



IPECS

eMG80

LDP-9XXX

QUICK REFERENCE GUIDE

For Service Call, Email or Visit us online:



250.753.8755
info@itstelecom.ca

888.753.8755
www.itstelecom.ca

Fixed buttons (LDP-9208D does not support some buttons: Flash, Directory, and Headset).

Flash: Seizes new line without on-hook, then dial the desired number.

Speed: Use to assign speed dial numbers / deletes the last character in menu mode.

Transfer/PGM: Transfers the current active call or to enter programming mode.

Directory: Accesses your private or public directory for speed dialing.

DND (Do Not Disturb)/FWD: Activates DND...phone will not ring. Use to allow you to forward all calls to another number by setting the call forward type (1~4). (see page 3).

Call Back: Access Voice Mailbox, when the MWI LED indicates you have a message.

Mute: Toggles audio from the microphone to the connected party on and off.

Hold/Save: Places a call on Hold/retrieves held call - saves inputs in menu mode.

Ear Mic. Headset: Toggles the Ear Mic. headset state. When the Ear Mic. headset is active, the button LED illuminates red.

Transfer call directly to Voicemail Box

Press the Trans/PGM key, then Call Back key and enter the extension number

Page - Internal

*543 Lift Handset and Announce

Page - All Call

*549 Lift Handset and Announce

Park Call – While on the call

Press the TRANS/PGM key and enter the Park Orbit Number #601 - #619

Retrieve Parked Call

Press SPEAKER key and enter the Park Orbit Number #601 - #619

Group Pick-up – pick up a call ringing at another station

Lift handset, enter *588

Call – Intercom (Internal)

Lift the handset, or press the SPEAKER button, dial extension number

Camp-On (Call-Wait):

Press * and await an answer for a busy station.

Call – External

Lift the handset, or press the SPEAKER button, choose outgoing line, dial number

Call Forwarding

*554 - Then choose fwd type - enter fwd destination (voicemail - *440)

to cancel

Speed Dial: (Set up by system administrator/attendant set)

Lift handset, press the SPEED button.

Dial STATION speed dial no. (001 - 099) or SYSTEM speed dial no. (2000 - 4999)

Using Dial By Name: To place a call using Dial by Name:

Press SPEED button twice, select menu as outlined below, press HOLD/SAVE key:

LCD will display the names in alphabetical order.

LDP-9208D

ICM:1 U_SPD:2 S_SPD:3

LDP-9224D/9224DF

1.DIAL BY ICM NAME 2.DIAL BY STA SPD NAME 3.DIAL BY SYS SPD NAME

LDP-9240D

1.PRIVATE DIRECTORY 2.PUBLIC DIRECTORY 3.VIEW STATION NAME

Scroll using the Volume up/down keys, Press HOLD/SAVE to place the call.

Conference:

Program Conference Key/Button: LDP-9208, press TRANS/PGM + the empty Flexible button+ TRANS/PGM + 91 (Conference User Program code) + HOLD/SAVE.

To establish a Conference:

1. Establish call with one of the desired conference parties
2. Select the Conf button
3. Establish call with the other conference party
4. Select the Conf
5. Select the Conf 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 Conf button

Conference continued...

To establish an Unsupervised Conference (connect two parties and drop out):

1. Establish conference with two external parties
2. Select the Conf button
3. Hang-up handset

To retrieve an Unsupervised Conference:

1. Lift the handset
2. Select the Conf button

Flex Button Program

1. Press the TRANS/PGM button.
2. Press the flexible button to be programmed.
3. Enter the destination number (internal or external)
4. Press the HOLD/SAVE button.

Repeat from Step 2

Message Retrieval

Respond to Station Message Waiting Indication:

Press the CALL BACK button, the message contents summary is shown.

Dial 1 to select ICM MWI (Station Message Wait).

Press the CALL BACK button to return a call for the station message.

Respond to CLI Message Waiting Indication:

Press the CALL BACK button, the message contents summary is shown.

Dial 2 to select CLI MSG (Absent CLI Message Wait).

Press the HOLD/SAVE button to call back for absent CLI.

View received Short text messages:

Press the CALL BACK button, the message contents summary is shown.

Dial 6; SMS message list is shown.

Dial the Message number to view the entire SMS message.

Retrieve Voice Mail:

Press the CALL BACK button, the message contents summary is shown,

Dial 3 for VSF, 4 for external VM, 5 for Feature Server Voice Mail, etc.

Follow each voice mail retrieve process.

Tips

To skip the date and time press #, the system will go directly to the message

To hear the date and time during listening to a message, press 0

NOTES:
