

## 1. LDP-7224D

LDP-7224D is an advanced, user-friendly digital keyset, offering the convenience of 3 soft buttons and a navigation key.

- Features
  - Trendy and stylish LDP Family product design
  - Multi-line LCD (3 x 24)
  - 24 Flexible buttons with dual-color LEDs
  - Call Log feature
  - Wall mountable (bracket not included - optional)



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# Getting Started

## 1. LDP-7224D

LDP-7224D is an advanced, user-friendly digital keyset, offering the convenience of 3 soft buttons and a navigation key.

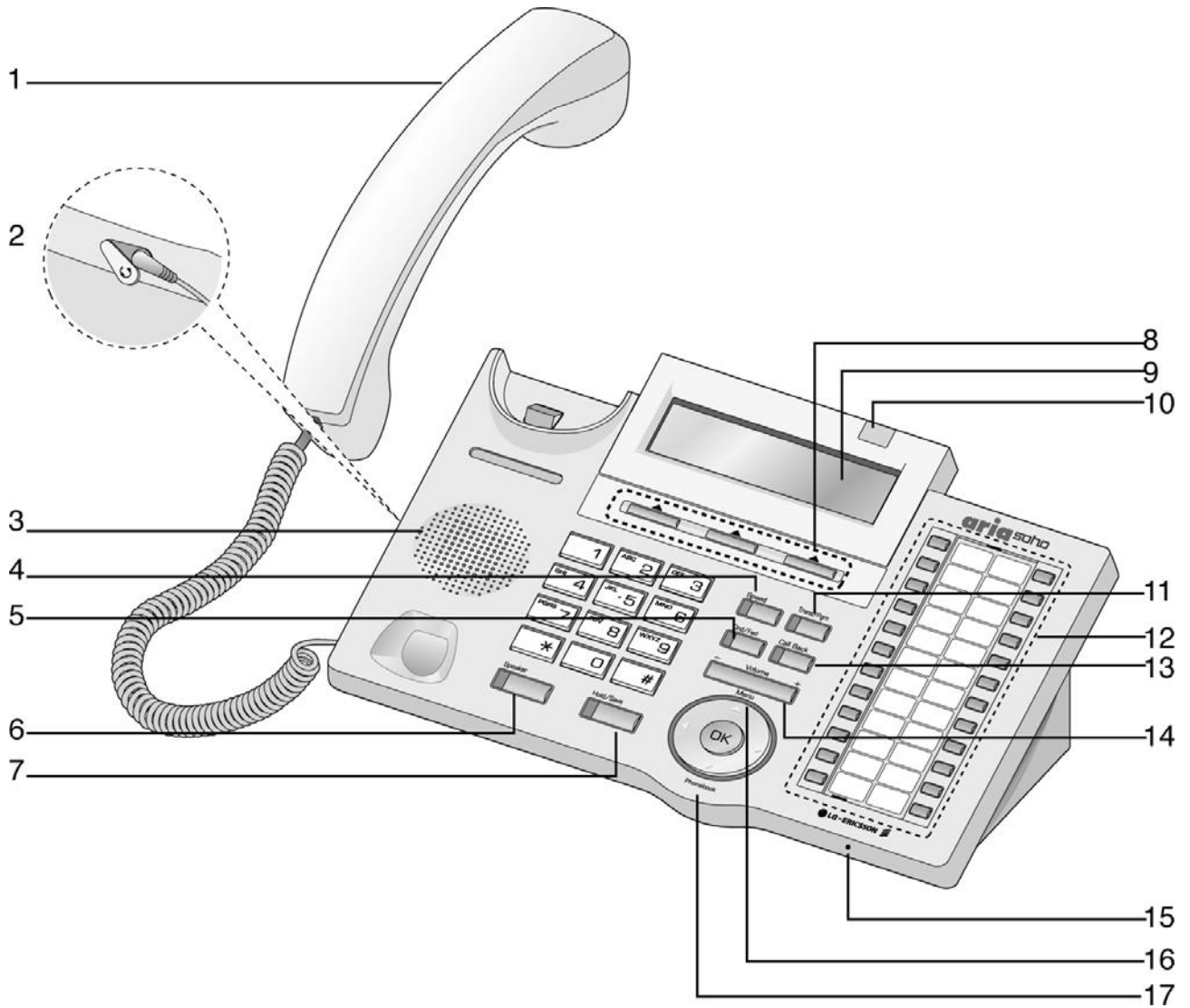
- Features
  - Trendy and stylish LDP Family product design
  - Multi-line LCD (3 x 24)
  - 24 Flexible buttons with dual-color LEDs
  - Call Log feature
  - Wall mountable (bracket not included - optional)



# Getting Started

## 2. Input /Output Diagram

The diagram (shown) depicts the input/output items and buttons of the LDP-7224D, and is described on the following page.



