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## User Guide

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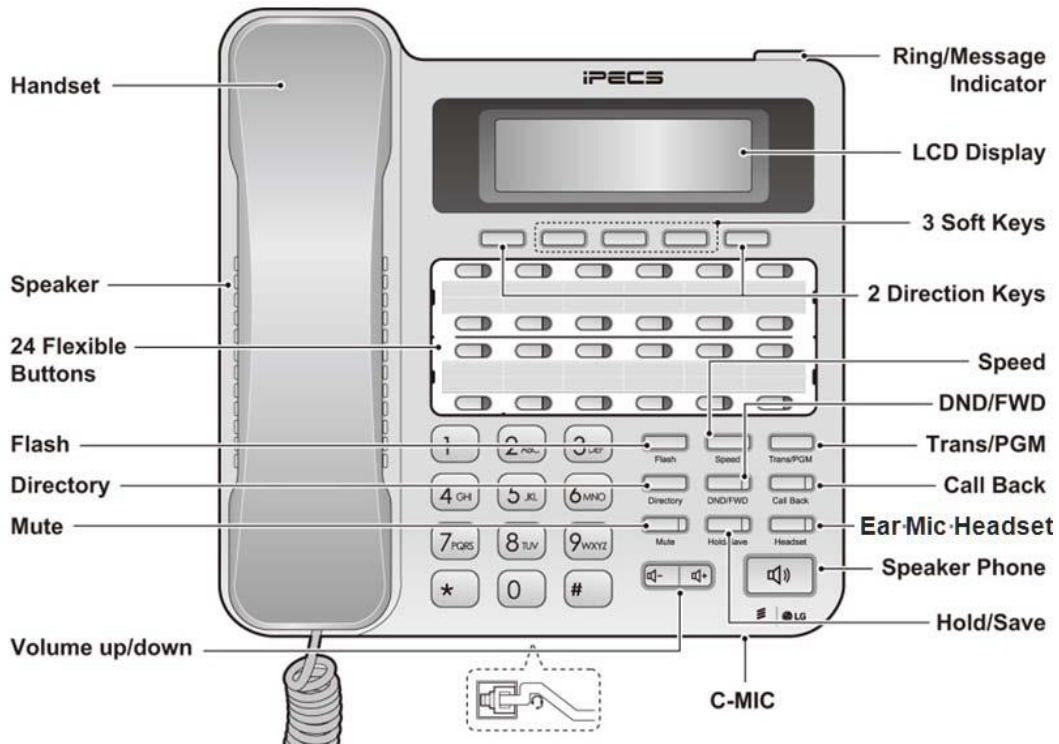


