

# Important Safety Information

To prevent the risk of harm to the user or damage to equipment, please read this information before installing or repairing the phone. "Caution" and "Warning" :

 **Warning** This means danger. It means that the action could cause bodily injury or death.

 **Caution** You are capable of doing something that could result in physical injury to you or equipment damage.

- After reading the manual, please keep it ready for the next user.

## Warning



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



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.



If you see smoke or smell something burning, unplug the phone line. Call for service center immediately.



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

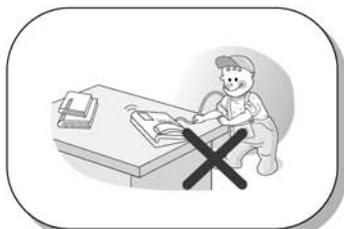


Do not tug the power cord or the phone line. This may result in a fire, an electric shock or equipment damage.

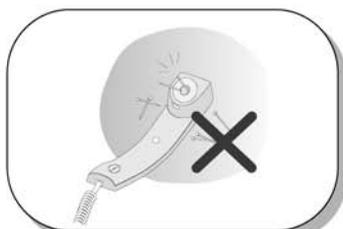
※ The above picture may different from actual products.

# Important Safety Information

## ⚠ Caution



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



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.



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



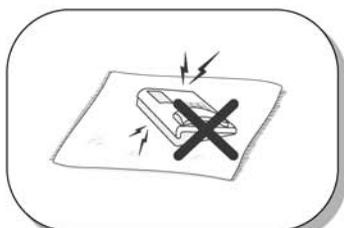
Choose a site that is dry and well ventilated.



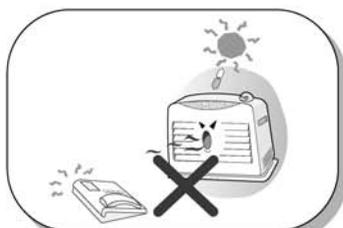
Do not put the heavy things on the phone.



Do not drop or throw the phone.



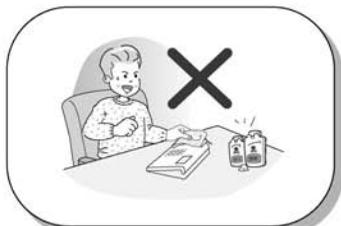
Static electricity discharge will damage electronic components.



Keep out of direct sunlight and away from heat.

# Important Safety Information

.....  **Caution** .....



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.



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.

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# Getting Started

## LDP-7000 Series, Model 7016D & 7024D

LDP-7016D/7024D are advanced, user-friendly digital keysets, offering the convenience of 3 soft buttons and a navigation key.

- Features

- Trendy and Stylish LDP Family design
- Multi Level 3 Line LCD (3 x 24)
- 16 or 24 Flexible buttons with dual-color LED's
- Additional Device Port (ADP) for SLT or FAX
- Call Log Feature
- Call Recording Feature – 7024D only (Optional USB Module).
- Hands-Free Solution – 7024D only (Optional Blue- Tooth Module).
- Wall Mountable (Bracket Optional)

### LDP-7016D

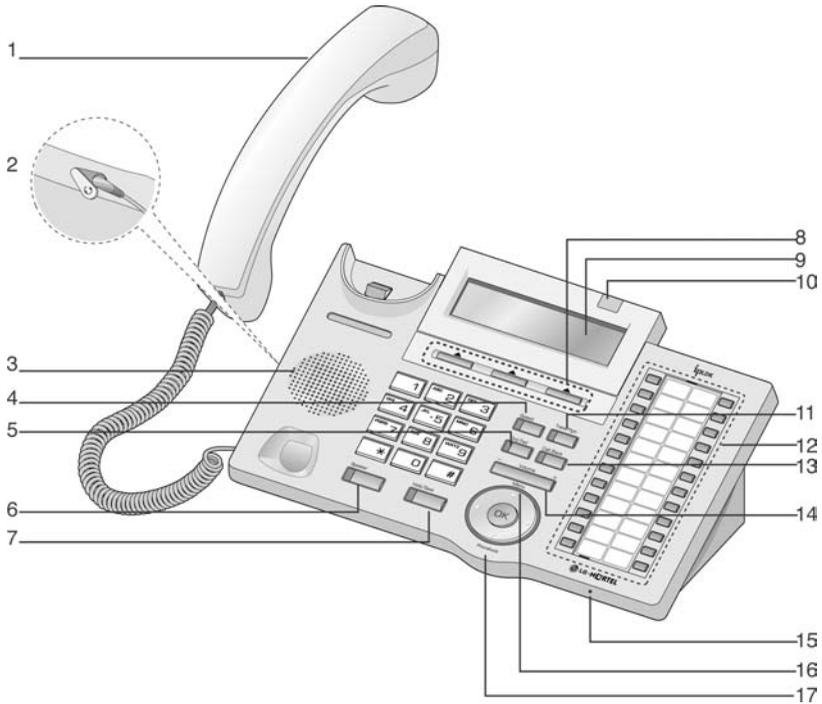


### LDP-7024D



# Getting Started

## Input / Output Devices and Buttons



**1 Handset**

**2 Earphone-Jack Socket  
(Ear/Mic Mode)**

**3 Speaker**

**4 Speed Button**

**5 Dnd/Fwd Button**

**6 Speaker Button**

**7 Hold/Save Button**

**8 3 Soft Button**

**9 LCD Display**

**10 Visual Ringing LED**

**11 Trans/Pgm Button**

**12 Flexible Button (Loop Button)**

**13 Call back Button**

**14 Volume Button**

**15 Hands-free Microphone**

**16 Menu Button**

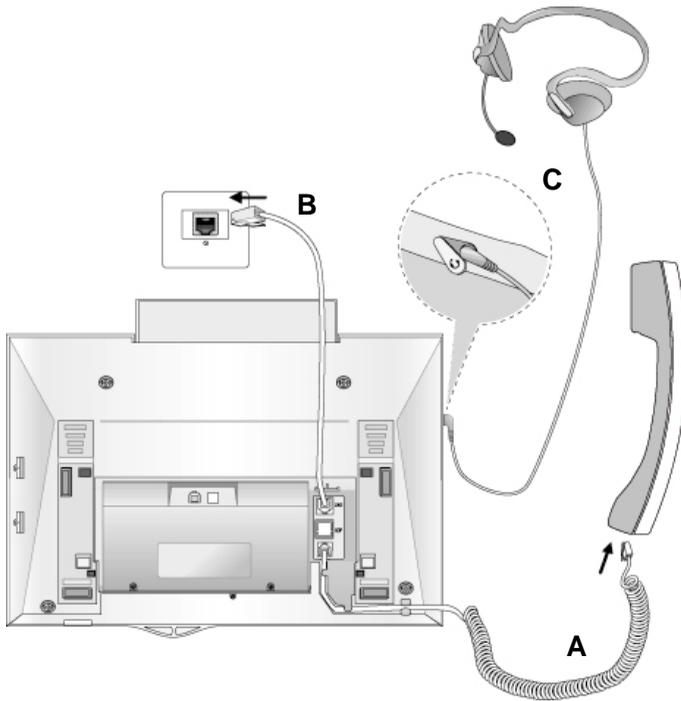
**17 Phonebook Button  
(Same operate as 'Speed')**

# Getting Started

1	<b>Handset</b>	Used for handset call.
2	<b>Earphone-Jack Socket</b>	Used to connect optional headset to the phone.
3	<b>Speaker</b>	Outputs tones and voice.
4	<b>Speed Button</b>	Used to access speed dialing, speed programming, save number redial, and last number redial.
5	<b>DND/Fwd Button</b>	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.
6	<b>Speaker Button</b>	Speaker toggles the speakerphone state, and the red LED is illuminated when the speakerphone is active.
7	<b>Hold/Save Button</b>	This button is used to put a call on hold or save information when programming.
8	<b>3 Soft Buttons</b>	Used in conjunction with fixed and flexible features, and the function changes in relation to call progress, as indicated on the LCD display.
9	<b>LCD Display</b>	Displays information about telephone status, dialing directories, and test message information.
10	<b>Visual Ringing LED</b>	Illuminates when the phone is ringing.
11	<b>Trans/PGM Button</b>	This button is used to initiate a call transfer (TRS) or to enter programming mode (PGM)
12	<b>Flexible Button</b>	Some flexible buttons are pre-programmed in the system for line appearances, loop functions etc. The remaining flexible buttons can be user-programmed.
13	<b>Call back Button</b>	A station can initiate a call back request to a busy station. Once that station becomes idle, the initiating station is signaled.
14	<b>Volume Button</b>	The volume button adjusts the audio levels for ringing, handset and speakerphone functions.
15	<b>Hands-free Microphone</b>	Microphone is used for hands-free speakerphone function.
16	<b>Menu Button</b>	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.
17	<b>Phonebook Button</b>	Used to access speed dialing, save number redial, and last number redial, and to access flexible button programming.

