LIP-7016D/7024D IP Telephone Description　　Quick Guide

Handset

Earphone-jack Socket (Ear/Mic Mode)

Speed

DND

Speaker

Phonebook

Speaker Button

Hold/Save

Visual Ringing LED

LCD Display

Flexible (Loop)

3 Soft

Trans/Pgm

Call back

Volume

Menu

Hands-free Microphone

※　The number of flexible buttons may be different between LDP-7016D and LDP-7024D.

Fixed Feature button definition

| Button		Description
	Speed	Used to access speed dialing, speed programming, save number redial, and last number redial.
	DND/Fwd	The DND (Do Not Disturb) feature blocks all incoming calls. When DND is active, the red LED in this button is illuminated. It is also used to activate call forward, e.g. to another station or voicemail. When call forward is activated, the red LED flashes.
	Speaker	Speaker toggles the speakerphone state, and the red LED is illuminated when the speakerphone is active.
	Hold/Save	This button is used to put a call on hold or save information when programming.
	Flexible	Some flexible buttons are pre-programmed in the system for line appearances, loop functions etc. The remaining flexible buttons can be user-programmed.
	3 Soft Buttons	Used in conjunction with fixed and flexible features, and the function changes in relation to call progress, as indicated on the LCD display.
	Trans/PGM	This button is used to initiate a call transfer (TRS) or to enter programming mode (PGM)
	Call back	A station can initiate a call back request to a busy station. Once that station becomes idle, the initiating station is signaled.
	Volume	The volume button adjusts the audio levels for ringing, handset and speakerphone functions.
	Menu	The menu button is used to move to the desired option (Dial, MSG, Program), and to select the next screen when indicated by an arrow on the LCD display.
	Phonebook	Used to make a call with phonebook, which searches saved station names or speed dial names.
Earphone-Jack Socket		Used to connect optional headset to the phone.
Visual Ringing LED		Illuminates when the phone is ringing.
LCD Display		Displays information about telephone status, dialing directories, and test message information.
Hands-free Microphone		Microphone is used for hands-free speakerphone function.

LG-NORTEL

iPECS

LIP Keyset User Operation

Receiving calls _ Answering a Call While Idle :
1. Lift the handset and press the flashing Flex button (as needed), the call will be connected.

Responding to a Call While Busy
1. Press **Hold/save** and/or
2. Press the flashing CO line button.

Answering Calls to Other Stations
To answer a call ringing at another station:
1. Lift the handset,
2. Dial 7 (Directed Call Pick-Up code),
3. Dial the Intercom Number of the ringing station; the call will be connected.

To answer a call ringing at a station in your group:
1. Lift the handset,
2. Dial 566 (Group Call Pick-Up code), the call is connected.

Using Do-Not-Disturb (DND) to Block Incoming Calls
To toggle DND ON and OFF:
1. Press the **DND** button.

Forwarding calls to another Station or Voice Mail
To activate Call Forward from your phone to another phone or internal system resource:
1. Lift the handset,
2. Press the **Fwd** Soft button,
3. Dial the type of forward code 1-9 (iPECS: 1-5)
4. Dial the destination number.

Placing Intercom calls
To place an Intercom call:
1. Lift the handset,
2. Dial the Intercom number of the desired station,
3. On answer or Splash tone, speak to the called party.

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

Using Last Number Redial (LNR)
To dial the Last Number for an external call:
1. Lift the handset,
2. Select the **Redial** Soft button,
3. Press ▼ volume ▲ to select from the last 10 numbers dialed,
4. Press the **Send** Soft button or hold/save.

Using System Speed Dial Numbers
To place a call using System Speed Dial:
1. Lift the handset,
2. Press the **Speed** button,
3. Dial the desired System Speed Dial bin number

Using and Entering Station Speed Dial Numbers
To place a call using Station Speed Dial:
1. Lift the handset,
2. Press **Speed**,
3. Dial the desired Station Speed Dial bin number

To enter a Station Speed Dial number with CO Line and Name:
1. Press **Trans/Pgm**,
2. Press speed,
3. Dial the desired Station Speed Dial bin number,
4. Select/dial the CO line/group,
5. Dial the desired number to be stored,
6. Press hold/Save,
7. Enter the associated name if desired, using the alpha-numeric entry chart,
8. Press hold/Save.

To assign a Station Speed Dial number directly to a Flex button:
1. Press **Trans/pgm**,
2. Press the desired **Flex** button,
3. Select the Tel Num **Soft** button,
4. Select/dial the CO line/group,
5. Dial the desired number,
6. Press hold/Save,
7. Enter the associated name if desired, using the Character Entry chart,
8. Press hold/Save.

ACNR: To retry a busy external number until answered
To set up an ACNR, while on an outgoing call:
1. Use the Navigation button to display the next menu and select the **ACNR** Soft button,
2. Hang-up handset.

To cancel the ACNR request:
1. Press the **ACNR** Soft button.

