



# Quick Reference Guide

**ADTRAN**<sup>®</sup>



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# Voicemail Quick Reference Guide

## Log into Voicemail

### To log in from your own phone

1. Press the **Messages** button on your phone.
2. Select **Connect** from the graphic display.
3. Enter your extension, then press # (or simply press # when accessing voicemail from your extension).
4. Enter your password (default password is **1234**), then press #.

### Voicemail setup wizard

1. Log into your voicemail system and follow the voice prompts.
2. Press **1** to record your full name (first name/last name).

### To log in from another phone or check messages remotely

1. Dial your voicemail system access number.  
Access number: \_\_\_\_\_
2. Enter your extension, then press #.
3. Enter your password, then press #.

## Listen to Messages

1. Log into your voicemail system.
2. Press **1** to listen to your messages. (If **Auto Play** is enabled on the system, the **Main Menu** options will be skipped and messages will play based on the date and time of arrival.)

## Playback Options

- 1** play message from beginning
- 4** play previous message
- 5** play envelope
- 6** play next message
- 7** delete or restore message
- 8** forward message
- 9** call sender
  - \* return to Main Menu

## Record Your Standard Greeting

1. Log into your voicemail system.
2. Press \* to access the **Main Menu**.
3. Press **3** to access the Greetings Menu.
4. Press **1** to access the Standard Greetings options.

### Standard Greetings Options

- 1** enable standard greeting
- 2** review greeting
- 3** record greeting
- 4** delete greeting
  - \* return to Greetings Menu

## Main Menu Options

- 1** listen to messages
- 3** record greetings
- 4** access mailbox options
- 5** check a different mailbox
  - \* repeat these options

## Change Your Password

1. Log into your voicemail system
2. Press \* to access the **Main Menu**.
3. Press **4** for Mailbox Options.
4. Press **2** for Administrative Options.
5. Press **1** to change the password.
6. After the tone, enter your new four-digit password and press #.
7. Press \* to return to Mailbox Options.

# Voicemail Handling Quick Reference Guide

Mailbox Options	
Press 1 to listen messages.	
Press 3 to record greetings.	
Press 4 to access Mailbox Options.	
Press 5 to check a different mailbox.	
Press * to repeat these options.	

\* Only the following **Message Control** options while a message is playing:

Rewind	1
Pause	2
Fast Forward	3
Replay/Previous Message	4
Play Envelope	5
Next Message	6
Delete/Restore Message	7
Forward Message	8
Call Sender	9
Main Menu	*

\* Only the following **Envelope Control** options while a message envelope is playing:

Previous Message	4
Play Envelope	5
Next Message	6
Delete/Restore Message	7
Forward Message	8
Call Sender	9
Main Menu	*

Message Playback Options	
Replay Current Message	1
Previous Message	4
Play Envelope	5
Next Message	6
Delete/Restore Message	7
Forward Message	8
Call Sender	9
Main Menu	*

Forwarding Options	
Send Message	1
Cancel/Return to Playback Menu	*

Greetings Menu	
Standard Greeting Options	1
Alternate Greeting Options	2
Default Greeting Options	3
Main Menu Options	*

Standard/Alternate Options	
Enable	1
Review	2
Record	3
Delete	4
Greetings Menu	*

Default Options	
Enable	1
Review	2
Greetings Menu	*

Mailbox Options	
Notification Options	1
Administrative Options	2
Main Menu	*

Notification Options	
Enable/Disable Email	1
Mailbox Options	*

Administrative Options	
Password	1
Review/Record Name	2
Enable/Disable Envelope Playback	3
Enable/Disable Auto Play	4
Mailbox Options	*

Name Options	
Review	1
Re-Record	2
Administrative Options	*

# Phone Feature Quick Reference Guide

**Place a Call** Pick up handset or press the **Speakerphone** button. Enter the desired number or enter the number on the keypad. Then press the Dial soft (key).

**Answer a Call** Pick up the handset, press the **Answer** soft key, or the **Speakerphone** button.

**Hold** Once a call is established, press the **Hold** button (or **Hold** soft key) to place the caller on hold. To retrieve a held call, press the **Hold** button, **Resume** soft key, or the line key.

**Mute** While a call is active, press the **Mute** button to mute the audio you are sending to the other party. Press the **Mute** button again to un-mute.

**Unattended Transfer** Once a call is established, press the **Transfer** key or **Trnsfer** soft key and enter the target's extension. Once the phone starts ringing, press the **Transfer** key (or **Trnsfer** soft key) again to complete the transfer, or simply hang up to complete the transfer.