Figure LDP-9224DF Button name and layout

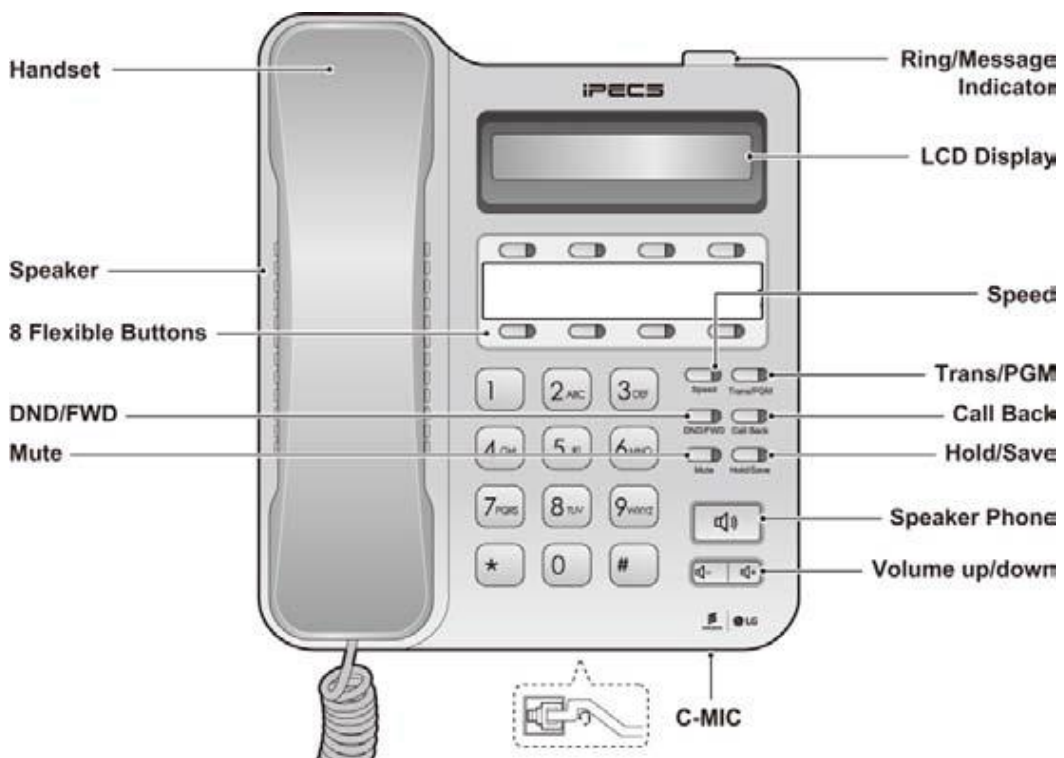


Figure LDP-9208D Button name and layout

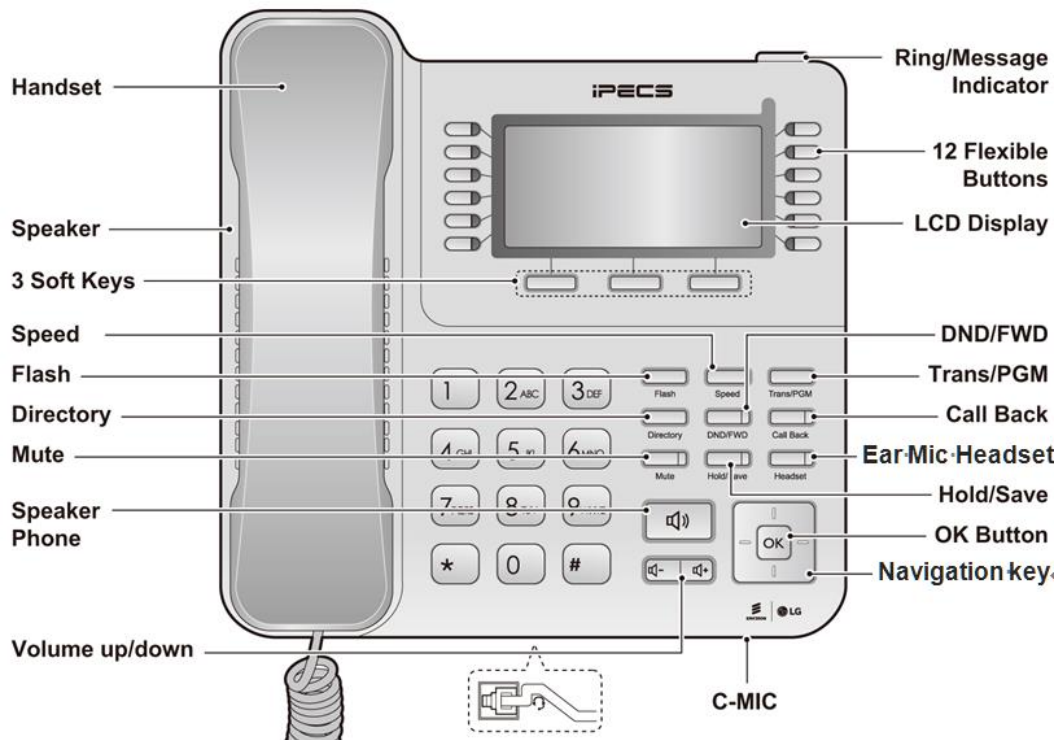


Figure LDP-9240D Button name and layout

## The functions of the buttons

Below is a brief description of the elements called out in the above LDP-9200 series Phone diagrams.

- 1. Ring/Message Indicator:** Flashes when receiving a new call or you have a new message waiting.
- 2. LCD Display:** Displays your phones status, dialing directories, and text message information.
- 3. Handset:** Use to answer a call using the handset.
- 4. Speaker:** Delivers ringing and other signals, and lets you hear the caller's voice in speakerphone mode.
- 5. Dial pad buttons:** Use to dial a number, select a menu item, or input a value.
- 6. Speakerphone button:** Toggles the phone speakerphone on and off. The button illuminates when the speakerphone is active or the phone is in menu mode.
- 7. Volume control button:** Use to adjust Ring, Headset, Handset, and Speaker volume.
- 8. Flexible buttons:** Assigned as Line or feature access button.
  - LDP-9208D has 8-flexible buttons.
  - LDP-9224D has 24-flexible buttons.
  - LDP-9224DF has 24-flexible buttons.
  - LDP-9240D has 2\*12-flexible buttons.
- 9. Soft keys:** Soft keys are interactive, changing function based on the status of LDP-9224D & LDP-9224DF, and LDP-9240D. LDP-9208D does not support Soft keys.

