

# ALTI-IP 600

## QUICK REFERENCE



### Basic Phone Operation

\* indicates a normal operating mode phone feature, which is only available after registering the Alti-IP 600 phone with the phone server and logged in as an extension.

FUNCTION	KEY SEQUENCE
<b>Auto Answer</b>	1) Press * * 6, then ENTER button. 2) Use the navigation buttons to enable/disable Auto Answer mode, set number or seconds to ring before answering (1-20), and select from speaker or headset as the Auto Answer device.
<b>Conference*</b>	<i>During a call:</i> 1) Press CONF 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 CONF button again OR ◀ (BACK key) to cancel conference and return back to original party. <ul style="list-style-type: none"> <li>The number of parties allowed in a conference call depends on the AltiServ system. In general, up to 6 parties are allowed.</li> </ul>
<b>Configuration Menu*</b>	1) Press * * 7, then ENTER button 2) Use the navigation buttons to select configuration menu. <ul style="list-style-type: none"> <li>▲ / ▼ (UP/DOWN keys) allows you to scroll through text and select features displayed in LCD screen.</li> <li>▶ (FORWARD key) is for menu selection.</li> <li>◀ (BACK key) returns to previous configuration menu or deletes the last digit input.</li> </ul> 3) Press ENTER button to access selected menu setting
<b>Handset/ Headset/ Speaker</b>	To switch between handset, headset and speaker, the user can go offhook, press the <b>Speaker</b> button or press the <b>Headset</b> button (#10 soft key)
<b>Hold*</b>	<i>During a call:</i> Press HOLD button to put current call on hold and make a new call. <i>To retrieve a single call on hold:</i> Press HOLD button <i>To retrieve multiple calls on hold:</i> Use ▲ / ▼ to select a hold call. 2) Press ENTER button OR Press HOLD button to retrieve last hold call.
<b>Intercom*</b>	<i>Incoming Intercom:</i> Incoming voice path is heard through the speaker, indicated by the button's blinking indicator light <i>Outgoing Intercom:</i> Press ICOM button + <EXT>
<b>Line Park</b>	<i>During a call:</i> 1) Press #51 or <b>Line Park</b> soft key (if configured) 2) Enter two-digit Line Park line. <i>The LED for Line Park soft key will be lit up and turns off when the parked call is picked up, the caller hangs up, or the call is routed to voice mail.</i>
<b>Mute</b>	<i>While on a call with Speaker on:</i> 1) Press SPKR/MUTE button 2) To disengage mute, press SPKR/MUTE button again.

<b>Program Soft Keys</b>	Press * * 6, then ENTER button; scroll to the desired programmable key to configure; enter the appropriate digits for the speed dial number or feature code.
<b>Reboot</b>	Press * * 3, then ENTER button
<b>Redial</b>	<i>(Phone is onhook)</i> 1) Press REDIAL button. 2) Use ▲ / ▼ to scroll to the desired entry. ( ▲ scrolls to last entry, ▼ scrolls to first entry.) 3) Press SPKR button or raise handset. <ul style="list-style-type: none"> <li>Redial up to 16 last calls.</li> <li>Redial up to 32 digits.</li> </ul>
<b>Release</b>	<i>For a connected call:</i> Press RELEASE to hang up the call.
<b>Restore Default Settings</b>	1) Press * * 7, then ENTER button. 2) Press * * 2, then ENTER button
<b>Ring Tones</b>	Press * * 6, then ENTER button, scroll to SELECT RING.
<b>Soft Key*</b> BLF Feature Code Speed Dial Phone Setting	Press SOFT KEY 1-10 to initiate one of the following functions (Busy Lamp Field, AltiServ feature code, speed dial, or phone setting) pre-assigned by the System Administrator. <b>Note:</b> The lower left SOFT KEY is set up as FLASH by default. Only this key can be configured as FLASH. All other SOFT KEYS are set up as Phone Setting by default.
<b>Speaker</b>	<i>To use the speakerphone:</i> Press the SPKR button
<b>Transfer*</b>	<i>During a call:</i> 1) Press XSFR button, which places the call on hold. 2) Dial the number you wish 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 ◀ key.
<b>Voice Mail</b>	<i>(Phone is onhook)</i> 1) Press VM button 2) Enter voice mail password (if configured in AltiAdmin). 3) Press VM button again or ENTER button. <ul style="list-style-type: none"> <li>The main LED light also blinks when a voice mail message is waiting.</li> <li>The VM button is available only when the IP Phone is in the onhook state.</li> <li>The LCD displays the VM count (which includes only new messages) when onhook.</li> </ul>
<b>Volume</b>	<i>To adjust volume on handset/speakerphone:</i> 1) Take phone offhook by pressing SPKR button or lifting handset. 2) Press VOL button, volume bar appears in LCD 3) Press ▲ / ▼ to increase/decrease volume, then press VOL again. <i>To adjust ringer volume:</i> 1) Leave phone onhook. 2) Press VOL button, sample ring plays and volume bar appears in LCD. 3) Press ▲ / ▼ to increase/decrease volume, then press VOL again.

