Mitel 6710 Analog Phone

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OPERATION GUIDE

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1 INTRODUCTION

6710 Analog is an easily managed line-powered analog phone. The functions and features available with this telephone are designed for easy use in all different telephone handling situations. It supports calls by either handset, headset or handsfree operation with excellent voice quality.

2 PHONE SPECIFICATION

GENERAL	
Color	Charcoal
Signal	Analog
Line supported	Single

GENERAL	
Flash button flash time programmable	100ms, 200ms, 300ms (default), 400ms, 600ms, 900ms
Compatibility with hearing aid	Yes
DTMF dialing	Yes
Incoming call/MWI indicator	Yes
Support Handsfree	Yes
Support Headset	Yes
Volume control	Handset / Headset (4 levels) Handsfree (8 levels)

HARDWARE AND FEATURE	
LED calling signalization	Support
Hold with key	Support
Release with key	Support
Speed dial keys	Support (up to 8)
Redial with key	Last 1 number
Navigational key	Yes
Ringer melody	8 types
Ringer volume	2 levels
Ringer silence	Yes

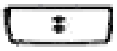
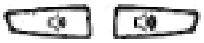
ACCESSORIES	
Connection cable, RJ11/ RJ45	1 pcs, 2 meters
Number card	1 pcs
Wall mounting kit	Screws & anchors included

3 PHONE PARTS

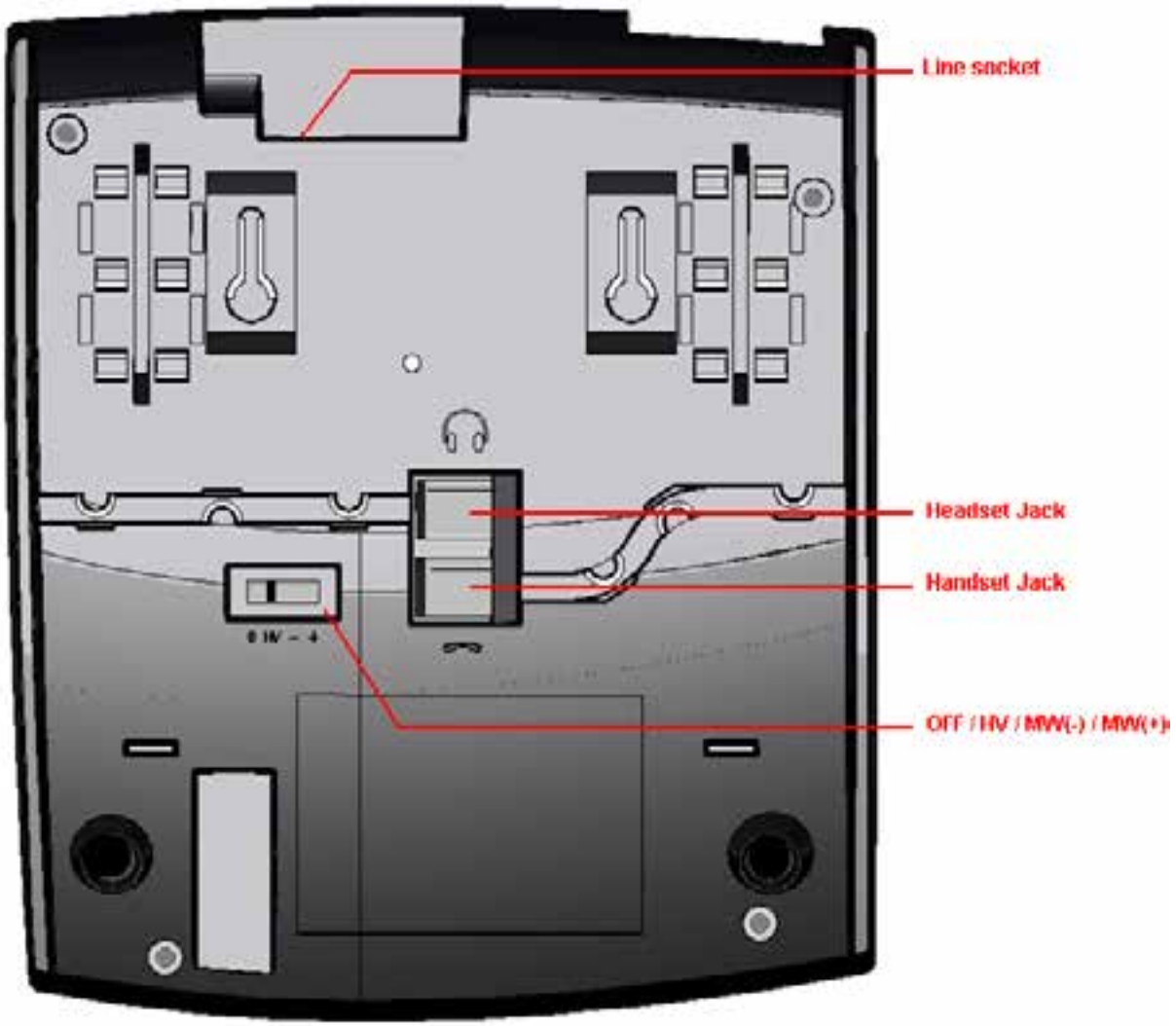
When you unpack your phone, you should ensure that you have all of the following items. If any part is missing, contact the supplier of your phone.