Call Transfer: Sending a call to a different destination
To Transfer an active call:
1. Press **Trans/pgm**,
2. Call receiving party,
3. Hang-up with or without announcement.

Call Hold: Placing a call in a waiting state
To place a call on Hold:
1. Press **Hold/save**.

Joining Multiple People in a Conference
To establish a Conference:
1. Establish call with one of the desired conference parties,
2. Select the **Conf** Soft button,
3. Establish call with the other conference party,
4. Select the **Conf** Soft button,
5. Select the **Conf** Soft button again to establish the conference.

To place a Conference on Hold:
1. Press the hold/save button.

To retrieve the Conference:
1. Select the **Conf** Soft button.

To make an External-parties-only Conference:
1. Establish conference with two external parties,
2. Select the **Conf** Soft button to exit.

To enter pre-opened Conference Room:
1. Dial 5 7 X (iPECS: 5 9 X) when X is the conference room number.

User Program Codes

- Press the **[TRANS/PGM]** button ▶ Press the flexible button to be programmed
- ▶ Press [Trans/Pgm] button again ▶ Enter the desired feature code below table
- ▶ Press the **[HOLD/SAVE]** button to save.

LDK Code	IPECS Code	Function	LDK Code	IPECS Code	Function
1 1	-	Ring Type	7 8	7 *	Display Serial number/Package for SMEMU
1 4	1 0	Enblock mode	7 *	-	USB Always Record
1 7	1 9	Ear-Mic Headset	8 0	8 4	Account Code
1 8	1 1	ICM Ring	8 1	3 4	DID Call Wait
1 9	1 2	CO Ring	8 4	8 5	LOOP Button
2 1	2 1	COS Down	8 5	8 8	Camp-on
2 2	2 2	COS Restore	8 6	8 6	INTURSION
2 3	2 3	Walking COS	8 7	-	HUNT DND (group only)
2 4	-	COS Change	8 9	8 9	KEY PAD FACILITY
3 1	3 3	Auth. Code Register	8 *	-	ACD STATUS (group only)
3 2	3 4	Auth. Code Change	8 #	-	PAGER CALL
3 4	3 8	Mobile Ext Activation	9 1	9 1	CONF Button
3 6	-	Mobile Ext Hunt Call	9 2	9 2	CALLBK Button
4 1	4 1	Set Wake-up Time	9 3	-	DND / FWD Button
4 2	4 2	Wake-Up Erase	9 4	9 4	FLASH Button
4 3	5 3	Conf-Room Activate	9 5	9 5	MUTE Button
4 4	5 4	Conf-Room Deactivate	9 6	9 6	MON Button
4 5	1 4	Call Coverage	9 7	9 7	REDIAL Button
4 6	-	Call Coverage For STA XXX	9 8	-	DID RESTRICTION
5 1	5 1	Set Pre-Selected MSG	9 9	-	DISA RESTRICTION
5 2	5 2	Set Customer MSG	9 *	-	USB CALL RECORD
5 4	8 0	Two Way Record	* 0	* 0	HOTDESK Agent Login
5 7	5 7	Call Log	* *	* *	HOTDESK Agent Logout
6 1	-	Record User Greeting	-	3 1	STA Msg. Wait Retrieve
6 2	-	Listen Time & Date	-	3 2	CLI/IP Msg. Wait Retrieve
6 3	-	Listen Station Number	-	3 5	Msg. Wait in Exec/Sec pair
6 4	-	Listen Station Status	-	7 5	Display Phone IP Address
6 5	-	Record Page MSG	-	7 6	Change Phone IP Address
6 6	-	Erase User Greeting	-	7 7	Display Phone MAC IP Address
6 7	-	Erase Page MSG	-	7 8	Change Mode
7 1	7 1	LCD Display Language	-	7 9	Display Phone Version
7 3	7 3	Background Music	-	9 3	DND Button
7 4	7 4	Register Station Name	-	9 8	FWD Button
7 5	6 1	Speakerphone / Headset	-	9 9	PTT Button
7 6	6 2	Headset Ring Mode			

Important Safety Information

To prevent the unexpected danger or damage please read this information before installing and repairing the phone. There are "**Caution**" and "**Warning**", it means as follows;

⚠ **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 LG-Nortel 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 like water on the phone. **If so, call for the service center as this may result in a fire or an electric shock.**

3. If you see smoke or smell something during, unplug the power cord and the phone line. Call for service centre 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.**

5. Do not tug the power cord or the phone line. **This may result in a fire, an electric shock or equipment damage.**

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

7. Do not use the power adapter if the power cord or wall outlet are damaged. **This may result in a 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 ear-piece houses a magnetic device which may attract pins or small metal objects. Keep handset clear of such objects and check before use.

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

4. Choose a site that is dry and well ventilated.

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

6. Do not put the 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. No not insert a screw driver 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 unreliable.

Disposal of your old appliance

1. When this crossed-out wheeled bin symbol is attached to a product it means the product is covered by the European Directive 2002/96/EC.

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