# Getting Started

## Cable Connection



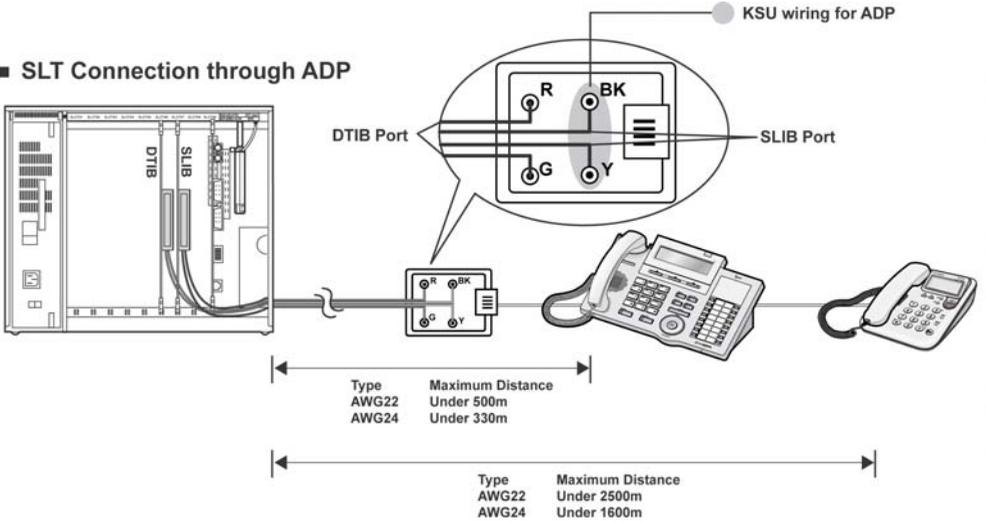
### Cable connections

- A** - Connect the telephone cord (curly cord) to the handset and the other end to the handset jack at the bottom of the telephone.
- B** - Connect the line cable to the port at the bottom of telephone and the other end to the wall socket.
- C** - Connect the Headphone to the headphone jack on the left side of the telephone. (As viewed from the front.)

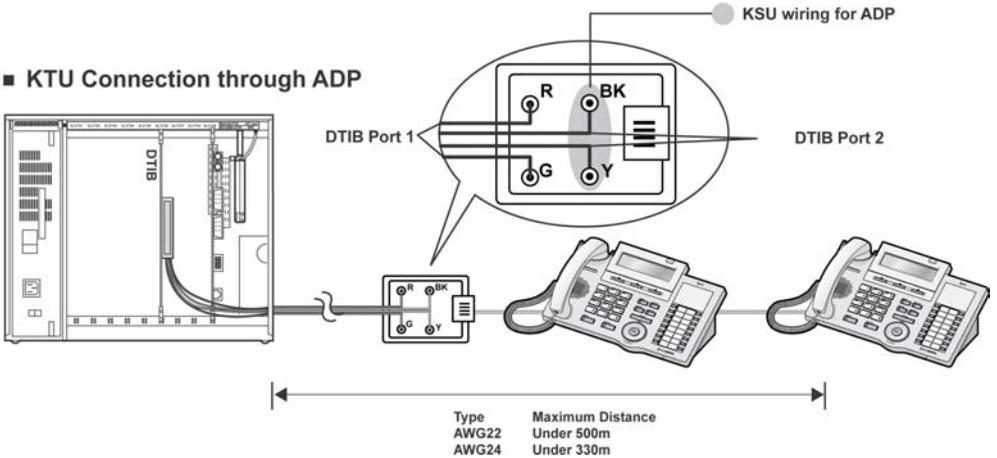
# Getting Started

## ADP (Additional Device Port)

### ■ SLT Connection through ADP

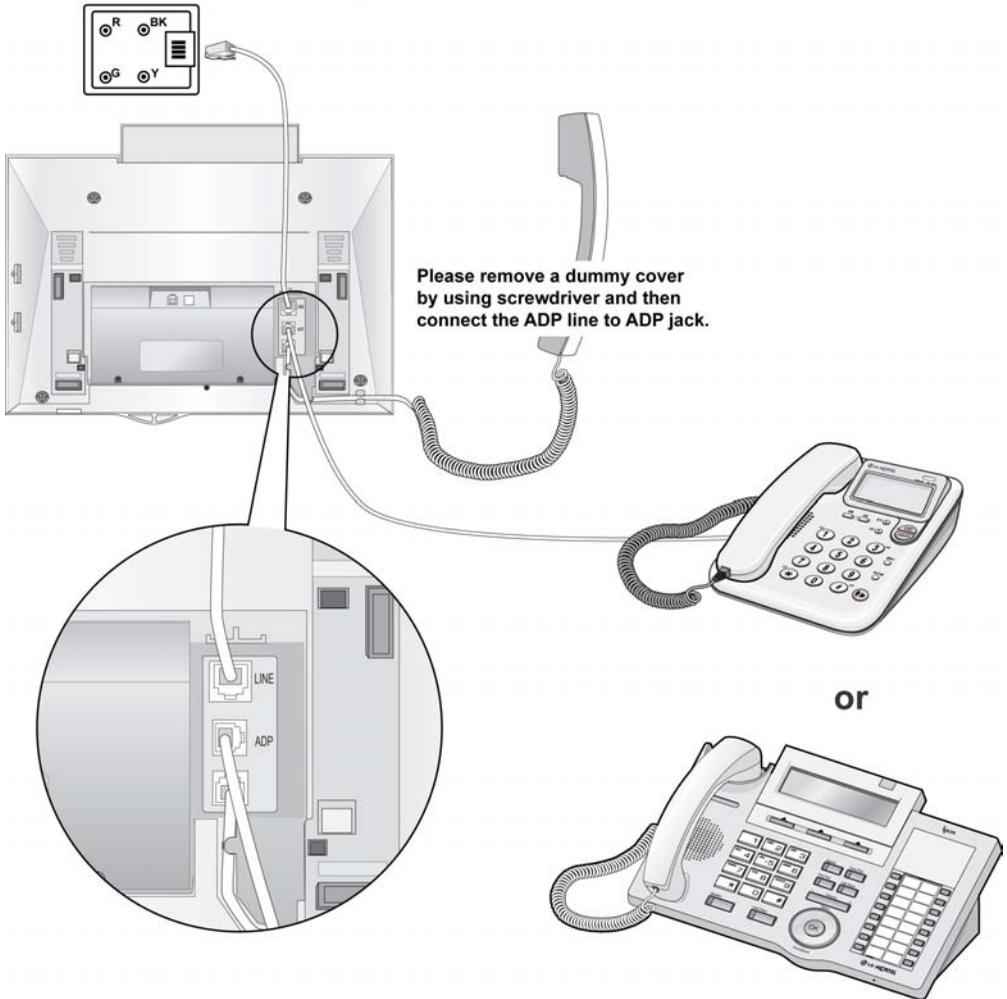


### ■ KTU Connection through ADP



# Getting Started

## ADP (Additional Device Port)



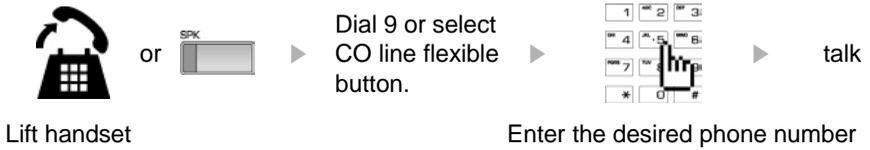
# Getting Started

## 1. Placing a Call

### ICM Line

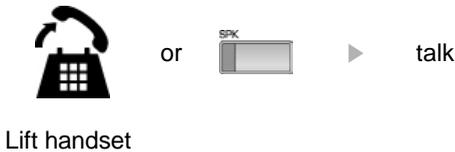


### CO Line



## 2. Answering an Outside Call

### ICM Line



### CO Line



# 3 Soft Buttons & Navigation Button

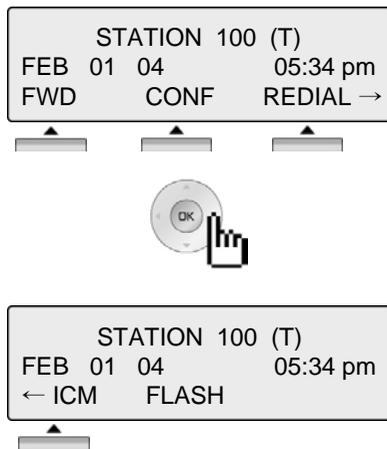
## 3 Soft Button

The 3 Soft Buttons are located on the bottom of the LCD display. The function of each button changes, subject to call status and progress. The current functions are displayed on the LCD screen, directly above each button. For example, if the user calls a busy extension, busy tone will be heard and the busy status displayed. The LCD screen will display the busy message along with the different options available - "Message Wait", "Camp-On" and "Flash". By pressing the relevant button the desired feature is activated.