## 10. Navigation key for LDP-9240D

- **Left:** Use to select the previous group of soft keys when ◀ appears in the bottom-left of the LCD.
- **Right:** Use to select the next group of soft keys when ▶ appears in the bottom-right of the LCD.
- **Up:** Scrolls through the phone's menu options upward.
- **Down:** Scrolls through the phone's menu options downward.
- **OK:** Selects the highlighted choice when navigating through a menu.

## 11. Fixed buttons

LDP-9208D does not support some buttons: Flash, Directory, and Headset among the below buttons.

- **Flash** button: Use to seize the new line without on-hook. So you can make a call by dialing the desired number.
- **Speed** button: Use to assign your speed dial numbers. The button also deletes the last character of an input in the menu mode such as registering Station name.
- **Transfer/PGM** button: Transfers the current active call or to enter programming mode.
- **Directory** button: Accesses your private or public directory for speed dialing.
- **DND (Do Not Disturb)/FWD** button: Use to activate DND so that your phone will not ring. Use to allow you to forward all calls to another number by setting the call forward type (1~4).
- **Call Back** button: When the MWI LED indicates you have a message, use to access your Voice Mailbox.
- **Mute** button: Toggles audio from the microphone to the connected party on and off.
- **Hold/Save** button: Use to place a call on Hold. Also, use to access a held call. In menu mode, it saves your inputs.
- **Ear Mic. Headset** button: When using a Ear Mic. headset, this button toggles the Ear Mic. headset state. When the Ear Mic. headset is active, the button LED illuminates red. Or, press [PGM] +19 and then set ON.

## To assign a feature to a Flex button:

- 1) Press the PGM button,
- 2) Press the desired Flex button,
- 3) Press the PGM button (this step is optional according to Feature),
- 4) Dial desired code and required inputs; for User Program codes Appendix A),
- 5) Press the SAVE button.

## To make Flexible button empty

- 1) Press the TRANS/PGM button.
- 2) Press the flexible button to be programmed.
- 3) Press the HOLD/SAVE button.

## To answer a call ringing at your phone:

- Lift the handset or press the flashing Flex button (as needed), the call will be connected.

## To use the Speakerphone to answer or place a call:

- Press SPEAKER button, the phone goes off-hook and sends audio to the speaker and the microphone.

## Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. LDP-9200 Series Phone has 15 Ring Tones available for differentiating one phone's ringing from another.

### To select a Ring Tone from phone memory:

- Press the PGM button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 01-15 for the desired tone number; a confirmation tone is heard,
- Press SAVE to make the selection.

### To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press the Forward Soft button or the Dial 5 5 4,
- Dial the type of forward code 1-4,
- Dial the destination number.

### To deactivate Call Forward from your phone:

- Lift the handset,
- Press the Forward Soft button or the Dial 5 5 4,
- Dial #.

### To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the Forward Soft button or the FWD button,
- Dial the type of Forward code (1-4),
- Press SPEED button,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

### To place an external call:

- Lift the handset,
- Dial 0 for an outside line,
- Dial the desired number.

### To dial the Last Number for an external call:

- Lift the handset,
- Press the SPEED button,
- Dial \*

### To place a call using System Speed Dial by using Speed button:

- Lift the handset,
- Press the SPEED button,
- Dial the desired System Speed Dial bin number.

### To place a call using System Speed Dial by using Directory button (for LDP-9224D/9224DF/9240D):

- Lift the handset,
- Press the DIRECTORY button,
- Use Volume Up/Down (or Navigation Up/Down key) to select '3.DIAL BY SYS SPD NAME (9224D/DF), 2.PUBLIC DIRECTORY (9240D)',
- Select the desired System Speed Dial bin number,
- Press the Send Soft button, the OK button, or the HOLD/SAVE button.

### To assign a Station Speed Dial number directly to a Flex button:

- Press TRANS/PGM,
- Press the desired Flex button,
- Select the Tel Num Soft button,
- Select/dial 0
- Dial the desired number,
- Press HOLD/SAVE,
- Enter the associated name if desired, using the Character Entry chart,
- Press HOLD/SAVE.