4 KEY PANEL

Speed dial
M0 to M7
Goodbye key
Save key
Delete key
Music on hold
Message waiting
Speaker / Headset key
Flash key
Redial / Pause key
Volume keys
0 9, * and # (dial keys)
Mute key

SYMBOLS / KEYS	FRANÇAIS	ESPAÑOL	DEUTSCH	PORTUGUÊS	NEDERLANDS	ITALIANO
Speed-dial M0-M7	Numérotation abrégée M0-M7	Teclas programables M0-M7	Kurzwahl M0-M7	Marcação rápida M0-M7	Snel-kiezen M0-M7	Numeri brevi M0-M7
Flash key	R - Flash	Tecla Flash	R-Taste	Flash	Haakcontact	Tasto Flash
Redial / Pause key 	Touche Bis / Pause	Rellamada / Pausa	Wahlwiederholung / Pausentaste	Rechamar / Tecla de pausa	Nummerherhaling / Pauzetoets	Bis / Pausa
Goodbye key	Fin / Fin d'appel	Desconectar	Ende Taste	Desligar	Beëindigen	Tasto Riaggancio
0-9, * and # (dial keys)	0-9, * et # numérotation	0-9, * y # (digitos)	0-9, * und # (Zifferntasten)	0-9, * e # (teclas marcação)	0-9, * en # (bel toetsen)	0-9, * e # (tasti selezione)
Volume keys 	Réglage du volume	Volumen	Lautstärketasten	Volume	Volume toetsen	Tasti regolazione volume
Mute key	Touche secret	(Mute) silencio	Stummtaste	Silencio	Mute-toets	Tasto mute
Save key	Sauvegarde	Salvar	Speichertaste	Guardar	Opslaan	Tasto salvataggio
Delete key	Suppression	Borrado	Löschtaste	Suprimir	Verwijderen	Tasto cancella
Music on hold	Musique d'attente	Música en espera	Musik bei Warten	Música em espera	Muziek tijdens wachten	Musica d'attesa
Message waiting	Message déposé	Mensaje en espera	Nachricht wartet	Mensagem em espera	Wachtend bericht	Messaggio Giacente
Speaker / Headset	Haut-parleur / Casque	Altavoz / Tecla de manos libre	Lautsprecher / Kopfhörertaste	Mãos-livres / Auricular	Luidspreker / hoofdtelefoon	Altoparlante / Cuffia

5 BOTTOM VIEW



SYMBOLS / KEYS	FRANÇAIS	ESPAÑOL	DEUTSCH	PORTUGUÊS	NEDERLANDS	ITALIANO
Line socket	Prise de ligne téléphonique	Puerto conneccion de linea	Anschlussbuchse	Conector de linha telefônica	Lijnpoort	Presa linea telefonica
OFF / Hi Volt / MW(-) / MW(+)	Off / Haute Tension / MW(-) / MW(+)	DE / Alto voltaje / MW(-) / MW(+)	AUS/Spannung/ MW(-) / MW(+)	OFF / Hi Volt / MW(-) / MW(+)	UIT / Hi Volt / MW(-) / MW(+)	OFF / Alta Tensione / MW(-) / MW(+)
Headset Jack	Prise casque	Puerto de auricular	Kopfhörerbuchse	Conector de auricular	Hoofdtelefoon aansluiting	Presa Cuffia
Handset Jack	Prise combiné	Puerto de microtelefono	Hörerbuchse	Conector do auscultador	Telefoonhoorn aansluiting	Presa Microtelefono

6 BASIC OPERATION

6.1 DIAL

Pick up the handset (or press [ ] for handsfree / headset operation) and press numeric key, [*], [#] or [Pause] to dial out.

6.2 CALL BY HANDSFREE

1. Press [ ] and enter the number by using the dial pad.
2. To hang up the phone, press [ ] again.
3. When you are talking on handset, you can switch to handsfree mode by pressing [ ].

6.3 CALL BY HEADSET

1. Insert a headset to the phone.
2. Press [ ] and enter the number using the dial pad.
3. To hang up the phone, press [ ] again.
4. When you are talking on handset, you can switch to headset mode by pressing [ ].

6.4 MUSIC ON HOLD

1. When a call is in progress, press [ ] to hold the call (LED on).
2. Press [ ] again or toggle the hook switch to resume the call (LED off).

6.5 MUTE

1. When a call is in progress, press [ ] to mute (LED flashing).
2. To speak to the caller, press [ ] again (LED off).

6.6 GOODBYE KEY

1. During off-hook by handset, press [ ] to process another call.
2. During off-hook by handsfree/headset , press [ ] to hang up.

