

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.



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Caution Misuse may cause personal injury or equipment damage.

- After reading this manual, please store it near the phone so others may easily refer to it.

..... ⚠ Warning



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



Do not spill liquid (ex., water) on the phone. In case of spill, contact your service technician for assistance to avoid fire or electric shock.



If you see smoke or smell something burning, unplug the power cord and the phone line. Call your service technician for assistance.



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 differ from actual products.

Important Safety Information

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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.

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Important Safety Information

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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. Do 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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LDP-7000 Series Model

LDP-7008D



LDP-7004D

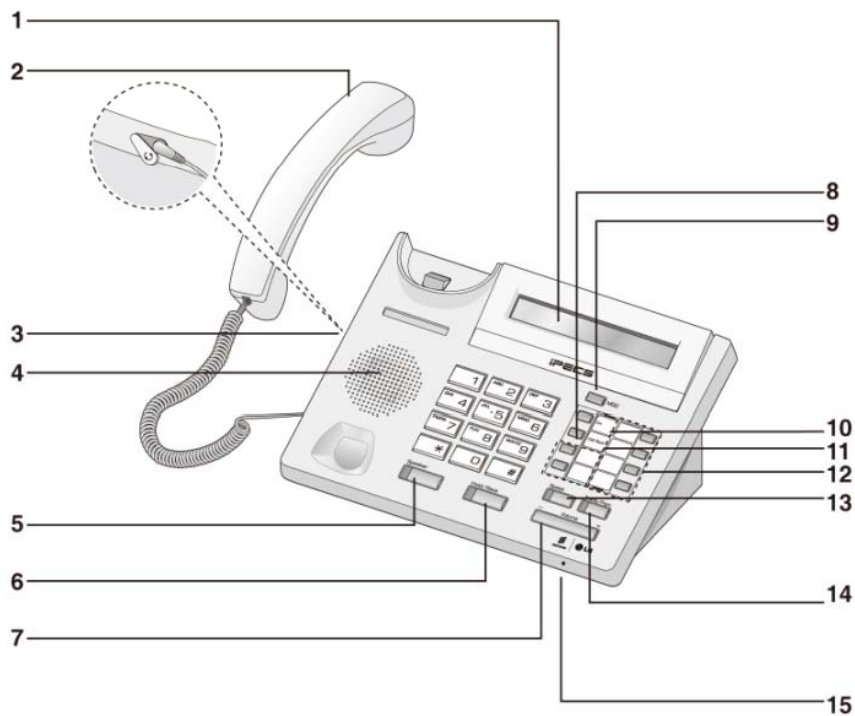


LDP-7004N



Input/Output Devices and Button

LDP-7008D



- | | |
|-----------|--|
| 1 | LCD Display |
| 2 | Handset |
| 3 | Headphone Socket (Ear/Mic Mode) |
| 4 | Speaker |
| 5 | Speaker Button |
| 6 | Hold/Save Button |
| 7 | Volume Button |
| 8 | Loop Button |
| 9 | Message Waiting LED |
| 10 | Dnd/Fwd Button |
| 11 | Call Back Button |
| 12 | Flexible Button |
| 13 | Speed Button |
| 14 | Trans/Pgm Button |
| 15 | Handsfree Microphone |

Input/Output Devices and Button

LDP-7004D



- 1** LCD Display (LDP-7004D only)
- 2** Handset
- 3** Speaker
- 4** OHD Button
- 5** Hold/Save Button
- 6** Message Waiting LED
- 7** Trans/Pgm Button
- 8** Speed Button
- 9** Flexible Button(Loop Button)
- 10** Volume Button

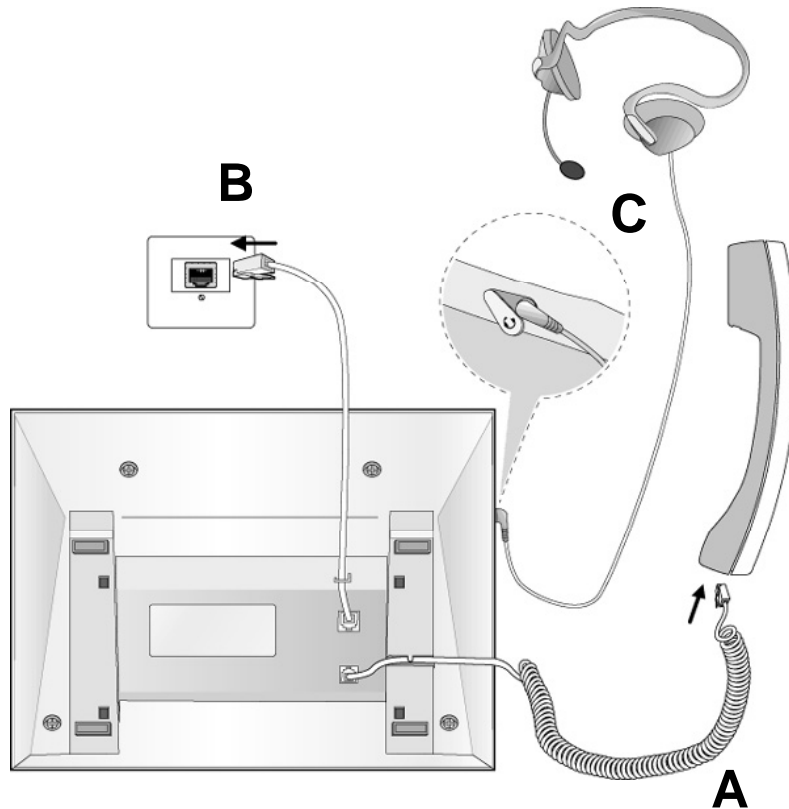
Input/Output Devices and Button

Item	Description
Handset	Used for handset call.
Earphone-Jack	The optional earphone into the handset to provide a hands-free phone conversation.
Speaker	Outputs tones and voice.
Speed Button	Used to access speed dialing, speed programming, saved number redial.
Dnd/Fwd Button	<p>The DND (Do Not Disturb) feature blocks all incoming calls. When DND is active, the red LED in this button is illuminated.</p> <p>It is also used to activate call forward, e.g. to another station or voicemail. When call forward is activated, the red LED flashes.</p>
Hold/Save Button	This button put a call on hold or save information when programming.
Speaker Button	Speaker toggles the speakerphone state, and the red LED is illuminated when the speakerphone is active.
OHD Button	On Hook Dial allows 7004N&D users to dial and monitor call state without lifting the handset.

Input/Output Devices and Button

Item	Description
LCD Display	Shows dialed and incoming numbers (where applicable) and on the 7008D it will display other information about call status, dialing directories and message information.
Trans/PGM Button	This button is used to initiate a call transfer (TRS) or to enter programming mode (PGM).
Flexible Button	The last two (7004D/7004N) or six (7008D) flex buttons can be assigned outside line presentation or as one-touch feature access. (See codes at rear of guide)
Call back Button	A station can initiate a call back request to a busy station. Once that station becomes idle, the initiating station is signaled.
Volume Button	The volume button adjusts the audio levels for ringing, handset and speakerphone or OHD functions .
Hand-free Microphone	Microphone for hands-free speakerphone function.
Loop Button	Loop Button(s) are required for presentation of outside lines to the telephone. At least one is required per telephone.

Cable Connection



Cable connection

- 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.)

※ **Note:** 7004N and 7004D does not support integral headphone mode.

Basic Function

Placing an Outside Call

- Lift handset, press OHD/Speaker or dial from live keypad.
- Dial **9**.
- Dial the desired number.

