iPECS

LIP-9002

User Guide

Please read this user guide carefully before
operating your set. Retain it for future reference.

ERICSSON | LG

Document Information

Issue	Date	Description of Changes
1.0	July 11, 2014	New product release
1.1	August 27, 2014	General update
1.2	September 2, 2014	Adapter specification update
1.3	March 4, 2015	Added iPECS system and its related features
1.4	March 13, 2015	General update

Table of Contents

Before Use

About this Guide

This guide is intended for users of the LIP-9002; it provides user-related information.

Introduction of the Document

This guide explains how to install and correctly use your new LIP-9002. Product figures and screen images used in this guide may change without notice. They are provided here for indicative purposes.

Explanation of Symbol or Word

The following are symbols used in this guide. Information presented with these symbols must be observed for correct use of the LIP-9002.

CAUTION
This mark warns of a situation in which light injury or product damage (hardware, software or data damage) could occur if the instructions are not followed.

NOTE
A note provides additional explanation, emphasis on important information or reference to related information required for the correct use of the phone.

1.   Introduction

1.1   General

Your telephone is connected to an advanced-technology, highly versatile, fully featured telecom system designed to make office communications easy and productive. Employing state-of-the-art Voice over Internet Protocol (VoIP) technology, voice and data converge on a single IP packet network. Because each iPECS Phone is an IP appliance, it can be moved easily throughout the office LAN and maintain normal operation.

1.2   Feature Information

We have taken every effort to make this user guide simple and straightforward. The guide starts with the simpler operations of the iPECS Phone Speakerphone, moves on to receiving and placing calls, and then to more advanced features. Each section includes a brief description of each feature and step-by-step operating instructions.

The operations shown in this guide use the System's base default Numbering Plan. Your specific Numbering Plan may be different. Some features may not be available for you to access or may be subject to certain limitations based on the set-up of the System. Refer to your system administrator for further information.

NOTE
Under certain operating conditions, this equipment may not be able to make emergency calls. Alternative arrangements should be made for access to emergency services.

1.3   Feature Groupings

Features have been divided into groups, *Receiving Calls*, *Placing Calls*, etc. Within each group, features are arranged according to the difficulty of operation and expected frequency of use.

1.4   iPECS LIP-9002 Phone Description

The iPECS LIP-9002 phone (shown below) incorporates the latest in VoIP technology and user interface to provide you with a cost effective, simple to use, productive communications tool.

• The LIP-9002 includes a 2-line 128 by 32 dot matrix graphic LCD.

Features and functions of your iPECS are accessed using the fixed or flexible buttons, or dial codes entered from the dial pad.

In the remainder of this User Guide, the fixed or flexible buttons are shown with a box surrounding the BUTTON designation.

1.4.1 Phone Layout and Functions

1.4.1.1 Phone Layout

Below is the layout of LIP-9002.
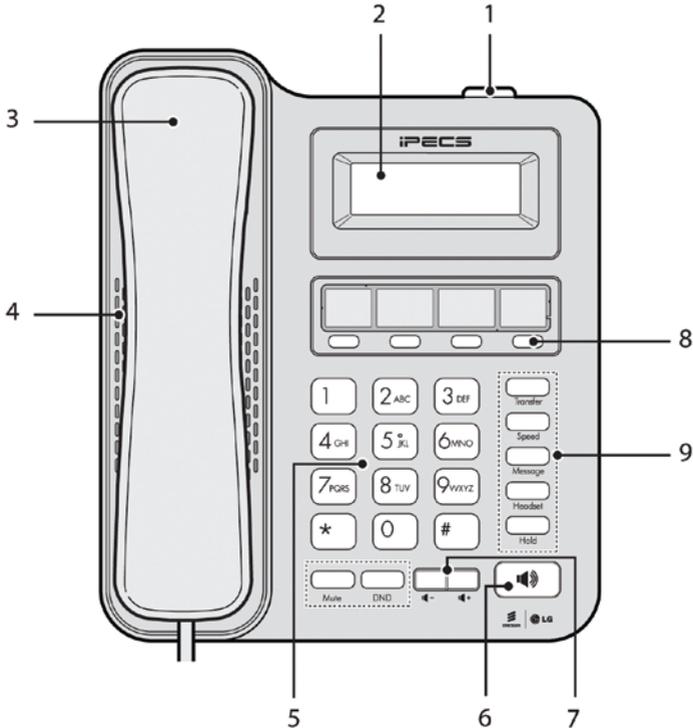
Figure 1: LIP-9002 Front View

1.4.1.2 Functions

Below is a brief description of each of the control buttons and indicators on the LIP-9002 Phone.

1. **Ring/Message Indicator:** Illuminates when ringing, or message waiting.

2. **LCD Display:** the display indicates status, dialing directories, and text message information.

3. **Handset:** Use to answer a call using the handset.

4. **Speaker:** Lets you hear the caller's voce in speakerphone mode.

5. **Dial pad buttons:** Use to dial a number, select a menu item, or input a value.

6. **Volume control button:** Use to adjust Ring, Headset, Handset, and Speaker volume.

7. **Speakerphone button:** Toggle the IP phone speakerphone On and Off.

8. **Flexible buttons:** These buttons are assigned to access outside Lines or features.

    ·   LIP-9002 has 4-flexible buttons.

9. **Fixed buttons**

    ·   **Transfer (PGM) button**: Transfers the current active call. Also, accesses the User Program menu from the idle state or switches the dial pad input mode in the input screen. The dial pad mode displays in the lower right corner (ABC, abc, or 123).

    ·   **Speed button**: Use to assigns your speed dial numbers.

    ·   **Message (Call Back) button:** When the MWI LED indicates you have a message, use to access your Voice Mail server. Initiates call back request when calling a busy station; call is completed when busy station returns to idle status.

    ·   **Headset button:** When using a headset, this button toggles the headset state.

    ·   **Hold (Save) button:** Use to place a call on Hold. Also, use to access a held call. In User Program menu mode, it saves your inputs.

    ·   **Mute button:** Toggles audio from the microphone to the connected party On and Off.

    ·   **DND (Do Not Disturb):** Use to activate DND so that your phone will not ring. The button also deletes the last character of an input in the menu mode.

1.5   LIP-9002 Phone Installation

The LIP-9000 Phones are shipped with the LIP-9000 Phone, handset and coil cord, adjustable foot-stand, 2-meter (~6-foot) Cat 5 cable terminated in RJ-45 connectors, and the Quick Guide. An optional AC/DC adapter is available for use when the network connection does not provide power to the phone (support IEEE 802.3af PoE -Power over Ethernet-). In addition, the LIP-9002 can be wall mounted as discussed in *1.5.1 Wall Mount*.

The phone has a number of connections available including the handset and LAN connection, which are required. Connections to your desktop PC, headset and optional power adaptor are incorporated in the phone design.