### To transfer an active call:

- Press TRANS/PGM,
- Call the transfer party,
- Unscreened Call Transfer- Hang-up,
- Screened Call Transfer- When call is answered or Splash tone is heard, announce the call and hang-up.

### To place a call on Hold:

- Press HOLD/SAVE button.

### To retrieve Voice Mail locally using a Flex button:

- Press the programmed VOICE MAIL Flex button,
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

### 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

### To Park a Call

- . Press **TRANS/PGM** button
- . Dial Parking location number (601~619) Or press CALL PARK flex key
- . Hang up or press **SPEAKER** button

## Attendant Programming- Dial 9 to determine Attendant Station

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

- . Press **TRANS/PGM** button
- . Dial **0** Enter station password (station number /Post Code) then dial **4 1**
- . Prompts for date entry (MM/DD/YY)
- . Dial date e.g. 120108 (1st December 2007)
- . Press **HOLD/SAVE** or **OK** button
- . Prompts time entry (HH:MM)
- . Dial time e.g. 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

### To Set Voicemail to answer calls if using attendant mailbox (System Attendant Only)

- . Then select MSG On/Off flex key if calls are to go to v/mail or Dial 5541 and voicemail pilot number
- . Cancel FWD by dialing 554#
- **or divert calls offsite**
- . Set calls to divert offsite by dialing 554-fwd, 5- offsite, then 0 for outside access then speed dial location for calls  
to ring to mobile or external number programmed in the speed dial location.
- . Cancel FWD by dialing 554- fwd, 5-offsite, 0 – for outside access, # to cancel

### Program System greetings or announcements (System Attendant Only)

- . Press **TRANS/PGM** button
- . Dial [0] Attendant then enter Attendant password i.e. station number \*633633
- . Dial [6] Record greeting announcement
- . Dial [001] for message 01
- . Dial [1] for Recording type & listen to system message and current announcement.
- . Dial [#] to record new greeting
- . Press Hold/Save to store greeting/announcement

### Global Station Name Program (System Attendant Only)

- . Press **TRANS/PGM** button
- . Dial **0** Enter station password (station number \*633633) then dial **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

### Programming Station Authorisation codes/password- At individual stations

- . Press **TRANS/PGM** button
- . Dial [3] MSG RET/M-EXT
- . Dial [3] USER AUTH REGIST
- . Enter the station number then enter password typically \*633633

### Program System Speed Dial (System Attendant Only)

- . Press **Trans/PGM** button
- . Press **SPEED** button
- . Display will show next available speed bin number i.e. (200) system speed bin range (200-999)
- . 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 00~19*



### Voice Mail (VSF)

- . Dial preconfigured Group number for Voice Mail (**Typically 633**)
- . Prompted for your Password
- . Enter password (Default is extension number then \*633633)
- . Follow the voice prompts to navigate through voice mail,
- . Mail box configuration,  
press 1 for new messages  
press 2 for archived messages  
press 3 to delete message and # to confirm delete  
press 4 to transfer message to another station mailbox then enter station number or press flex key.
- . Voice mail greeting, or password etc. dial 8 and follow prompts

### Direct Transfer to v/mail

- . Once you answer the call, if it is to be transferred directly to v/mail, press transfer then MSG button then either dial extension number or press flex key, then hang up to release call to v/mail.

### Remote access to Voice Mail- Typically disabled at install VSF to email more secure option

- . Once your Voice Mail has answered your call and during your greeting Dial the # key
- . You are then prompted for your password
- . Enter password (Default is extension number then postcode, i.e. 1003189)
- . Follow the voice prompts to navigate through voice mail, mail box configuration, voice mail greeting, or password etc.

### Program System greetings or announcements- ATTENDANT ONLY

- . Press **TRANS/PGM** button
- . Dial [0] Attendant then enter Attendant password, typically \***636363**#
- . Dial [6] Record greeting announcement
- . Dial [001] for message 01
- . Dial [1] for Recording type & listen to system message and current announcement.
- . Dial [#] to record new greeting
- . Press Hold/Save to store greeting/announcement

### To Set Voicemail to answer calls if using attendant mailbox

#### Set System in NIGHT MODE from Attendant handset.

- . Then select MSG On/Off flex key if calls are to go to v/mail or Dial 5541 and V/Mail pilot number.
- . Cancel FWD by dialing 554#