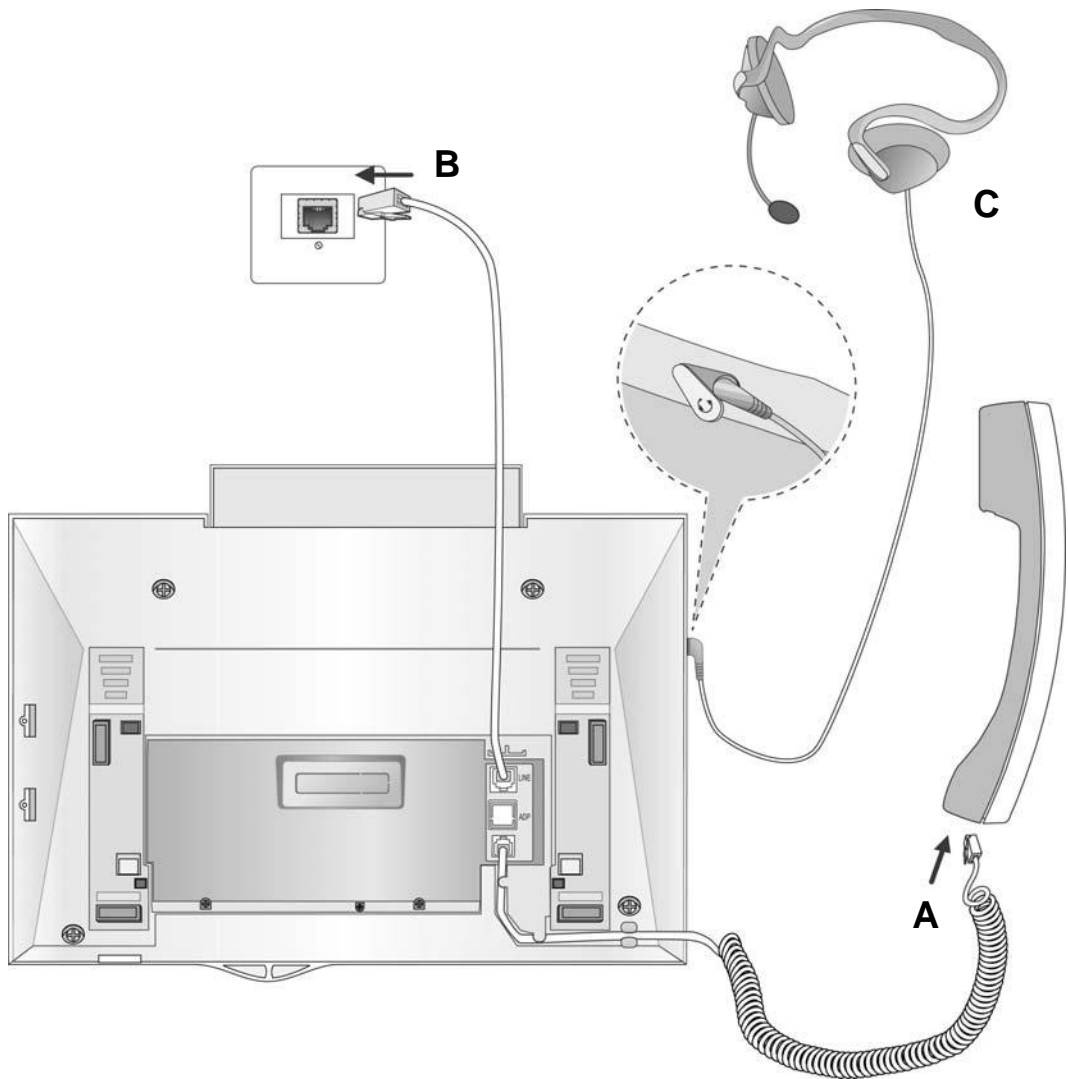
# Getting Started

1	<b>Handset</b>	Used for handset calls.
2	<b>Earphone Jack</b>	Used to connect an optional headset to the phone.
3	<b>Speaker</b>	Tone and voice output.
4	<b>Speed Button</b>	Used to access speed dialing, speed programming, saved 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 is illuminated.
6	<b>Speaker Button</b>	Used to activate speakerphone (red LED will illuminate), also used to initiate call forward (transfer call to another station or voicemail, the red LED will flash).
7	<b>Hold/Save Button</b>	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 function changes related to call progress (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>	Used to initiate a call transfer (TRANS) 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>	Adjusts the audio levels for ringing, handset and speakerphone.
15	<b>Hands-free Microphone</b>	Microphone is used for hands-free speakerphone function.
16	<b>Menu Button</b>	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

## 3. Cable Connection

The diagram (shown) depicts cable connections for the LDP-7224D; connection points are described below.



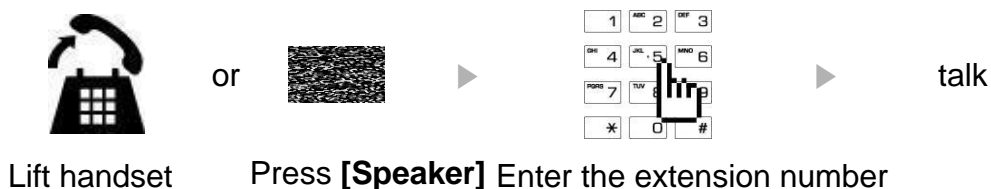
- A** - Connect the telephone cord (spiral cord) to the handset and the other end to the handset jack at the bottom of the telephone.
- B** - Connect the line cable to the port at the bottom of telephone and the other end to the wall socket.
- C** - Connect the Headphone to the headphone jack on the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

# Placing or Answering a Call

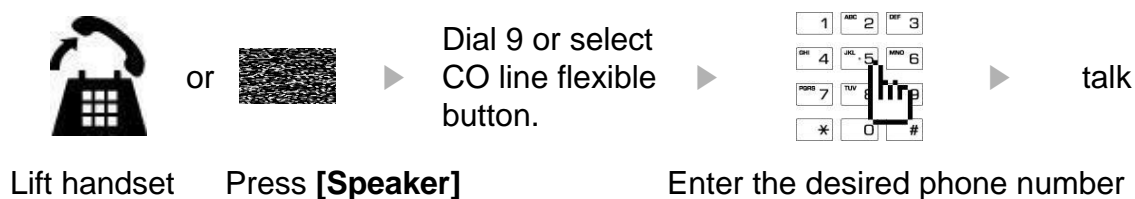
## 1. Placing a Call

The CO access code (ex., 9) can be changed by Admin Programming 107 depending on the user's needs.

### ICM Line

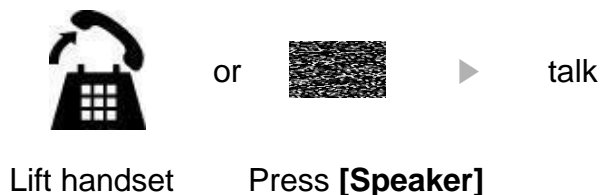


### CO Line

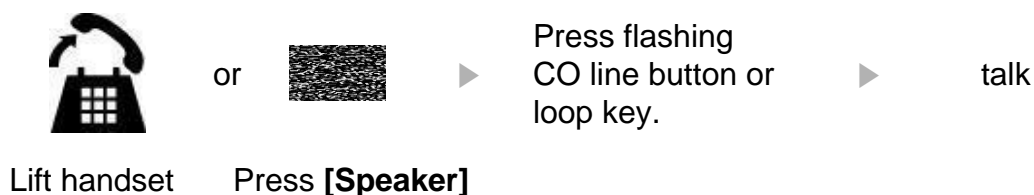


## 2. Answering a Call

### ICM Line



### CO Line



# 3 Soft Buttons & Navigation Button

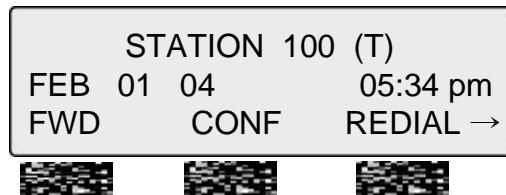
## 1. 3 Soft Buttons

The 3 Soft Buttons are located on the bottom of the LCD display. The function of each button changes based on call status and progress. The current available functions are displayed on the LCD screen, directly above each button. For example, if the user calls a busy extension, the busy tone will be heard and the busy status is displayed. The LCD screen will display the busy message along with the different options available (shown in image): MSG, Camp-On and Flash. Activate feature by pressing the corresponding button.