To install the phone;

1. Insert the connectors of the coil cord into the handset and phone handset port as shown in **A**.

2. Insert the provided Cat 5 cable into the network connection of the phone and the LAN wall jack as shown in **B**.

3. When needed, your desktop PC can be connected to the PC LAN port of the phone. Connect a Cat 5 cable (not provided) between the PC's LAN port and the PC LAN port of the LIP-9000 phone as shown in **C**.
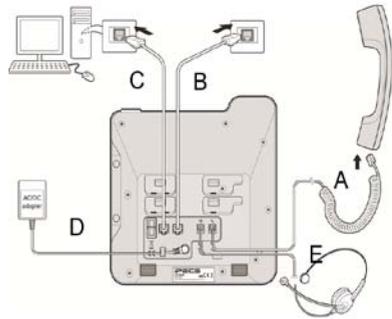
4. If your LAN port does not support Class 2 Power over Ethernet (PoE), you must install the optional AC Power adaptor. Note do not connect the power adaptor if your port does support PoE. Connect the DC output of the adaptor into the phone and the AC plug into a standard AC power outlet as shown in **D**. Consult with your system administrator to determine if you must install the AC power adaptor. You may need to contact your local ELG-Enterprise representative for the appropriate power adaptor for your region.

Caution!
To power your phone, use either PoE or the AC adaptor, not both.
Use the Ericsson-LG Enterprise approved AC power adaptor only. The AC adaptor is ordered separately.

5. A compatible headset may be connected to the Headset jack in the bottom of the phone. As shown in E, connect the headset plug into the

headset jack. The LIP-9000 phones are compatible with several headsets. Please consult with your local Ericsson LG-Enterprise representative for a list of headsets compatible with the LIP-9000.

6. The phone includes a foot stand that can be installed to provide a 30^0 or 60^0 angle of the face of the phone. If the phone is not wall mounted, install the foot stand at the desired angle. If wall mounting, do not install the foot stand.

NOTE

Once installation is complete, the phone may require configuration of the network parameters before becoming operational. These parameters should be modified by a trained technician only. Refer to *9.3 Network Configuration* for additional details.

1.5.1 Wall Mount

The LIP-9002 phone can be wall mounted. The following instructions describe how to perform a wall mount installation.

1. If installed, remove the foot-stand from the Phone.

2. Connect all wiring to the Phone as described in 1.5 LIP-9002 Phone Installation. Connect the Phone side wiring only.

3. Align the wall-mount bracket (not included) over the back of the phone, then press the bracket forward applying steady pressure until it clicks into place.

4. Mark and drill two 7mm holes for plastic wall anchors (not included).

5. Insert the two anchors into the holes, and insert and tighten the two screws leaving about 2.5 mm (1/8-inch) exposed.

6. Align the key holes in the bracket over the screws and slide the LIP-9002 phone down assuring the phone is secure.

7. Remove, reverse and re-install the handset hook so that the hook catches the groove in the handset receiver.

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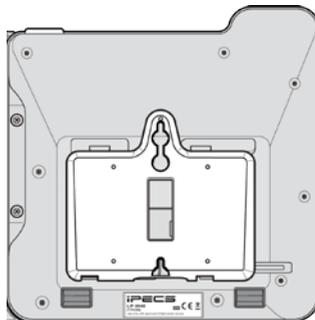
8. Hang the handset up on the handset hook.

9. Complete all wiring connections as described in *1.5 LIP-9002 Phone Installation*.

NOTE
It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.

1.6 Entering Text

Several features available to your phone require text entry. Station and Speed dial name assignment, Dial-by-Name, and Intercom Text Messaging all require character entry. Characters are entered by pressing the dial pad digit with the character multiple times based on the character position on the button. For example, the letter 'C' is the third letter on the digit '2' thus, to enter a 'C', the dial pad digit '2' would be pressed 3 times.

You can enter upper or lower case letters, symbols, or numeric characters. The entry mode is controlled with the TRANSFER (PGM) button. The entry mode is indicated in the LCD of your phone as ABC, abc, *, or 123.

The chart below maps each dial pad digit to the corresponding character, symbol and numeric entry.

Dial Pad Digit	Entry Mode			
	Upper Case ABC	Lower Case abc	Symbols ✳	Numeric 123
1	@ : /	@ : /	@ : /	1
2	A B C	a b c	| $ %	2
3	D E F	d e f	^ & _	3
4	G H I	g h i	( ) ?	4
5	J K L	j k l	- + /	5
6	M N O	m n o	< > =	6
7	P Q R S	p q r s	; :	7
8	T U V	t u v	' " `	8
9	W X Y Z	w x y z	{ }	9
0	. , ? !	. , ? !	. , ? !	0
*****	. *	. *	. *	*
#	Space (' ')	Space (' ')	# [ ]	

NOTE

The DND button deletes the last character.
The TRANSFER (PGM) button changes the input mode (ABC, abc, *, or 123).

2.   Using the LCD & Speakerphone

2.1   Using the LCD

The Liquid Crystal Display (LCD) of the iPECS LIP-9002 is a two-line graphic LCD displaying 24 characters each. The LCD is used to convey information to you. It provides date, time and station number display while idle. It will also provide called/calling name/number display, feature status and a menu to guide you through User Program selections. The top line of the display includes several icons that display the state of several features as indicated in the chart below.

Icon	Meaning
	The Mute icon indicates the microphone is On and Off.
	The Headset icon indicates headset state, when shown the headset is active.
	The Wake-Up icon indicates one or more alarms are saved.

2.2   Using the Speakerphone

Activate the iPECS Speakerphone at any time (except for Paging) in place of lifting the handset to receive or place calls.

Additionally, you may switch between the handset and Speakerphone during a call. By keeping the handset Off-hook, the **Group Listen** feature is activated, which provides incoming audio over the speaker with outgoing audio from the handset. This permits a local group to listen to both sides of the conversation without interfering with the conversation.

While in a conversation using the Speakerphone, **Mute** the microphone using the MUTE button. When Mute is active, the Mute icon is displayed. To turn off Mute, press the MUTE button again.

With **Auto Speaker Select**, activating or accessing a feature by pressing its button will activate the Speakerphone automatically.

When using a Headset, the SPEAKER button controls the On/Off-hook state for the phone.

To use the Speakerphone to answer or place a call:
- Press the SPEAKER button, the phone goes off-hook and sends audio to the speaker and from the microphone.

To control the volume of the Speakerphone or handset:
- Press the VOL▲ ▼ button.

To mute the microphone:
- Select the MUTE button.

To turn off Mute (turn the microphone On):
- Press the MUTE button.

To activate Group Listen while on an active handset call:
- Press the SPEAKER button.

3.   Receiving Calls

3.1   Answering a Call While Idle

There are three basic types of incoming calls; internal/external ringing calls, **Intercom Voice Announce calls**, and *Hold* recalls.

