the level of information you want collected in the phone's log files.



Applications

Contacts

You can use your contact list as an address book. You can save up to 500 entries, with each entry including a name, home number, office number, fax number, Wi-Fi number, E-mail address, group, graphic and alert information.

Call Log

You can use the Call Log to view a list of your incoming, outgoing, and missed calls, as well as a comprehensive log of all calls.

Calendar

You can see calendar and manage your schedule by adding a memo

Calculator

You can use calculator for basic mathematical functions.



Alarm clock

You can use morning call and alarm clock.

Web browser

You can use Web browser function through this menu.



Log in/Log out

Logging in and out maintains your preferences, call information, and options if you share a telephone with other users. Log out to prevent unauthorized use of your telephone for making or receiving calls (for example, during an absence).

Log out now

You can log out from the call server through this option. While you are logged out, you cannot make or receive telephone calls. Once you have logged out, the phone displays the extension input screen.

Lock phone now?

Use the phone lock feature to prevent unauthorized use of your telephone while it is turned on (for example, during an absence).

When the phone is locked, you can make only emergency calls; all other telephone functions are inoperable. The Unlock soft button is displayed on the Call Appearance screen.

To lock your phone, select **Lock phone now?** menu item; then select the **Enable** option. You will be prompted to enter a phone-lock password. Once you successfully enter the password, your phone is locked, and you are returned to the Call Appearance screen, which now displays the Unlock soft button.



To unlock your phone, press the Unlock soft button. When you are asked to confirm your selection, press the Unlock soft button. When prompted, enter the phone lock password and press the Ok soft button.

Button Lock

You can lock the phone buttons to prevent against accidental button presses. This may be useful when you carry your phone in your pocket or pocketbook. When the button lock is on, all telephone buttons are inoperable, except for the asterisk key and the Unlock soft button. You may continue to receive calls and make emergency calls while button lock is on.

To lock the phone buttons, press and hold down the Asterisk key. Once the buttons are locked, you are returned to the Call Appearance screen, which now displays the Unlock soft button.

To turn off the button lock feature, press the Unlock soft button followed by the asterisk key.

Unlock code

You can change the unlock code through this option.

Restart phone

You can reboot the phone through this option.



SIM card

From this menu, you can enable or disable the PIN code check that is run when the phone starts up. You also can change the PIN code. Turn the PIN code check on to prevent unauthorized users from starting your telephone during an absence.

To turn the PIN code check on or off, select the **PIN Needed?** option. To change the PIN code, select the **Change PIN** option.

ANSWERING A CALL



When you receive an incoming call, the incoming call is usually selected automatically. However, if you are already on a call or if you receive more than one incoming call at a time, you may need to select the call you want to answer manually.

Press **Send** button or scroll to the incoming line and press **OK** button.

Answering a call using the Speakerphone

Choose the line you want to answer, and press **Speakerphone** button.

Putting a call on Speakerphone

During an active call, press the **Speakerphone** button to put a call on the speakerphone.

Ignoring an incoming call

Ignoring an incoming call does not terminate the call; it only turns off the ringer for that incoming call.

The call proceeds as usual and, if not answered, is handled like any other unanswered call.

Press the **Ignore** soft button to stop the ringer for an incoming call.



MAKING A CALL



You can dial a number before or after you choose a line and receive dial tone. You can choose a line by pressing **Send**, **Speakerphone** or **OK** button.

Overlap Dialing

To make a call using overlap dialing, press the **Send**, **Speakerphone** or **OK** button to receive dial tone. Then, press the digits to dial the call.

En bloc Dialing

To make a call using en bloc dialing, press the digits to dial the call. Then, press the **Send**, **Speakerphone** or **OK** button.

Enhanced Dialing

You may also make a call from the call log or contacts application or by using the speed dial feature.

To make a call from within the call log application, select the call log entry you wish to call, then press the Send button.

To make a call from within the contacts application, search for and display the contact number you wish to call, then press the Send button.

To make a call using speed dial, from the call appearance screen, press and hold down the speed dial digit for the number you wish to call. You may release the button once the off-hook icon appears on the highlighted call appearance line.

The function of the Send Button can be configured. Either a short press opens the Redial list or a short press gets dial tone, and a long press vice versa. The configuration is done in the A-Menu, Call Settings, Long Press of Send Button.



