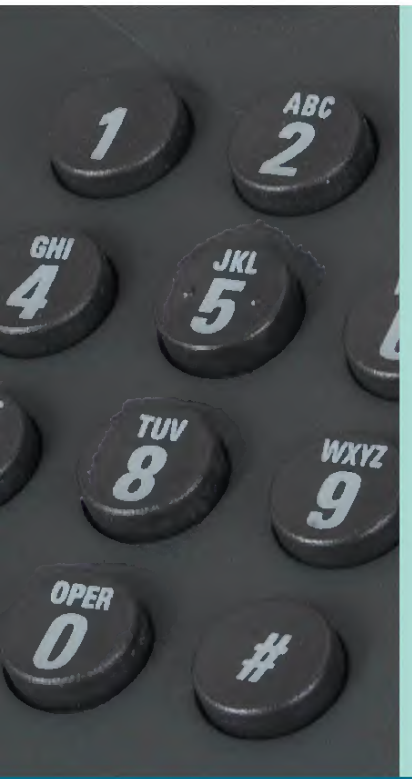

Quick Reference Guide

ADTRAN®

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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.

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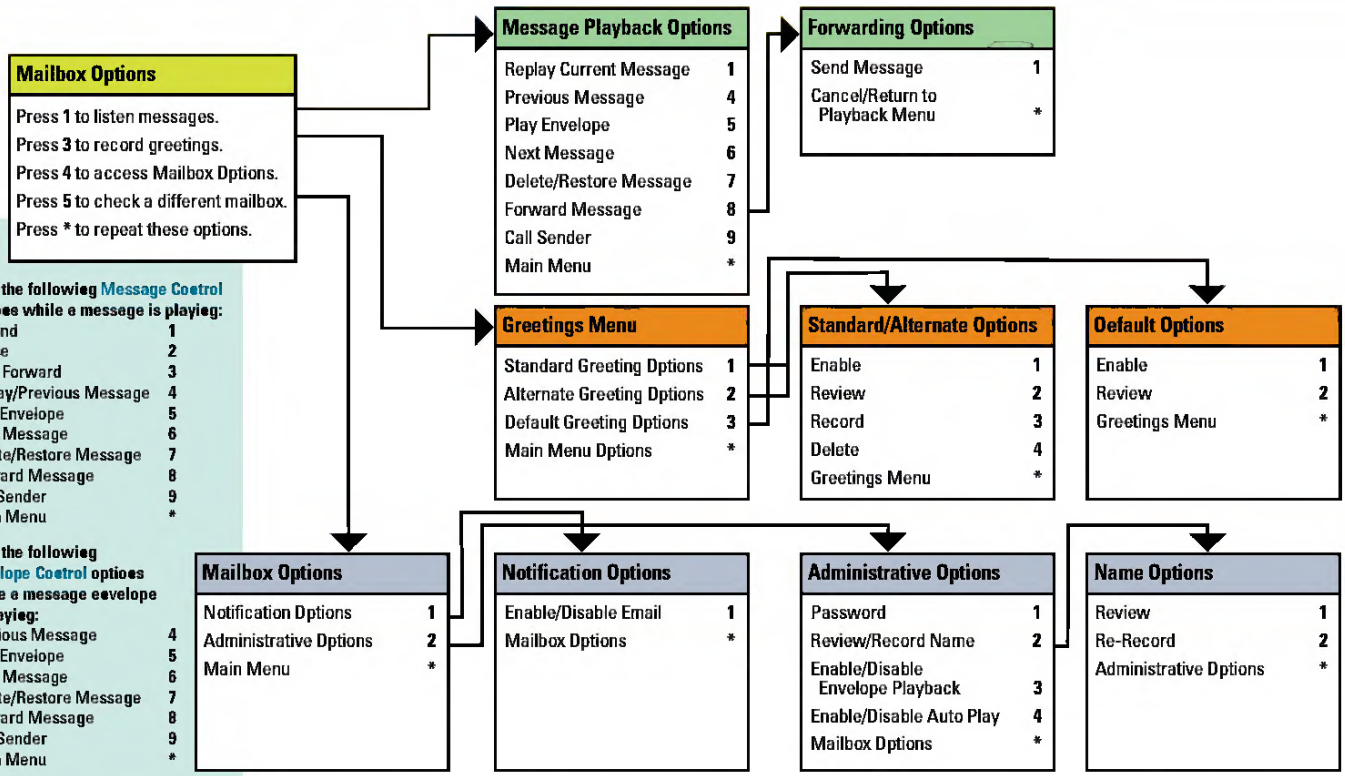
Voicemail Handling Quick Reference Guide



* 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	*

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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 **Confrnc** soft key), and dial the third-party's extension. Once the party has answered, press the **Conference** button (or the **Confrnc** 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.