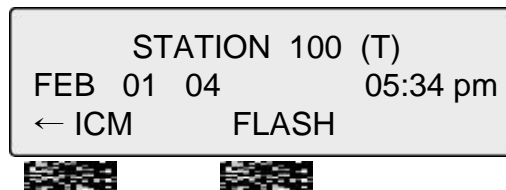


## 2. Navigation Button

In some instances, more than 3 current functions are available to the user. This is indicated by the appearance of a left (←) or right (→) arrow in the LCD screen (shown).



By pressing the navigation key (shown above), in the direction corresponding to the arrow, the additional functions will be displayed.

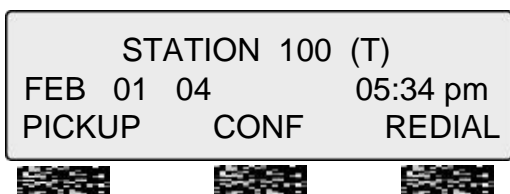


# Basic Function

Displayed functions can be selected by pressing one of the 3 soft buttons. 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 to next or previous screen to show additional functions.

## 1. Idle

3 Soft Buttons are located below the LCD display.



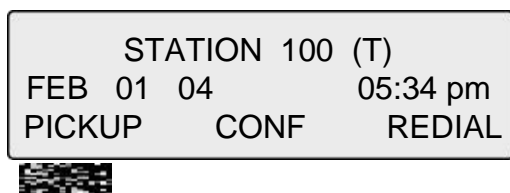
**PICKUP:** press to answer a call ringing within the same pickup group.

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

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

### 1.1 PICKUP

A station can pickup a call ringing to an unattended station within the same pickup group using the pickup procedure (refer to the **System Programming manual**).



Press the [PICKUP] button.



Initiate conversation with calling party.

# Basic Function

## 1.2 CONFERENCE

You can establish a **Conference** with up to 15 parties. The other parties in the **Conference** may be internal or external.

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

Dial the desired station number (ex.,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 (ex.,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 (add more parties as  
needed) then press again.



CONFERENCE  
FEB 01 04 05:34 pm  
CONF MUTE

3-party conference is 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
FEB 01 04      05:34 pm
BACK      DELETE      OK
```

Press [OK] button to call.

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

Initiate a conversation with the called party.

## 2. Off Hook

When off-hook (receiving ICM dial tone) the Soft buttons can be used for the following:

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

**FWD:** Press to forward calls to another station, voicemail etc.

**CONF:** Press to initiate a conference call.

**REDIAL:** Press to call last number dialed.

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

**ICM:** While on a call, press to answer ICM call (current call will be placed on Hold).

**FLASH :** Press to terminate an ICM call and make another call, press [FLASH] to access a dial tone.

## 3. Intercom Dialing


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

Dial Station number or press programmed flexible button for station number.

# 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 at the called station when making a call that is unanswered.

**FLASH:** Press to disconnect and access a line to make a new call.

## 5. Intercom Busy

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




**MSG:** Press to leave a callback or voice message.

**CAMP-ON:** Press to send a call waiting tone at the busy station.

**FLASH:** Press to disconnect the line and access a line to make a new call.

## 6. Intercom Do Not Disturb

DO NOT DISTURB STA 100  
CALLBK FLASH




**CALLBK:** Press leave a call back request or message at the called station when making a call to a station in DND mode.

**FLASH:** Press to disconnect the line and access a line to make a new call.

## 7. Intercom Dialing Error


INVALID  
FEB 01 04 05:34 pm  
FLASH



**FLASH:** Press to re-access the dial tone.

## 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 **[SPEAKER]** button to activate the microphone).

## 10. CO Dialing

The CO access code (ex., 9, 88XX) can be changed by System Administrator.

### 10.1 MANUAL DIALING

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

Press the programmed flexible button for CO Line (CO Line also can be accessed by dialing the CO access code 9, or 88XX (XX: CO line number, 01-12).  
Dial the desired telephone number.

### 10.2 SPEED DIALING

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

Press the **[SPEED]** button.  
Dial the desired speed bin number (Station speed bin:000-099, System speed bin :2000-2499).

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 (refer to [Phone Book](#) ).



## 11. CO Line Busy

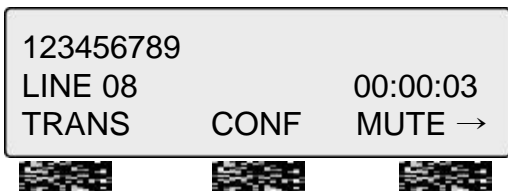
CO LINE 001 BUSY  
QUEUING ([CALLBK])  
CALLBK



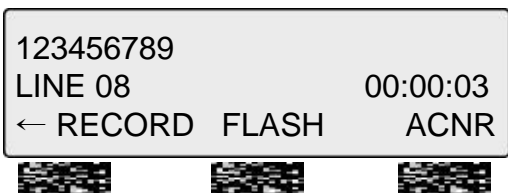
**CALLBK:** When attempting to place a call and no lines are available, a busy tone will be returned; press the **[CALLBK]** button to reserve a CO line.

# Basic Function

## 12. CO Talk

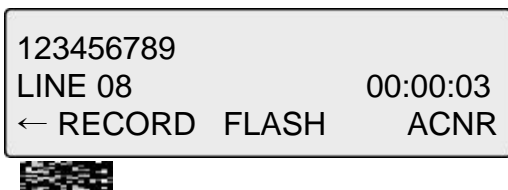


**TRANS:** Press to transfer a call to another station.  
**CONF:** Press to initiate a conference call.  
**MUTE:** Press to mute the handset, speakerphone, or headset microphone. Press the **[SPEAKER]** button to reactivate microphone.



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