Placing an Intercom Call

- Lift handset, press OHD/Speaker or dial from active keypad.
- Dial the station number.

Placing an Outside Call on Hold

- While connected to an external call, press [HOLD] button.

Retrieving a Outside Call on Hold

- Press the flashing flexible button.
- ※ **Note:** calls will automatically recall after pre-defined time

Re-directing an Incoming Call (Call Pick-up)

When you hear another phone ringing in your area,

- Lift handset, press OHD/Speaker or dial from live keypad.
- Dial **7**.
- Dial the extension number of the ringing station.
- You will be connected automatically to the caller.

Answering an Waiting Call

- Press the flashing CO button.

Basic Function

Call Wait (Camp-on)

- After receiving station busy tone, dial * .
- Camp-on tone is heard in the called station.
- When called party answers, talk or hang up to transfer another call to the called party.

Last Number Redial

- Lift handset, press OHD/Speaker or dial from active keypad.
- Dial **5 5 2** or press speed button + dial ' * ' + Hold/Save button.

Storing Station Speed Dial Numbers

- Press the [TRANS/PGM] and [SPEED] Button.
- Dial speed bin number. Range (XXX-ZZZ)
- Dial speed dial number you wish to store.
(iPECS-MG : Dial number with CO Access code)
- Press the [HOLD/SAVE] button.
- Enter the name associated to the number.
- Press the [HOLD/SAVE] button.
- You will hear confirmation tone.

Using Station Speed Dial Numbers

- Press the [SPEED] button
- Dial the desired speed dial bin number.



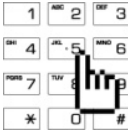


Group Call Pick-up

When hearing an unattended phone ringing in your area,

- Lift handset.
- Dial **5 5 6**.
- You will be connected automatically to the caller.
- ※ **Note:** you must be in the same pick-up group.

Code for Flexible Button Programming

Register of Flexible Button

- 1** **Trans/Pgm**
 Press the [Trans/Pgm] button.
- 2**  Press the [Flexible] button.
- 3**  Dial 1 for Number,
Dial 2 for Fixed Button
- 4**  Enter code number .
Or, Select desirable Fixed Button
- 5** **Hold/Save**
 Press the [Hold/Save] button.

Code for Flexible Button Programming

Button Assignment for LDP- 4N/4D, 8D

Co de	FUNCTION	co de	FUNCTION
11	Answer mode (H/T/P)	52	Mobile-Ext. Number PGM
12	Station Name Program	53	Mobile-Ext. CLI PGM
13	Set Wake Up	54	Create Conference Room
14	Reset Wake Up	55	Delete Conference Room
15	Language Program	61	Speaker/Headset PGM
16	LCD Date Mode Change	62	Headset Ring Program
17	LCD Time Mode Change	71	Register Station ICLID
18	Set Back Light	72	View Station ICLID
21	ICM Ring Type Program	81	View IP Address
22	CO Ring Type Program	82	View Mac Address
23	Set BGM	83	View Keypad Version
31	Temporary COS Mode	91	MPB Version Display
32	Retrieve COS	92	View IP Address
33	Walking COS		
34	Register Password		
35	Call Log Protect		
36	SMS Message Protect		
41	Preselected MSG PGM		
42	Set User Message		
51	Mobile-Ext. Enable		

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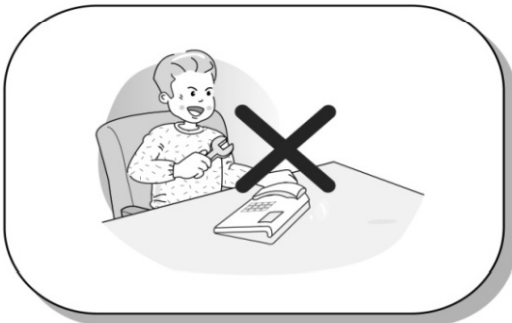


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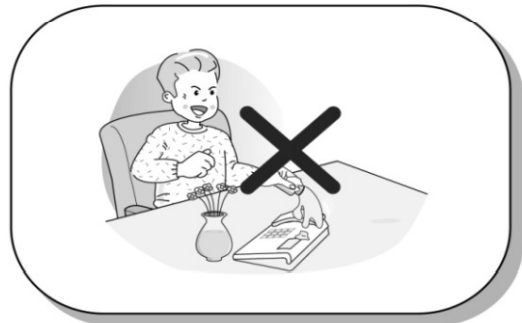
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Warning



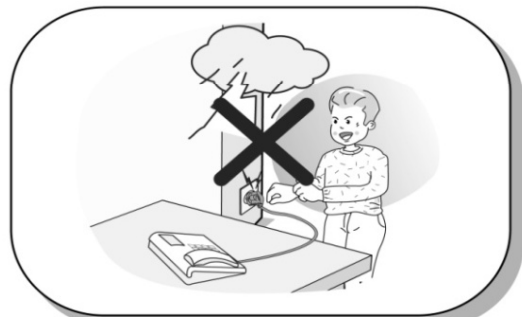
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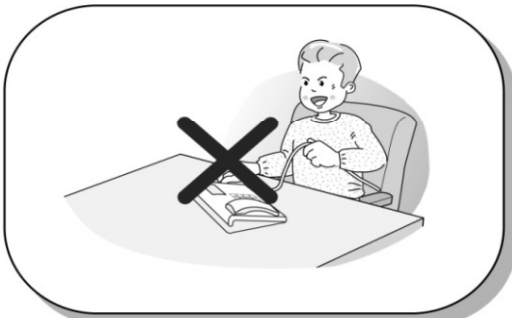
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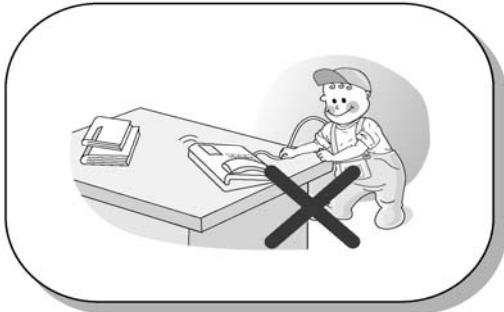
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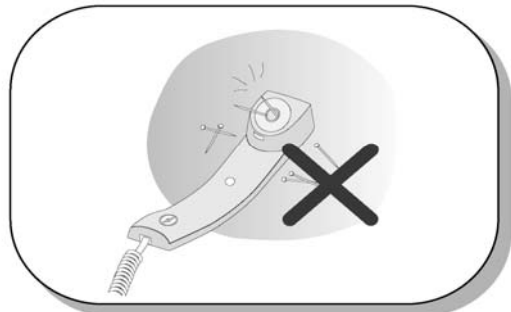
Important Safety Information



Caution



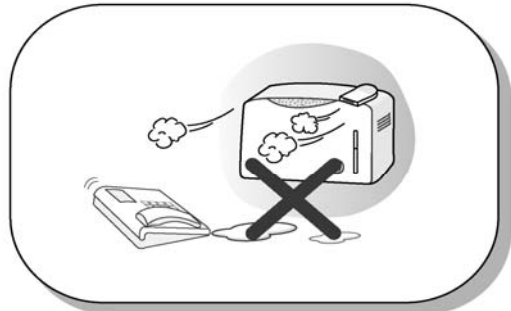
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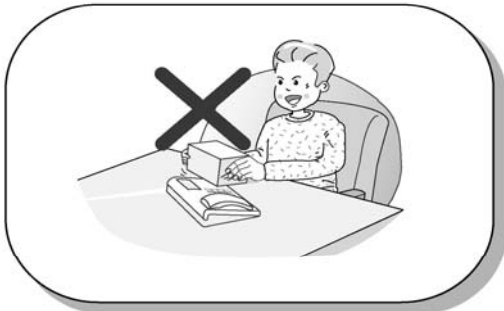
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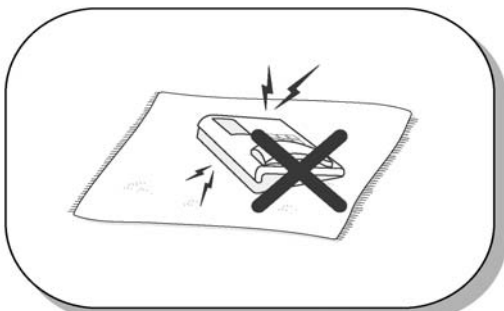
Choose a site that is dry and well ventilated.