## Navigation Button

In some instances, more than 3 current functions are available to the user, and this is indicated by the appearance of a left (←) or right (→) arrow in the LCD screen, (see below). By pressing the navigation key (located below the volume button), in the direction corresponding to the arrow, any additional functions will be displayed.

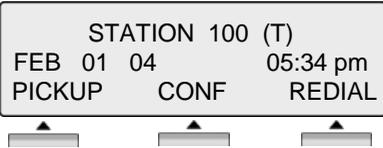


# Basic Function

By pressing one of the 3 soft buttons you are able to select the indicated function. For instance, if you want to select call pickup (as shown below), press the first button on the left. If there are more than three functions available at any point, an arrow will be displayed on the LCD display. Use the navigation key to move the next or previous screen to display additional functions.

## 1. Idle

3 Soft Buttons are located below the LCD display.



**PICKUP** : press to pickup a call ringing within the same pickup group.

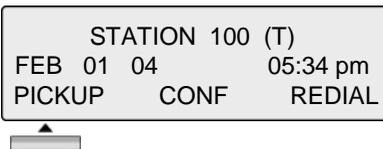
**CONF** : press to initiate & activate a conference.

**REDIAL** : press to redial last number called.

## 1.1 Pickup

A station can pickup a call ringing to an unattended station within the same pickup group by using the pickup procedure.

\* Refer to ipLDK system & ipLDK system programming manual.



Press [PICKUP] button.



Talk

# Basic Function

## 1.2 Conference

CALL TO STA 100  
FEB 01 04 05:34 pm  
MSG FLASH

Dial the desired station number.  
(e.g.100)  
Station 100 answers the call.

CALL TO STA 100  
FEB 01 04 05:34 pm  
TRANS CONF MUTE

Press [CONF] button.

CONFERENCE  
FEB 01 04 05:34 pm  
FWD CONF REDIAL →

Dial the phone number of the next desired station.  
(e.g.104)

CALL TO STA 104  
FEB 01 04 05:34pm  
MSG FLASH

Station 104 answers the call.

CALL TO STA 104  
FEB 01 04 05:34 pm  
TRANS CONF MUTE

Press the [CONF] button twice.

CONFERENCE  
FEB 01 04 05:34 pm  
CONF MUTE

A 3-party conference is now established.

# Basic Function

## 1.3 Redial

The last number dialed on an external call is automatically saved in the **LAST Number& Redial (LNR)** buffer Or Call Log Buffer.

STATION 100 (T)  
FEB 01 04 05:34 pm  
PICKUP CONF REDIAL

Press the [REDIAL] button.



123456789  
26/12 16:00  
BACK OK

Press [OK] button to call.



123456789  
LINE 008 00:00:10  
TRANS CONF MUTE →

Talk

## 2. Off Hook

STATION 100 (T)  
FEB 01 04 05:34 pm  
FWD CONF REDIAL →

**FWD** : Press the [FWD] button to forward calls to another station, Voicemail etc.

**CONF** : Press the [CONF] button to initiate a conference call.

**REDIAL** : Press the [REDIAL] button to call last number dialed.



STATION 100 (T)  
FEB 01 04 05:34 pm  
← ICM FLASH

**ICM** : If, while on a call, ICM call is received, press the [ICM] button to place 1<sup>st</sup> call on hold and answer 2<sup>nd</sup> call.

**FLASH** : If you wish to terminate an ICM call and make another call, press [FLASH] to re-seize dial tone



## 3. Intercom Dialing

STATION 100 (T)  
FEB 01 04 05:34 pm  
FLASH

**FLASH** : If you wish to terminate an ICM call and make another call, press [FLASH] to re-seize dial tone.



# Basic Function

## 4. Intercom Ring Back

CALL TO STA 100  
FEB 01 04 05:34 pm  
MSG FLASH

**MSG** : Press to leave a your station number or message.  
**FLASH** : Press to disconnect the line and re-seize.



## 5. Intercom Busy

BUSY : STA 100  
[CALLBK] CAMP ( \* ) STEP  
MSG CAMP-ON FLASH→

**MSG** : Press to leave your station number or message.  
**CAMP-ON** : Press to send a call waiting tone to a busy station (indicating that they have a call waiting).  
**FLASH** : Press to disconnect the line and re-seize.



## 6. Intercom Do Not Disturb

DO NOT DISTURB STA 100  
CALLBK FLASH

**CALLBK** : Press leave a call back request or message.  
**FLASH** : Press to disconnect the line and re-seize.



## 7. Intercom Dialing Error

INVALID  
FEB 01 04 05:34 pm  
FLASH

**FLASH** : Press to disconnect the line and re-seize.



## 8. Intercom Receiving

CALL FROM STA 104  
FEB 01 04 05:34 pm  
DND

**DND** : Press to block all incoming calls. (Do Not Disturb)



# Basic Function

## 9. Intercom Talk

CALL FROM STA 104  
FEB 01 04 05:34 pm  
TRANS CONF MUTE

**TRANS** : Press to transfer an incoming call to another station.  
**CONF** : Press to initiate a conference call.  
**MUTE** : Press to mute the handset, speakerphone, or headset microphone. Press the [SPEAK] button to re- activate microphone.

## 10. CO Dialing

The following CO access codes '9', individual CO access code can be changed by Admin Programming 107 depending on the user's needs.

### 10.1 Manual Dialing

STATION 100 (T)  
LINE 08 00:00:03  
TRANS CONF MUTE →

Press programmed flexible button for CO.  
(CO can be accessed by dialing CO access code 9 or individual CO access code)  
Dial telephone number.

### 10.2 Speed Dialing

SPD\_NO LAST(\*) SAVE(#)  
DIAL\_BY\_NAME([SPEED])  
SPEED

Press [**SPEED**] button.  
Dial speed bin number.

SPD\_NO LAST(\*) SAVE(#)  
DIAL\_BY\_NAME([SPEED])  
SPEED

Press **SPEED** to search speed dial by name.

1. DIAL BY ICM NAME  
2. DIAL BY STA SPD NAME  
OK

Press OK to enter DIAL BY STA / SYS SPD NAME.

## 11. CO Line Busy

CO LINE 001 BUSY  
QUEUING ([CALLBK])  
CALLBK

**CALLBK** : If, after dialing '9' for a CO line, busy tone indicates no lines are available, press [CALLBK] to reserve a CO line.

# Basic Function

## 12. CO Talk

123456789  
LINE 08 00:00:03  
TRANS CONF MUTE →



**TRANS** : Press to transfer a call to another station.  
**CONF** : Press to initiate a conference call.  
**MUTE** : Press to mute the handset, speakerphone, or headset microphone. Press the [SPEAK] button to re- activate microphone.



123456789  
LINE 08 00:00:03  
←RECORD FLASH ACNR



**RECORD** : Press to record the current conversation. (if fitted)  
**FLASH** : Press to disconnect the line and re-seize.  
**ACNR** : Press to set automatic called number redial.

## 13. Two way Recording

123456789  
LINE 08 00:00:03  
←RECORD FLASH ACNR



Press **RECORD** to record CO conversation on VMIB.  
or, Press programmed Two way record button.  
If Phone have Two way recording button, the LED is flashing while recording.