## 13. Two-way Recording



**RECORD:** Press to record the current CO conversation on VMIU or press the programmed Two-way record button.

To program the Two-way record feature to a button:  
**[TRANS/PGM] + Flexible button + [TRANS/PGM] + 5 4**

## 14. Checking Voice Mail



Voice mail messages can be transferred to a desired station by dialing station number while the message is being played.

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



**ADD:** Press to attach your comment to the current message before forwarding.  
**REWIND:** Press to repeat part of current message.  
**CALLBK:** Press to place a call back to the caller whom left the message.

# Basic Function

## 15. Paging

You may receive announcements from other stations and/or external speakers. Stations are assigned to one or more **Internal Page Zones**. The system has one **External Page Zone** that is 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 , # )

To send incoming calls to an alternate destination:  
Press the **[SPEAKER]** button.  
Press the **[DND/FWD]** button.  
Enter the Call Forward type 0-9, or # (explained in the next sections).

### 16.1 FOLLOW-ME FORWARD

FOLLOW-ME FORWARD  
ENTER STATION NO.

For Follow-me Forward:  
Enter 0 (Follow-me Forward code).  
Enter Follow-me station number (forward location).  
Enter User Authorization Code.

### 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 (100-151), HUNT - Hunt group (620-629), VMIB - # (Forward to VMIU)

### 16.3 UNCONDITIONAL, NO ANSWER OFF-NET FORWARD W/SPEED BIN

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

Enter Off-net Forward type:  
5 – Unconditional, 6 - No answer  
Press the desired CO button for Off-net (can be omitted).  
Enter speed bin number:  
Station speed bin - 000-099, System speed bin - 2000-2499

### 16.4 UNCONDITIONAL, NO ANSWER OFF-NET FORWARD W/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 (can be omitted).  
Enter telephone number for forward.

# Basic Function

## 17. Flexible Button Programming

The following describes how to program Flexible buttons:

- Press the [TRANS/PGM] button.
- Press the flexible button to be programmed.
- Enter the desired feature code (refer to Table).
- Press the [HOLD/SAVE] button to accept change.

**NOTE:** Numbering Plan codes can be changed according to user needs by the System Administrator.

Direct Station Select	station number 100 ~ 151	Set Pre-selected MSG	TRANS/PGM + 51
		Set Customer MSG	TRANS/PGM + 52
Call Park	parking location 601~608	Two-way recording	TRANS/PGM + 54
		Call log	TRANS/PGM + 57
Hunt Group	internal hunt group 620~629	Record User Greeting	TRANS/PGM + 61
		Hear Time & Date	TRANS/PGM + 62
Alarm Reset	5 6 5	Hear Station Number	TRANS/PGM + 63
Group Call Pick-up	5 6 6	Hear Station Status	TRANS/PGM + 64
Universal Night Answer	5 6 9	Record Page MSG	TRANS/PGM + 65
		Erase User Greeting	TRANS/PGM + 66
		Erase Page MSG	TRANS/PGM + 67
Speed Dial		LCD Display Language	TRANS/PGM + 71
Station Speed Dial	SPEED+000~099	MPB Version Display	TRANS/PGM + 72
System Speed Dial	SPEED+2000~2449	Background Music	TRANS/PGM + 73
		Register Station Name	TRANS/PGM + 74
Outside Line Access		Speakerphone/Headset	TRANS/PGM + 75
Group access	9	Headset Ring Mode	TRANS/PGM + 76
Group	8 0 1~8 0 8	Account Code	TRANS/PGM + 80
Individual Line Access	8 8+01~12	DID Call Wait	TRANS/PGM + 81
Alarm Reset	5 6 5	ICM Hold	TRANS/PGM + 83
		LOOP button	TRANS/PGM + 84
Ring Type	TRANS/PGM + 11	Camp-on	TRANS/PGM + 85
Ring Answer Mode	TRANS/PGM + 12		
COS Down	TRANS/PGM + 21		
COS Restore	TRANS/PGM + 22		
Walking COS	TRANS/PGM + 23		
Auth. Code Register	TRANS/PGM + 31		
Auth. Code Change	TRANS/PGM + 32		
Set Wake-up Time	TRANS/PGM + 41		
Wake-up Disable	TRANS/PGM + 42		
Call Coverage	TRANS/PGM + 47		
Call Screen	TRANS/PGM + 48		
		<b>Button Assignment for LDP-7208 button</b>	
		CONF button	TRANS + 9 1
		CALLBK button	TRANS + 9 2
		DND button	TRANS + 9 3
		FLASH button	TRANS + 9 4
		MUTE button	TRANS + 9 5
		MON button	TRANS + 9 6
		REDIAL button	TRANS + 9 7

# Basic Function

## 18. Call Park

A call can be parked in a parking location and then retrieved (picked-up by another extension), by dialing the location number.

To park a call:

- Press **[TRANS/PGM]** and dial the Park Location (601-608).

To retrieve a parked call from any station:

- Dial the Park Location (601-608).

## 19. Name Display

Your name can be displayed on your phone instead of the Station number.

To change name:

- Press the **[TRANS/PGM]** button, and dial 7 + 4 (Name Display code).
- Enter your name (refer to the [Character Entry Table](#)).
- Press the **[HOLD/SAVE]** button to accept changes.

## 20. Barge-In Monitor

Barge-in permits an authorized extension to intrude on an existing call (INT/EXT). When Barge-in is active, a 3-party conference is established (refer to your System Admin Programming manual).