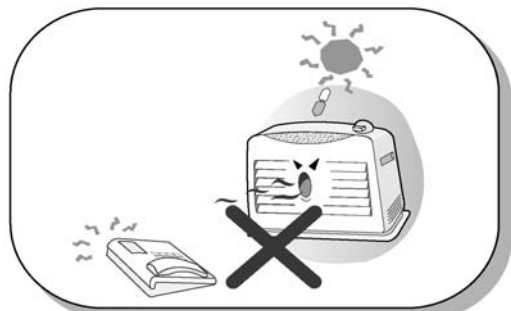
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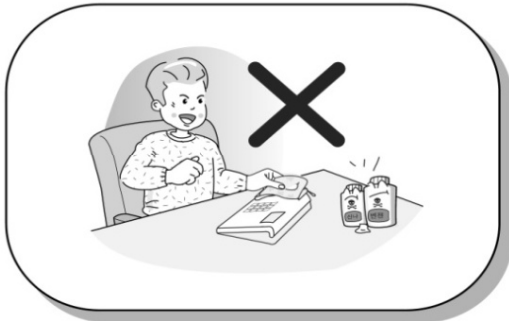
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Getting Started

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

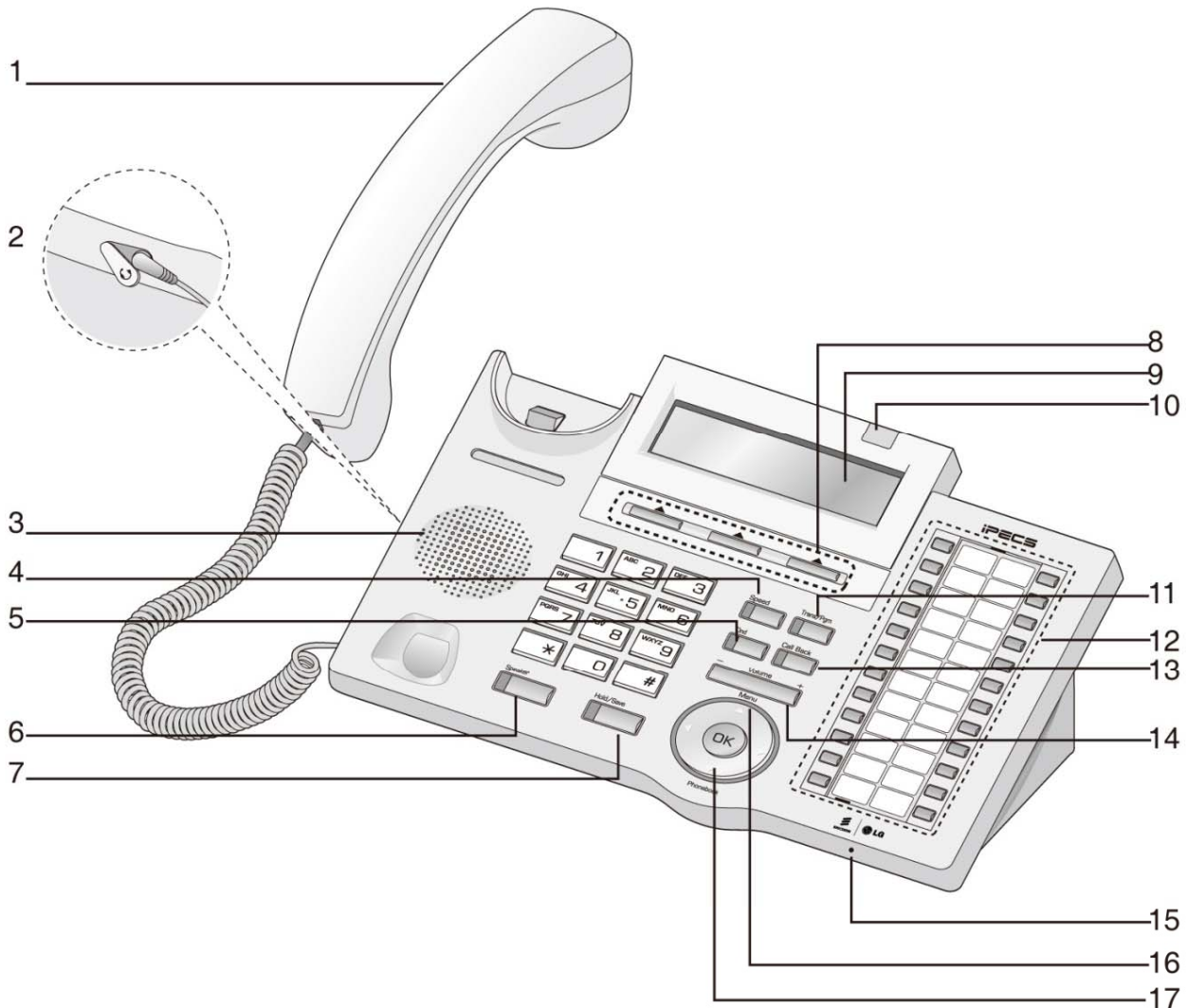


LDP-7024D



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

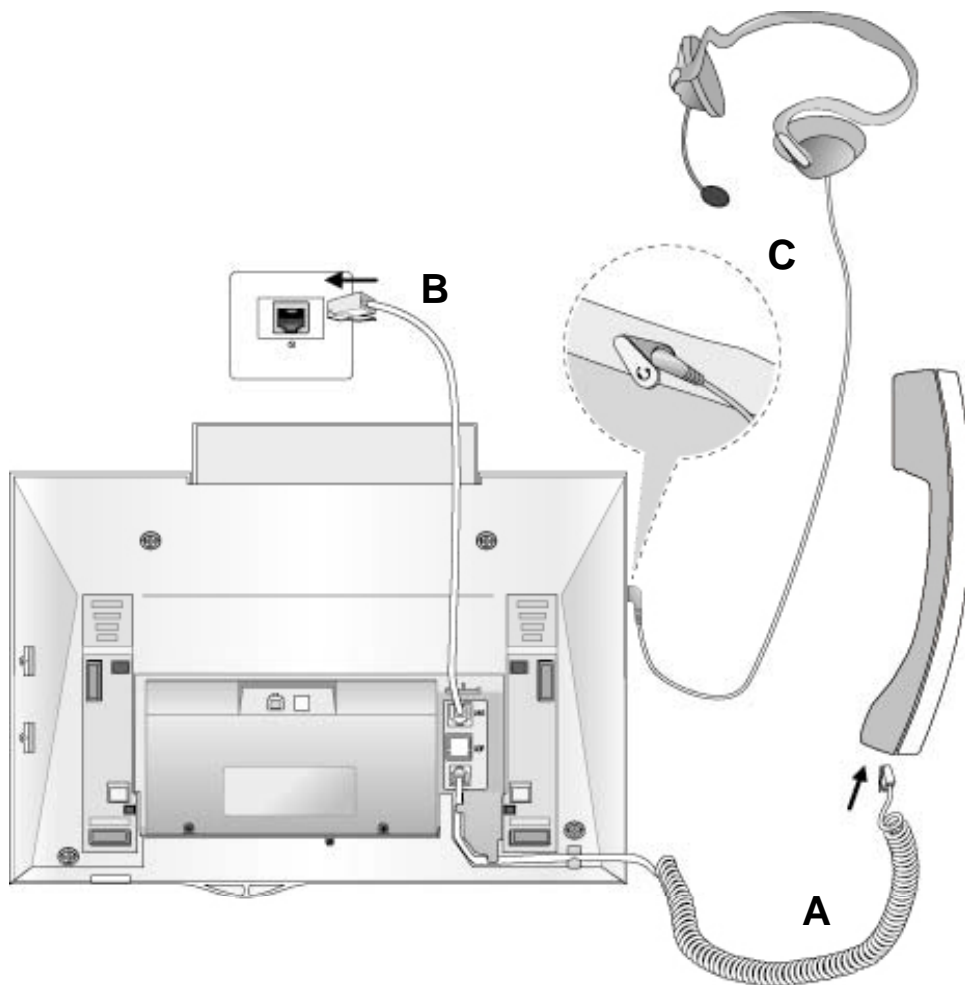
**17 Phonebook Button
(Same operate as 'Speed')**