Two way record button PGM:  
[TRANS/PGM] + Flexible button + [TRANS/PGM] + 5 4

## 14. Checking Voice mail messages

VMIB MSG FROM EXTERNAL  
NEXT REPEAT DELETE →



**NEXT** : Press to move to the next message.  
**REPEAT** : Press to repeat the current message.  
**DELETE** : Press to erase the current message.

※ Voice mail message can be transferred to desired station by dialing station number while the message is heard.



VMIB MSG FROM EXTERNAL  
← ADD REWIND CALLBK



**ADD** : Press to tag the current message with your comment before forwarding.  
**REWIND** : Press to repeat part of current message.  
**CALLBK** : Press to request a call back to the caller who leaved message.

# Basic Function

## 15. Paging

You may receive announcements from other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has one **External Page Zones** that are connected to external speakers.

PAGE FROM STA 103  
20 AUG 04 11:51am  
MEET ME

**MEET ME** : Press to answer a paging request.

## 16. Call Forward

ENTER FORWARD TYPE  
( 0 - 9 , # )

Press [ SPEAKER ] button.  
Press [ DND/FWD ] button.

### 16.1 Follow-me Forward

FOLLOW-ME FORWARD  
ENTER STATION NO.

Enter Dial 0.  
Enter follow-me station number.

### 16.2 Unconditional, Busy, No Answer, Busy/No answer Forward

UNCONDITIONAL FORWARD  
ENTER STA/HUNT#(VMIB)

Enter forward type.  
1: Unconditional      2: Busy  
3: No answer          4: Busy/No answer  
Enter forward destination (STA/HUNT/VMIB).  
STA : station number,  
HUNT : Hunt group,  
VMIB : #

### 16.3 Unconditional, No Answer Off-net Forward with speed bin

FORWARD TO OFF-\_NET  
ENTER CO BTN/SPD-BIN

Enter off-net forward type.  
5: Unconditional      6: No answer  
Press desired CO button for off-net( This can be skipped.)  
Enter speed bin number.

### 16.4 Unconditional, No Answer Off-net Forward with telephone number

FORWARD TO OFF-\_NET  
ENTER CO BTN/SPD-BIN

Enter off-net forward type.  
8: Unconditional      9: No answer  
Press desired CO button for off-net( This can be skipped.)  
Enter telephone number.

# Basic Function

## 17. FLEXIBLE BUTTON PROGRAM

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

\*) The following Numbering Plan code can be changed by Admin Programming 104-107, 109 depending on the user's needs.

Function	Code Number	Function	Code Number
Ring Type	TRANS/PGM + 11	LCD Display Language	TRANS/PGM + 71
Enblock mode	TRANS/PGM + 14	Background Music	TRANS/PGM + 73
Ear-Mic Headset	TRANS/PGM + 17	Register Station Name	TRANS/PGM + 74
ICM Ring	TRANS/PGM + 18	Speakerphone/Headset	TRANS/PGM + 75
CO Ring	TRANS/PGM + 19	Headset Ring Mode	TRANS/PGM + 76
		USB Always Record	TRANS/PGM + 7*
COS Down	TRANS/PGM + 21		
COS RESTORE	TRANS/PGM + 22	Account Code	TRANS/PGM + 80
Walking COS	TRANS/PGM + 23	DID Call Wait	TRANS/PGM + 81
COS CHANGE	TRANS/PGM + 24	ICM Hold	TRANS/PGM + 83
		LOOP button	TRANS/PGM + 84
Auth. Code Register	TRANS/PGM + 31	Camp-on	TRANS/PGM + 85
Auth. Code Change	TRANS/PGM + 32	INTURSION	TRANS/PGM + 86
Mobile Ext Activation	TRANS/PGM + 34	HUNT DND(group only)	TRANS/PGM + 87
Mobile Ext Hunt Call	TRANS/PGM + 36	KEY PAD FACILITY	TRANS/PGM + 89
		ACD STATUS(group only)	TRANS/PGM + 8*
Set Wake-up Time	TRANS/PGM + 41	PAGER CALL	TRANS/PGM + 8#
Wake-Up Erase	TRANS/PGM + 42		
Conf- Room Activate	TRANS/PGM + 43	CONF button	TRANS/PGM + 91
Conf-Room Deactivate	TRANS/PGM + 44	CALLBK button	TRANS/PGM + 92
CALL COVERAGE	TRANS/PGM + 45	DND/FWD button	TRANS/PGM + 93
CALL COVERAGE FOR	TRANS/PGM + 46	FLASH button	TRANS/PGM + 94
		MUTE button	TRANS/PGM + 95
Set Pre-selected MSG	TRANS/PGM + 51	MON button	TRANS/PGM + 96
Set Customer MSG	TRANS/PGM + 52	REDIAL button	TRANS/PGM + 97
Station CLIR(Toggle)	TRANS/PGM + 53	DID RESTRICTION	TRANS/PGM + 98
Two way Record	TRANS/PGM + 54	DISA RESTRICTON	TRANS/PGM + 99
Call Log	TRANS/PGM + 57	USB CALL RECORD	TRANS/PGM + 9*
Record User Greeting	TRANS/PGM + 61		
Listen Time & Date	TRANS/PGM + 62		
Listen Station Number	TRANS/PGM + 63		
Listen Station Status	TRANS/PGM + 64		
Record Page MSG	TRANS/PGM + 65		
Erase User Greeting	TRANS/PGM + 66		
Erase Page MSG	TRANS/PGM + 67		
DVM Answer - Ring	TRANS/PGM + 68		
DVM Answer - Speaker	TRANS/PGM + 69		
DVM Record	TRANS/PGM + 6*		
DVM Pause	TRANS/PGM + 6#		

# Basic Function

## 18. PARK A CALL AND RETRIEVE A PARKED CALL

A call can be parked in a parking location and the call will be retrieved by dialing the location number. (The call can be picked up by other extension.)

- To park a call,  
Press **[TRANS/PGM]** and dial the Park Location(601-608).
- To retrieve a parked call at any station,  
Dial the Park Location (601-608).

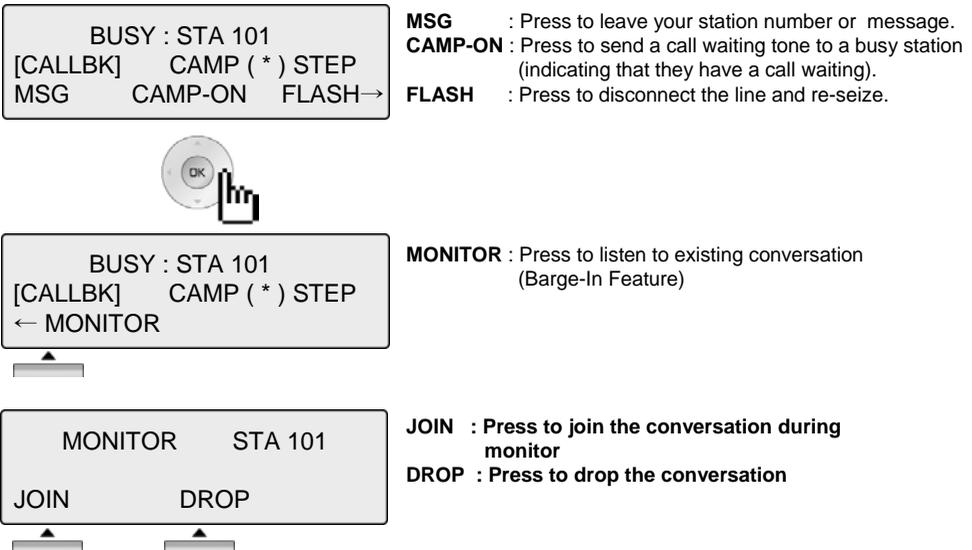
## 19. NAME DISPLAY ON MY PHONE

Name can be displayed instead of station number.

- Press the **[TRANS/PGM]** button
- Dial "7 4"
- Enter your name (see Entering character table in page 58)  
For example to enter the name "JOHN"
- Press the **[HOLD/SAVE]** button

## 20. Barge-In Monitor

Barge-in permits an authorized extension to intrude into other existing outside/internal calls. Between intruding extension and parties on initial calls a conference call is established.



# Basic Function

## 21. USE MY VOICE MAIL (VMIB CARD REQUIRED)

When VMIB is installed, Voice mail service can be used.