6.7 REDIAL

Press [ ] to redial the last called number.

6.8 RECEIVING, ANSWERING AND ENDING AN ANNOUNCEMENT

1. You have received an announcement (intercom) and answered it with handset or the loudspeaker key.
2. Once your call party has ended the announcement, you have to press afresh the loudspeaker key. Only then your phone returns to the idle state and is hence not busy for incoming calls.

7 VOLUME SETTING

7.1 SET RING VOLUME

Three levels of ring volume provided: **High**, **Low**, **Silence**.

1. Place the handset on the phone.
2. Press 'Volume +' to increase ring volume.
3. Press 'Volume –' to decrease ring volume.

To disable the ring for incoming calls. Press the 'Volume –' until reach **Silence** level or press [ ] during on-hook. The Mute LED will remain ON during on-hook to indicated the ring is now in silence.

7.2 SET HANDFREE VOLUME

Eight levels of handsfree volume provided: **Level 1 to 8**.

1. Press [ ].
2. Press 'Volume +' to increase the handfree volume.
3. Press 'Volume –' to decrease the handfree volume.

7.3 SET HANDSET VOLUME

Four levels of handsfree volume provided: **Level 1 to 4**.

1. Pick up the handset.
2. Press 'Volume +' to increase the handset volume.
3. Press 'Volume –' to decrease the handset volume.

7.4 SET HEADSET VOLUME

Four levels of handsfree volume provided: **Level 1 to 4**.

1. Plug in the headset.
2. Press [ ].
3. Press 'Volume +' to increase the headset volume.
4. Press 'Volume –' to decrease the headset volume.

8 SPEED DIAL MEMORY

8.1 SAVE A MEMORY

1. Place the handset on the phone.
2. Press one memory key (M0 to M7).
3. Press [ ] and enter the number to be saved.
4. Press [ ] key again to complete saving.
5. The “save” successes with confirmation tone.

8.2 DIAL FROM A MEMORY

1. Pick up the handset or press [ ].
2. Press the memory key (M0 to M7) to be dialed.

8.3 DELETE MEMORY

1. Place the handset on the phone.
2. Press the memory key (M0 to M7) to be deleted.
3. Press [ ].
4. The “delete” successes with confirmation tone.

9 MESSAGE WAITING MEMORY (MWM)

The message waiting memory normally stores the number to reach the voicemail box.

Save MWM

1. Place the handset on the phone.
2. Press [✉].
3. Press [💾] and enter the number to be saved.
4. Press [💾] key again to complete saving.
5. The “save” successes with confirmation tone.

Dial from a MWM

1. Pick up the handset or press ‘Speaker/Handset’.
2. Press the [✉].

Delete MWM

1. Place the handset on the phone, press [✉].
2. Press [🗑].
3. The “delete” successes with confirmation tone.

Message Waiting LED

When there’s message awaiting to be read, the message waiting LED will be lighted ON or flashing in red.

The Message Waiting switch (at the back of the phone) is used to select the appropriate MW mode (HV / + / -). Please check the MW type of the connected PBX to work with the phone. Select “OFF” on the MW switch to deactivate the message waiting function.

10 PHONE SETTING

Different combination of key sequences are used on different parameter settings as shown in the table below.

PARAMETERS	PROGRAMMING KEY SEQUENCE	LOCK PROTECTED	VALID SETTINGS	DEFAULT
Set flash time	[save]+[#]+[0]+[1]+[#]+ ***[X]***+[#]	Yes	1: 100 ms 2: 200 ms 3: 300 ms 4: 400 ms 6: 600 ms 9: 900 ms	300 ms
Set ring melody	[save]+[#]+[0]+[2]+[#]+ ***[X]***+[#]	Yes	1 ~ 8	RING 1

Set Flash time

1. During On-hook, press [save]+[#]+[0]+[1]+[#]+***[X]***+[#]

   X could be set from **1** (100ms) / **2** (200ms) / **3** (300ms) / **4** (400ms) / **6** (600ms) / **9** (900ms).

2. If the setting successes, a confirmation ring will be generated.

Set Ring Melody

1. During On-hook, press [save]+[#]+[0]+[2]+[#]+***[X]***+[#].

   X could be set from 1 to 8 (melodies 1~8).

2. If the setting successes, the new ring melody is played

WALL MOUNT DRILLING TEMPLATE

EC-Declaration of conformity

Déclaration de conformité CE

EG-Konformitätserklärung

Declaración de conformidad CE

CE

MITEL France (1 rue Arnold Schoenberg – 78280 Guyancourt – France) déclare par la présente que :

This product, 6710 Analog, is in conformity with the essential requirements and other relevant provisions of the European Directive 1999/5/EC (R&TTE Directive)

Le poste 6710 Analog est conforme aux exigences essentielles de la directive 1999/5/EC

Dieses Gerät 6710 Analog entspricht den grundlegenden Anforderungen der Richtlinie 1999/5/EG

Este equipo 6710 Analog cumple con los requisitos esenciales de la directiva 1999/5/CE

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