Getting Started

1	Handset	Used for handset call.
2	Earphone-Jack Socket	Used to connect optional headset to the phone.
3	Speaker	Outputs tones and voice.
4	Speed Button	Used to access speed dialing, speed programming, save number redial, and last number redial.
5	DND/Fwd Button	<p>The DND (Do Not Disturb) feature blocks all incoming calls. When DND is active, the red LED in this button is illuminated.</p> <p>It is also used to activate call forward, e.g. to another station or voicemail. When call forward is activated, the red LED flashes.</p>
6	Speaker Button	Speaker toggles the speakerphone state, and the red LED is illuminated when the speakerphone is active.
7	Hold/Save Button	This button is used to put a call on hold or save information when programming.
8	3 Soft Buttons	Used in conjunction with fixed and flexible features, and the function changes in relation to call progress, as indicated on the LCD display.
9	LCD Display	Displays information about telephone status, dialing directories, and test message information.
10	Visual Ringing LED	Illuminates when the phone is ringing.
11	Trans/PGM Button	This button is used to initiate a call transfer (TRS) or to enter programming mode (PGM)
12	Flexible Button	Some flexible buttons are pre-programmed in the system for line appearances, loop functions etc. The remaining flexible buttons can be user-programmed.
13	Call back Button	A station can initiate a call back request to a busy station. Once that station becomes idle, the initiating station is signaled.
14	Volume Button	The volume button adjusts the audio levels for ringing, handset and speakerphone functions.
15	Hands-free Microphone	Microphone is used for hands-free speakerphone function.
16	Menu Button	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	Phonebook Button	Used to access speed dialing, save number redial, and last number redial, and to access flexible button programming.