```
BUSY : STA 101
[CALLBK]  CAMP ( * ) STEP
MSG      CAMP-ON  FLASH→
```



- MSG:** Press to leave a message when calling a busy station.
- CAMP-ON:** Press to send a call waiting tone to the busy station.
- FLASH:** Press to disconnect the call and receive dial tone.

```
BUSY : STA 101
[CALLBK]  CAMP ( * ) STEP
← MONITOR
```

- MONITOR:** Press to listen to the existing conversation (Barge-in).

```
MONITOR  STA 101
JOIN      DROP
```

- JOIN:** Press to join the conversation when in monitoring mode.
- DROP:** Press to drop the call.

# Basic Function

## 21. Voice Mail

When VMIB is installed (VMIU card required), Voice mail service can be used.

To record a personal greeting:

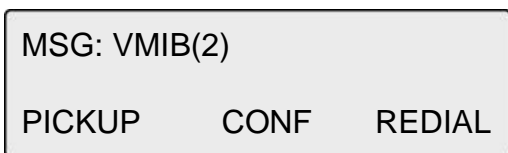
- Press the **[TRANS/PGM]** button, and dial 6 + 1.
- Press # to start recording.

To forward phone to Voice Mail:

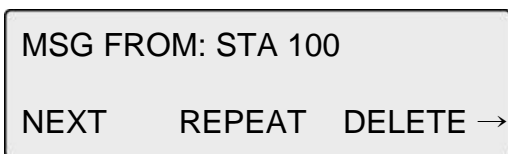
- Press the **[SPEAKER]** button.
- Press the **[DND/FWD]** button.
- Dial the type of forwarding you want,
  - Dial 1 for Unconditional
  - Dial 2 for Busy
  - Dial 3 for No Answer
  - Dial 4 for Busy and/or No Answer
- Dial #, a confirmation tone will be heard indicating forwarding has been set.

To retrieve messages:

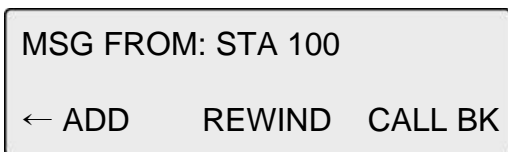
- When a Voice message is left at the station, the phone LCD will display VMIB(#).



Press the **[CALL BACK]** button to display messages or hear the main menu.



**NEXT:** Play next message.  
**REPEAT:** Replay current message.  
**DELETE:** Delete current message.



**ADD:** Insert a comment to the message being played.  
**REWIND:** Rewind part of the message.  
**CALL BK:** Call back request to the caller who left the message.



# Basic Function

## 22. Call Back

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

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



**MSG:** Press to request a call back.

**CAMP:** Press to issue a call waiting tone at the busy station.

**FLASH:** Press to disconnect the call and obtain a line

## 23. Camp On

When a called station is busy, Camp On can be requested.

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



**CAMP:** Press to issue a call waiting tone at the busy station.

## 24. Voice Over

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



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

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



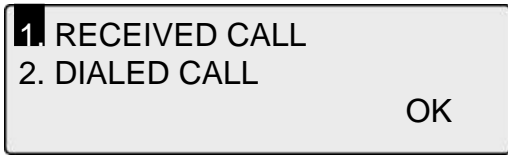
Whenever the **[HOLD/SAVE]** button is pressed, the call  
will toggle between first and second call.

# Call Log

The Call Log feature enables LDP phone users to view a list 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.

To program a Call Log Button:

Press the **[TRANS/PGM]** button, then press the desired Flexible button to program + 57 (Call Log code).

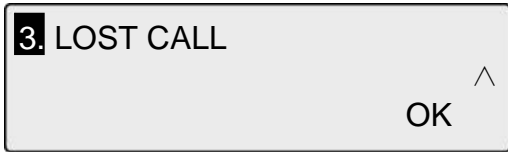


Press the Call Log button.

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



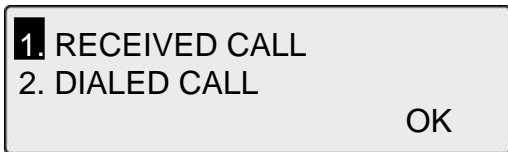
Use Navigation keys to highlight selection and press OK to select.




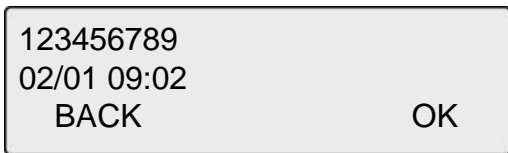
**LOST CALL:** Missed call list.


Calling Line ID (CLID) is mandatory and CLI M-Wait feature must be enabled in Admin Program.

## 1. Received Call



Press **[OK]** or  button.



Press **[OK]** or  button.

**BACK:** Return to previous Menu item.




Make selection as appropriate.


# 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.

**BACK:** Return to previous Menu item.

123456789  
LINE 01 00:00:03  
TRANS CONF MUTE →

Make selection as appropriate.

## 3. Lost Call

3 LOST CALL  
OK ^

Press [OK] or  button.

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

Press the [SELECT] button to select from the following functions,

- ANSWER
- DEL CUR (delete current)
- DEL ALL (delete all)
- SAVE
- NAME/TEL

# Call Log

## 3.1 ANSWER

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

Press [ANSWER] to call the displayed number.