### To record a personal greeting,

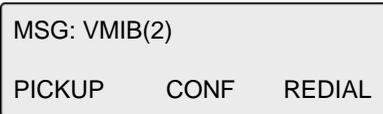
- Press the [TRANS/PGM] button and dial "6 1".
- Press # to start recording.

### To forward my phone to Voice Mail,

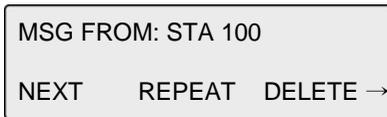
- Press the [SPEAKER] button
- Press the [DND/FWD] button
- Dial the type of forwarding you want:
  - . Dial "1" for Unconditional
  - . Dial "2" for Busy
  - . Dial "3" for No Answer
  - . Dial "4" for Busy and/or No Answer
- Dial "#"(confirmation tone will be heard if forwarding has been set).

### To retrieve messages,

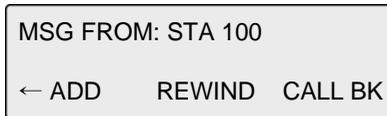
- When Voice message is leaved on the station, phone LCD will display as below.



Press the [CALL BACK] button.



**NEXT** : Play next message  
**REPEAT** : Repeat playing current message.  
**DELETE** : Delete current message.



**ADD** : Add a message to the message which is being played.  
**REWIND** : Rewind a part of message.  
**CALL BK** : Call back request to the caller who leaved message.



# Basic Function

## 22. CALL BACK

When a called station is in busy, call back can be requested.

BUSY : STA 105  
[CALLBK]    CAMP(\*)    STEP  
MSG        CAMP        FLASH →

**MSG** : Press to request call back.  
**CAMP-ON** : Press to send a call waiting tone to a busy station.  
**FLASH** : Press to disconnect the call and re-seize.



## 23. CAMP ON

When a called station is in busy, camp-on can be requested.

BUSY : STA 105  
[CALLBK]    CAMP(\*)    STEP  
MSG        CAMP        FLASH →



## 24. VOICE OVER

CAMP-ON BY STA 105  
05 MAR 06                      09:51  
TRANS        CONF        MUTE →

To answer the second(waiting) call,  
press flashing **[HOLD/SAVE]** button.



VOICE OVER STA 101  
05 MAR 06                      09:51  
TRANS        CONF        MUTE →

Whenever **[HOLD/SAVE]** button is pressed,  
call will be switched between first and second  
call.

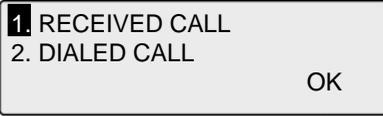


# Call Log

The call log feature enables the LDP phone user to view a log of the last(15~50) incoming and outgoing CO calls. The user can scroll through the list of numbers stored, select the number and activate a redial to that number.

Call Log Button PGM : PGM + Flexible + PGM '57'

Press the [Call Log] button.



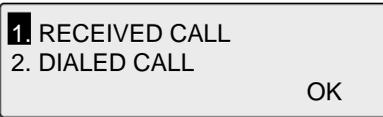
**RECEIVED CALL** : Received call list \*  
**DIALED CALL** : Dialed call list



**LOST CALL** : Missed call list\*

\* CLI (Calling Line ID) mandatory.

## 1. Received Call



Press [OK] or  button.



Press [OK] or  button.



### NOTE

**BACK** Return to the previous

# Call Log

## 2. Dialed Call

1. RECEIVED CALL  
2. DIALED CALL

OK



Press [OK] or  button.

123456789  
02/01 09:02  
BACK

OK



Press [OK] or  button.

123456789  
LINE 125      00:00:03  
TRANS      CONF      MUTE →



**NOTE**

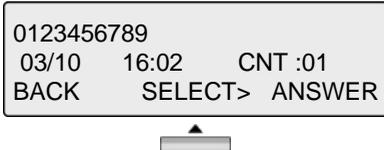
**BACK** Return to the previous

# Call Log

## 3. Lost Call

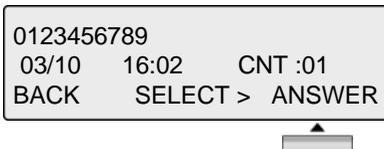


Press [OK] or  button.



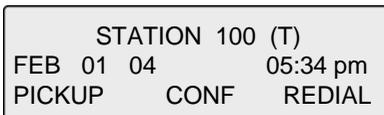
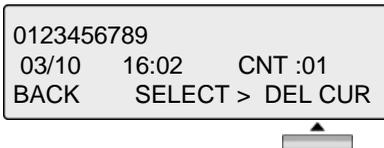
Press the [SELECT] button to select the following functions: ANSWER, DEL CUR (delete current), DEL ALL (delete all), SAVE, NAME/TEL

### 3.1 ANSWER



Press [ANSWER] to call the displayed number.

### 3.2 DEL CUR



Press [DEL CUR] to erase current number.

#### NOTE

**BACK** Return to the previous

# Call Log

## 3.3 DEL ALL

```
0123456789
14/07 16:02 CNT :01
BACK  SELECT > DEL ALL
```

Press [SELECT] until [DEL ALL] appears in display.  
Press [DEL ALL] to initiate 'delete all' function.

```
ALL CLI DELETE
Press HOLD Key
BACK  SELECT > DEL ALL
```

Press the [HOLD] button to confirm 'delete all' function.  
All numbers are erased.

## 3.4 SAVE

```
0123456789
03/10 16:02 CNT :01
BACK  SELECT > SAVE
```

To save CLI, press [SAVE] button.

```
ENTER SPD BIN NO (000)
      CLI MSG USED
PAUSE  FLASH  D-TONE
```

Press [HOLD] or  button,  
speed dial is registered.

※ See the page 48.

## 3.5 NAME/TEL

```
0123456789
03/10 16:02 CNT :01
BACK  SELECT > NAME/TEL
```

To check the name of the selected number,  
press the [NAME/TEL] button.

```
EDWARD
03/10 16:02 CNT :01
BACK  SELECT > NAME/TEL
```

OR if a name is displayed, to check the associated  
number, press the [NAME/TEL] button.

### NOTE

**BACK** Return to the previous

# Menu



- 1. BASIC PROGRAM
  - 2. ADVANCED PROGRAM
- OK

Press the [Menu] button.



- 1. BASIC PROGRAM
  - 2. ADVANCED PROGRAM
- OK

Press the [Navigation] button.



- 3. SPEED PROGRAM
  - 4. MOBILE EXTENSION PGM
- OK

Press the [Navigation] button.



- 3. SPEED PROGRAM
  - 4. MOBILE EXTENSION PGM
- OK

Press the [Navigation] button.



- 5. CONFERENCE ROOM PGM
  - 6. HOT DESK PROGRAM
- OK

Press the [Navigation] button.



- 5. CONFERENCE ROOMM PGM
  - 6. HOT DESK PROGRAM
- OK ^

Press the [Navigation] button.

# Menu

## 1. BASIC PROGRAM

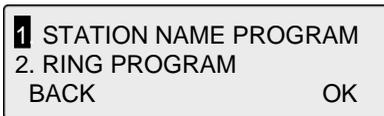


Press the [MENU] button.



Press [OK] or  button.

## 1.1 STATION NAME PROGRAM



Press [OK] or  button.



Enter the name.

※ For detailed information about entering name, see the page 58.

# Menu

## 1.2 RING PROGRAM

1. STATION NAME PROGRAM  
2. RING PROGRAM  
BACK OK

Press [OK] or  button.



Press [Navigation] button.

1. ICM RING  
2. ICM MELODY  
BACK OK



Press [Navigation] button.

1. ICM RING  
2. ICM MELODY  
BACK OK



Press [Navigation] button.

3. CO RING  
4. CO MELODY  
BACK OK ^



Press [Navigation] button.

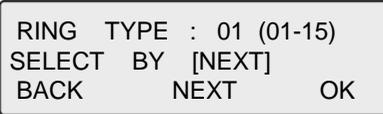
3. CO RING  
4. CO MELODY  
BACK OK ^

# Menu

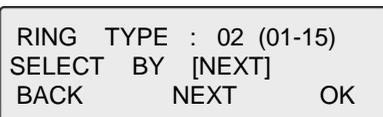
## 1.2.1 Select Ring



Press [OK] or  button.



Step using [NEXT] or  button to select the ring.



Press [OK] or  button. The selected ring type is saved.