**Attended Transfer** Once a call is established, press the **Transfer** key or **Trnsfer** soft key and enter the target's extension. Once the target has answered, announce the caller then press the **Transfer** key (or **Trnsfer** soft key) to complete the transfer or hang up.

**Blind Transfer** Once a call is established, press the **Transfer** key or **Trnsfer** soft key, then the **Blind** soft key and enter the target extension.

**Park Call** Once a call is established, press the **More** soft key, then press **Park**, enter a Park Zone number (0 to 9), then press the **Park** button again or use the Park Zone Busy Lamp Field (BLF).

**Retrieve Parked Call** Obtain dial tone. Press the **Pickup** soft key, enter the Park Zone number (0-9), and then press the **Rtrieve** soft key to pickup the call.

**Page** Obtain dial tone. Dial overhead paging extension or SPRE code (\_\_\_\_\_\_). Page the party, then hang up.

**Conference (Three-Way)** While on a call, press the **Conference** button (or select the **More** soft key, then press the **Confnc** soft key), and dial the third-party's extension. Once the party has answered, press the **Conference** button (or the **Confnc** soft key) again to connect the parties.

**Forward Call** Press the **Forward** soft key. Enter the destination extension (or outside number), and then press the **Enable** soft key. When enabled, all incoming calls will be re-directed to the forwarded extension or number.

# Phone Feature Quick Reference Guide

**Disable Forwarding** Press the **Forward** soft key, and then select **Disable**.

**Do Not Disturb** Press the **Do Not Disturb** button to enable or disable Do-Not-Disturb mode. Disable by pressing the **Do Not Disturb** button again.

**Hands-free Auto-Answer Intercom** Dial \*\* in front of any IP phone extension number to invoke hands-free auto-answer intercom.

**Hands-free Auto-Answer Intercom Do not Disturb**  
To Block hands-free intercom calls to your extension, Dial **\*97x** (where **x = 1-Block, 0-Unblock**). (This feature is dependant upon users Class of Service.)

**Access Call Lists** To access the call lists, press the **Call Lists** (IP501) or the **Directories** (IP601) button. Use the up/down arrows to scroll through the call lists. Press the **Select** soft key to select a call list. Press the **Exit** soft key to exit the call lists.

**System Speed Dial** Dial **\*25** plus the two digit system speed dial number (00 to 99).

**Speed Dial Programming** Press the **Directories** button. Select **Contact Directory** from Directories menu. Press the **More** soft key, then press **Add**. Using the keypad, enter the First name, Last Name and Phone Number (contact). Press the **Save** soft key to save. Press the **Exit** soft key to exit the directory.

**Speed Dialing** Press the line key button that corresponds to the number you wish to dial.

**Last Number Redial** Press the **Redial** button to dial the last number that was dialed from the phone.

# Personal Phone Manager Quick Reference Guide

## Accessing the Personal Phone Manager

Each user of the NetVanta 7100 System has access to the Personal Phone Manager. This Web-based Graphical User Interface (GUI) provides access to your voicemail, lists of received and dialed calls, account information and personal settings.

1. Open your Web browser. Enter the IP address or DNS name of the NetVanta 7100:

(\_\_\_\_\_).

The default is used in the following example:



2. Enter your **Extension** and voicemail **PIN**. Select **Log In**. (Default PIN is 1234)



## Changing Your Account Settings

You can navigate through the Personal Phone Manager using the tabs at the top of the screen.

### Home

View a list of all SPRE commands. This list does not indicate whether or not the command is available to this station.

### Directories

View entries in the **User Directory**, **Speed Dial** and **Caller ID List** for a history of incoming calls. View the **Dialed Number List** for a history of outbound calls. Use the "Click to Dial" button to place call.

### User Settings

Specify **Primary Email** and **Secondary Email** addresses for system correspondence as well as change your **Voicemail PIN**. Select **Apply Changes**.

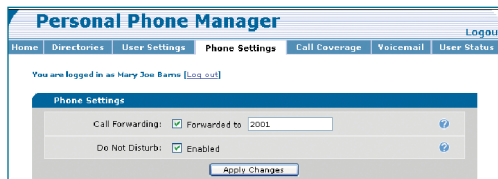




# Personal Phone Manager Quick Reference Guide

## Phone Settings

Enable **Call Forwarding** and enter an extension. The phone issues a brief tone as an alert that the phone has been forwarded. Enable **Do Not Disturb (DND)** for your line. When DND is enabled, all calls go directly to your Call Coverage list. Select **Apply Changes**.