Clearing a number

You may erase all or part of a number you have dialed in en bloc mode before completing the call.

To erase the last dialed digit, press and release the **Clear** button.

To erase all dialed digits, press and hold down the **Clear** button.



MUTING A CALL

Press the **Mute** button during a call so that the other person cannot hear you. When the Mute icon is displayed, the call is muted.

Press the **Mute** button again to unmute the call. The Mute icon disappears.

If a call is on mute and you switch between the handset, headset, or speakerphone, mute will be turned off.



PUTTING A CALL ON HOLD

1. Scroll to the active line you want to put on hold.
2. Press the **Hold** soft button. The Hold icon appears on the highlighted line.
3. Press the **Resume** soft button to retrieve the call from hold.



TRANSFERRING A CALL

1. Scroll to the active line you want to transfer. If it's on hold, press the **Resume** soft key
2. Press the **Options** soft button.
3. Select the **Transfer** entry. A new call appearance will be created, and you will hear dial tone.
4. Dial the telephone number, or call the person using the Contacts or Call Log list.
5. Press the **Complete** soft button, or the **End Call** button to complete the transfer.



ABOUT CONFERENCE CALLS

Use conference calls to speak with up to 10 people in different locations on the same line. Additional conferencing options may be available through Expanded Meet-Me Conferencing.

Setting up a conference call

1. Scroll to the active call you want to conference. If it's on hold, press the **Resume** soft key
2. Press the **Options** soft button
3. Select **Conference** from the Options menu. A new call appearance will be created, and you will hear dial tone.
4. Dial the telephone number, or call the person using the Contacts or Call Log list.
5. Press the **Join** soft button to add the person to the existing call.

Depending upon how your telephone is administered, you may not have to press Join to add the person to the conference call.



Adding a person on another line to a conference call

1. Scroll to the active call you want to conference
2. Press the **Options** soft button
3. Select **Conference** from the Options menu. A new call appearance will be created, and you will hear dial tone.
4. Instead of dialing a number, scroll to the call appearance you want to add to the conference
5. Press the **Join** soft button to add the person to the existing call.

Depending upon how your telephone is administered, you may not have to press Join to add the person to the conference call.



Adding a person on hold to a conference call

In normal case, a user is added to the conference. In this case, a hold user is added to the conference.

1. Choose the person on hold during a conference call by scrolling.
2. Scroll to the person on hold during a conference call.
3. Press Join soft button.

Depending upon how your telephone is administered, you may not have to press Join to add the person to the conference call.



Putting a conference call on hold

1. From the main Phone menu (call appearance screen), scroll to the active conference call.
2. Press the **Hold** soft button.
3. Press **Resume**, or press **OK** to resume the conference call.



Transferring a conference call

1. From the main Phone menu (call appearance screen), scroll to the active conference line you want to transfer.
2. Press the Options soft button.
3. Select the Transfer entry.
4. Dial the telephone number, or call the person from the Contacts or Call Log lists



Displaying all conference parties

You can see the list of all conference parties using the 'conf-dsp' feature.

1. From the main Phone menu (call appearance screen), scroll to your active conference call.
2. Press the Options soft button.
3. Select the Details entry.

Muting a person on a conference call

You can silence a person on a conference call using the 'far-end-mute' feature.

The individual muting feature is not available on all systems. If you do not see Silence when you choose a person, you cannot mute that person.

1. From the main Phone menu (call appearance screen), scroll to your active conference call.
2. Press the Details soft button.
3. Scroll to the person you want to mute.
4. Press the Options soft button.
5. Select the Silence entry.
6. Press Silence to take the person off mute.



Dropping a person from a conference call

1. From the main Phone menu (call appearance screen), scroll to your active conference call.
2. Press the **Details** soft button.
3. Scroll to the person you want to drop.
4. Press the Options soft button.
5. Select the Drop Person entry.



Refreshing a list of conference parties

Display conference parties again.

1. Press Details.
2. Press Options soft button.
3. Press Refresh.

ABOUT BRIDGED CALLS

Some telephones may show bridged lines on the telephone screen in addition to your own lines. These bridged lines typically to another member of your group. Your telephone allows you to see if those lines are in use, join in on a call in progress on those lines, or answer calls on those lines directly from your telephone.