※ Use same procedure to select CO Ring type.

## 1.2.2 Select Melody

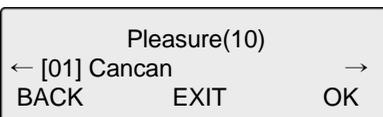


Press [OK] or  button.



Use  button to select category.

※ Press the [EXIT] button to cancel.



Use  button to select the desired melody.

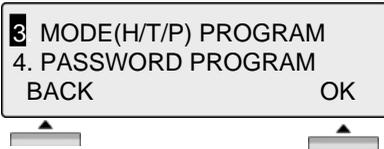
Press the [OK] or  button and then the melody is changed.

※ Use same procedure to select CO Melody.

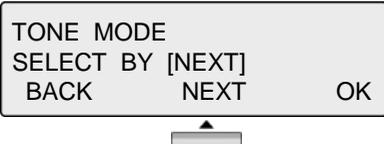
**Note** : To set the melody, MFU and MU board is required.

# Menu

## 1.3 MODE(H/T/P) PROGRAM

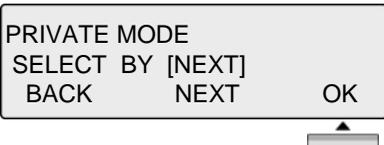


Press the [OK] or  button.

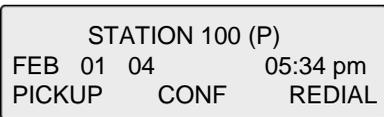


Press [NEXT] or  button to select the mode.

- ※ There are three types as follows;
- HANDSFREE MODE
  - TONE MODE
  - PRIVATE MODE



Press [OK] or  button.



The selected mode is saved.

### NOTE

**HANDSFREE** You will hear three bursts of tone and an announcement. Reply hands-free or lift handset for privacy. The calling party can hear any conversation in progress.

**TONE** You will hear repeated bursts of intercom ring tone and the HOLD button slow flashes. Lift the handset or press the SPEAKER button to answer.

**PRIVATE** You will hear three bursts of tone and one-way announcement. The calling party cannot hear any conversation in progress

# Menu

## 1.4 PASSWORD PROGRAM

3. MODE(H/T/P) PROGRAM  
4. PASSWORD PROGRAM  
BACK OK



Press [OK] or  button.

### 1.4.1 PASSWORD REGISTER

> PASSWORD REGISTER  
SELECT BY [NEXT]  
BACK NEXT OK



Use [Next] or  button to select the password register.  
Then press [OK] or  button.

ENTER PASSWORD :  
BACK

Enter password. (3~11 digits)  
e.g.) 55555

PRESS OK KEY  
BACK OK



Press [OK] or  button.

# Menu

## 1.4.2 PASSWORD CHANGE

> PASSWORD CHANGE  
SELECT BY [NEXT]  
BACK          NEXT          OK



Use [Next] or  button to select the password change.

Then press [OK] or  button.

ENTER CURRENT PASSWORD  
BACK

Enter the current password. (3~11 digits)  
e.g.) 55555

ENTER PASSWORD :  
BACK

Enter the new password. (3~11 digits)  
e.g.) 33333

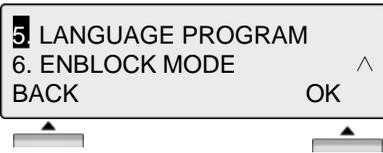
PRESS OK KEY  
BACK                          OK



Press [OK] or  button.

# Menu

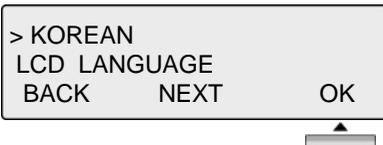
## 1.5 LANGUAGE PROGRAM



Press [OK] or  button.

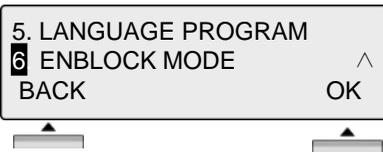


Use [NEXT] or  button to select language.

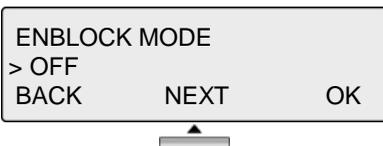


Press [OK] or  button.

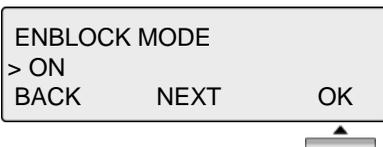
## 1.6 ENBLOCK MODE PROGRAM



Press [OK] or  button.



Use [NEXT] or  button to select ON/OFF.



Press [OK] or  button.

# Menu

## 2. ADVANCED PROGRAM



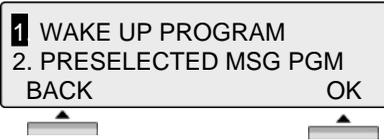
Press [MENU] button.



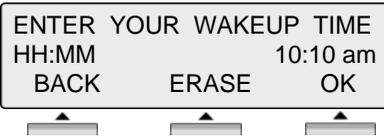
Press [OK] or  button.

## 2.1 WAKE UP PROGRAM

### 2.1.1 Setting



Press [OK] or  button.



Enter the time and select single time or every day.

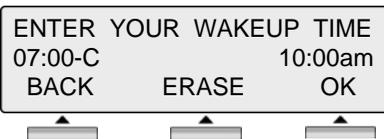
-S:Single (once only - Default)

-C:Every Day ( # )

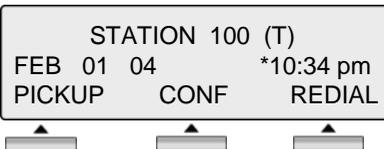
\* Set the time : 24 hr format

• e.g. :7am = 07:00

:7pm = 19:00



Press [OK] or  button.



Flashing [\*] preceding time indicates alarm set.



The alarm will sound at the pre-set time.

# Menu

## 2.1.2 Canceling

1 WAKE UP PROGRAM  
2. PRESELECTED MSG PGM  
BACK OK

▲ ▲

Press [OK] or  button.

ENTER YOUR WAKEUP TIME  
07 : 00-S \*10:34 pm  
BACK ERASE OK

▲

Press [ERASE] button.

ERASED WAKEUP TIME  
07 : 00-S \*10:34 pm  
BACK ERASE OK

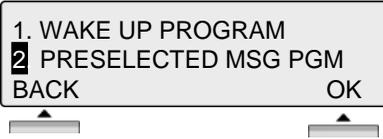
▲

Press [OK] or  button.

# Menu

## 2.2 PRESELECTED MSG PGM

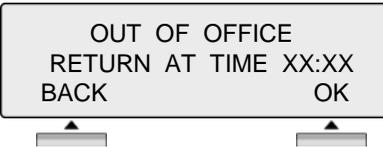
### 2.2.1 Select the MSG PGM



Press [OK] or  button.



Use  or  button to select the desired type.



Press [OK] or  button.



Enter the time (24 hr format)  
e.g.) 07:30 am → enter 0730.  
07:30 pm → enter 1930.



Press [OK] or  button.

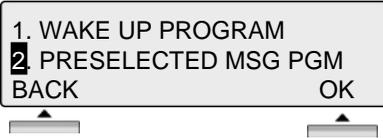


The selected message is displayed.

# Menu

## 2.2 PRESELECTED MSG PGM

### 2.2.2 Canceling / Changing



Press [OK] or  button.



Press [ERASE] button to cancel the pre-selected message and return to the [Message select mode].  
※ Press [BACK] button to return to the previous LCD screen.  
※ Press [OK] button to return to the [enter time mode].



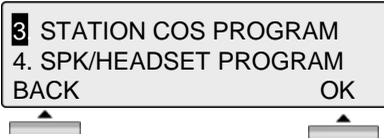
[Message select mode]

## THE PRESELECTED MESSAGE TYPE

- 0 0 USER CUSTOM MSG 00
- 0 1 LUNCH RETURN AT XX:XX
- 0 2 ON VACATION / RETURN AT DATE XX:XX
- 0 3 OUT OF OFFICE/ RERURN AT TIME XX:XX
- 0 4 OUT OF OFFICE/ RETURN AT DATE XX:XX
- 0 5 OUT OF OFFICE/ RETURN UNKNOWN
- 0 6 CALL TO (PHONE NO : Max. 17 digits)
- 0 7 IN OFFICE STA \*\*\*
- 0 8 IN A MEETING / RETURN AT TIME XX:XX
- 0 9 AT HOME
- 1 0 AT BRANCH OFFICE

# Menu

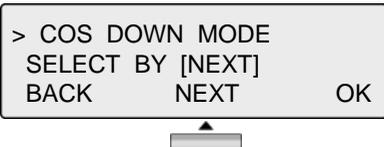
## 2.3 STATION COS PROGRAM



Press [OK] or  button.