The screenshot shows the 'Personal Phone Manager' interface. The 'Phone Settings' tab is active. It contains two settings: 'Call Forwarding' which is checked and set to 'Forwarded to 2001', and 'Do Not Disturb' which is checked and set to 'Enabled'. There are blue circular icons with question marks next to each setting. An 'Apply Changes' button is located at the bottom.

## Call Coverage

Specify the **Call Coverage Settings** for your incoming calls by selecting **Busy Signal**, **Go To Voicemail**, **Go To Auto Attendant**, **Ring Extension**, **Ring Operator** and **Ring External Number** from the drop down menus. Enter any additional information when prompted, such as extension number, number of rings, auto attendant, etc. Select **Apply** Changes.



The screenshot shows the 'Call Coverage Settings' page. It features a table with columns for 'Action' and '# of Rings'. The first row is set to 'Go To Voicemail' with 4 rings. The second row is set to 'Busy Signal'. There are 'Add' and 'Delete' buttons for each row. The page also shows navigation tabs and a user login status.

## Voicemail

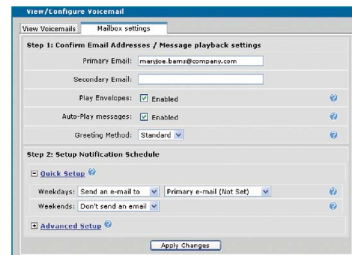
### View Voicemails

View details for current voicemail messages such as date, message author and the message length.

### Mailbox Settings

#### Step 1. Confirm Email Addresses/Message Playback Settings

- Specify a **Primary Email** and a **Secondary Email** (optional) address for notification when new voicemail messages are received.
- Enable **Play Envelopes** to playback the calling party and the date/time information preceding a message.
- Enable **Auto-Play Messages** to automatically begin playback upon logging into voicemail.
- Select the **Greeting Method**. The **Default** greeting is your recorded name. To record **Standard** and **Alternate** greetings, log into your voicemail via your phone and follow the instructions under the **Greetings** menu.

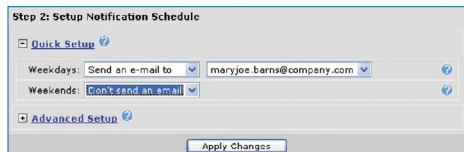


The screenshot shows the 'View/Configure Voicemail' page. It is divided into two steps. Step 1: 'Confirm Email Addresses / Message playback settings'. It includes fields for 'Primary Email' (marbles.barn@compuser.com) and 'Secondary Email'. There are checkboxes for 'Play Envelopes' (checked) and 'Auto-Play messages' (checked). A 'Greeting Method' dropdown is set to 'Standard'. Step 2: 'Setup Notification Schedule'. It includes a 'Quick Setup' link, checkboxes for 'Weekdays: Send an e-mail to' (checked) and 'Weekends: Don't send an email' (checked), and a 'Primary e-mail (for SAT)' dropdown. An 'Advanced Setup' link is also present. An 'Apply Changes' button is at the bottom.

# Personal Phone Manager Quick Reference Guide

## Step 2. Notification Schedule

Selecting **Quick Setup** allows you to set your voicemail to notify your primary or secondary email address upon receiving a voice message during weekdays or weekends. The email addresses must first be set in Step 1.



The screenshot shows the 'Quick Setup' section of the notification schedule configuration. It includes two rows for selecting notification times and an email address. The 'Weekdays' row is set to 'Send an e-mail to' with the email address 'maryjoe.barns@company.com'. The 'Weekends' row is set to 'Don't send an email'. There is an 'Apply Changes' button at the bottom.

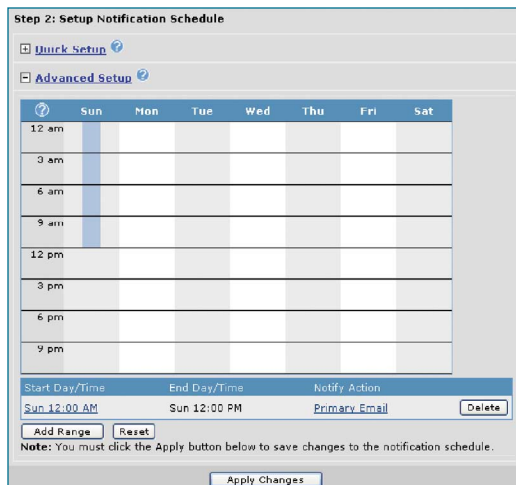
Selecting **Advanced Setup** allows you to specify precise schedules for voicemail notification. Schedules appear in both the graphic schedule display and the schedule detail table. To create a schedule, complete the following steps:

1. Select the **Add Range** button below the graphic schedule display.
2. Enter the start and end times for the range. (A "range" is a range of time during the week that will have the same notification type.)