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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.

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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. Dpen 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**.

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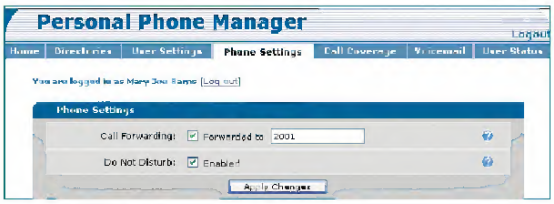
Personal Phone Manager Quick Reference Guide

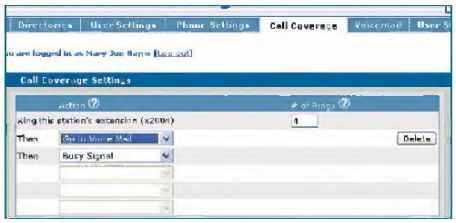
Phone Settings

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**.



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**.



Voicemail

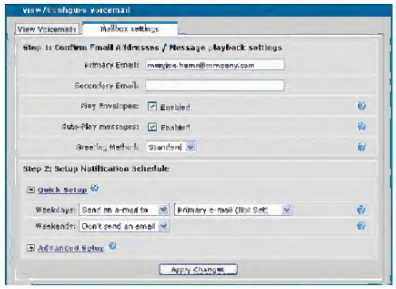
View Voicemails

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.



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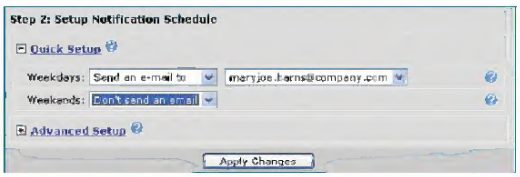
Personal Phone Manager Quick Reference Guide

Step 2. Notification Schedule

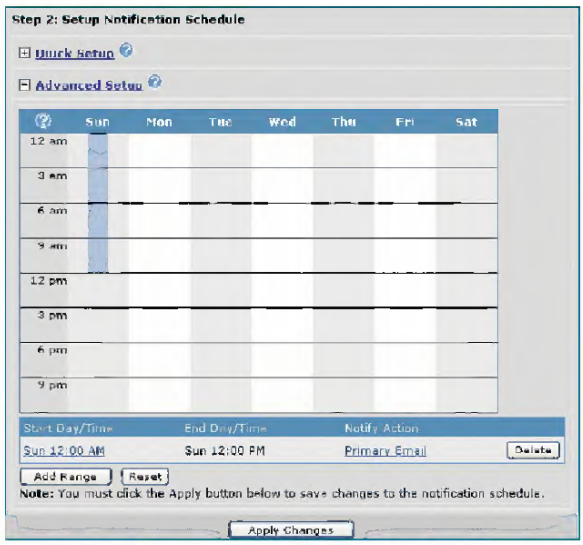
Selecting **Quick Setup** allows you to set your voicemail to notify your primary or secondary email address upon receiving a voice message during weekdays or weekends. The email addresses must first be set in Step **1**.



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.



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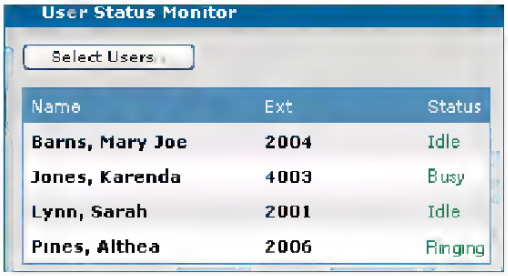
Helpful Hints:

- 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 **Ringing**) 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**.