You may also make outgoing calls on bridged lines when they are not in use. You can enable or disable logging of bridged calls (see Call Log section in A-menu Application settings).

Answering a call on a bridged line

1. From the main Phone menu (call appearance screen), scroll to the bridged call that you want to answer.
2. Press the **Answer** soft button.



Joining a call on a bridged line

1. From the main Phone menu (call appearance screen), scroll to the bridged call in progress that you want to join.
2. Press the **Bridge** soft button.

Making an outgoing call on a bridged line

When you make a call on a bridged line, you are using another person's line. The caller ID may show the call as coming from you or coming from the person whose line you are using.

1. From the main Phone menu (call appearance screen), choose the bridged line you want to use.
2. Press the OK button.
3. Dial the telephone number, or call the person from the Contacts or Call Log lists.



ABOUT SOME FEATURES

Use the advanced capabilities of your telephone to forward calls, search the company directory, park calls, and more. The features available vary depending on the options your system administrator has selected for your company and for your telephone. The features listed below are examples of the most commonly used.

Sending all calls directly to another number (Send All Calls)

You can send all calls directly to another number, typically your voicemail. When the Send All Calls feature is enabled, incoming calls ring once at your extension and go directly to the designated number, which is set by your system administrator.

- 1.** From the main Phone menu (call appearance screen), scroll right to access the Feature menu.
- 2.** Scroll to the Send All Calls entry.
- 3.** Press OK to turn this feature on or off.



Forwarding calls (CFrwd)

You can forward your calls to another number. You must enter a telephone number each time you use this feature. If you set the forward feature, a Forwarding icon will appear on the top line of your display screen.

1. From the main Phone menu (call appearance screen), scroll right to access the Feature menu.
2. Scroll to the CFrwd entry.
3. Press **OK**.
NOTE : When you turn on the Call Forwarding feature, you will hear a tone prompting you to enter the forwarding number.
4. Enter the number you want to forward your calls to.
NOTE : After you enter the forwarding number, you will hear a confirmation tone.

To turn off forwarding calls, scroll to CFrwd and Press **OK**.



Calling a person from the directory (Directory)

1. From the main Phone menu (call appearance screen), scroll right to access the Feature menu.
2. Scroll to the **Directory** entry.
3. Press OK.
4. Press the number button that corresponds to the first letter of the last name of the person you want to call. When you enter a letter, only the first matching name displays.
 - ❑ To view the next matching name, select the **Next** entry in the Feature menu, or
 - ❑ Continue entering letters to complete spelling the last name or until the name of the person you wish to call appears on the system message line.
 - ❑ If the name does not appear on the display after spelling the last name, continue spelling the first name.
 - ❑ Press the * button for characters not on the dial pad.
5. When the name of the person you want to call is displayed on the system message line, select the **Make Call** entry in the Feature menu to call the person.
6. To exit the Directory feature at any time and return to the main Phone menu, press the **Exit** soft button.



Configuring simultaneous ringing for multiple telephones (EC500)

You can have incoming calls ring on your office telephone and cell phone at the same time so that you can answer office calls while you are away from your desk.

To use this feature, your system administrator must first add your cell phone number to your profile.

1. From the main Phone menu (call appearance screen), scroll right to access the Features menu.
2. Scroll to the EC500 entry.
3. Press OK to turn this feature on or off.



Contacts

Contacts menu offers the following features:

Contacts: allows you to find, create or set up the speed-dialing feature and manage Contacts entries.


Management: allows you to create or remove your own number, set up caller groups and check the memory status.



Find Name

To search for a number in the Contacts, proceed as follows.

1. Enter a letter(s) of the name that you want to find. The Contacts entries are listed, highlighting the entry matching your input.
2. If necessary, press the Navigation keys (up or down) to scroll to the entry you want.
3. Once you have found the entry, press the Ok soft key.
4. Press the key as follows.

To	Press the
dial the displayed number	 key
change the Contacts entries	Options soft key. For further details, refer to the next page.



Changing the Contacts Entries

Scroll to the category that you want to edit by pressing the Navigation keys (left or right). The following categories are available and you can edit information of each category by pressing the **Options** soft key.