```
0123456789
LINE XXX          00:00:03
TRANS   CONF     MUTE →
```

## 3.2 DEL CUR (DELETE CURRENT)

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

Press [DEL CUR] to erase current number.  
**BACK:** Return to the previous Menu item.

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

## 3.3 DEL ALL (DELETE 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/SAVE]** button to confirm 'delete all' function. All numbers are erased.


# Call Log

## 3.4 SAVE

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

To save CLI, press the [SAVE] button.

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

Press [**HOLD/SAVE**] or  on, speed dial is registered (refer to [Speed Dial](#)).

## 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 (toggles).

**BACK:** Return to the previous Menu item.

OR

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

If a name is displayed, check the associated number, by pressing the [NAME/TEL] button.

# Menu

To access Menu items, press the menu button continuously until your desired selection appears.



Press the **[Menu]** button.

**1** BASIC PROGRAM  
2. ADVANCED PROGRAM  
OK



Press the **[Navigation]** button.

1. BASIC PROGRAM  
**2** ADVANCED PROGRAM  
OK



Press the **[Navigation]** button.

**3** SPEED PROGRAM  
4. CONFERENCE ROOM PGM  
OK



Press the **[Navigation]** button.

3. SPEED PROGRAM  
**4** CONFERENCE ROOM PGM  
OK



Press the **[Navigation]** button.

**5** HOT DESK PROGRAM  
OK

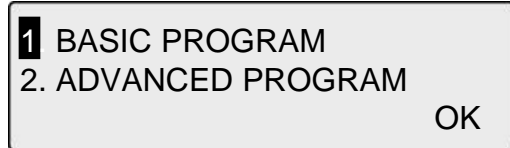
# Menu

User programming options also can be accessed by pressing the [TRANS/PGM] button, and using the Volume Up/Down buttons to locate the desired item.

## 1. BASIC PROGRAM

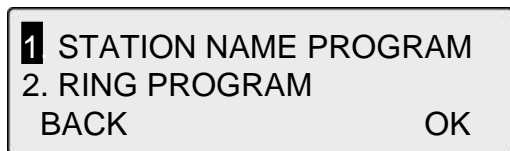


Press the **[MENU]** button.

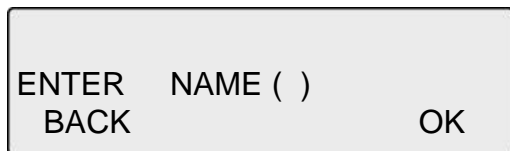


Press **[OK]** or  button.

### 1.1 STATION NAME PROGRAM



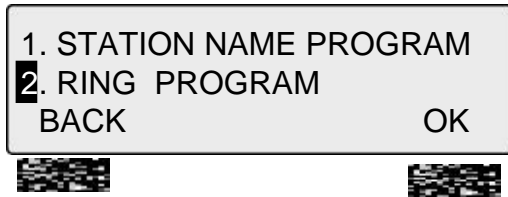
Press **[OK]** or  button.



Enter the desired Station name (refer to [Character Entry Table](#)).

# Menu

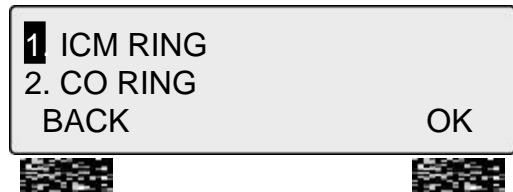
## 1.2 RING PROGRAM



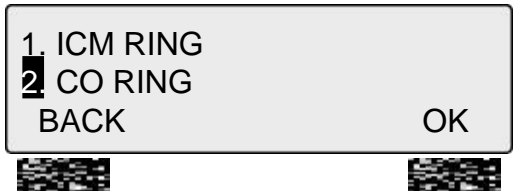
Press [OK] or  button.



Press [**Navigation**] button.




Press [**Navigation**] button.




# Menu

## 1.2.1 Select Ring


1. ICM RING  
2. CO RING  
BACK OK

Press [OK] or  button.

RING TYPE : 01 (01-15)  
SELECT BY [NEXT]  
BACK NEXT OK

Step to the next available selection by pressing [NEXT] or  button to select the ring.

RING TYPE : 02 (01-15)  
SELECT BY [NEXT]  
BACK NEXT OK


Press [OK] or  button to select the desired ring type.

## 1.2.2 Select CO Ring


1. ICM RING  
2. CO RING  
BACK OK

With CO Ring highlighted, press the [OK] or  button.

CO RING TYPE : 01 (01-15)  
SELECT BY [NEXT]  
BACK NEXT OK

The current ring tone will be played.  
Step to the next available selection by pressing [NEXT] or  button to select the CO Ring.


CO RING TYPE : 02 (01-15)  
SELECT BY [NEXT]  
BACK NEXT OK

Each ringtone will be heard, and ring tone number is displayed on the LCD screen.  
Press [OK] or  button to select the desired ring type.


# Menu

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

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

To select the desired H/T/P mode:  
Press the [OK] or  button.

TONE MODE  
SELECT BY [NEXT]  
BACK NEXT OK

Press [NEXT] to view more types, or press the  button to select the mode (refer to explanations in NOTE),

- HANDSFREE MODE
- TONE MODE
- PRIVATE MODE

PRIVATE MODE  
SELECT BY [NEXT]  
BACK NEXT OK

Press [OK] or  button.

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

LCD screen will revert to idle indicating mode change.

### NOTE

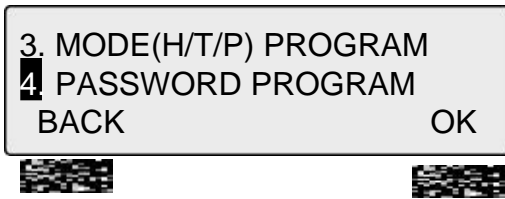
**HANDSFREE** You will hear three tone bursts and a call announcement. Station user can reply hands-free, or lift the handset for privacy. The calling party can hear any background noise/conversation in the area of your Station.


**TONE** You will hear repeated intercom ring tone bursts and the [**HOLD/SAVE**] button will flash slowly. Lift the handset or press [**SPEAKER**] to answer.

**PRIVATE** You will hear three tone bursts and a one-way announcement. The calling party cannot hear any conversation at your Station.

# Menu



## 1.4 PASSWORD PROGRAM

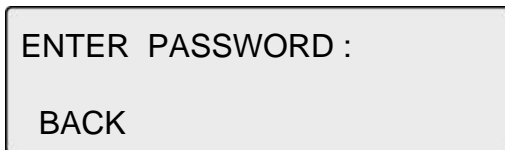


Press the [OK] or  button.

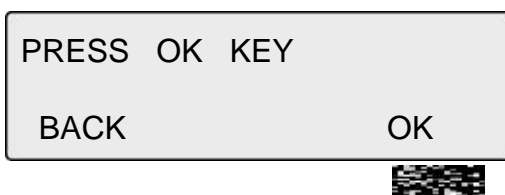
### 1.4.1 Password Registration




Repeatedly press the [Next] or  button until  
PASSWORD REGISTER is displayed.  
Then press the [OK] or  button.



Enter the desired password (3-11 digits, ex. 55555).



Press the [OK] or  button.

# Menu

## 1.4.2 Password Change

> PASSWORD CHANGE  
SELECT BY [NEXT]  
BACK      NEXT      OK



Repeatedly press the [Next] or  button to select PASSWORD CHANGE.

Then press the [OK] or  button.


ENTER CURRENT PASSWORD  
BACK


Enter the current password (3-11 digits, ex. 55555).

ENTER PASSWORD :  
BACK

Enter the desired new password (3-11 digits, ex. 33333).

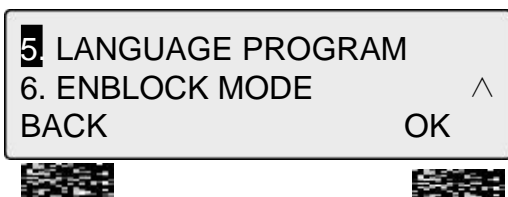
PRESS OK KEY  
BACK                      OK



Press the [OK] or  button.

# Menu

## 1.5 LANGUAGE PROGRAM




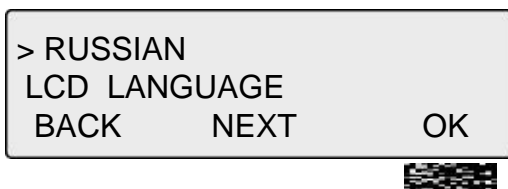
To select the language to be used:


- Press the [OK] or  button with LANGUAGE

PROGRAM highlighted.

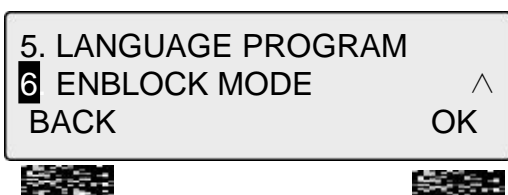


- Repeatedly press the [NEXT] or  button to display the desired language.



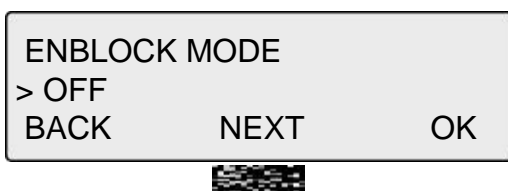
- When the correct language is displayed, press the [OK] or  button.

## 1.6 ENBLOCK MODE PROGRAM

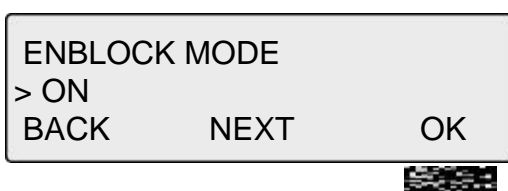



To set Enblock Mode:

- Press [OK] or  button with ENBLOCK MODE highlighted.



Repeatedly press [NEXT] or  button to select ON or OFF.



Press the [OK] or  button to accept the change.

# Menu


## 2. Advanced Program



Press [MENU] button.




1. BASIC PROGRAM  
2. ADVANCED PROGRAM  
OK

Press the [OK] or  button.