Your phone may be assigned **Ringing Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing flexible button. External calls to an iPECS Phone will appear under the outside line or line group buttons. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls may forward to your phone from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

Calls placed on **Hold**, including Transfers, parked calls, etc. will recall if left on hold for too long.

ICM Voice Announce calls are answered based on the ICM Signaling mode at the receiving phone; in Hands-free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. You can assign the **ICM Signaling mode** as discussed in *9.1 Entering Station Program Data*.

The LCD will display the calling number or, if available, the name of the station or outside line, **CO Line Name Display**.

To answer a call ringing at your phone:
• Lift the handset or press the flashing flexible button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:
• In **HF** mode, simply speak as normal into the microphone,

   OR

• In **PV** mode, lift the handset to respond.

3.2   Responding to a Call While Busy

While you are busy on another call, you may receive a Muted Ring, Camp-On tones, or Voice-Over announcements. Muted Ring is provided over the speaker of your Phone indicating a **Call Waiting**. **Camp On** tones consist of a burst of tone on top of the existing call as an indication of another call waiting.

While busy, certain stations can activate **Voice-Over** to your phone. In this case, audio is received from both the active call and the **Voice-Over** announcement at the same time.

Respond to any of these **Off-hook Signals** in one of several ways; place the existing call on **Hold** and respond to the new incoming call, activate *One-time DND*, send a *Silent Text Message*, or ignore the new call.

Silent Text Message requires your phone be assigned a flexible button for the TEXT MESSAGE feature.

The Attendant or Secretary may use **Intrusion** to announce a call while you are busy.

3.3   Using Answering Machine Emulation (AME)

When your phone is allowed AME, your calls are connected to your Voice Mail directly, and, like a normal Answering Machine, the caller's voice is played over your speaker as it is recorded in the mailbox. Thus, you can screen the call before answering. There are two methods of notification and call screening provided, Ring or Speaker mode.

Ring mode — In the Ring mode, the AME flexible button will flash to notify you of a call. You may press the flexible button to hear the caller as the voice message is recorded.

Speaker mode — In the Speaker mode, the caller's voice is broadcast over the speaker of your iPECS Phone automatically.

To screen a call in Ring mode:
- Press the flashing AME button, the caller's voice is broadcast over the station speaker and stored in the voice mailbox. In the Speaker mode, broadcast is automatic.

To stop the voice broadcast and leave the caller in Voice Mail:
- Press the illuminated SPEAKER button.

To talk with the caller and record the conversation in Voice Mail:
- Press the MUTE button.

To answer the call and cancel the voice message recording:
- Press the illuminated AME button, the caller is connected and the Voice Mail disconnected.

3.4   Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 16 **Ring Tones** available for differentiating one phone's ringing from another. This feature can also be used to differentiate internal and external callers. Of the 16 tones, four are downloaded from the system and the remaining 12 are stored in the phone's memory.

To download a Ring Tone from System memory:
- Press the TRANSFER(PGM) button,

- Dial 1 for Ring Tones,

- Dial 5 for Ring Tone download,

- Dial the phone's memory location to receive the tone (5-8),

- Dial 0-9 for the desired tone number; the selected tone is heard,

- Press the HOLD (SAVE) button to download the tone to your phone.

To select a Ring Tone from the phone's memory:
- Press the TRANSFER (PGM) button,

- Dial 1 for Ring Tones,

- Dial 1 for Internal call ring or 2 External call ring,

- Dial 1-16 for the desired tone number; the selected tone is heard,

- Press the HOLD (SAVE) button to complete the selection

3.5   Answering Calls at Night

In the Night mode, **Loud Bell Control** may be used to send ring signals to external bells. You may answer these calls with **Universal Night Answer (UNA)**.

To answer a call ringing during night mode:
- Lift the handset,

- Dial **567**, the UNA code. The code may be different based on the configuration of your system's numbering plan.

3.6   Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. You may answer a call ringing at a specific station **(Directed Call Pick-Up)** or answer the oldest call ringing at a station in your station group **(Group Call Pick-Up)**.

You may assign a flexible button with the Group Call Pick-Up code (**) for one-touch access.

NOTE
Pick-Up will not answer calls on the ringing station's Private Line unless the line appears on your phone.

To answer a call ringing at another station:
- Lift the handset,

- Dial **77**, the Directed Call Pick-Up code. The code may be different based on your system's numbering plan.

- Dial the Intercom Number of the ringing station, the call is connected.

To answer a call ringing at a station in your group:
- Lift the handset,

- Dial **, the Group Call Pick-Up code, the call is connected. The code may be different based on your system's numbering plan.

3.7 Using Do-Not-Disturb (DND) to Block Incoming Calls

Activate Do-Not-Disturb when you wish not to be interrupted; the phone will block incoming calls. Your phone's display will show the DND status and calls are routed to the location configured in the system, generally your Voice Mailbox.

Activate Do-Not-Disturb while ringing (One-Time DND), ringing terminates and the call is routed to the location configured in the system.

When an Executive activates DND, calls forward to the defined Secretary automatically.

The Attendants and Secretary may be able to activate **DND Override** and **Intrude** on an active call. The Attendants may also cancel DND at other stations.

To toggle DND ON and OFF:
• Press the DND button.

3.8 Forwarding Calls

3.8.1 Forwarding calls to another Station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, the built-in **Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the LIP phone receiving the call indicate the forward status.

Call Forward can be activated from your phone or from a different station **(Call Forward, Remote)**. You may define the conditions or 'type of forward' as below:

0: **Remote** – permits you to activate call forward from another station in the system. In this case, your station authorization code must be entered.

1: **Unconditional** - all calls to your station, except recalls, will forward.

2: **Busy** - immediately forwards all calls, except recalls, when the station is busy.

3: **No Answer** - forwards all calls to the station, except recalls, when your station is idle and does not answer within the No Answer timer.

4: **Busy/No Answer** - calls to the station forward if not answer within the No Answer timer.

NOTE

Calls on a Private Line will not forward except to a station with an appearance of the Private Line or to your Voice Mailbox.

To activate Call Forward from your phone:
- Lift the handset,

- Press the SPEAKER button and the DND button,

- Dial the type of forward code 1-4,

- Dial the destination number.

To deactivate Call Forward from your phone:
- Lift the handset,

- Press the SPEAKER button and the DND button,

- Dial #.

To activate Call Forward from a different phone within the System (Call Forward, Remote):
- Lift the handset,

- Press the SPEAKER button and the DND button,

- Dial 0, the Remote Call Forward code,

- Dial your Authorization code (Station number & Password),

- Dial the 'type of forward' code 1-4,

- Dial the destination number.

To deactivate Call Forward, Remote:
- Lift the handset,

- Press the SPEAKER button and the DND button,

- Dial 0, the Remote Call Forward code,

- Dial your Authorization code (your Station number & Password),

- Dial #.

3.8.2   Forwarding calls to an external number

You can forward calls from your station or a remote location. You may define the conditions or 'type of forward' as listed below.