Getting Started

Cable Connection



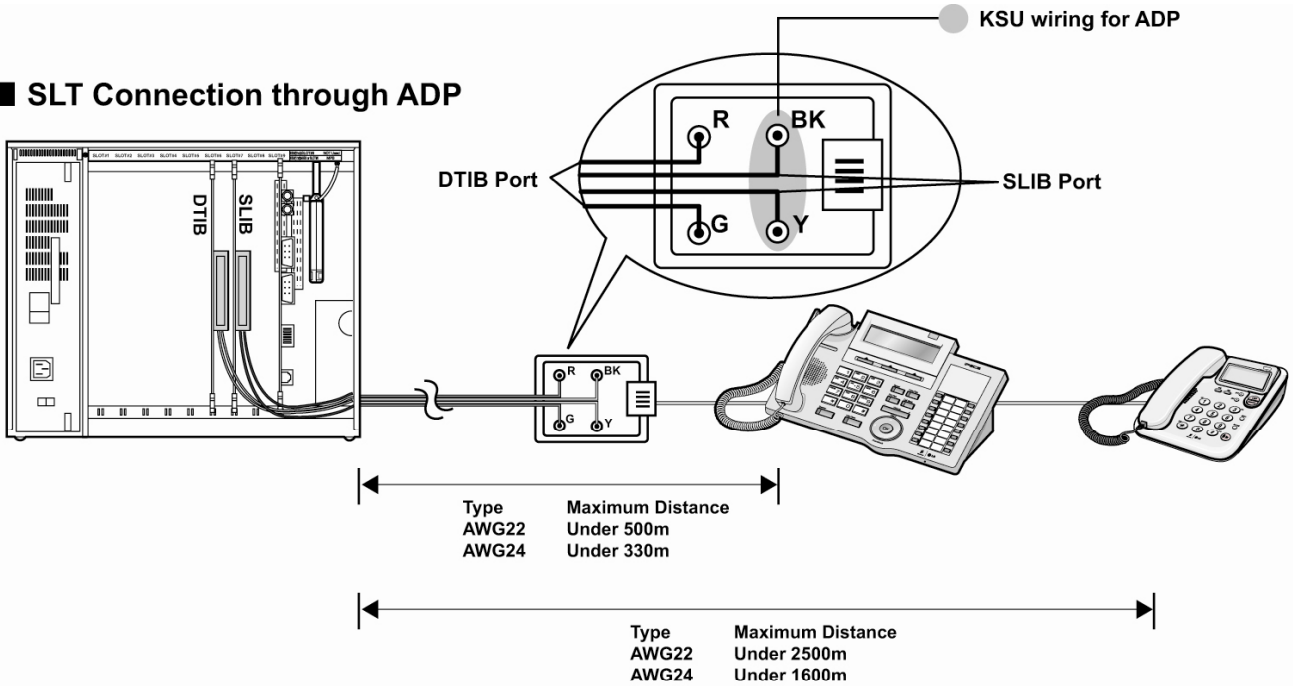
Cable connections

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

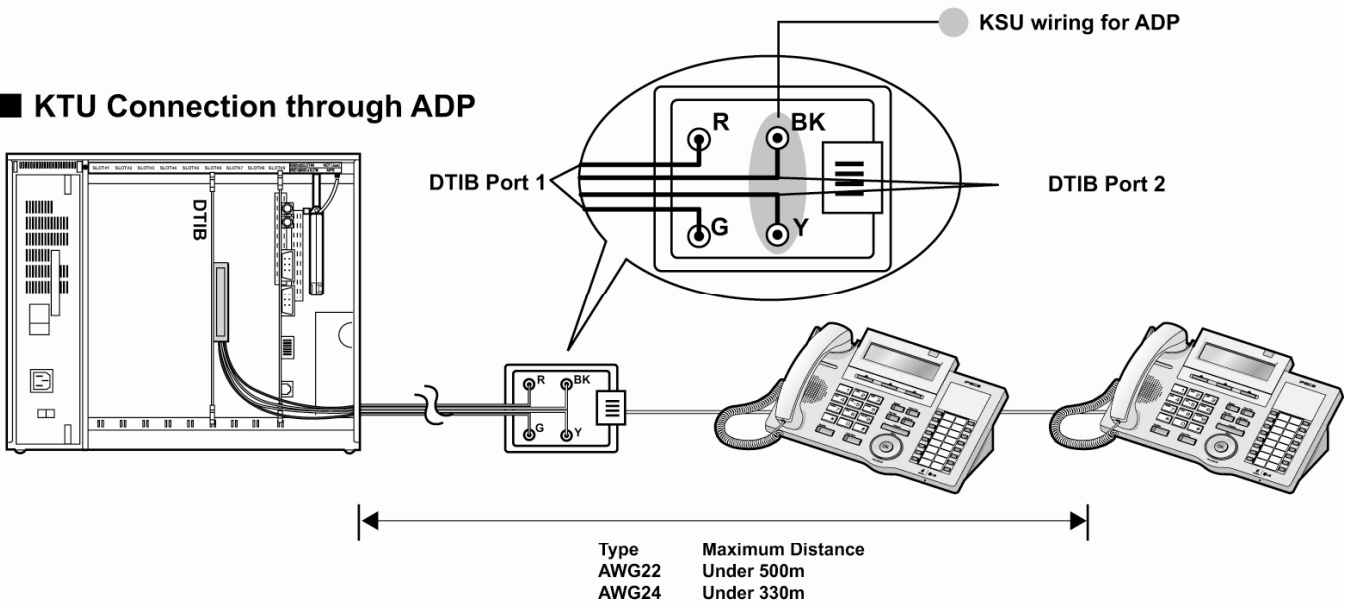
Getting Started

ADP (Additional Device Port)

SLT Connection through ADP



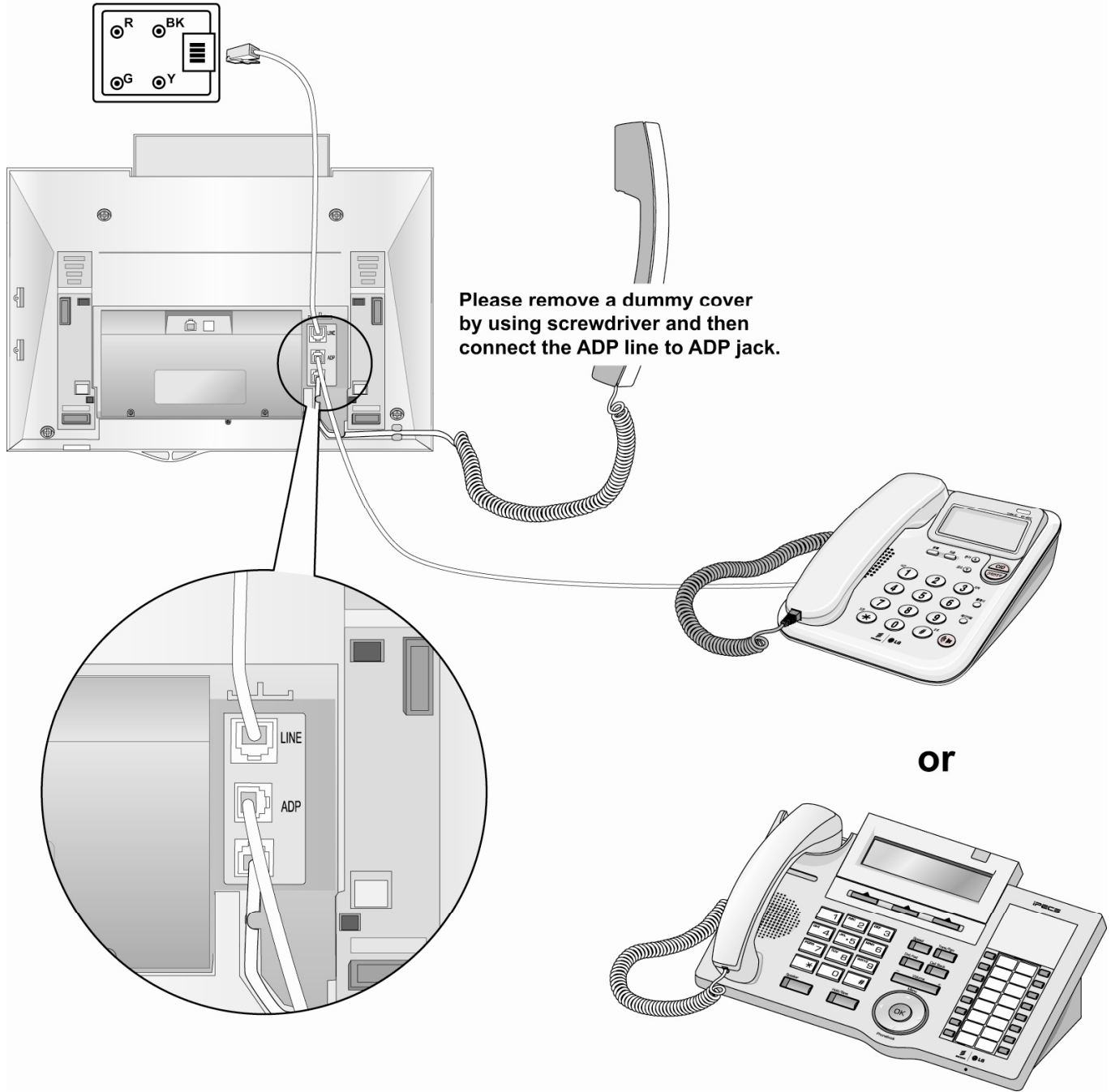
KTU Connection through ADP



Getting Started

ADP (Additional Device Port)

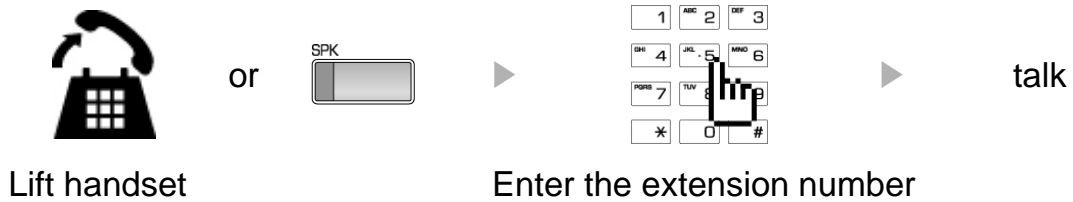
ADP (Additional Device Port)



