

6300 Series Analog Phones

ADMINISTRATION INFORMATION

58014967 REV00

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6300 Series Analog Phones Administration Information

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Preface

This *6300 Series Analog Phone Administrator Information Application Note* is a document intended to be used by trained, qualified service personnel (e.g. System Administrators, Installers, and Support personnel) who need to understand how to reset data on the phone as well as lock and unlock Directory functionality.

Notes:

1. The information contained in this Application Note is not intended for end users.
2. For information on basic installation and physical setup information, refer to the *6390/6392 Installation Guide* included with the phone.
3. For information on phone features and configuration options, refer to the *6390/6392 User Guide*.

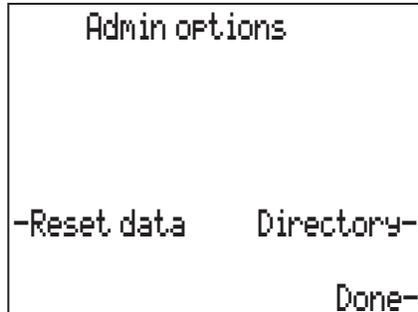
Supporting Documentation

To access phone and system-specific documentation:

1. In your browser, go to <http://www.mitel.com>.
2. Click **Product Manuals** under the **Support** section.
3. Select **PDF Guides and Online Help** under the **End User Documents** drop-down menu.
4. In the left-hand menu, navigate to **Analog Phones**.

Administrator Options menu

An Administrator Options menu is available on the 6300 Series analog phones allowing Administrators the ability to reset data stored on the phone as well as lock/unlock the Directory.

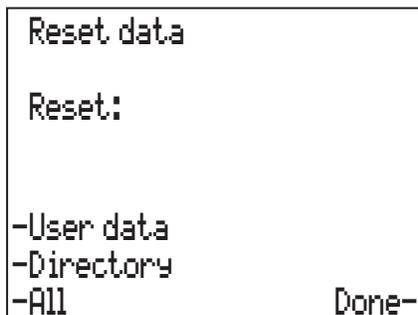


The Administrator Options menu should not be used by end users and therefore it is a hidden menu accessible only by pressing the following key sequence:

1. Press and release the  key.
2. Press and release the  key.
3. Press and release the # key on the dialpad.
The Administrator Options menu is displayed on screen.

Reset data

When you select the Reset data option, you can choose to reset user data, Directory data, or all data.



User data encompasses Callers List entries, Redial List entries, configured memory keys, and defined screen text. Directory data encompasses only the Directory entries. All data resets the phone to factory defaults.

Resetting data

1. Press and release the  key.
2. Press and release the  key.
3. Press and release the # key on the dialpad.
The Administrator Options menu is displayed on screen.
4. Press the **Reset data** softkey.
5. Press the **User data** softkey to reset all user-related data
or
Press the **Directory** softkey to reset all Directory-related data
or
Press the **All** softkey to reset the phone to factory defaults.
6. Press the **Confirm** softkey to confirm the reset
or
Press the **Quit** softkey to quit without resetting.
7. Press the **Done** softkey to return to the Admin options menu.

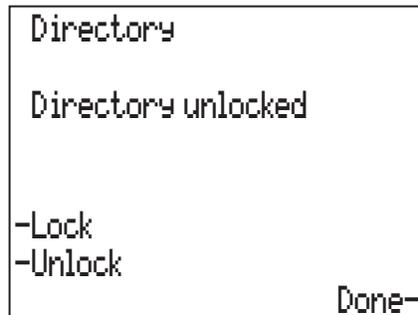
Quickly resetting all user-related data

The following shortcut is also available for Administrators that want to quickly reset all user-related data (i.e. factory default) the phone:

1. Press and release the  key.
2. Press and release the  key.
3. Press and release the * key on the dialpad twice.
The Reset data menu is displayed on screen and the "All" option is already selected.
4. Press the **Confirm** softkey to confirm the reset
or
Press the **Quit** softkey to quit without resetting.
5. Press the **Done** softkey to return to the Admin options menu.

Directory

When you lock the Directory, users are not permitted to add, edit, or delete Directory entries (i.e. the **AddNew**, **Change**, and **Delete** softkeys will not be displayed on screen.) Users will only be able to dial a Directory entry or quit the Directory menu.



Locking/Unlocking the Directory

1. Press and release the  key.
2. Press and release the  key.
3. Press and release the # key on the dialpad.
The Administrator Options menu is displayed on screen.
4. Press the **Directory** softkey.
5. Press the **Lock** softkey to lock the Directory or **Unlock** softkey to unlock the Directory.
When the Directory is locked a "Directory locked" message displays on screen and when the Directory is unlocked a "Directory unlocked" message displays on screen.
6. Press the **Done** softkey to return to the Admin options menu.

