IP 710
QUICK REFERENCE

Basic Phone Operation

* Indicates a normal operating mode phone feature, which is available only after registering the IP 710 phone with the phone server and logging in as an extension.

Function	Description
Activity Status*	1) Press the **Activity** button. 2) Use the ▲ / ▼ buttons to select the appropriate activity, then press the **Enter** button.
Auto Answer	1) Press the **Menu** button, select PHONE SETTING, then select AUTO ANSWER. 2) Use the ▲ / ▼ buttons to enable/disable Auto Answer mode, and press **Enter**. 3) Select AUTO ANS RING from the menu. 4) Set the number of seconds to ring before auto answer (1-20), and press **Enter**. 5) Select AUTO ANS DEV from the menu, then select from speaker or headset as the Auto Answer device, and press **Enter**.
Call Log*	1) With the phone onhook, press the **Call Log** button. 2) Use the ▲ / ▼ buttons to scroll the list of the last 99 incoming calls. 3) Press the **Enter** button to dial a selected number.
Conference *	*To initiate a conference during a call:* 1) Press the **Conference** button (this automatically selects a new line and places the other party on hold). 2) Enter target telephone number. 3) When the call connects, press **Conference** again OR press ◀ button to cancel the conference and return to original party. The number of parties allowed in a conference call depends on the AltiServ system. In general, up to 6 parties are allowed. *To conference an incoming call when no conference is in progress:* 1) Connect to a caller. 2) Get incoming call whose Caller ID or Caller Name is displayed on the LCD. Call waiting tone is played. 3) Press the **Enter** button to answer caller and place original caller on hold. 4) Press the ▼ button to select the original hold call. 5) Press the **Conference** button to create a conference and join both callers. *If a conference is already in progress, to conference an incoming call:* 1) Press the **Enter** button to answer the incoming call (all other conference members remain in conference). 2) Press the ▼ button and select one of the members in conference (displays "ConfHold"), then press the **Conference** button to join the incoming caller to the conference. The user who first initiates the conference call can select the another conference member's call and drop it from the conference. *To drop a conference member:* 1) Use the ▲ / ▼ buttons to select the member to disconnect. 2) Press the ◀ button to disconnect this caller. This feature is not available to other conference members, even when the conference initiator hangs up.
Configuration Menu*	1) Press **Menu**. • Use the ▲ / ▼ buttons to scroll to the menu item you want. • Use the ▶ button or **Enter** button to select a menu item or setting. • Use the ◀ button to return to the previous menu.
Greeting*	Press the **Greeting** button to access voice mail greetings directly.
Handset/ Headset/ Speaker	To switch between handset, headset and speaker, the user can go offhook, press the **Speaker** button or press the **Headset** button.
Hold*	*During a call:* Press the **Hold** button to put the current call on hold and make a new call. *To retrieve a single call on hold:* Press the **Hold** button. *To retrieve multiple calls on hold:* Use ▲ / ▼ to select a hold call. 2) Press the **Enter** button, OR, to retrieve the last hold call, press the **Hold** button.

Function	Description
Intercom*	*Incoming Intercom: Incoming voice path is heard through the speaker, indicated by the button's blinking indicator light* *Outgoing Intercom:* Press **Intercom** button then the extension number.
Line Park*	*During a call:* 1) Press **#51** then enter the two-digit Line Park line. OR, press the **Line Park** soft key (if configured). The LED for the **Line Park** soft key will light and turns off when the parked call is picked up, the caller hangs up, or the call is routed to voice mail.
Mute	*While on a call with Speaker on*: 1) Press the **Mute** button. 2) To disengage mute, press the **Mute** button again.
Program Soft Keys*	1) Press the **Menu** button. 2) Select PHONE SETTING, then PROGRAM KEYS, then the desired program key. 3) Enter the appropriate digits for the speed dial number or feature code.
Reboot	Press *** * 3**, then the **Enter** button.
Redial*	*(Phone is onhook)* 1) Press the **Redial** button. 2) Use ▲ / ▼ to scroll to the desired entry. ▲ scrolls to last entry, ▼ scrolls to first entry. 3) Press **Speaker** button or raise handset. • Redial up to last 16 calls. • Redial up to 32 digits.
Release	*For a connected call:* Press the **Release** button to hang up the call. *For incoming calls:* Press the **Release** button to reject an incoming call.
Restore Default Settings	1) Press the **Menu** button. 2) Press *** * 2**, then the **Enter** button.
Ring Tones	1) Press the **Menu** button. 2) Select PHONE SETTING, and scroll to RING TONES. 3) Select a ring tone and press the **Enter** button.
Soft Key*	Press the appropriate soft key (buttons 1-15) to initiate one of the following functions pre-assigned by the system administrator: Busy Lamp Field, AltiServ Feature Code, Admin Defined #, Line Park, Call Record, Workgroup Display, User Defined #.
Speed Dial*	1) Press the **Speed Dial** button. 2) Use the ▲ / ▼ buttons to scroll the list s programmed by the system administrator. 3) Press the **Enter** button to dial a selected number.
Speaker	To use the speakerphone, press the **Speaker** button.
Transfer*	*During a call:* 1) Press the **Transfer** button, which places the call on hold. 2) Dial the number you want to transfer the call to. 3) Hang up if the party answers the call. 4) If the party refuses the call, return to the original call by pressing the ◀ button.
Voice Mail*	1) Press the **Voice Mail** button. 2) Enter voice mail password (if configured in AltiAdmin). • The Message Waiting LED light blinks when a voice mail message is waiting. • The LCD shows the message count (only unheard messages) when onhook.
Volume	*To adjust volume on handset/speakerphone/headset:* 1) Depending on which volume you want to adjust, take the phone offhook by lifting the handset, pressing the **Speaker** button, or pressing the **Headset** button. 2) Press the **Volume** button. The device name and volume level appear in the LCD. 3) Press the left side of the **Volume** button to decrease the volume; press the right side to increase the volume. *To adjust ringer volume:* 1) Leave phone onhook. 2) Press the **Volume** button; a sample ring plays and the volume level appears in the LCD. 3) Press the left side of the **Volume** button to decrease the volume; press the right side to increase the volume.

