Leading the way in Voice and IP solutions

iPECS eMG80 LDP90** Quick Reference Guide

To Make an Outside Call

- Lift Handset and dial **0** for next available line and dial number. (dial **9** for Reception)
- Or just dial **0** and desired number and talk hands free/lift handset.
- Or repeat above but press desired line key.

To Answer a Call

- If Phone Ringing: Lift handset or press **SPEAKER** button for hands free
- If Phone Not Ringing: Press flashing line button or **PICKUP** button (if pickup group programmed)

To Transfer a Call

- While on Call press **TRANS/PGM** button.
- Dial the *station* number.
- Announce Call and Hang up. (To retrieve external party press flashing line key).
- Alternatively press pre-programmed flexible button, announce and hang up.

To Intercom

- Lift Handset or press **SPEAKER** button.
- Dial the *station* number.

To Place a Call On Hold

- Press the **HOLD/SAVE** button.
- **Once** for system hold
- **Twice** for exclusive hold

Redial

- Press the **REDIAL** button, (the volume key can be used to scroll through previous numbers)
- Then press OK to dial

Mute

- Press **MUTE** button to switch off the microphone (Light on)
- Press **MUTE** button to swtich on the microphone (Light off)

Leading the way in Voice and IP solutions

Voice Mail (VSF)

- Press VM button (programed flex button usually last key)
- Follow voice prompts 1= new messages
-                       2 = saved messages
-                       8 = set greeting
- If you don't have a pre programed key to access voice mail please contact our office for details on password and how to setup key.

Call Forward
Please note the system can be set with pre assigned call forward (normally to voicemail) by system admin the details below would be used to override that .

- Dial **5 5 4** or lift the handpiece and press **FWD** softkey
- Select number for call forward type
    - **1**   = forward immediate
    - **2**   = forward on busy
    - **3**   = forward on no answer
    - **4**   **=** forward on busy or no answer (most common)
    - **#**   **=** cancel call forward
- After selection dial of type of forward a destination can be entered ie: *station* number (eg:100), *Hunt Group* number (eg: 633 for VM),
  or *Speed Bin* number you wish to divert to (eg: 2001)

To Page (All Call)

- Dial **# 0 0 (internal and external)** or
- Dial **# 3 (internal only)** or
- Dial **# 5 (external only)**
- Lift handset and wait for tone before speaking.

Making a Conference Call

- Dial first call
- Press **CONF** softkey or button (first call is placed on hold)
- Dial second call (external or internal) once second call connected
- Press **CONF** key twice to join all calls.

To Park a Call (if programed)

- Press **PARK** key (601, 602 etc) to park and retrive.

Leading the way in Voice and IP solutions

Do Not Disturb

- Press **DND** button.
- Repeat to remove

Program Speed Dial

  Press **TRANS/PGM** key
- Press **SPEED** key (right arrow with line to right of 6 key)
- Display will show next available speed bin number
- Dial bin number to add or change. (ie 2000)
- Dial **0** for outside line
- Dial external phone number, Press **HOLD/SAVE**
- Enter name, Press **HOLD/SAVE**
- Press **SPEAKER** button to exit or enter next bin number.

Use Speed Dial

- Press **SPEED** key (right arrow with line to right of 6 key)
- Dial bin number or
- Press **SPEED** key twice to use dial by name, then volume or digit to select internal, station or system speed bins, then ok or send.

Station Name Program

- Press **TRANS/PGM** button
- Dial **7 4**
- *Enter in Station name label using number chart on last page*
- Press **HOLD/SAVE** button when done

Change System Date and Time (only at the system attendant phone)

- Press **TRANS/PGM** button
- Dial **0 4 1**
- Prompts for date entry (MM/DD/YY)
- Dial date eg: 040115 (1st April 2015)
- Press **HOLD/SAVE**
- Prompts time entry (HH:MM)
- Dial time eg: 1315 (01:15pm)
- Press **HOLD/SAVE**

System Night Switch (only at the system attendant phone)
This changes the way the telephone system will behave for incoming calls if setup by your technician

- Press **DND** button (circle with cross)
- Prompt *Select Ring Mode (1-4)*
- Then dial the number next to the following options
    1. **Day (Normal display)**
    2. **Night**
    3. **Timed Ring Mode (set by technician)**
    4. **Auto Ring Mode (set by technician)**
- Press **HOLD/SAVE** to set

Program Flexible Button

- Press **TRANS/PGM** button
- Press flexible button to program
- Dial feature eg: *Station* No. (200), or speed and bin number, TEL NUM 0 phone number
- Press **HOLD/SAVE** button
- Press **SPEAKER** button to exit

To Erase Flexible Button

- Press **TRANS/PGM** button
- Press flexible button to program
- Press **HOLD/SAVE** button

Number and Letter Code Chart for 9000 Series iPECS Handsets

10 = 1	20 = 2	30 = 0 etc	
21 = A	22 = B	23 = C	
31 = D	32 = E	33 = F	
41 = G	42 = H	43 = I	
51 = J	52 = K	53 = L	
61 = M	62 = N	63 = F	
71 = P	72 = R	73 = S	74 = P
81 = T	82 = U	83 = V	
91 = W	92 = X	93 = Y	9# = Z
*1 = SPACE		SPEED = DELETE	