※ To activate STA COS (Station Class Of Service), password is required..

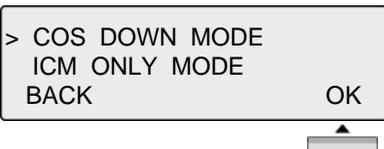
### 2.3.1 COS DOWN MODE



Use [NEXT] or  button to select the COS DOWN MODE.

Press [OK] or  button.

- ※ There are three types as follows;
- . COS DOWN MODE
  - . RESTORE COS MODE
  - . WALKING COS MODE



Press [OK] or  button and then the mode is changed.



# Menu

## 2.3.3 WALKING COS MODE

> WALKING COS MODE  
SELECT BY [NEXT]  
BACK      NEXT      OK



Use [NEXT] or  button to select the WALKING COS MODE.  
Press [OK] or  button.

ENTER COS OVERRIDE CODE  
BACK



Enter the COS Override code  
(Password - 3~11 digits)  
e.g.- 12345

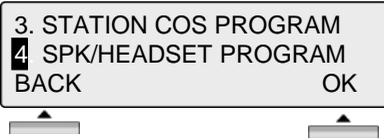
ENTER COS OVERRIDE CODE  
PRESS OK KEY  
BACK                      OK



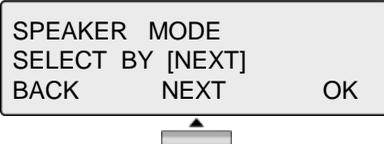
Press [OK] or  button.

# Menu

## 2.4 SPK/HEADSET PROGRAM

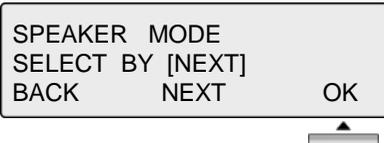


Press [OK] or  button.



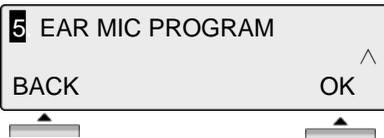
Use [NEXT] or  button to toggle the mode.

※ There are two types as follows;  
-. SPEAKER MODE  
-. HEADSET MODE

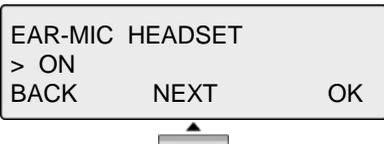


Press [OK] or  button to save selected mode.

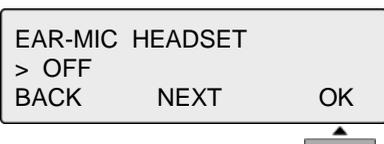
## 2.5 EAR MIC PROGRAM



Press [OK] or  button.



Use [NEXT] or  button to select the ON/OFF.



Press [OK] or  button.

# Menu

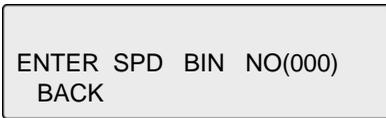
## 3. SPEED PROGRAM



Press [MENU] button.



Press [OK] or  button.



Enter the speed bin number.  
e.g.)007



Enter the phone number.  
e.g.)123456789

Press [DELETE] button  
to delete speed bin number.

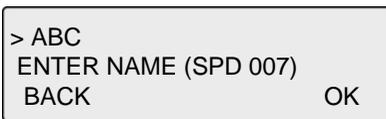


Then press [OK] or  button.



Enter the name.

※ See page 58 for details.



Then press [OK] or  button.

# Menu

## 4. MOBILE EXTENSION PGM

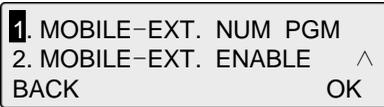


Press [MENU] button.

Press [OK] or  button.

\* Refer to ipLDK system & ipLDK system programming manual.

## 4.1 MOBILE-EXT. NUM PGM



Press [OK] or  button.

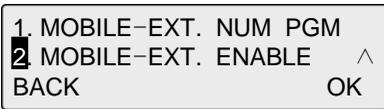


Enter the mobile number.  
e.g.)2222222



Press [OK] or  button.

## 4.2 MOBILE-EXT ENALBLE



Press [OK] or  button.



Use [NEXT] or  button to toggle ON/OFF.

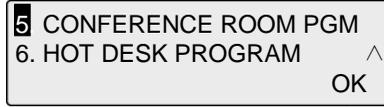


Press [OK] or  button.

# Menu

## 5. CONFERENCE ROOM PGM

This feature allows internal users or CO callers to join a conference without being invited by the conference supervisor. This conference feature has the conference join codes, and each conference room has an own join code (room number).



Press [MENU] button.

Press [OK] or  button.

### 5.1 CREATE CONF ROOM



Press [OK] or  button.



Enter conference room number and password.  
e.g.) 9 + 12345

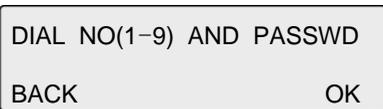


Press [OK] or  button.

### 5.2 DELETE CONF ROOM



Press [OK] or  button.



Enter conference room number and password.  
e.g.) 9 + 12345

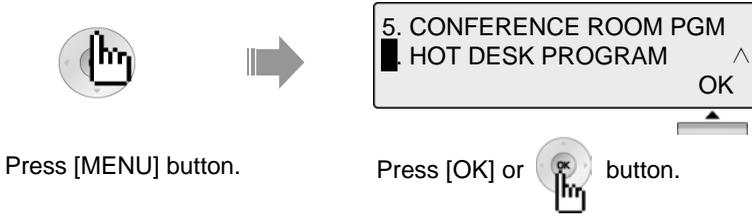


Press [OK] or  button.

# Menu

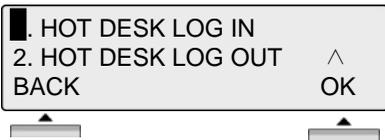
## 6. HOT DESK PROGRAM

A hot desk enables that user can dynamically select a station by login / logout operation without having a fixed station. For a call center, marketing department people can share working place with one another. A user can use dummy station using log-in operation. And a user log-out when station becomes useless.

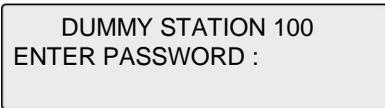


\* Refer to ipLDK system & ipLDK system programming manual.

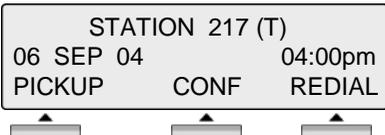
### 6.1 HOT DESK LOG IN



Press [OK] or  button.



Enter password.(3~11 digits) and '#'  
e.g.)55555



# Menu

## 6.2 HOT DESK LOG OUT

1. HOT DESK LOG IN  
HOT DESK LOG OUT  
BACK

^  
OK

Press [OK] or  button.

AGENT LOGOUT WITH  
NO FORWARD SET ?

Use  button or  button to select forward type and then Press [OK] or  button.

※ Forward type

- NO FORWARD SET
- FORWARD TO VMIB
- FORWARD TO VM...
- FORWARD TO SPD000
- FORWARD TO MOBILE-EXT
- FORWARD TO STA...

DUMMY STATION 222  
09 SEP 04 10:43am  
PICKUP CONF REDIAL

# Phone Book



[PHONE BOOK] and [DIAL: BY NAME] are the same feature.



1. DIAL BY ICM NAME  
2. DIAL BY STA SPD NAME  
OK



3. DIAL BY SYS SPD NAME  
OK ^

## 1. Dial By ICM Name

1. DIAL BY ICM NAME  
2. DIAL BY STA SPD NAME  
OK

Press [OK] or  button.

1. CCC (105)  
2. DDD (107)  
BACK SEND

Use the  button or  button to select the desired number and press the [SEND] button to call.

CALL TO CCC  
06 SEP 04 04:06pm  
MSG FLASH

Talk.

