

iPECS LG-Ericsson Phase 5 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 Pick Up button or press flashing line button and lift handset.

To Transfer a Call

- While on Call press **TRANS/PGM** button (**FLASH** button on Analogue)
- Dial the *station* number.
- Announce Call and Hang up.
- Alternatively press pre-programmed flexible button, announce and hang up.
- If call cannot be transferred, retrieve by pressing flashing green Call appearance button.

To Intercom

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

To Place a Call On Hold

- Press the **HOLD/SAVE** button.

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.

Redial

- Press the **LOG** button, scroll through last 100 dialled, received and missed numbers using the navigation buttons (12 & 24 button Handsets)
- Press **HOLD/SAVE** button or the **OK** button.

To Park a Call

- Press empty Park Bin location (eg: 601)
If no Park Bin button on phone,
- Press **TRANS/PGM** button (**FLASH** button on Analogue)
- Dial Parking location number (601 – 610)
- Hang up or press **SPEAKER** button.

To Retrieve Parked Call

- Press Park Bin location (eg: flashing 601 button)
If no Park Bin button on phone,
- Lift Handset on any Station (or press **SPEAKER** button)
- Dial Parking location number (601 – 610)

Call Forward Set

- Dial **5 5 4** or lift the handpiece and press **FWD** button
- Select number for call forward type
 0. Remote Call Forward (if set by Technician)
 1. Unconditional all calls
 2. Busy calls
 3. No answer calls
 4. Busy/no answer call
- # Cancel divert
- After selection dial *station* number (eg:100), *Hunt Group* number (eg: 633 for VM), or *Speed Bin* number you wish to divert to (eg: 200)

Cancel Call Forward

- Dial **5 5 4**
- Then the **#** button.
-

Set Intercom Answer Mode

- This determines how you *station* will ring when receiving an intercom call
- Press **TRANS/PGM** BUTTON
- Dial **1 3** and select
 1. for Hands free (Auto answer after a BEEP tone)
 2. for Tone ring
 3. for Privacy announce (Auto Answer but you must pick-up the handset to talk)
- Press **HOLD/SAVE** button or the **OK** button

Mute

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

Group Pick Up

- Press **PICKUP** soft key before lighting the handpiece or dial ******
- Lift and handset to talk or talk hands free
- This will answer the longest ringing call and will only pick up calls that are programmed in your group

Differential Ring for Individual Station

- To set different **Internal** ring
- Press **TRANS/PGM** button
- Dial **1 1**
- Dial **1** to **8** to choose the ring tone
- Press **HOLD/SAVE** button or **OK**

- To set different **External** ring
- Press **TRANS/SAVE** button
- Dial **1 2**
- Dial **1** to **8** to choose the ring tone
- Press **HOLD/SAVE** button or **OK**

Program Speed Dial

- Press **DIR** soft key
- Press **SPEED** soft key
- Press **ADD** soft key
- Display will show next available speed bin number
- Press **HOLD/SAVE** button (or dial desired speed bin number to edit)
- Prompted to *Enter CO-BTN/DIGIT*
- Dial **0** for outside line
- Prompt for *SPEED XXX* where xxx is the speed bin number (2 digit if personal speed dial)
- Enter the phone number you wish to store
- Press **HOLD/SAVE** button
- *Enter in dial by name label using number chart on last page*
- Press **HOLD/SAVE** button
- Press **SPEAKER** button to exit

#Note: System Speed Dials range from 200-999 and Station Speed Dial range from 99-19

Use Speed Dial

- Lift handset and/or
- Press **DIR** soft key
- Press **SPEED** soft key (**5 5 8** on Analogue)
- Dial speed bin number eg: 200

Station Name Program

- Press **TRANS/PGM** button
- Dial **7 4** (or **7 1** from system attendant + Station Number)
- *Enter in Station name label using number chart on last page*
- Press **HOLD/SAVE** button when done

Global Station Name Program (System Attendant Only)

- Press **TRANS/PGM** button
- Dial **0 7 1**
- Enter the station number you are programming.
- *Enter in Station name label using number chart on last page*
- Press **HOLD/SAVE** button when done

Use SPEED Dial by Name and Station Name

- Press **DIR** soft key
- Select corresponding number for the Phone Book
 1. Private Directory (*Station speed*)
 2. Public Directory (*System speed*)
 3. View Station Name (*Internal Speed*)
- Dial Letter using the *number chart* and/or scroll up and down using either volume key or navigation dial.
- Select Station or Speed bin by pressing **SEND** soft key, **OK** or **HOLD/SAVE** buttons

Music (On & Off)

- Press **TRANS/PGM** button
- Dial **7 3**
- Select background music channel by dialling 00-10 (Usually 01 for Music on Hold source, 00 turns music off)
- Press **HOLD/SAVE** button

Making a Conference Call

- Dial first party
- Press **CONF** soft key
- Dial second party (internal or external)
- Press **CONF** soft key twice to commence conference call

Change Headset/Speaker Mode

- Press **Headset** button
- Select **1 (on)** or **0 (off)**
- Press **HOLD/SAVE** or **OK** button
- *This will toggle your speaker button to be a headset button, disabling hands free.*

Do Not Disturb

- Press **DND** button. Or,
- Dial **5 5 3**
- Repeat to remove

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: 040112 (1st April 2012)
- Press **HOLD/SAVE** or **OK** button
- Prompts time entry (HH:MM)
- Dial time eg: 1315 (01:15pm)
- Press **HOLD/SAVE** or **OK** button

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 to bring up a menu
- Prompt *Select Ring Mode (1-5)*
- 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)**
 5. **Scenario – Select Scenario (01-16) – (set by technician)**
- Press **HOLD/SAVE** to set

Program Flexible Button

- Press **TRANS/PGM** button
- Press flexible button to program
- Dial feature
 - For Direct Station – dial station number (eg: 101)
 - For System Speed dial – press **SPD/DEL** soft key, enter speed bin number (eg: 200)
 - For Park Bins – dial Park Bin number (eg: 601)
 - For Personal External call – press **TEL NUM** soft key, dial **0**, dial required number, press **HOLD/SAVE** button, enter name (using chart on last page)
- Press **HOLD/SAVE** button
- Press **SPEAKER** button to exit

VOICE MAIL

Voice Mail (VSF)

- To retrieve left voicemail messages, press flashing voicemail button and follow prompts.
- To change voicemail greeting , press voicemail button and follow prompts.

Number and Letter Code Chart for 8000 Series iPECS Handsets

When required to enter characters (eg: station name or speed dial name), press the dial pad Number corresponding to the alpha character desired. Press the **ABC>** soft key to change the lower Case (**abc>**) for numerical (**NUM>**)

Note: for a space press right hand navigation button

@ - 1 : - 11 / - 111 1 - 1 num	A - 2 B - 22 C - 222 2 - 2 num	D - 3 E - 33 F - 333 3 - 3 num
G - 4 H - 44 I - 444 4 - 4 num	J - 5 K - 55 L - 555 5 - 5 num	M - 6 N - 66 O - 666 6 - 6 num
P - 7 Q - 77 R - 777 S - 7777 7 - 7 num	T - 8 U - 88 V - 888 8 - 8 num	W - 9 X - 99 Y - 999 Z - 9999 9 - 9 num
*	. - 0 , - 00 ? - 000 1 - 0000	#

#Note some program codes, Voice mail number, may be changed with your system depending on the configuration. Other functions require pre-configuration by your technician. Some functions may require additional hardware.