Category	Then
Mobile Home Office Fax Wi-Fi Number	<p>Select one of the following options. For details for these options, refer to the next page.</p> <p>Call</p> <p>Edit number</p> <p>Edit name</p> <p>Copy</p> <p>Set as main number (shown if the category contains a number)</p> <p>* This option allows you to set the selected number as a main number. Each entry in the Contacts may have 5 different numbers (Mobile, Home, Office, Fax, Other). The main number is a key number that represents the each Contacts entry.</p> <p>Set as speed number (shown if the category contains a number)</p> <p>Delete</p>
E-Mail	<p>Edit address</p> <p>Edit name</p> <p>Delete entry</p>
Group	Set one of the groups or no group.
Alert	Set one of the melodies or not assign.



Add Entry


You can store up to 500 names in the phone memory and each name can be associated with up to five numbers.

1. Enter the number you want to save.




If you make a mistake while entering a number, correct it using the Cancel key. For further details, see 'Correcting the Number' section of this guide.

To insert a dialing pause for special phone services, such as banking by phone, press and hold the * key. 'P' is displayed to indicate the pause.

2. When you are sure that the number is correct, press the **Save** soft key.
3. Choose a number type using the Navigation keys (up or down) and press the **Select** soft key.
4. Enter the associated name.
5. When you are satisfied, press the **Ok** soft key.
6. If you want to change the entry, see 'Changing the Contacts Entries' section of this guide. If you want to return to Idle Mode, press the **Back** softkey or the  key to exit.



Storing a Number in Idle Mode

As soon as you start to enter a number, **Save** appears above the  soft key to allow you to store the number in the Contacts.


Continue the procedure from step 1 on 'Add Entry (Contacts 1.2)' section of this guide to store the number.



Speed List


You can set up to eight speed-dial entries and then dial them easily whenever you want, simply by pressing the associated number key.

Setting Up Speed-dial Entries


1. Press the Navigation keys(up or down) to scroll to an empty location and press the **Select** soft key.
2. When the **Edit number** option highlights, press the **Select** soft key.
3. Enter a phone number and press the **Ok** soft key. Or, to retrieve a number from your Contacts, press the **Contacts** soft key. Select an entry from the list and press the **Ok** soft key. Press the **Ok** soft key to save it.
4. When you have finished, press the **Back** soft key or the  key to exit.



Editing the Speed-dial Entries

1. Select the speed-dial entry you want to edit from the list and press the **Select** soft key.
2. Select one of the following menu options by pressing the Navigation keys (up or down) and press the **Select** soft key:
 - Edit number:** allows you to change the number.
 - Edit name:** allows you to change the name of the entry.
 - Delete:** allows you to clear the setting so that no number is assigned to the key.
3. When you have finished, press the **Back** soft key or the  key to exit.

Using the Speed-Dial Feature

When the idle screen is displayed, press the number key, **2** to **9**, assigned to the speed-dial entry and press the  key. You can also press and hold the number key.



The **1** key is reserved for connecting to your voice mail service.



Delete All

You can delete all Contacts entries at once.



- When a confirming message appears, press the Delete soft key to delete all of the entries in the memory(ies). Then enter the phone password and press the Ok soft key. The password is preset to '00000000' by default. To change it, see 'Change Password(Menu 5.6.3)' section of this guide. Otherwise, press the No soft key.
- In the calling/called state, delete all menu will not be activated. You cannot delete all Contacts menu in the calling/called state.

1. Select one of the following menu options by pressing the Navigation keys (up or down) and press the **Select** soft key:

All: allows you to delete all entries from both the phone's flash memory and SIM card.



Phone: allows you to delete all entries from the phone's flash memory.

SIM: allows you to delete all entries from the SIM card.





Group Setting

You can change the settings of the five predefined caller groups.

1. Select a caller group by pressing the Navigation keys(up or down) and press the **Select** soft key.
2. Scroll to a setting option by pressing the Navigation keys(up or down) and press the **Select** soft key.
The following options are available:
Melody: allows you to select a melody to sound when a call comes in from a member in the group.
View image: shows the image to display when a call comes in from a member in the group.
Change name: allows you to change the name of the group. This is possible for only 'other' group.
3. Change the setting as required and press the **Select** soft key.
4. Repeat steps 2 and 3 to change other options.
When you have finished, press the  soft key or the  key to exit.



Memory Status

You can check how many names are stored in phone's memory.
When you have finished, press the  soft key or the  key to exit.