When you forward calls from a different station or a remote location, you may be required to enter your *Authorization Code*. In addition, from a remote location, you must access the system through a *DISA* enabled outside line, check with your system administrator.

To activate Call Forward, Off Premise (forward to an external number) from your phone:
- Lift the handset,
- Press the SPEAKER button and the DND button,
- Dial the type of Forward code (1-4),
- Press the SPEED button,
- Dial the Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone within the System:
- Lift the handset,
- Press the SPEAKER button and the DND button,
- Dial 0, the Remote Call Forward code,
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Press the SPEED button,
- Dial the Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:
- Lift the handset,
- Dial the telephone number of a DISA assigned outside line,
- While receiving dial-tone, dial 554, the Call Forward feature code,
- Dial your Authorization Code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Dial the Speed Dial bin number,
- Replace the handset, return to idle.

3.8.3 Forwarding callers to a Text Message

Using an iPECS Phone, you can send a 'Text Message' to internal callers. When calling your Station, internal callers will automatically receive the selected message in their LCD or you can send a text message you select in response to an internal call, **Silent Text Message**.

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you. In addition, there are ten fix Pre-Defined Text Messages; some allow auxiliary input for time, date, etc. as shown in message list below.

Message 01: LUNCH RETURN AT hh:mm

Message 02: ON VACATION AT DATE mm:dd

Message 03: OUT OF OFFICE RETURN AT TIME hh:mm

Message 04: OUT OF OFFICE RETURN AT DATE mm:dd

Message 05: OUT OF OFFICE RETURN UNKNOWN

Message 06: CALL (enter up to 17 digits)

Message 07: IN OFFICE STA xxxx

Message 08: IN MEETING RETURN AT TIME hh:mm

Message 09: AT HOME

Message 10: AT BRANCH OFFICE

To activate Text Message Forward:
- Press the TRANSFER (PGM) button,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press the HOLD (SAVE) button then you will receive confirmation tone.

To cancel Text Message Forward:
- Press the TRANSFER (PGM) button,
- Dial User Program feature code 51,
- Dial # and press the HOLD (SAVE) button.

To program your Station Custom Message (00) at your station:
- Press the TRANSFER (PGM) button,

- Dial User Program feature code 52,

- Enter your Message contents, up to 24 characters. Refer to *1.6 Entering Text* for text entry details.

- Press the HOLD (SAVE) button, to save the message.

4. Placing Calls

4.1 Internal Calls

You can place calls to other stations in the system over the Intercom. The call will ring, or for an **ICM Voice Announce** call, a splash tone will be heard. Ring or Voice Announce is normally determined by settings at the called station but you may change this by dialing '#' after placing the call. By changing the mode, a Voice Announce call will ring or a ringing ICM call will allow Voice Announce (toggle).

You can assign a flexible button for **Direct Station Selection/Busy Lamp Field (DSS/BLF).** The DSS/BLF button allows you to call another station with the single touch of a button. The button LED will display the other station's status (ON=busy, OFF=idle).

When you go off-hook, you may connect to another station or system resource automatically. This Prime Line Preference may be immediate or delayed allowing you to take other actions during the delay. Otherwise, you may press another flexible button before going off-hook to override **Prime Line Preference**.

If you go off-hook and take no action, Intercom dial-tone will time-out, and after the **Howler tone** is received, your phone will be placed out-of-service in Intercom **Lock-Out,** then you must hang-up to return the phone to an idle state.

To place an Intercom call:
- Lift the handset,

- Dial the Intercom number of the desired station,

- When the call is answered or Splash tone is heard, begin speaking with the called party.

4.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On**, **Callback** or, if allowed, **Voice-Over** to the station.

Camp-On allows you to wait off-hook for the called station to answer.

Callback allows you to hang-up, and when the busy station returns to an idle state, the system will call your Station. After you answer the callback, the system will call the previously busy station.

Voice-Over allows you to make an announcement to the busy user by combining your voice with the other party connected to the busy user.

To Camp-On (wait off-hook) for a busy station:
- Press * and await an answer.

To request a Callback (wait on-hook) for a busy station:
- Press the MESSAGE (CALL BACK) button and hang-up.

To make a Voice-Over announcement to a busy station:
- Dial #,
- After the Splash tone is heard, begin speaking.

4.1.2 Leaving a Message Wait

If the called user does not answer or is in DND mode, you may leave a Message Wait. The called user will receive a Station **Message Wait** indication.

To activate Message Waiting:
- When calling a number that is busy or in DND mode, press the MESSAGE (CALL BACK) button and hang-up.

4.1.3 Leaving a Voice Mail

If the called user does not answer, you may leave a Voice message in the user's mailbox. The called user will receive a **Message Wait** indication.

To Leave a Voice Mail Message Waiting:
When calling a station that does not respond, press the MESSAGE (CALL BACK button.

Await the user's mailbox greeting.

At the tone, leave your voice message and hang-up.

4.2   External Calls

4.2.1   Placing external (Outside Line) calls

External calls are placed on CO/IP lines. These 'lines' are accessed either using a button on the iPECS Phone assigned as an outside line or using dial codes. Outside lines are grouped for different types of calls, local, long distance, etc. Using the **line group** code, you will be able to access any line from the group.

A flexible button on the iPECS Phone assigned as a $\boxed{\text{LOOP}}$ button lets you access a line from a group. Dial codes for access to outside lines are:

- Individual CO/IP line access: 88 + Line number

- CO/IP Group access: 8 + Group number

- Any CO/IP Line access: 9

When dialing on a line that uses pulse style signals, you may activate **Dial Pulse to Tone Switchover** changing to DTMF style dialing for banking services, etc.

When placing a point-to-point IP call, you must dial an IP address using the '*' button in place of the dot.

If **Least Cost Routing** is set-up, the number you dial will be analyzed and the system will place the call on the least expensive route.

You may be assigned dialing and/or Line Access Restrictions, in which case, you will receive error tone if you attempt to dial or access a restricted number or outside line. **Line** and **Station Class of Service (COS)**, which establish dialing restrictions, may vary during Day and Night operation **(Day/Night COS).**

You may need to enter an *Authorization code* before placing calls, in which case you will receive a second dial tone.

Your external calls may be subject to **Call Time Restrictions**, you will receive a **Call Warning Tone** prior to disconnect.

NOTE
In the event of an emergency, assigned Emergency numbers (ex., a 911 call) may be dialed from any station in the System, regardless of a Station's dialing restrictions (COS).

To place an external call:
- Lift the handset,
- Dial the outside line or group number, or select the outside line flexible button,
- Dial the desired number.

4.2.2 Waiting for the next available Outside line

If all the lines connected to your system are busy, you will receive an All Lines Busy signal.   You may request to be notified when a line is available for use.

To join a queue if the selected/dialed line is busy:
- Select the desired outside line button; when the busy notification is returned, press the MESSAGE (CALL BACK) button,
- Return to an idle state by going on-hook, when the line is available, the Station will be notified (ringing).