3. Select either the primary or secondary email address for the notification type (addresses are configured under the **User Settings** tab).

4. Select **Apply** to save changes.

To edit a schedule, select the **Start Day/Time** text link in the detail table. To delete an existing schedule, select **Delete** next to the schedule in the detail schedule table.



The screenshot shows the 'Advanced Setup' section of the notification schedule configuration. It features a grid for selecting notification times across the days of the week. A blue bar highlights the 12 am to 3 pm range on Sunday. Below the grid is a table with columns for Start Day/Time, End Day/Time, and Notify Action. The table shows a schedule for Sunday from 12:00 AM to 12:00 PM with the action 'Primary Email'. There are 'Add Range' and 'Reset' buttons, and a 'Delete' button next to the schedule entry. A note states: 'Note: You must click the Apply button below to save changes to the notification schedule.' An 'Apply Changes' button is at the bottom.

Start Day/Time	End Day/Time	Notify Action
Sun 12:00 AM	Sun 12:00 PM	Primary Email

# Personal Phone Manager Quick Reference Guide

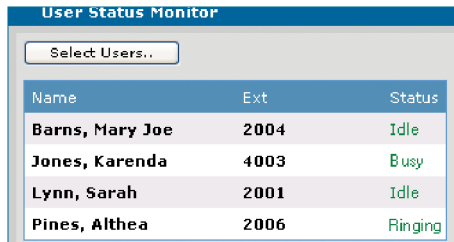
## Helpful Hints:

- Ranges can be added in the middle of an existing schedule to break up the time. For example, to the existing schedule of 8:00 AM to 5:00 PM that notifies the primary address, you can add a second range between 12:00 PM and 1:00 PM that same day that notifies the secondary email address.
- To create a range that runs through the end of the week, set the **End Day/Time** to be **Saturday at 11:59 PM**.

## User Status

View the status (**Idle**, **Busy**, or **Ringling**) of other system users.

To add users to your **User Status Monitor**, choose **Select Users**, pick the names from the directory list, and choose **Show Selected Users**.



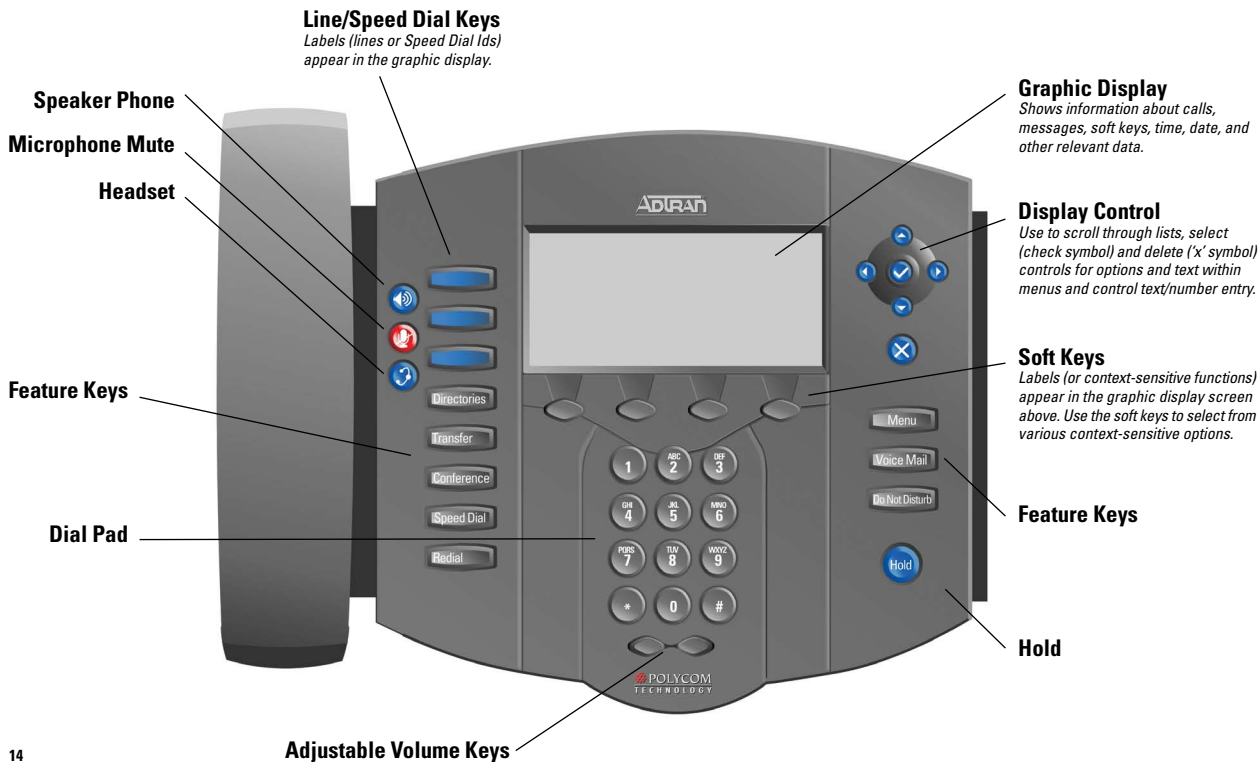
The screenshot shows a window titled "User Status Monitor". At the top, there is a button labeled "Select Users..". Below the button is a table with three columns: "Name", "Ext", and "Status". The table contains four rows of data:

