

iPECS LG-Ericsson Quick Reference Guide for Digital Handsets (LDP7000)

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 * * or press flashing line button and lift handset.

To Transfer a Call

- While on Call press **TRANS/PGM** button
- 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 **SPEED *** , scroll through last dialled numbers using the **VOLUME** button.
- Press **HOLD/SAVE** button to dial

To Park a Call

- Press empty Park Bin location (eg: 601)
If no Park Bin button on phone,
- Press **TRANS/PGM** button
- 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**
- 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

Group Pick Up

- Dial * *
- List 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 **01** to **15** to choose the Ring Tone
- Press **HOLD/SAVE** button

To set different **External** ring

- Press **TRANS/SAVE** button
- Dial **1 2**
- Dial **01** to **15** to choose Ring Tone
- Press **HOLD/SAVE** button

Program Speed Dial

- Press **TRANS/PGM** button
- Press **SPEED** button
- 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
- 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 01 - 19

Use Speed Dial

- Lift handset and/or
- Press **SPEED** button
- Dial speed bin number eg: 200

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

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 **SPEED SPEED** (SPEED button twice)
- Select corresponding number for the Phone Book
 1. View Station Name (Internal Speed)
 2. PrivateDirectory (*System* speed)
 3. Public Directory (*System* 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 **OK** or **HOLD/SAVE** button

Do Not Disturb

- Press **DND/FWD** button. Or,
- Dial **5 5 3**
- Repeat to remove
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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 LDP 7000 Series Digital Handsets

When required to enter characters (eg: station name or speed dial name), press the dial pad Number corresponding to the alpha character desired.

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0 - 00	#
*2 - :		
*3 - ,		

#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.