Call Log

Via **Call Log** menu, you can view the following:

- Calls you missed, received or dialed
- Time of your calls



NOTE

You also can access the Call Log by pressing the  key in Idle Mode.

Missed Calls

This option lets you view the last 20 unanswered calls if the caller line identification is available. The number, or name if available, displays.

To view additional details on a particular call, scroll to the call and press the **Select** soft key. The number, date, and time of the call are displayed.

By pressing the **Options** soft key, you can also:

1. call the user whose call record is displayed
2. delete the current call record from the list.
3. save the number into Contacts.



Received Calls

This option lets you view the last 20 received calls if the caller line identification is available. The number, or name if available, displays.

To view additional details on a particular call, scroll to the call and press the **Select** soft key. The number, date, and time of the call are displayed.

By pressing the **Options** soft key, you can also:

1. call the user whose call record is displayed
2. delete the current call record from the list.
3. save the number into Contacts.



Outgoing Calls

This option lets you view the last 20 dialed numbers. The number, or name if available, displays.

To view additional details on a particular call, scroll to the call and press the **Select** soft key. The number, date, and time of the call are displayed.

By pressing the **Options** soft key, you can also:

1. call the user whose call record is displayed
2. delete the current call record from the list.
3. save the number in Contacts.



Delete All

You can delete all of the numbers stored in the call log or all numbers within a particular section of the call log (missed calls, received calls, outgoing calls).

To delete all call log entries, scroll to the desired call log category and press the **Select** soft key. Then press the **Delete** soft key. When the confirmation message appears, press the **Delete** soft key again to complete the operation.

When no items are selected and the **Clear** key is pressed, you will be returned to the previous screen without deletion.



Calendar

The calendar helps you to keep track of your schedule, calls that you need to make, tasks that you need to do, and anniversaries. You can set an alarm to ring when the date set for a schedule is reached.

Consulting the Calendar

To	Press the
move to another day	Left or Right key.
move to another week	Up or Down key.
move to the previous or next month	Up or Down key and hold it down.
move to the previous or next year	Left or Right key and hold it down.

The following options are available when you press the **Options** soft key on the Calendar display:

1. **Add memo:** allows you to add a new memo on the day.
2. **Go to date:** allows you to enter a particular date and then schedule an event on that date.
3. **View all:** shows all of the events that you have scheduled.
4. **Delete day:** deletes the scheduled event on the selected day.
5. **Delete all:** deletes all of the events that you have scheduled.






Creating a New Memo

1. Scroll to a date on the calendar, referring to 'Calendar(Menu 6.2)' section of this guide, and press the **Select** soft key.
2. Write your memo and press the **Ok** soft key.
For further information about how to enter characters, see 'Entering Text' section of this guide.
3. Select the category of the memo to be saved and press the **Select** soft key.
The following categories are available:
 - **Scheduler**: general scheduled events, such as appointments or meetings.
 - **To do list**
 - **Call**: calls you need to make.
 - **Anniversary**: anniversaries to be remembered, such as wedding anniversaries, birthdays or other special days.



Viewing Your Calendar Memos

A date that has a memo associated with it is highlighted in a purple box within the Calendar. If you select a date when events have already been scheduled, the number of memos of each type is shown at the bottom of the calendar.

- : General scheduled events
- To do list items
- : Calls
- : Anniversaries

Press the **Select** soft key to view the memos.

If you have created more than one memo on the same day, you can scroll to the event you want to view by pressing the Navigation keys(left or right).

The following options are available when you press the **Options** soft key:



1. **Add:** allows you to add a new memo.
2. **Delete:** allows you to delete the memo.
3. **Edit:** allows you to edit the memo.
4. **Move:** allows you to move the memo to a different date.
5. **Copy:** allows you to copy the memo to a different date.



Alarm Clock

This application allows you to set an alarm to ring at a specific time. You can set up to three alarms or set the phone to ring an alarm when it is switched off.

To set an alarm:


1. Select either Morning call, Alarm1 or Alarm2 by pressing the Navigation keys (up or down). The  icon means that no alarm is currently set. The  icon means that an alarm has already been set.
2. Press the **Select** soft key.
3. Press the **Options** soft key.
4. Scroll to an option by pressing the Navigation keys (up or down); then press the **Select** soft key. Change the setting, as needed.
 - **Alarm day:** place or remove a check mark on the day(s) of the week by pressing the **Select** soft key. If you want to set a daily alarm, select Everyday. If you want to set a temporary alarm, select Once alarm. When you press the **Ok** soft key after selecting, your phone asks you to enter the alarm time.
 - **Alarm time:** enter the time for the alarm to sound and press the **OK** soft key.
 - **Alarm tone:** scroll to the desired alarm melody and press the **OK** soft key to select it.
 - **Remove alarm:** press the **Delete** soft key to confirm the alarm deletion.