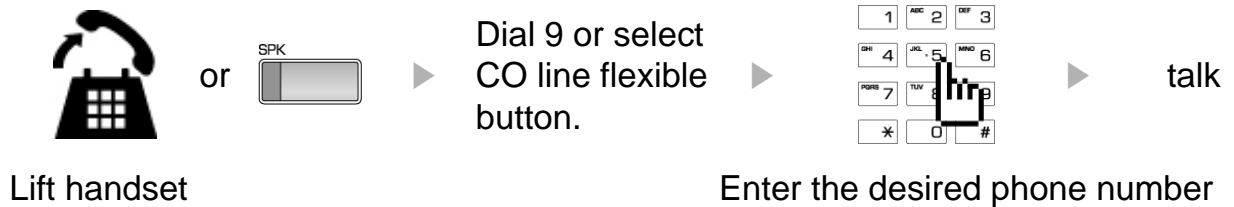
Getting Started

1. Placing a Call

ICM Line

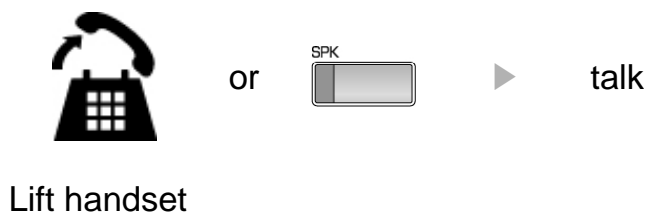


CO Line



2. Answering an Outside Call

ICM Line



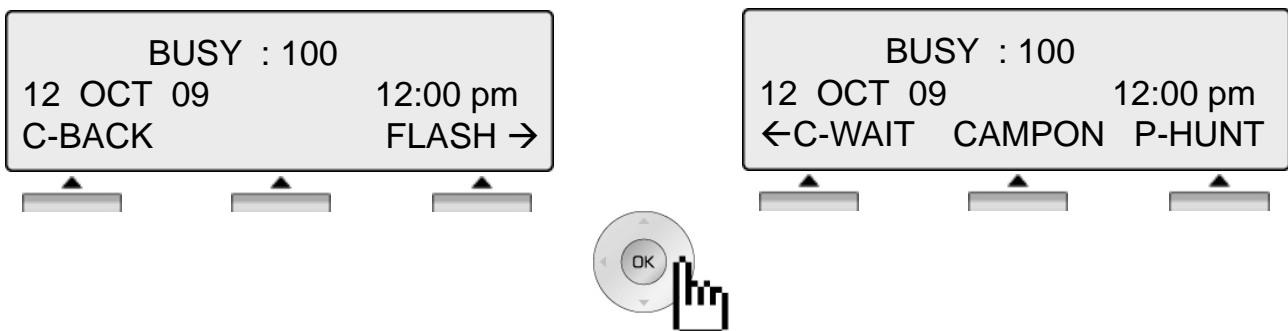
CO Line



3 Soft Buttons & Navigation Button

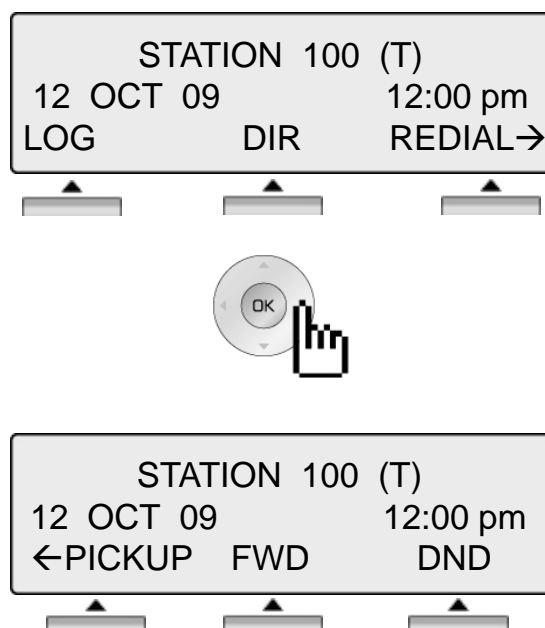
3 Soft Button

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 - "Call Back", "Flash", "Call Wait", "Camp On" and "Pilot Hunt". 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.

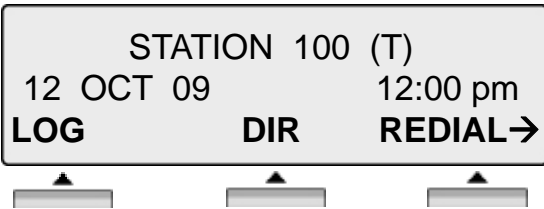


Basic Function

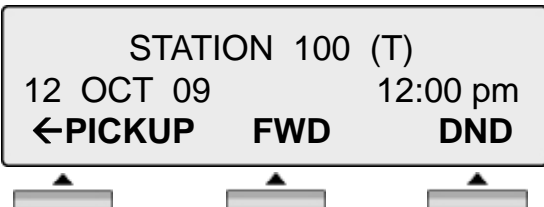
By pressing one of the 3 soft buttons you are able to select the indicated function. For instance, if you want to select call pickup (as shown below), press the first button on the left. If there are more than three functions available at any point, an arrow will be displayed on the LCD display. Use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



LOG : press to check call log information
DIR : press to use Directory Service.(Station/System Speed)
REDIAL : press to redial last number called.

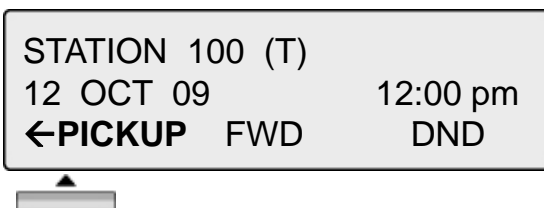


PICKUP : press to pickup a call ringing within the same pickup group.
FWD : Press the [FWD] button to forward calls to another station, Voicemail etc.
DND : press the [DND] to set Do Not Disturb.

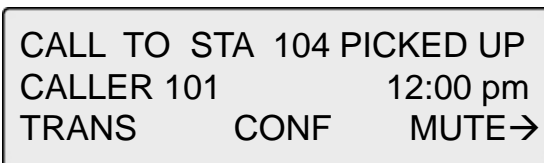
1.1 Pickup

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

* Refer to iPECS-MG system programming manual.



Press [PICKUP] button.



Talk

Basic Function

1.2 Conference

CALL TO 100
12 OCT 09 12:00 pm
MSG FLASH

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

CONNECT TO 100
FEB 01 04 05:34 pm
TRANS **CONF** MUTE→

Press [CONF] button.

CALL TO 104
12 OCT 09 12:00 pm
CONF(R) FLASH

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

CONNECT TO 104
12 OCT 09 12:00 pm
CONF(A) CONF(R) FLASH→

Station 104 answers the call.
Press the [CONF (A)]

DN 100
12 OCT 09 12:00 pm
LOG DIR **CONF(R)**→

Press the [CONF (R)]. Or Dial another station.

CONFERENCE(003/003)
12 OCT 09 12:00 pm
MUTE CONF FLASH

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)
12 OCT 09 12:00 pm
LOG DIR **REDIAL →**

Press the [REDIAL] button.

123456789
26/12 16:00
EXIT **SEND**

Press [SEND] button to make call.

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

Talk

2. Off Hook

STATION 100 (T)
12 OCT 09 12:00 pm
LOG **DIR** **REDIAL →**

LOG : press to check call log information

DIR : press to use Directory Service.(Station/System Speed)

REDIAL : press to redial last number called.

STATION 100 (T)
12 OCT 09 12:00 pm
←PICKUP **FWD** **DND**

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

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

DND : press the [DND] to set Do Not Disturb.

3. Intercom Dialing

STATION 100 (T)
12 OCT 09 12:00 pm
LOG **FLASH**

LOG : press to check call log information

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

STATION 100 (T)
12 OCT 09 12:00 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 : 100
12 OCT 09 12:00 pm
C-BACK **FLASH →**

C-BACK : Press to leave your station number or message.

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

BUSY : 100
12 OCT 09 12:00 pm
←C-WAIT **CAMPON** **P-HUNT**

C-WAIT : Press to make call waiting.

CAMPON : Press to send a camp-on tone to a busy station (indicating that they have a call waiting).

P-HUNT : Press to make Pilot hunt group call

6. Intercom Do Not Disturb

DO NOT DISTURB 101
12 OCT 09 12:00 pm
MSG **FLASH→**

MSG : Press leave a call back request or message.

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

DO NOT DISTURB 101
12 OCT 09 12:00 pm
← P-HUNT

P-HUNT : Press to make Pilot hunt group call

7. Intercom Dialing Error

INVALID
12 OCT 09 12:00 pm
FLASH

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

8. Intercom Receiving

CALL FROM 104
12 OCT 09 12:00 pm
HOLD **DND**

HOLD : Press to make a HOLD call

DND : Press to make DND

Basic Function

9. Intercom Talk

CALL FROM 104
12 OCT 09 12:00 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.