## Configuration Menu Options

▲ / ▼ (UP/DOWN keys) selects YES or NO in the LCD display.

▶ (FORWARD key) selects menu.

◀ (BACK key) selects previous menu.)

<b>System</b>	<p>&gt;Ext Number - Sets the IP phone's extension number</p> <p>&gt;Ext Password - Sets the IP phone's extension password</p> <p>&gt;AW Server - Sets the AltiWare server's IP address</p> <p>&gt;TFTP Server - Sets the TFTP server IP address for updating the firmware.</p> <p>&gt;Boot Download - After firmware image upgrade, submenu changes to [NO]. 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].</p> <p><b>Note:</b> Make sure to launch TFTP32.exe.</p> <p>&gt;Version Info - Indicates the version number of the IP phone</p>
<b>Network</b>	<p>&gt;Enable DHCP - Set YES or NO to indicate whether Dynamic Host Configuration Protocol is being used by the IP phone to retrieve new IP address upon boot up.</p> <p>&gt;Local Address - Sets the IP phone's local address; only shows if DHCP is disabled</p> <p>&gt;Network Mask - Sets the IP phone's network mask; only shows if DHCP is disabled</p> <p>&gt;Gateway - Sets the Gateway IP address.</p> <p>&gt;Enable/Disable Gatekeeper - Set whether GateKeeper is enabled or disabled</p> <p>&gt;GK Discovery - Set YES or NO to indicate whether GateKeeper discovery is enabled. IP phone will automatically find the GateKeeper.</p> <p>&gt;Enable/Disable NAT - Set whether NAT is enabled or disabled.</p> <p>&gt;NAT Address - Sets the NAT server's public IP address.</p>

### \*\* Feature Codes

**2	Restore default settings (when user is in Configuration Menu)
**3	Reboot
**6	Program Soft Key
**7	Configuration Menu

### 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 <sup>1</sup>
#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 <sup>2</sup>

### Answering Calls

#29 <ext>	Individual Call Pickup (a specific station)
#30	System Call Pickup (any station ringing)
XSFR button #31	Personal Call Park
#31 <ext>	Personal Call Park Pickup
XSFR 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 Alti-IP phone users)
#55	List Feature Tips
#73	Silent System Call Park
#90	Ready to receive workgroup calls
#91	Not ready to receive workgroup calls
XSFR button #40	Transfer to AltiGen Voice Mail System
XSFR button # 15 <AA#>	Transfer to Auto Attendant
XSFR button # # <ext>	Transfer to a User's Voice Mail
XSFR button <ext> XSFR button	Consultation

<sup>1</sup> Feature must be enabled by system administrator.

<sup>2</sup> Feature available only on systems with Triton Analog Extension board.