4.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an **Account Code**, which is output from the system in the **SMDR** report. You may have an **Account Code** flexible button. Refer to section *9.2 Assigning Features to Flex Buttons* for details on assigning an Account Code button.

To enter an Account Code before the call:
- Lift the handset,
- Press the assigned ACCOUNT CODE button,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the outside call as normal.

To enter an Account Code during a call:
- Press the assigned ACCOUNT CODE button,
- Dial the Account Code (1-12 digits),
- Press * to return to the call.

4.2.4   Disable dialing from your phone

You can temporarily 'Lock' your phone by activating **Temporary COS**, which will disable all outside dialing from the phone, except for emergency calls. To deactivate **Temporary COS** you must enter the station's Authorization code.

To activate Temporary COS:
- Press the TRANSFER (PGM) button,
- Dial 21, the Temporary COS activate code,
- Press the HOLD (SAVE) button.

To deactivate Temporary COS:
- Press the TRANSFER (PGM) button,
- Dial 22, the Temporary COS deactivate code,
- Dial your Authorization code,
- Press the HOLD (SAVE) button.

4.2.5   Temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. When active, Walking COS applies your Class of Service for the call. Note you must activate Walking COS for each call.

To activate Walking COS:
- Press the TRANSFER (PGM) button,
- Dial 23, the Walking COS code,
- Dial your Authorization Code (station number and password),
- Place your call as normal.

4.3   Using Directory

4.3.1   Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer. The iPECS System will store the numbers dialed on the last 15 calls.

To dial the Last Number for an external call:
- Press the SPEED button,

- Dial *,

- Press the $\boxed{\text{VOLSS}}$ buttons to select from the last 15 numbers dialed,

- Press the $\boxed{\text{HOLD (SAVE)}}$ button.

4.3.2   Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing later. The Saved number, which can be up to 24 digits, is stored until a new number is saved.

To place a call using Save Number Dial:
- Press the $\boxed{\text{SPEED}}$ button,

- Dial #.

To store a number in the Save Number Dial:
- While on an outgoing external call, press the $\boxed{\text{SPEED}}$ button twice.

4.3.3   Using System Speed Dial Numbers

The iPECS system has memory allocated for **System Speed Dial** numbers. These numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

Only an Attendant can assign **System Speed Dial** numbers.

To place a call using System Speed Dial:
- Lift the handset,

- Press the $\boxed{\text{SPEED}}$ button

- Dial the desired System Speed Dial bin number. Bin numbers should be available from your iPECS system administrator.

4.3.4   Using Station Speed Dial Numbers

The iPECS system provides **Station Speed Dial** memory for telephone numbers you commonly dial. The number of entries (bins) in this Private Directory may vary but is typically 100 can be accessed with bin numbers (000 – 099). Contact your iPECS system administrator for details. These Speed Dial numbers, which are entered at your station, may include several 'special' instructions.

Special instructions and the corresponding button are:

- **PAUSE** will momentarily stop dialing.

- **FLASH** as 1st digit will activate dial tone detect.

- **FLASH** not as 1st digit will generate a flash on the outside line.

- SPEED as 1st digit sends the remaining digits as ISDN Keypad Facility message.

- '*' as 1st digit enables **Display Security** and the stored number will not be displayed when used.

- '*' not as 1st digit activates **Dial Pulse to Tone Switchover**; the system will switch from pulse to tone dialing. Pulse to tone conversion is only activated on outside lines configured for pulse dialing.

When entering a **Speed Dial**, a 16-character name may be associated with the number for Dial by Name.

To place a call using Station Speed Dial:
- Press the SPEED button,

- Dial the desired Station Speed Dial bin number (000-099).

     Or

- Press the assigned Station Speed Dial button.

To enter a Station Speed Dial number with outside Line and Name:
- Press the TRANSFER (PGM) button and the SPEED button.

- Dial the desired Station Speed Dial number,

- Select/dial the outside line or group number,

- Dial the desired number to be stored,

- Press the HOLD (SAVE),

- Enter a name up to 16 characters, if desired. For details on character entry, see *1.6 Entering Text*.

- Press the HOLD (SAVE).

4.3.5   Using Dial by Name and Entering Your Name

Dial by Name employs three different Directories: Private directory (Station Speed dial), Public Directory (System Speed dial), or Station Name (Intercom directory).

NOTE

To allow others to contact you via the Intercom directory, you must enter a name for your station (up to 20 characters). Refer to the "To enter your station user name" directions below.

To place a call using Dial by Name:
- Press the SPEED button twice,
- Dial the desired directory,
    - 1: Private directory,
    - 2: Public directory,
    - 3: View Station Name(Intercom Directory),
- The LCD will display the names in alphabetical order,
- Scroll using the VOL ▲▼ buttons or enter search characters. For details on character entry, see *1.6 Entering Text*.
- Press the HOLD (SAVE) button to place the call.

To enter your station user name:
- Press the TRANSFER (PGM) button,
- Dial 74 (Station User Name code),
- Enter the Name, up to 20 characters. Use the DND button to delete a character). For details on character entry, see *1.6 Entering Text*.

4.3.6   Using Automatic Called Number Redial (ACNR)

When making an external call and a busy signal is received, Automatic Called Number Redial (ACNR) will retry the number until the call is connected, the feature is cancelled, or the maximum attempts are made.

For each attempt, the system will activate your speaker then place the call with the microphone muted.   When the called party answers, you must select the MUTE button, or lift the handset. Either of these actions will cancel the ACNR request as well as connect you to the remote party.

To set up ACNR, while on an outgoing call:
- Press the assigned REDIAL flexible button,
- Hang-up the handset.

To cancel the ACNR request:

- Press the assigned REDIAL flexible button.

5. Call Handling

5.1 Call Transfer: Sending a call to a different destination

You can send an active call to another station or other resource of the system, **Call Transfer**. You can screen the transfer with the receiving party (**Screened Call Transfer**) or complete the transfer without screening (**Unscreened Call Transfer**).

Transferred calls, internal or external, are place in **Transfer Hold**. These calls will receive Music on Hold (*MOH*) and will recall if not answered in a timely manner.

If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall at your Station.

DSS/BLF flexible buttons may be employed to transfer calls.

To Transfer an active call:
- Press the TRANSFER (PGM) button,

- Call the party to receive the transfer,

- Unscreened Call Transfer- Hang-up,

- Screened Call Transfer- When call is answered or Splash tone is heard, announce the call then hang-up.

5.2 Call Hold: Placing a call in a waiting state

You may place an active Internal or External call in one of several holding states. In System Hold, other non-restricted stations may pick-up the call. In Exclusive Hold, only the holding station may pick-up the call.

The system is assigned a preferred hold type (System or Exclusive). You may override this **Hold Preference** by pressing the HOLD (SAVE) button twice.

The LEDs for outside line buttons flash at distinctive rates for the holding station and other iPECS Phone users.