CALL FROM 104
12 OCT 09 12:00 pm
←ACNR FLASH PRIVACY



ACNR : Press to set automatic called number redial.

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

PRIVACY : Press to use privacy mode.

10. CO Dialing

The following CO access codes '9', individual CO access code can be changed by Admin Programming 115 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(#)
BACK SEARCH ADD



Press [**SPEED**] button.

Press **SEARCH** to search speed dial by name

>ABC : 9123456789
[SEARCH] :
EDIT ERASE→



Dial number to search name

EDIT : Press EDIT to edit speed bin

ERASE : Press ERASE to delete speed bin

>ABC : 9123456789
[SEARCH] :
← BACK SEND EXIT



BACK: Press BACK to go to previous menu

SEND : Press SEND to make a call

EXIT : Press EXIT to exit Speed Menu

11. CO Line Busy

BUSY

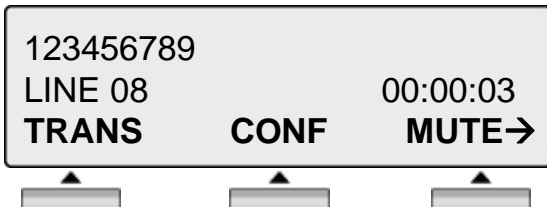
FLASH



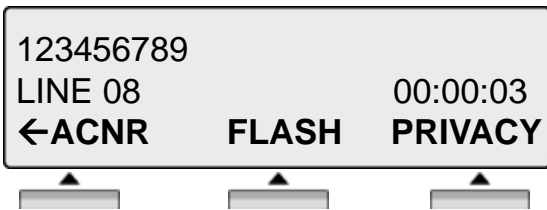
FLASH : If you wish to terminate a call and make another call, press [FLASH] to re-seize dial tone.

Basic Function

12. CO Talk



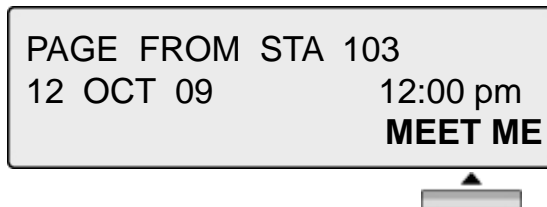
TRANS : Press to transfer a call to another station.
CONF : Press to initiate a conference call.
MUTE : Press to mute the handset, speakerphone, or headset microphone. Press the [SPEAK] button to re- activate microphone.



ACNR : Press to set automatic called number redial.
FLASH : Press to disconnect the line and re-seize.
PRIVACY : Press to use privacy mode

13. 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.



MEET ME : Press to answer a paging request.

14. Call Forward



Press [SPEAKER] button.
Press [DND/FWD] button.
Enter forward type.
0 : Remote Forward
1 : Unconditional Forward
2 : Busy Forward
3 : No Answer Forward
4 : Busy/No Answer Forward
: Cancel Forward

Enter Forward destination
STA : station number,
HUNT : Hunt group,
VMIB : VMIB Access code
Telephone Number : Telephone number with CO Access code

Basic Function

15. 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 PGM 113~115 depending on the user's needs.

EMPTY NUM (1) / FIX(2) / DEL(0)

NUM (1) :
STA : station number,
HUNT : Hunt group.
CO Number
Feature code.
Telephone Number : Telephone number with CO
Access code

FIX (2) : Fixed button
(REDIAL/CONFERENCE/MUTE/FLASH/PTT)

DEL(0) : Delete Flexible button

16. 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 **Call Park Location Code (541)** and dial the Park Location(01-49).
- To retrieve a parked call at any station,
Press **Call Park Location Code (541)**
Dial the Park Location (01-49).

17. NAME DISPLAY ON MY PHONE

Name can be displayed instead of station number.

- Press the [TRANS/PGM] button
- Dial "1 2"
- Enter your name (see Entering character table in page 58)
For example to enter the name "**JOHN**"
- Press the [HOLD/SAVE] button

Basic Function

18. CALL BACK

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

BUSY : 100
12 OCT 09 12:00 pm
C-BACK FLASH →



19. CAMP ON

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

BUSY : 100
12 OCT 09 12:00 pm
←C-WAIT **CAMPON** P-HUNT



20. VOICE OVER

CALL WAIT FROM 105
05 MAR 06 09:51
TRANS CONF MUTE→



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

CONNECT TO 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(100) incoming and outgoing 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 : Call Log Feature code (685)

Press the [Call Log] button.

← : Incoming Call

→ : Outgoing Call

M : Missed Call



SEND : Press to make a call with selected list.

SELECT : Press to see the detailed information of list.

EXIT : Press to exit the call log menu.



DEL_SEL : Press to delete the selected call log list.

DEL_ALL : Press to delete all call log list

Menu



Press [Menu] button.



Press [Navigation] button.

1 > USER ORGANIZER
2 RING / BGM
OK EXIT

3 > COS/PASSWORD
4 MULTI MESSAGE
OK EXIT

5 > MOBILE/CONFERENCE ROOM
6 HEADSET/BLUETOOTH
OK EXIT

7 > STATION ICLID
8 KEYSSET INFORMATION
OK EXIT

9 > SYSTEM INFORMATION
0 ATTENDANT PROGRAM
OK EXIT

* > SYSTEM
OK EXIT

Menu

1. USER ORGANIZER



Press [MENU] button.



1 > USER ORGANIZER
2 RING / BGM
OK EXIT

Press [OK] or



button.



Press [Navigation] button.

1 > ANSWER MODE(H/T/P)
2 STATION NAME PROGRAM
BACK OK EXIT

3 > SET WAKE UP
4 RESET WAKE UP
BACK OK EXIT

5 > LANGUAGE PROGRAM
6 LCD DATE MODE CHANGE
BACK OK EXIT

7 > LCD TIME MODE CHANGE
8 SET BACK LIGHT
BACK OK EXIT

Menu

1.1 ANSWER MODE(H/T/P)

1> ANSWER MODE(H/T/P)
2 STATION NAME PROGRAM
BACK OK EXIT



Press [OK] or  button.

ENTER ICM ANS MODE (2)
H(1) T(2) P(3)
BACK OK EXIT



Select ICM Mode.

※ There are three types as follows;

H(1) HANDSFREE MODE

T(2) TONE MODE

P(3) PRIVATE MODE

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

1.2 STATION NAME PROGRAM

1 ANSWER MODE(H/T/P)
2>STATION NAME PROGRAM
BACK OK EXIT



Press [OK] or  button.

ENTER NAME
BACK OK



Enter the name.

※ For detailed information about entering name, see the page 37.

Menu

1.3 SET WAKEUP

```
3> SET WAKE UP
4  RESET WAKE UP
BACK      OK      EXIT
  ▲        ▲        ▲
```

Press [OK] or  button.

```
ENTER WAKE UP TIME(RPT:#)
HH:MM-ONCE      12:00
BACK      OK      EXIT
  ▲
```

Enter the time and select once or repeat (#)

Press [OK] or  button.

```
REGISTERED WAKE UP TIME
13:00-ONCE      * 12:00
BACK      OK      EXIT
  ▲        ▲        ▲
```

1.4 RESET WAKEUP

```
3  SET WAKE UP
4>RESET WAKE UP
BACK      OK      EXIT
  ▲        ▲        ▲
```

Press [OK] or  button.

```
PRESS OK/SAVE KEY
13:00-ONCE      * 12:00
BACK      OK      EXIT
  ▲
```


Press [OK] or  button.

```
ERASED WAKE UP TIME
12  OCT  09      12:00
BACK      OK      EXIT
  ▲        ▲        ▲
```

Menu


1.5 LANGUAGE PROGRAM

5> LANGUAGE PROGRAM
6 LCD DATE MODE CHANGE
BACK OK EXIT




Press [OK] or  button.