### 2.1 WAKE UP PROGRAM

#### 2.1.1 Setting

1 WAKE UP PROGRAM  
2. PRESELECTED MSG PGM  
BACK OK

Press the [OK] or  button.


ENTER YOUR WAKEUP TIME  
HH:MM 10:10 am  
BACK ERASE OK

Enter the desired wake-up time and select single event or every day,

S: Single (once only, default)  
C: Every Day ( # )

The time should be entered in 24 hr format (ex., 7am = 07:00, or 7pm = 19:00)

ENTER YOUR WAKEUP TIME  
07:00-C 10:00am  
BACK ERASE OK

Press the [OK] or  button.

STATION 100 (T)  
FEB 01 04 \*10:34 pm  
PICKUP CONF REDIAL

Flashing [\*] preceding the time indicates the alarm is set.



WAKEUP RING  
FEB 01 05 \*07:00 am


The alarm will sound at the pre-set time, and LCD will display as shown (as applicable for the appropriate date and time).

# Menu

## 2.1.2 Canceling

<b>1</b> WAKE UP PROGRAM
2. PRESELECTED MSG PGM
BACK <span style="float: right;">OK</span>




To cancel Wake-up service:  
Press the [OK] or  button.

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



Press the [ERASE] button to cancel setting.

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




Press the [OK] or  button to accept change.

# Menu

## 2.2 PRE-SELECTED MSG PROGRAM

### 2.2.1 Setting


1. WAKE UP PROGRAM  
2 PRESELECTED MSG PGM  
BACK OK

Press the [OK] or  button.

SELECT BY UP/DOWN KEY  
BACK

Use  or  button to locate the desired message.


OUT OF OFFICE  
RETURN AT TIME XX:XX  
BACK OK

Press [OK] or  button to select and set-up message.

ENTER TIME  
HH:MM  
BACK

Enter time in the 24 hr format (ex., 7:30 am = 0730, 7:30 pm = 1930).

ENTER TIME  
07:30 PRESS OK KEY  
BACK P.DVU OK

Press the [OK] or  button.


OUT OF OFFICE  
RETURN AT TIME 07:30  
PICKUP CONF REDIAL

The selected message is displayed.

# Menu

## 2.2.2 Canceling/Changing

1. WAKE UP PROGRAM  
2. PRESELECTED MSG PGM  
BACK OK

Press the [OK] or  button.

OUT OF OFFICE  
RETURN AT TIME XX:XX  
BACK ERASE OK

Press the [ERASE] button to cancel the pre-selected message and return to [Message select mode].

**BACK:** Press to return to the previous Menu item.

**OK:** Press to return to [Enter Time mode].

SELECT BY UP/DOWN KEY  
BACK

[Message select mode]


## PRESELECTED MESSAGES

- 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/ RETURN 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

3 STATION COS PROGRAM  
4. SPK/HEADSET PROGRAM  
BACK OK

To activate Station Class of Service (COS)COS:  
With the appropriate selection highlighted,  
press the [OK] or  button (password is required).

There are three types as follows, and described in the following sections,


- COS DOWN MODE
- RESTORE COS MODE
- WALKING COS MODE

### 2.3.1 COS Down Mode

To activate COS Down Mode, perform the following:

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

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

Press the [OK] or  button.

> COS DOWN MODE  
ICM ONLY MODE  
BACK OK

Press the [OK] or  button, the mode will be changed.

### NOTE


<b>COS DOWN MODE</b>	Obtain password to make sure COS mode can be restored. When set, only ICM calls can be initiated. COS can be changed back with Restore COS Mode.
<b>RESTORE COS MODE</b>	Can be used to return User Station to normal COS after being in COS Down Mode (password required).
<b>WALKING COS MODE</b>	When in use, User can pick-up the COS level of a station after entering the appropriate password (one-time use).



# Menu

## 2.4 SPK/HEADSET PROGRAM

3. STATION COS PROGRAM  
4 SPK/HEADSET PROGRAM  
BACK OK


With the appropriate selection highlighted, press the [OK] or  button.

SPEAKER MODE  
SELECT BY [NEXT]  
BACK NEXT OK

Use the [NEXT] or  button to toggle the mode between,


- SPEAKER MODE
- HEADSET MODE

SPEAKER MODE  
SELECT BY [NEXT]  
BACK NEXT OK


Press the [OK] or  button to save selected mode.

## 2.5 EAR MIC PROGRAM


5 EAR MIC PROGRAM  
BACK OK ^

To activate or deactivate headset use, press the [OK] or  button.

EAR-MIC HEADSET  
> ON  
BACK NEXT OK

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

EAR-MIC HEADSET  
> OFF  
BACK NEXT OK

Press the [OK] or  button.

# Menu

## 3. Speed Program



**3** SPEED PROGRAM  
4. CONFERENCE ROOM PGM  
OK

Press **[MENU]** button.

With the appropriate selection highlighted, press the **[OK]** or  button.


ENTER SPD BIN NO(000)  
BACK

Enter the speed bin number (ex., 007).

>  
ENTER CO-BTN/DIGIT (007)  
BACK DELETE

Enter the phone number (ex., 123456789).  
Press the **[DELETE]** button to delete speed bin number.


>123456789  
SPEED 007  
BACK OK

Then press **[OK]** or  button.

>  
ENTER NAME (SPD 007)  
BACK OK

Enter the name (refer to [Character Entry Table](#)).

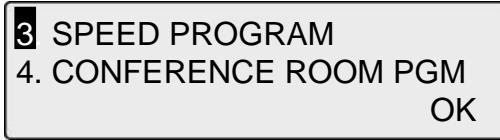
> ABC  
ENTER NAME (SPD 007)  
BACK OK

Then press **[OK]** or  button.


# Menu

## 4. Conference Room PGM

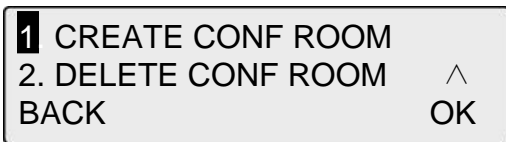
This feature allows internal users or CO callers to join a conference without being invited by the conference supervisor. This conference feature employs conference join codes, and each conference room has an assigned join code (room number).




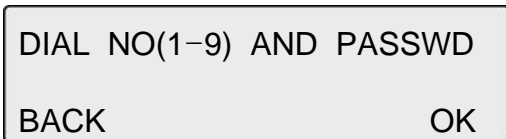
Press **[MENU]** button.

To activate Conference Room, with selection highlighted, press the **[OK]** or  button.

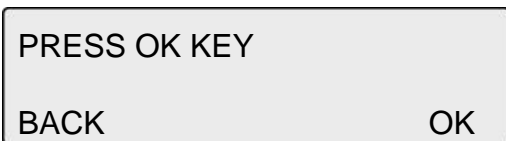
### 4.1 CREATE CONF ROOM




To create a Conference Room, press the **[OK]** or  button.



Enter the Conference Room number and password (ex. 9 + 12345).




Press the **[OK]** or  button.

# Menu

## 4.2 DELETE CONF ROOM


1. CREATE CONF ROOM  
2. DELETE CONF ROOM ^  
BACK OK

Press the [OK] or  button.

DIAL NO(1-9) AND PASSWD  
BACK OK

Enter conference room number and password (ex. 9 + 12345).

PRESS OK KEY  
BACK OK

Press the [OK] or  button.

## 5. Hot Desk Program


Hot Desk enables a user to dynamically select a station by login/logout operation without having a fixed station. For example, a call center and marketing department could share a work location. User would activate a dummy station (Hot Desk) by logging-in, and then log-out when finished (refer to the Admin. Programming Manual for your system).