Name	Ext	Status
Barns, Mary Joe	2004	Idle
Jones, Karenda	4003	Busy
Lynn, Sarah	2001	Idle
Pines, Althea	2006	Ringling

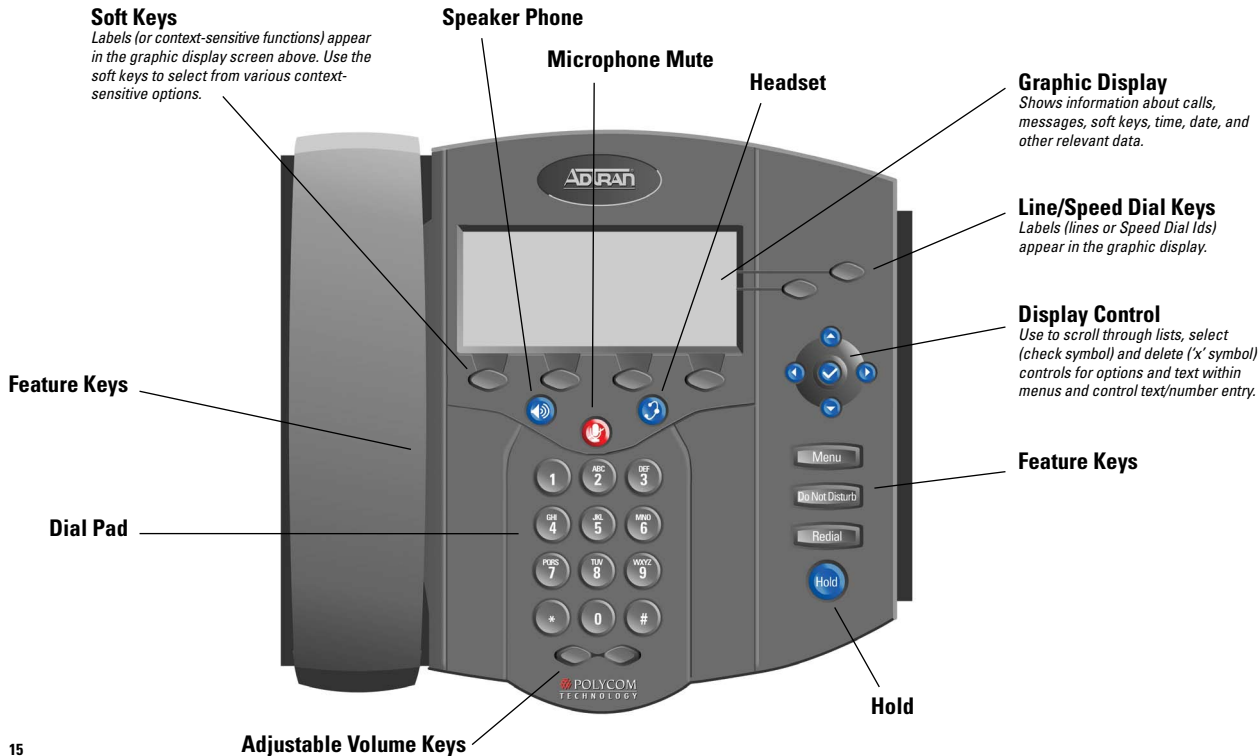




# IP 501 Phone



# IP 430 Phone





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