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IP 650 Phone

Line/Speed Dial Keys
Labels (lines or Speed Dial Ids) appear in the graphic display

Graphic Display
Shows information about calls, messages, soft keys, time, date, and other relevant data

Display Control
Use to scroll through lists, select (check symbol) and delete ('x' symbol) controls for options and text within menus and control text/number entry

Soft Keys
Labels (or context-sensitive functions) appear in the graphic display screen above. Use the soft keys to select from various context-sensitive options

Feature Keys

Dial Pad

Feature Keys

Headset

Hold

Adjustable Volume Keys

Speaker Phone

Microphone Mute

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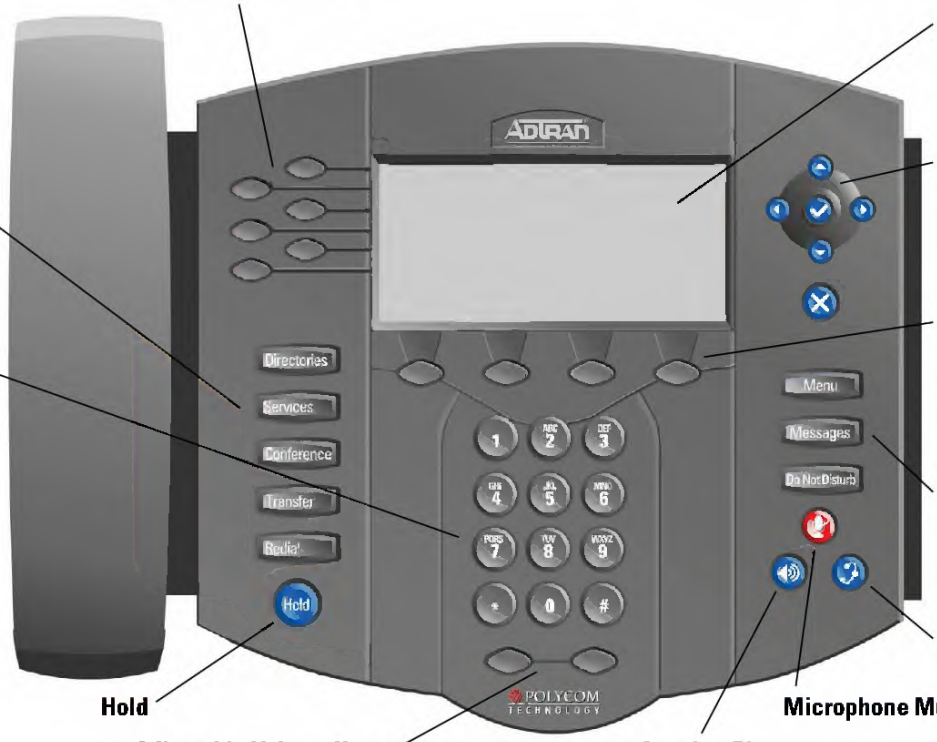
IP 601 Phone



Line/Speed Dial Keys
Labels (lines or Speed Dial Ids) appear in the graphic display.

Graphic Display
Shows information about calls, messages, soft keys, time, date, and other relevant data.

Feature Keys

Display Control
Use to scroll through lists, select (check symbol) and delete ('x' symbol) controls for options and text within menus and control text/number entry.

Dial Pad

Soft Keys
Labels (or context-sensitive functions) appear in the graphic display screen above. Use the soft keys to select from various context-sensitive options.

Feature Keys

Headset

Hold

Microphone Mute

Adjustable Volume Keys

Speaker Phone

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IP 501 Phone

Line/Speed Dial Keys
Labels (lines or Speed Dial Ids) appear in the graphic display.

Speaker Phone

Microphone Mute

Headset

Feature Keys

Dial Pad

Adjustable Volume Keys

Graphic Display
Shows information about calls, messages, soft keys, time, date, and other relevant data.

Display Control
Use to scroll through lists, select (check symbol) and delete ('x' symbol) controls for options and text within menus and control text/number entry.

Soft Keys
Labels (or context-sensitive functions) appear in the graphic display screen above. Use the soft keys to select from various context-sensitive options.

Feature Keys

Hold

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IP 430 Phone

Soft Keys
Labels (or context-sensitive functions) appear in the graphic display screen above. Use the soft keys to select from various context-sensitive options.

Speaker Phone

Microphone Mute

Headset

Graphic Display
Shows information about calls, messages, soft keys, time, date, and other relevant data.

Line/Speed Dial Keys
Labels (lines or Speed Dial Ids) appear in the graphic display.

Display Control
Use to scroll through lists, select (check symbol) and delete ('x' symbol) controls for options and text within menus and control text/number entry.

Feature Keys

Feature Keys

Dial Pad

Hold

Adjustable Volume Keys

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