NOTE

The alert type of Alarm1 and 2 is determined by the alert type of incoming call. Morning call's alert type is always a melody.

5. Repeat step 4 to change each setting.
6. When you have finished, press the **Back** soft key or the  key to exit.

Once an alarm has been set, you can see the Alarm icon () on the top line of the display. To stop the alarm when it rings, press any key.



NOTE

When the Quiet Mode is activated, the alarm tone doesn't sound. But when you set a Morning call, it sounds the alarm tone even if the Quiet Mode is activated.



Calculator

You can use the phone as a calculator. The calculator performs basic arithmetic functions, such as addition, subtraction, multiplication, division and remainder computation.

To perform a calculation:

1. Enter the first number using the number keys.



To erase any mistakes or clear the display, press the **Cancel key**.

2. Press the * key to enter a decimal point (.) or the # key to enter the appropriate arithmetic symbol: +(add), -(subtract), *(multiply), /(divide), %(remainder), ().
3. Enter the second figure.
4. Repeat steps 2 and 3, if necessary.
5. Press the **Equal** soft key to view the result. The result appears in the **Answer** box.





NOTE

The result is rounded to six decimal places.

6. When you have finished, press the **Back** soft key or the  key to exit.



Text Entry

At many times while you are using your phone, you need to enter text, such as when storing a name in the Contacts, writing a new message, creating your personal greeting or scheduling events on your calendar. You are provided with the following text input modes:

T9 mode*

This mode allows you to enter words with only one keystroke per letter. Each key on the keypad has more than one letter –when you press the **5** key once, J, K or L may be displayed. The T9 mode automatically compares your keystrokes with an internal linguistic dictionary to determine the correct word, thus requiring far fewer keystrokes than the traditional ABC mode.

ABC mode

This mode allows you to enter letters by pressing the key labeled with the required letter once, twice, three or four times until the letter displays.

Number mode

This mode allows you to enter numbers.

Symbolic mode

This mode allows you to enter special characters.



NOTE

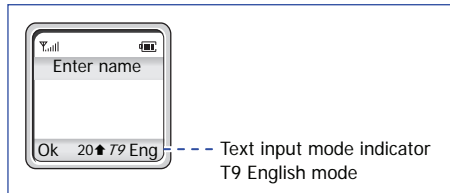
* T9 is a registered trademark of Tegic Communications, Inc. and is licensed under U.S. Patent 5,818,437/5,953,541/6,011,554.



Changing the Text Input Mode

When you are in a field that allows characters to be entered, you will see the text input mode indicator at the bottom of the display.

Example: Entering a name in the Contacts



To change to another text input mode:

1. Press and hold down the right soft key indicating the current text input mode.
2. Scroll to the mode you want to use by pressing the Up or Down key.
The **Language select** option allows you to change the text input language.
You can use the **Add word** option to add new words into the T9 dictionary.





NOTE

If you want to exit the menu without changing the mode, press the  soft key or  key or Cancel key.

3. Press the **Select** soft key to confirm the highlighted text input mode.

Quickly Changing the Text Input Mode

Press the key as follows.

To switch between the	Press and hold the
number and previous mode	# key
symbol and previous mode	* key
any mode	Right soft key.



Using the T9 Mode

To type a word in the T9 mode:

1. Start entering the word by pressing keys **2** to **9**.
Press each key only once for each letter.
Example: To enter 'hello' in the T9 mode, press the **4**, **3**, **5**, **5**, and **6** keys.
The word you are typing appears on the display.
It may change with each key that you press.
2. Enter the whole word before editing or deleting any keystrokes.
3. If the word is correct, start entering the next word. Otherwise, press the **0** key repeatedly to display alternative word choices for the keys that you have pressed.
Example: Both 'of' and 'me' have the sequence of **6** and **3**. The phone displays the most commonly used choice first.
4. Insert a space between words by pressing the **#** key.
5. Continue entering the next word.