There are also user operations such as pressing a DSS/BLF button that will place a call in Automatic Hold.

Calls will remain in the held state for a period then you will receive a recall. This **Hold Recall** is provided with a different ring signal. If not answered in a timely manner, the Attendant will receive **Attendant Hold Recall**.

To place a call on Hold:
• Press the HOLD (SAVE).

5.3   Broker Call: Switching between two calls

You may switch between the active call and a call on *Hold*, placing the active call on Hold acting as a broker between two or more parties (**Broker Call**). iPECS Phone users may 'broker' for multiple calls up to the number of outside line buttons.

To switch between two calls (Broker Call):
• Press the desired outside line button.

5.4   Joining Multiple People in a Conference

You can establish a **Conference** with up to 3 parties, or when your system is equipped with the Conference Module, 32 parties can be joined in a conference. Check with your system administrator to determine if your system is equipped with the Conference module. The other parties in the **Conference** may be internal or external. Note you must have a flexible button assigned to the conference function.

A **Conference** can be placed on Hold and is subject to *Hold Recall*.

You may also use the Conference operation to join two external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal **Hold Recall** operation.

To establish a Conference:
• Establish call with one of the desired conference parties,

• Press the assigned CONF flexible button,

• Establish call with the other conference party,

• Press the assigned CONF flexible button,

- Press the assigned CONF flexible button again to establish the conference.

To place a Conference on Hold:
- Press the HOLD (SAVE) button.

To retrieve the Conference from Hold:
- Press the assigned CONF flexible button.

To establish an Unsupervised Conference:
- Establish conference with two external parties,

- Press the assigned CONF flexible button,

- Hang-up the handset.

To retrieve an Unsupervised Conference:
- Lift the handset,

- Press the assigned CONF flexible button.

5.4.1 Setting up a Conference Room

In addition to establishing an ad-hoc Conference, up to 9 **Conference Rooms** can be set up, letting up to 32 parties converse when using a Conference module. When setting up a Conference Room, a password can be designated for invited parties (internal and external parties) to use for accessing the established Conference Room.

To set-up a Conference Room:
- Press the TRANSFER (PGM) button,

- Dial 53 to create a Conference Room,

- Dial the desired Conference Room number (1-9),

- To assign a password for the Conference Room, enter the password (up to 5 digits),

- Press the HOLD (SAVE) button to establish the Room.

To join a Conference Room:
- Lift the handset,

- Dial 59, the Conference Room entry code,

- Dial the Conference Room Number,

- Dial the Conference Room password.

To delete a Conference Room:
- Press the TRANSFER (PGM) button,

- Dial 54, the Conference Room delete code,

- Dial the Conference Room number (1-9),

- Dial the Conference Room password,

- Press the HOLD (SAVE) button to delete the Conference Room.

5.5 Call Park: Placing a call on Hold to Page

You may transfer an active outside call to a special holding location (Park Orbit), which can be accessed easily from any station in the system. Typically, this feature is used with *Paging* to notify the desired user of a parked call.

Parked calls are subject to *Hold Recall* after the Call Park timer.

To park an active external call:
- Press the TRANSFER (PGM) button,

- Dial the Park Orbit number,

- Return to idle.

To retrieve a parked call:
- Lift the handset,

- Dial the Park Orbit number.

5.6 Two-Way Record: Recording a call

You may record an active external conversation in your Voice Mailbox. A flexible button assigned for Two-Way Record is required. Based on the system configuration, a record warning tone may be provided to both parties of the recorded call.

To activate Two-Way Record while on an outside call:
- Press the RECORD flexible button.

To stop Two-Way Record:
- Press the RECORD flexible button,
  OR

- Hang-up the handset.

6.   Send & Retrieve Messages

6.1   Responding to a Station Message Waiting Indication

Another station can leave a Station **Message Waiting** indication (MWI) when you do not answer or your phone is in *DND* mode. If programmed, a flashing MSG LED on the iPECS Phone also will indicate when there is a Message Waiting. As a further notification, a **Message Wait Reminder Tone** can be provided. You may review and delete messages as well as respond with a call back.

To respond to your Station messages:

- Press the MESSAGE (CALL BACK) button, which will display the message summary. The top line indicates the type of message and the bottom line indicates the number of each type of messages.

ST	CL	VS	VM	FS	MS
001	000	005	000	000	002

- Dial 1 to select ST (Station Message Wait),

- Press the MESSAGE (CALL BACK) button to return a call for the oldest station message.

6.2   Getting Voice Mail Messages

When callers are sent to your Voice Mailbox, they can leave a voice message, as part of the integrated built-in Voice Mail service, the **iPECS Feature Server** or an external Voice Mail system.

The Voice Mail system allows access to and management of received voice messages. While in your Mailbox, you may modify your password and Mail Box greeting.   In addition, you can remotely control Call Forward for your station from your built-in Voice Mailbox.. You need to register an *Authorization Code* for your station to access the built-in Voice Mail service.

To retrieve Voice Mail locally using a Flexible button:

- Press the programmed VOICE MAIL flexible button,

- Dial your Mailbox number and corresponding password to receive the 'Number of Messages' prompt,

- Follow the voice prompts to manage your messages,

- At completion of your session, hang-up to return to idle.

To retrieve Voice Mail locally:
- Press the MESSAGE (CALL BACK) button, the message summary is shown. The top line indicates the type of message and the bottom line indicates the number of each type of messages.

ST	CL	VS	VM	FS	MS
001	000	005	000	000	002

- Dial 3 for the built-in Voice Mail (VS), 4 for an external Voice Mail system (VM), or 5 for the iPECS Feature Server Voice Mail (FS).

- After the prompt enter your station number and password,

- Follow the voice prompts to manage your messages,

- At completion of your session, hang-up to return to idle.

To access your Voice Mailbox from a Remote Location:
- Call the telephone number of the outside line assigned for answer by the Auto Attendant,

- At answer, dial # to receive the 'Station & Password' prompt

- Dial your Mailbox number and password to receive the 'Number of Messages' prompt,

- Follow the voice prompts to manage your messages,

- At completion of your session, hang-up.

6.3   Sending and Receiving Short Text Messages

You can exchange short text messages (up to 80 alphanumeric characters) with other iPECS display phone users. If configured in the system for MWI (Message Wait Indication) the Ring/Message LED flashes to indicate you have a new short text messages.

To send an SMS message to another iPECS display Phone:
- Press the TRANSFER (PGM) button,

- Dial 36, the SMS send code,

- Dial 1 to resend an existing message, or 2 to send a new or edit an existing message,

- Enter the station range to receive the message, to send to a single station enter the station number twice,

- Dial your message using the dial pad. For details on character entry, see *1.6 Entering Text.*

- Press the HOLD (SAVE) to send your message.

To view your received Short text messages:
- Press the MESSAGE (CALL BACK) button, which will display the message summary. The top line indicates the type of message and the bottom line indicates the number of each type of messages.