### NOTE

**BACK** Return to the previous

# Phone Book

## 2. Dial By STA SPD Name

1. DIAL BY ICM NAME  
2. DIAL BY STA SPD NAME  
OK

Press [OK] or  button.

1:ABC(001)  
2:DEF(002)  
BACK NAME/TEL SEND

To check the number of the selected name, press the [NAME/TEL] button.

Use the  button or  button to select the desired number and press [SEND] button to call.

123456789  
LINE 008 00:00:03  
TRANS CONF MUTE →

Talk.

## 3. Dial By SYS SPD Name

3. DIAL BY SYS SPD NAME  
OK

Press [OK] or  button.

1. TEAM1(2000)  
2. TEAM2(2001)  
BACK NAME/TEL SEND

To check the number of the selected name, press the [NAME/TEL] button.

Use the  button or  button to select the desired number and press [SEND] button to call.

123456789  
LINE 008 00:00:03  
TRANS CONF MUTE →

Talk.

### NOTE

**BACK** Return to the previous

---

# Attendant Function

## 1. SET OR CHANGE THE DATE/TIME

- Press the **[TRANS/PGM]** button
- Dial "0 4 1"
- Enter Date as MMDDYY( MM: month, DD:day, YY:year )
- Press the **[HOLD/SAVE]** button
- Enter the Time in 24 hour format(1630 for 4.30pm)
- Press the **[HOLD/SAVE]** button

## 2. CHANGE DATE FORMAT

- Press the **[TRANS/PGM]** button
- Dial "0 4 4" to toggle the formats between DDMMYY and MMDDYY

## 3. ATTENDANT INTRUSION

The Attendant can intrude into a conversation between an extension and an outside line and create a 3-way conversation. To use attendant intrusion, Intrusion button is required to use intrusion and attendant intrusion feature must be enabled in Admin Program.

Refer to the Programming manual for ARIA SOHO.

Flexible button for intrusion feature:

- Press the **[TRANS/PGM]** button
- Press the flexible button to be programmed
- Press the **[TRANS/PGM]** button
- Dial "8 6"
- Press the **[HOLD/SAVE]** button

### **To intrude into busy extension,**

- Press the programmed Attendant intrusion button when you access busy extension. (Intrusion warning tone will be provided to the extension and a 3-way conference call is established)

### **To intrude into busy line,**

- Press the CO button of the outside line (Intrusion warning tone will be provided to the busy extension and a 3-way conference call is established)

---

# Attendant Function

## 4. OVERRIDING AN EXTENSION IN DND MODE

Attendant can override station in DND.

- Call a station in DND(DND tone is heard).
- Dial “\*” to override the extension

The station in DND will receive ring.

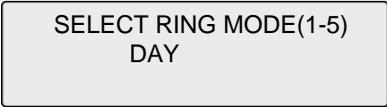
## 5. SETTING DAY / NIGHT/ WEEKEND MODE

When a CO call comes in the system, the destination of CO call can be changed according to ring mode. There are 5 ring modes – Day mode/Night mode/Weekend mode/On-demand mode/Automatic Ring mode. The destination of CO call can be set differently at each ring mode with ADMIN Program.

( Refer to ARIA SOHO Programming manual for detail )

To activate Day / On-Demand / Night / Weekend / Auto mode manually.

- Press the [DND/FWD] button at the Attendant Station



SELECT RING MODE(1-5)  
DAY

- Select the desired mode by dialing digit 1-5  
( 1: DAY, 2: NIGHT, 3: ON-DEMAND, 4: WEEKEND, 5: AUTO )
- Press the [HOLD/SAVE] button

# Attendant Function

## 6. STORING SYSTEM DIALS

ENTER SPEED BIN NO(2000)

PAUSE      FLASH      D-TONE

- Press the [**TRANS/PGM**] button.
- Press the [**SPEED**] button.

ENTER CO-BTN/DIGIT(2000)

PAUSE      FLASH      D-TONE

- Dial the Speed Bin Number(2000-2499)

1234567

SPEED 2000

PAUSE      FLASH      D-TONE

- Dial the phone number to be stored.
- Press [**HOLD/SAVE**] button to save.

JOHN

ENTER NAME (SPD 2000)

PAUSE      FLASH      D-TONE

- Enter name. (Refer to Character table name in page 58 )
- Press the [**HOLD/SAVE**] button to save.

## 7. CHANGING TEMPORARY COS (CLASS OF SERVICE)

1. To activate temporary COS of a station to restrict CO access.

ICM ONLY MODE  
STATION RANGE ?

- Press the [**TRANS/PG**] button and Dial "021".
- Enter the station range to be changed.  
(e.g. 110113 for station 110 – 113)
- Press the "**HOLD/SAVE**" button

2. To restore the temporary COS

RESTORE COS  
STATION RANGE ?

- Press the [**TRANS/PGM**] button and dial "022"
- Enter the station range to be restored.  
(e.g. 110113 for station 110 – 113)
- Press the "**HOLD/SAVE**" button

# Entering characters

A	<input type="text" value="ABC 2"/> + <input type="text" value="1"/>	N	<input type="text" value="MNO 6"/> + <input type="text" value="ABC 2"/>
B	<input type="text" value="ABC 2"/> + <input type="text" value="ABC 2"/>	O	<input type="text" value="MNO 6"/> + <input type="text" value="DEF 3"/>
C	<input type="text" value="ABC 2"/> + <input type="text" value="DEF 3"/>	P	<input type="text" value="PQRS 7"/> + <input type="text" value="1"/>
D	<input type="text" value="DEF 3"/> + <input type="text" value="1"/>	Q	<input type="text" value="PQRS 7"/> + <input type="text" value="ABC 2"/>
E	<input type="text" value="DEF 3"/> + <input type="text" value="ABC 2"/>	R	<input type="text" value="PQRS 7"/> + <input type="text" value="DEF 3"/>
F	<input type="text" value="DEF 3"/> + <input type="text" value="DEF 3"/>	S	<input type="text" value="PQRS 7"/> + <input type="text" value="GHI 4"/>
G	<input type="text" value="GHI 4"/> + <input type="text" value="1"/>	T	<input type="text" value="TUV 8"/> + <input type="text" value="1"/>
H	<input type="text" value="GHI 4"/> + <input type="text" value="ABC 2"/>	U	<input type="text" value="TUV 8"/> + <input type="text" value="ABC 2"/>
I	<input type="text" value="GHI 4"/> + <input type="text" value="DEF 3"/>	V	<input type="text" value="TUV 8"/> + <input type="text" value="DEF 3"/>
J	<input type="text" value="JKL 5"/> + <input type="text" value="1"/>	W	<input type="text" value="WXYZ 9"/> + <input type="text" value="1"/>
K	<input type="text" value="JKL 5"/> + <input type="text" value="ABC 2"/>	X	<input type="text" value="WXYZ 9"/> + <input type="text" value="ABC 2"/>
L	<input type="text" value="JKL 5"/> + <input type="text" value="DEF 3"/>	Y	<input type="text" value="WXYZ 9"/> + <input type="text" value="DEF 3"/>
M	<input type="text" value="MNO 6"/> + <input type="text" value="1"/>	Z	<input type="text" value="WXYZ 9"/> + <input type="text" value="GHI 4"/>

# Glossary of Terms

1	<b>ICM</b>	Intercom – describes internal calls within the telephone system
2	<b>CO Line</b>	Central Office Line – also known as a trunk line, exchange line or outside line
3	<b>Speed Dial</b>	A commonly used number stored in a speed bin for easy access
4	<b>DND</b>	Do Not Disturb – the station is blocked to all incoming calls
5	<b>FWD</b>	Forward – calls can be sent to another location such a voicemail or another station
6	<b>DDI or DID</b>	Direct Dial Inwards or Direct Inwards Dialing – ISDN lines can be provided with multiple telephone numbers which are each routed to individual stations or Hunt Groups
7	<b>DKTU</b>	Digital Key Telephone Unit – an LG-Nortel digital telephone
8	<b>SLT</b>	Single Line Telephone – an analogue telephone
9	<b>ISDN</b>	Integrated Services Digital Network. Digital CO lines that come in multiples of 2 channels or more
10	<b>VMIB</b>	Voice Message Interface Board – LG-Nortel integral Voice Processing card
11	<b>CONF</b>	Conference – where you can talk to 2 or more internal or external parties