If **Spell** appears above the left soft key while you are entering text, the word does not exist in the T9 dictionary. To type words not found in the T9 mode, change the text input mode to the ABC



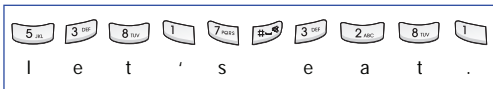
mode, or proceed as follows:

1. Press the **Spell** soft key, or press and hold down the right soft key and select the **Add word** option.
2. Enter the word you want to add using the ABC mode and press the **Ok** soft key.
The word is saved in the T9 dictionary and inserted in the input field.
3. Continue entering other words in the T9 mode.

Smart Punctuation

To enter periods, hyphens or apostrophes, press the **1** key. The T9 mode applies rules of grammar to insert the correct punctuation.

Example: The **1** key is used twice to display two punctuation marks.



Changing the Case

To change the case of the next letter(s) that you type, press the * key. There are three cases:

Lower Case (no indicator)

Initial Capital (⬆)

Capital Lock (⬆)

Inserting a Space

To insert a space between words, press the # key.

Entering a Number directly

To enter a number, press and hold the number key.

Scrolling

To move the cursor to the left or right within the text, press the Left or Right key.



Clearing Letters and Words

To clear the letter to the left of the cursor, press the **Cancel key**. You can clear all of the letters on the display by pressing and holding the **Cancel key**.

Returning to the Previous Screen

When the text input field is cleared, press and hold the **Cancel key** to return to the previous screen.



Using the ABC Mode

When typing in the ABC mode, press the key labeled with the required letter:

- Once for the first letter
- Twice for the second letter
- And so on

Example: To display the letter 'C', quickly press the **2** key three times. To display the letter 'K', press the **5** key twice. This method is called Multi-tap typing.



NOTE

The cursor moves to the right when you press a different key. When entering the same letter twice or a different letter on the same key, just press the Right key or wait a few seconds for the cursor to move to the right automatically, and then enter the next letter.

Refer to the table for more information about the characters available. The characters vary, depending on the text input language. You can select the language by setting one of the following options:

- Language select; see 'Changing the Text Input Mode' section of this guide.
- Input mode



List of the characters available (English)

Key	Characters in the Order Displayed
1	. , - ? ! ' @ : 1
2	A B C 2
3	D E F 3
4	G H I 4
5	J K L 5
6	M N O 6
7	P Q R S 7
8	T U V 8
9	W X Y Z 9
0	0



Changing the Case

To change the case of the next letter(s) that you type, press the * key. There are three cases:

Lower Case (no indicator)

Initial Capital (↑)

Capital Lock (↑)

Inserting a Space

To insert a space between words, press the **#** key.

Entering a Number directly

To enter a number, press and hold the number key.

Scrolling

To move the cursor to the left or right within the text, press the Left or Right key.

Clearing Letters and Words

To clear the letter to the left of the cursor, press the **Cancel key**. You can clear all of the letters on the display by pressing and holding the **Cancel key**.

Returning to the Previous Screen

When the text input field is empty, press and hold the **Cancel key** to return to the previous screen.



Using the Symbolic Mode

The Symbolic mode enables you to enter symbols in your text. Press the key as follows.

To	Press the
display more symbols	Up or Down key
enter a symbol	corresponding number key
return to the previous text input mode	Ok soft key or Cancel button.



Using the Number Mode

The number mode enables you to enter numbers in your text. Press the keys corresponding to the digits you want to enter.

TROUBLESHOOTING



When the ‘Login Proceeding’ message is displayed in the window.

This may mean your Call server link is down.

Please wait for 5 minutes. If the problem persists, reboot the phone



When you do not hear dial tone after pressing the off-hook button.

Retry after 5 minutes. If the problem persists, reboot the phone.

If it does not change after rebooting, please contact your service administrator



When you do not hear audio or only one-way audio during a call.

Retry the call again. If the problem persists, reboot the phone.

If the problem persists after rebooting, please contact your service administrator..



When the phone does not log on to the call server.

Confirm your extension and password and try to log on again.

If you still cannot log on, please contact your service administrator.



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A large rectangular box with rounded corners and a light gray border. Inside the box, there are 15 horizontal dashed lines, evenly spaced, intended for writing or drawing.

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