Configuration Menu Options

- To get to the menu, press the **Menu** button.
- ▲ / ▼ buttons scroll the menus and settings in the LCD display.
- ▶ button selects a menu item or setting.
- The **Enter** button also selects a menu item or setting.
- ◀ button returns to the previous menu.
- Press the **Release** button to exit the menu.

Phone Setting	>Ext Number - Sets the IP phone's extension number. >Ext Password - Sets the IP phone's extension password. >Program Keys > Program Key [#] - Sets the speed dial number or feature code for a selected key. >Ring Tones - Sets the desired ring tone. >Ring Download - Downloads new ring tones that may have been added to the system. >Auto Answer - Sets whether to enable automatic answering. >Auto Ans Ring - Sets how many seconds the phone should ring before it is automatically answered. Appears on menu when Auto Answer is set to Yes. >Auto Ans Dev - Sets whether speaker or headset is the automatic answering device. Appears on menu when Auto Answer is set to Yes. >Headset Type - Sets which port the headset is using, RJ-9 or 2.5mm receptacle.
System	>AW Server - Sets the AltiWare server's IP address. >Trk Access Code - Sets the digit required to enable a user to return an outside call from the Call Log. >Hour Offset - Sets the time offset from the AltiWare Server's time. >TFTP Server - Sets the TFTP server IP address for updating the firmware. >Boot Download - Used mainly for upgrading or troubleshooting. On the next boot, the phone will download the new firmware from the TFTP server, if set to Yes. After firmware image upgrade, this setting changes to No. >Emergency Num - Sets the IP phone's emergency number. For the U.S., the emergency number is 911. >Emergency GW - Sets the IP phone's emergency gateway IP address. >Version Info - Displays the version number of the IP phone.
Network	>Enable DHCP - Sets whether Dynamic Host Configuration Protocol (DHCP) is being used by the IP phone to retrieve a new IP address upon boot up. >Local Address - Sets the IP phone's local address; shows only if DHCP is disabled. >Network Mask - Sets the IP phone's network mask; shows only if DHCP is disabled. >Gateway - Sets the Gateway IP address. >Enable Gatekeeper - Sets whether GateKeeper is enabled or disabled. >GK Discovery - Sets whether GateKeeper discovery is enabled. IP phone will automatically find the GateKeeper. Shows only if GateKeeper is enabled. >Enable NAT - Sets whether NAT is enabled or disabled. >NAT Address - Sets the NAT server's public IP address.

* * Feature Codes

* * 2 . . . . .Restore default settings (when user is in Configuration Menu)
* * 3 . . . . .Reboot

AltiServ Feature Codes

<pwd> . . . . .Log in to voice mail at your own station
<ext> <pwd> . . . . .Log in to voice mail at another station

AltiGen Voice Mail System Quick Features
#11 . . . . .Greeting Menu
#28 . . . . .Password Menu

Making Calls
#34 . . . . .Dial By Name[1]
#35 . . . . .Virtual Log In (Station Privilege Override)
#69 . . . . .Dial Last Caller
#77 . . . . .Station Speed Dial
#88 . . . . .System Speed Dial
#99 . . . . .Last Number Redial
#93 <ext> . . . . .Intercom Call [2]

Answering Calls
#29 <ext> . . . . .Individual Call Pickup (a specific station)
#30 . . . . .System Call Pickup (any station ringing)
Flash button #31. . . . . .Personal Call Park
#31 <ext> . . . . .Personal Call Park Pickup
Flash button #41. . . . . .System Call Park
#41 <loc. #> . . . . .System Call Park Pickup
#51 <line park line>. . . . . .Line Park Pickup
#81 . . . . .Hands Free Intercom Mode
#82 . . . . .Hands Free Manual Answer Mode

Call Management
#26 . . . . .Station Log Out (phone must be onhook)
#27 . . . . .Station Log In (phone must be onhook)
#32 <acct code> . . . . .Enter Account Code (before dialing)
XSFR button #32 <acct code> . . . . .Enter Account Code (mid-call)
#33 . . . . .Do Not Disturb
#36 . . . . .Call Forwarding
#37 . . . . .Remote Call Forwarding

Other Features
#22 . . . . .Feature Status Check
#25 . . . . .Station Speed Dial Setup
#38 . . . . .Outside Call Blocking (operator only)
#39 . . . . .Operator Off-Line (operator only)
#44 . . . . .Overhead Paging
#45 . . . . .Overhead Paging by Trunk
#46 . . . . .Group Paging (for IP 710 phone users)
#55 . . . . .List Feature Tips
#73 . . . . .Silent System Call Park
#90 . . . . .Ready to receive workgroup calls
#91 . . . . .Not ready to receive workgroup calls
Flash button #40. . . . . .Transfer to AltiGen Voice Mail System
Flash button # 15 <AA#>. . . . . .Transfer to Auto Attendant
Flash button # # <ext> . . . . .Transfer to a User's Voice Mail
Flash button <ext> **Flash** button. . . . . .Consultation

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[1] Feature must be enabled by system administrator.
[2] Feature available only on systems with Triton Analog Extension board.