ST	CL	VS	VM	FS	MS
001	000	005	000	000	002

- Dial 6 for short messages (MS), the first SMS messages in shown in brief,

- Scroll to view the condensed messages then dial the message number to view the entire SMS message. You may need to use the VOL ▲▼ buttons to view the full message.

To delete Short text messages:
- Dial #,

- Dial 1 to delete the displayed message, 2 to cancel, or 3 to delete all received Short text messages.

7.   Remote System Access

7.1   Direct Inward System Access (DISA)

DISA (Direct Inward System Access) allows remote users to gain access to the system's resources. You may be required to enter an *Authorization Code*) to access the system remotely. The system will recognize your dialed inputs to call other stations, place calls over outside lines, review voice mails, etc.).

To call a station from a remote location:
- Call the telephone number of an outside line assigned for answer by a built-in auto attendant,

- Upon answer, dial station number.

To access system resources remotely:
- Call the system's DISA outside line (check with your system administrator,

- Await answer and, if required, dial your authorization code (station number and password),

- Dial as needed for the desired system resource.

7.2   Mobile Phone Extension

When away from your desk or office you can place and receive iPECS calls on a registered mobile phone. You may need to activate the Mobile Phone Extension feature and register the Mobile Phone number.

To register a mobile phone number:
- Press the TRANSFER (PGM) button,

- Dial 37, the mobile phone register code,

- Dial your mobile phone number,

- Press the HOLD (SAVE) button.

To activate a registered mobile phone:
- Press the ⌈TRANSFER (PGM)⌉ button,

- Dial 38, the Mobile Extension feature code,

- Dial 1 to activate, 0 to deactivate,

- Press the ⌈HOLD (SAVE)⌉ button.

To place a call from the mobile extension using the iPECS System:
- Dial the DID phone number for your station; the system will check the Caller ID, answer the call, and return intercom dial tone,

- Place the internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:
- Dial "*" while on an iPECS call,

- Dial the desired station, the call is transferred and the mobile phone returns to idle.

- Reconnect to the transfer by pressing the # key.

NOTE
This feature is only available when the DID number is serviced by an ISDN or SIP outside line. Check with your system administrator to determine if the Mobile Extension feature is available to you.

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8. Misc. Features

8.1 Contrast
The LCD brightness can be adjusted to enhance the display contrast.

To change the LCD Contrast:
- While in an idle state, press the VOL ▲▼ button to adjust the brightness.

  - ▲- increase (darker), ▼- decrease (brighter)

8.2 Background Music and Music on Hold
While idle, your LIP phone can play one of the 10 music sources available.
The Background Music (BGM) is played over the speaker of your LIP phone

To turn on Background Music:
- While idle, press the HOLD (SAVE) button to cycle through the BGM selections.

8.3 Using Internal, External and Meet-Me Paging
You can broadcast announcements to other stations and/or external speakers. Stations are assigned to receive announcements from one or more of the **Internal Page Zones**. In addition, the system can send announcements to **External Page Zone** ports that can be connected to external speakers.

Your iPECS System permits access to the following types of Page Zones. Note the number of Internal and External Zones varies between the iPECS systems based on the platform and size of the iPECS system. Contact your system administrator for details.

- **Internal Page Zones**

- **Internal All Call Page**

- **External Page Zones**

- **External All Call Page**

- **All Call Page**

If the desired Page Zone is busy, you can elect to be recalled when the zone returns to idle. When the zone returns to idle, you will receive a callback.

In your Page announcement, you can request a party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code. After dialing the Meet-Me code, the party is connected to your phone and the Page Zone returns to idle.

To make a page:
- Lift the handset,

- Dial the desired Page zone,

- If assigned, after the page warning tone, make announcement.

To queue for a busy Page Zone:
- Press the MESSAGE (CALLBACK) button,

- Replace the handset, returning to idle.

To answer a Meet-me-Page:
- Lift the handset.

- Dial **544,** the Meet-Me-Page code.

8.4   Push-To-Talk (PTT) Page

iPECS Phones can be assigned as a member of one or more of the system's nine Push-To-Talk (PTT) page groups. You login or logout of any one or all PTT groups to which the phone is assigned.   Once logged in, you may place or receive one-way page announcements to/from other users who are logged in to the same PTT group.

To log-in to a PTT group:
- Dial #0, the PTT Login/out code,

- Dial the desired PTT group number (1-9 or 0 for all groups),

To log-out of the PTT group(s):
- Dial #0, the PTT Login/out code,

- Press the * dial pad button.

To place a page announcement to the active PTT group:
- Press and hold the PTT flexible button,

- After confirmation tone, make your page announcement then release the PTT flexible button.

8.5   Wake-Up Alarm

iPECS systems support an Alarm clock for each station in the system. You may have access to one or 5 alarm settings and may set the alarm as a one-time or repeating alarm. When you set an alarm, you select the repeating type (1 – 4) as below.

1 - Alarm activates one-time on the assigned date and time.

2 - Alarm repeats daily, Monday through Friday.

3 - Alarm repeats daily, Monday through Saturday.

4 - Alarm repeats daily each day of the week.

To set the Wake Up Alarm clock:
- Press the TRANSFER (PGM),

- Dial 41, the Alarm register code,

- If requested, enter the Wake-up alarm index number, "1 to 5".

- Dial the desired 2-digit hour (24-hour mode), then the 2-digit minute for alerting.

- If requested, enter the Repeating type, "1" to "4".

- If requested, enter the date for the alarm as two (2) digits for year, month and day of the month.

- Press the HOLD (SAVE).

To erase Wake-Up:
- Press the TRANSFER(PGM),

- Dial 42,

- If requested, enter Wake-Up alarm index number, "1" to "5".

- Press the HOLD (SAVE).

8.6   Alarm/Door Bell

The system can monitor external contacts as **Alarm** or **Door Bell** inputs. The number of contacts varies based on the iPECS platform and size.

Alarm — should the external contact activate, a unique Alarm Ring signal and LCD display may be received. To restart the monitor circuit, the external contacts must be deactivated and the Alarm Ring signal terminated.

Door Bell — a unique Door Bell ring (a single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a **Door Open** contact. You can then activate the contact through dial codes or a flexible button assigned with the Door Open code.

To terminate the Alarm signal:
● Dial 565, the Alarm Stop code.

To activate the Door Open contacts:
● Lift the handset,

● Dial the Door Open code, #* and contact number.

8.7   System Voice Memo

The integrated Voice announcement module incorporates several **Voice Memos** to provide you with general information such as station number, date, time, and feature status. Voice Memos are heard over the iPECS Phone speaker.