Press **[MENU]** button.



5 HOT DESK PROGRAM ^  
OK

With Hot Desk selected, press the [OK] or  button.



# Phone Book



The [PHONE BOOK] and [DIAL: BY NAME] features are the same for using stored numbers. There are three different directories of the Phone Book. To use, select how to search. The following sections describe each selection (as shown).




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

To use Dial by ICM Name, press [OK] or  button.

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

Use the  button or  button to highlight the desired stored number. Press the [SEND] button to place the call.

**BACK:** Return to the previous menu item.


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

When the called party answers, begin conversation.

# 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 the [SEND] button.


**BACK:** Return to the previous Menu item.

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

When called party answers, begin conversation.

## 3. Dial By SYS SPD Name

3. DIAL BY SYS SPD NAME  
OK ^

Press the [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 (toggles).

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

**BACK:** Return to the previous Menu item.

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

When the called party answers, begin conversation.

---

# Attendant Function

## 1. Set or Change the Date/Time

The displayed Date and Time can be changed as needed:

- Press the [**TRANS/PGM**] button.
- Dial 041 (Change Date/Time code).
- Enter the Date as MMDDYY (MM: month, DD: day, YY: year).
- Press the [**HOLD/SAVE**] button.
- Enter the Time in 24-hour format (4.30pm=1630).
- Press the [**HOLD/SAVE**] button.

## 2. Change Date Format

To select a different Date/Time format:

- Press the [**TRANS/PGM**] button
- Dial 044 (Date/Time Format code) to toggle the formats between DDMMYY and MMDDYY.

## 3. Attendant Intrusion

Similar to the Barge-In feature, Attendant Intrusion allows the Attendant to intrude on 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 Administrator Programming manual).

To program an Intrusion Flexible button:

- Press the [**TRANS/PGM**] button.
- Press the flexible button to be programmed.
- Press the [**TRANS/PGM**] button.
- Dial 86 (Attendant Intrusion code).
- Press the [**HOLD/SAVE**] button.

To intrude on a busy extension:

- When accessing a busy Station, press the programmed Attendant Intrusion button; the Intrusion warning tone will be provided to the extension and a 3-way conference call is established.

To intrude in a busy line:

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

---

# Attendant Function

## 4. DND Mode Override

The Attendant can override a station in DND:

- When calling a Station in DND mode, the DND tone is heard.
- Dial the \* key to override; the Station will receive an ICM ring.

## 5. Day / Night/ Weekend Mode

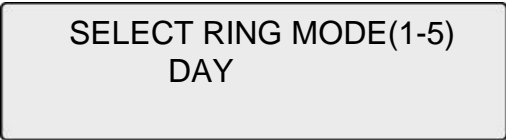
When a CO call comes into the system, the destination of CO call can be changed according to ring mode. There are 5 ring modes:

- Day mode
- Night mode
- Weekend mode
- On-demand Mode
- Automatic Ring mode

The CO call destination can be set differently for each ring mode with ADMIN Programming (Refer to Administrator Programming manual).

To activate Day / On-Demand / Night / Weekend / Auto mode:

- 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. System Speed Numbers

ENTER SPEED BIN NO(2000)

PAUSE      FLASH      D-TONE

To store System Speed Numbers:

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

ENTER CO-BTN/DIGIT(2000)

PAUSE      FLASH      D-TONE

- Dial the desired Speed Bin Number (2000-2499).

1234567

SPEED 2000

PAUSE      FLASH      D-TONE

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

JOHN

ENTER NAME (SPD 2000)

PAUSE      FLASH      D-TONE

- Enter the name (refer to the Character Entry Table).
- Press the **[HOLD/SAVE]** button to save changes.

## 7. Temporary COS (Class of Service)

To activate a temporary Station COS to restrict CO access.

ICM ONLY MODE  
STATION RANGE ?


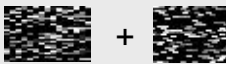
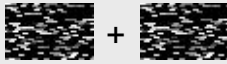

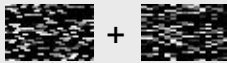

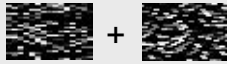

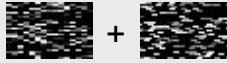


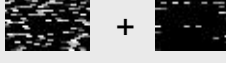
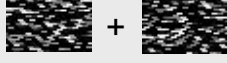
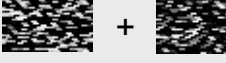
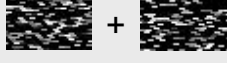
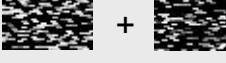
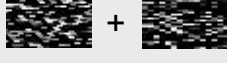
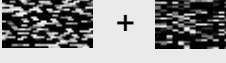
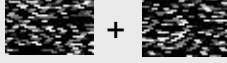



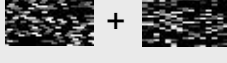

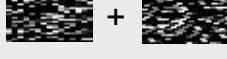
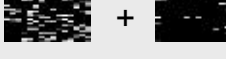
- Press the **[TRANS/PG]** button and Dial 021 (Temporary COS code).
- Enter the Station range to be changed (ex., 110113 for Stations 110 – 113).
- Press the **[HOLD/SAVE]** button to save.

2. To restore the temporary COS

RESTORE COS  
STATION RANGE ?

- Press the **[TRANS/PGM]** button and dial 022 (Restore COS code).
- Enter the Station range to be restored (ex., 110113 for Station 110 – 113).
- Press the **[HOLD/SAVE]** button to save.

# Character Entry

A			N		
B			O		
C			P		
D			Q		
E			R		
F			S		
G			T		
H			U		
I			V		
J			W		
K			X		
L			Y		
M			Z		

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# 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 as voicemail or another station
6	<b>DKTU</b>	Digital Key Telephone Unit – a proprietary digital telephone
7	<b>SLT</b>	Single Line Telephone – an analog telephone
8	<b>VMIU (or VMIB)</b>	Voice Message Interface – an optional Voice Processing card
9	<b>CONF</b>	Conference – talk to 2 or more internal or external parties at the same time.