For the **Station Status Memo**, the following items are reported:

• ICM Signaling Mode (Handsfree/Tone/Privacy)

• Station IP Address

• Station Mac Address

• Number of messages x (x: number of all message waiting)

• Wake-Up Time (hh:mm)

• Do Not Disturb

• Forwarded to station xxx

• Forwarded to speed bin xxx

• Queued CO/IP line xxx

• Locked (Temporary COS)

• COS x

To hear Date & Time memo:
- Dial the Voice Memo code (661 or *661),

- Date and Time memo is heard, "Date is May 2nd.Time is xx:xx pm".

To hear Station Number Prompt:
- Dial the Voice Memo code (662 or *662),

- The Station Number memo is heard, "This is station 150".

To hear Station Settings:
- Dial the Voice Memo code (663 or *663),

- Station Status Memo is heard.

NOTE
Only activated features are announced.

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9.   Features & Flex Buttons

9.1   Entering Station Program Data

A special code set is available for iPECS Phone users to assign certain attributes such as Authorization Codes (Passwords). After entering the **User Program** mode, dial the codes to select the attribute and setting. Once selected, the setting is saved. A list of the User Program codes, the feature/function and any input required are available from your system administrator.

In some cases, you can assign these codes to a flexible button.

To assign user programmable attributes to your station:
- Press the TRANSFER (PGM),
- Dial the desired User Program codes,
- Press the HOLD (SAVE).

9.2   Assigning Features to Flex Buttons

You may assign features and functions to the flexible buttons on your iPECS Phone, and may be able to assign outside line buttons.

Flexible buttons may be assigned for most features providing One-Touch feature activation. For example, a flexible button may be assigned to access the *Account Code* feature and may include the Account code digits.

Features that may be assigned to a flexible button include:

DSS/BLF—Enter station number.

Speed Dial—Enter Station/System Speed dial bin.

Flex Numbering Plan—Enter Flex Numbering Plan code (contact your administrator).

User Program Code—Press the TRANSFER (PGM) and enter a User Program code.

Outside Line—Enter the line or group number.

To assign a feature to a Flex button:
- Press the TRANSFER (PGM) ,

- Press the desired Flex button,

  - In case of a Station number, Outside Line, or Line group, enter the number, and press the HOLD (SAVE) button.

  - In case of a Flexible Numbering Plan Code, enter the code, and press the HOLD (SAVE) button.

  - For a User Program code, press the TRANSFER (PGM) button, enter the User Program code then press the HOLD (SAVE) button.

9.3   Network Configuration

The Network Configuration menu affects the connection of your phone to your local area network; it is intended for access by trained technicians only. The structure of the Network Configuration menu is shown below.
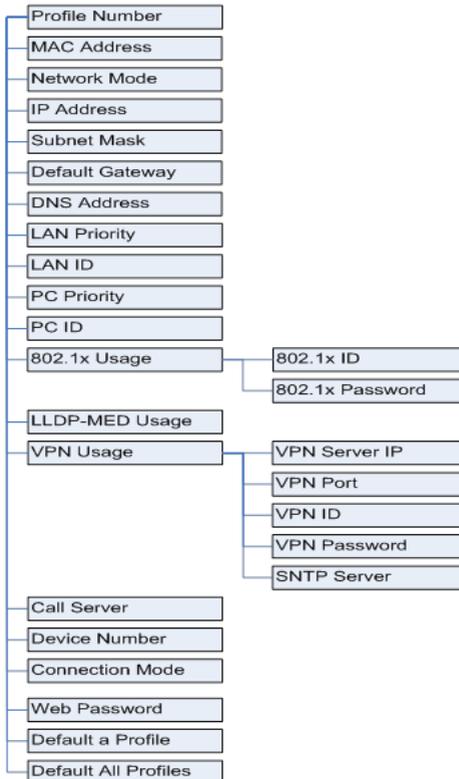
To access Network Configuration settings:

- Press TRANSFER (PGM) button and 78.

- Enter the password.

- Navigate with the VOL▲ ▼ buttons to move between menus.

- Enter the appropriate data for the item

- Press HOLD (SAVE) button to save each setting.

- Press the SPEAKER button then press the HOLD (SAVE) button to exit the configuration, save the new settings and reboot the phone.

Useful Information

Disposal of your old appliance

1. When the crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2012/19/EU.

2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by government or the local authorities.

3. The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.

4. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

Important Safety Information

To prevent unexpected danger or damage please read this information before installing or attempting to repair you phone. Warning and Caution information is provided to alert the consumer of known dangers:

Warning: To reduce the possibility of electric shock, do not expose your phone to high humidity areas, such as a bathroom, swimming area, etc.

Caution: Use only Ericsson-LG approved batteries and desktop chargers to avoid the damage to the phone. Using other batteries or chargers voids your warranty and may cause an explosion.

⚠ Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.

2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.

3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.

4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.

5. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.

6. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.

⚠ **Caution**
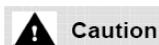
1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.

2. The earpiece houses a magnetic device, which may attract pins or small metal objects. Keep headset clear of such objects and check before use.

3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.

4. Choose a site for the phone that is well ventilated and dry.

5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.

6. Do not put heavy things on the phone.

7. Do not drop or throw the phone.

8. Static electricity discharge will damage electronic components.

9. Keep out of direct sunlight and away from heat.

10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.

11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.

Regulatory Information

[EU]

European Union Declarations of Conformity

Ericsson-LG Enterprise Co., Ltd. declare that the equipment specified in this document bearing the "CE" mark conforms to the European Union Radio and Telecommunications Terminal Equipment Directive(R&TTE 1999/5/EC), including the Electromagnetic Compatibility Directive(2004/108/EC) and Low Voltage Directive(2006/95/EC).

Copies of these Declarations of Conformity (DoCs) can be obtained by contacting your local sales representative.

[USA/CSA]

FCC/IC Interference Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

This device complies with part 15 /RSS-GEN of the FCC/IC rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference; and (2) This device must accept any interference received, including interference that may cause undesired operation.

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

The use of this device in a system operating either partially or completely outdoors may require the user to obtain a license for the system according to the Canadian regulations.

CAUTION: Any changes or modifications in construction of this device, which are not expressly approved by the party responsible for compliance, could void the user's authority to operate the equipment.

Open Source Software Notice

This following GPL (General Public License) software used in this product is subject to the GPL License Agreements.

You can obtain a copy of the GPL licenses from Ericsson-LG Enterprise Web Site (www.ericssonlg-enterprise.com).

GPL License:

Used Open Source	Applied Function or application	License (GPL, LGPL, MPL, BSD-style)
u-boot		
linux		
busybox		
Alsa Libraries		
ortp		
Curl/LibCurl		
libsrtp		
wpa_supplicant		
OpenLLDP		
OpenVPN		
pjmedia/pjlib		

Ericsson-LG Enterprise offers to provide source code to you on CD-ROM for a charge covering the cost of performing such distribution, such as the cost of media, shipping and handling upon e-mail request to Ericsson-LG at.: opensource@ericssonlg.com.

This offer is valid for a period of three (3) years from the date of the distribution of this product by Ericsson-LG Enterprise.

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