FOR LANGUAGE, DIAL 00-14
ENGLISH (00)
BACK OK EXIT




Select language

Press [OK] or  button.


1.6 LCD DATE MODE CHANGE

5 LANGUAGE PROGRAM
6>LCD DATE MODE CHANGE
BACK OK EXIT




Press [OK] or  button.

SET DATE (0)
DD/MM/YY(0) MM/DD/YY(1)
BACK OK EXIT



Select DATE mode

Press [OK] or  button.


1.7 LCD DATE MODE CHANGE

7> LCD TIME MODE CHANGE
8 SET BACK LIGHT
BACK OK EXIT




Press [OK] or  button.

SET TIME (0)
12 HOUR(0) 24 HOUR(1)
BACK OK EXIT



Select TIME mode

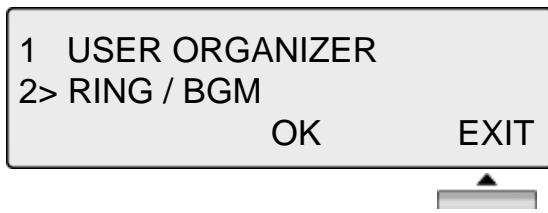
Press [OK] or  button.


1.8 SET BACK LIGHT

※ It is not supported to LDP 7000 series.

Menu

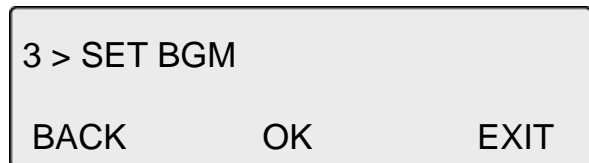
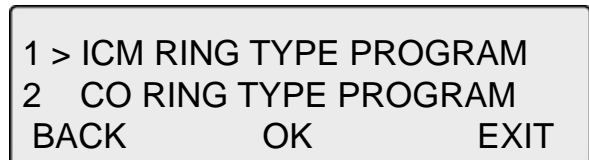
2. RING / BGM



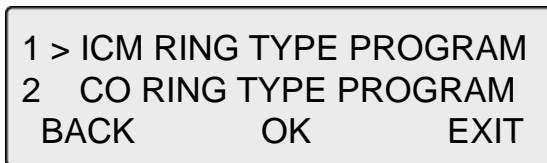
Press [OK] or  button.




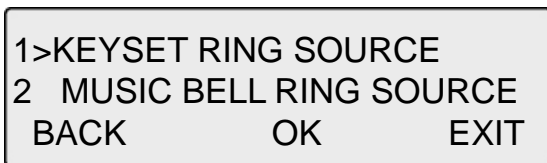
Press [Navigation] button.




2.1 ICM RING TYPE PROGRAM

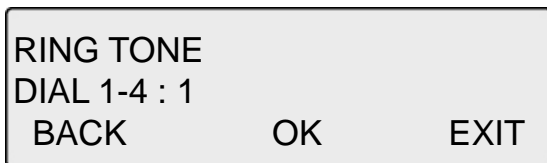


Press [OK] or  button.




Select Keyset ring source

Press [OK] or  button.

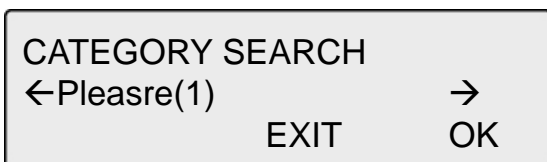


Select ring tone.


Press [OK] or  button.



※ If MU / MFU module is installed, you can select 2. MUSIC BELL RING SOURCE



Select ring tone.

Press [OK] or  button.



Menu


2.2 CO RING TYPE PROGRAM


1 ICM RING TYPE PROGRAM
2 >CO RING TYPE PROGRAM
BACK OK EXIT




Press [OK] or  button.


1>KEYSET RING SOURCE
2 MUSIC BELL RING SOURCE
BACK OK EXIT



Select Keyset ring source
Press [OK] or  button.


RING TONE
DIAL 1-4 : 1
BACK OK EXIT




Select ring tone.
Press [OK] or  button.

※ If MU / MFU module is installed, you can select 2. MUSIC BELL RING SOURCE


CATEGORY SEARCH
←Pleasre(1) →
EXIT OK




Select ring tone.
Press [OK] or  button.


2.3 SET BGM


3>SET BGM
BACK OK EXIT



Press [OK] or  button.

FOR BGM, DIAL 00-11
NO BGM (00)
BACK OK EXIT




Select BGM source
Press [OK] or  button.

Menu

3. COS / PASSWORD

3 > COS / PASSWORD
4 MULTI MESSAGE
OK EXIT

Press [OK] or  button.



Press [Navigation] button.


1 > TEMPORAL COS MODE
2 RETRIEVE COS
BACK OK EXIT

3 > WALKING COS
4 REGISTER PASSWORD
BACK OK EXIT

5 > CALL LOG PROTECT
6 SMS MESSAGE PROTECT
BACK OK EXIT


3.1 TEMPORAL COS MODE

1 > TEMPORAL COS MODE
2 RETRIEVE COS
BACK OK EXIT

Press [OK] or  button.




ENTER CURRENT PASSWORD
BACK OK EXIT

Enter current password.
Press [OK] or  button.



PRESS OK / SAVE KEY

BACK OK EXIT

Press [OK] or  button.





※ Password should be registered.

Menu


3.2 RESTORE COS


1 TEMPORAL COS MODE
2 > RETRIEVE COS
BACK OK EXIT



Press [OK] or  button.

ENTER CURRENT PASSWORD
BACK OK EXIT




Press [OK] or  button.

PRESS OK / SAVE KEY

BACK OK EXIT




Press [OK] or  button.

※ Password should be registered.

3.3 WALKING COS

3 > WALKING COS
4 REGISTER PASSWORD
BACK OK EXIT




Press [OK] or  button.


ENTER AUTHORIZATION CODE

BACK OK EXIT



Enter station number and password.
Press [OK] or  button.

DN 100
12 OCT 09 12:00 pm
LOG DIR REDIAL→




Dial desirable number.

※ Password should be registered.

Menu


3.4 REGISTER PASSWORD

3 WALKING COS
4 >REGISTER PASSWORD
BACK OK EXIT



Press [OK] or  button.

ENTER NEW PASSWORD
BACK OK EXIT



Enter new password.

Press [OK] or  button.

PRESS OK / SAVE KEY

BACK OK EXIT



Press [OK] or  button.

※ Password should be registered.

3.5 CALL LOG PROTECT


5 > CALL LOG PROTECT
6 SMS MESSAGE PROTECT
BACK OK EXIT



Press [OK] or  button.

ENTER CURRENT PASSWORD


BACK OK EXIT



Enter current password.

Press [OK] or  button.

PROTECT ?
YES : 1, NO : 2
BACK EXIT



Select 1 for Yes, 2 for No.

※ Password should be registered.


3.6 SMS MESSAGE PROTECT

※ LDP 7016/7024 does not support SMS feature.

Menu

4. MULTI MESSAGE

3 COS / PASSWORD
4> MULTI MESSAGE
OK EXIT

Press [OK] or  button.




Press [Navigation] button.

1 > PRESELECTED MSG PGM
2 SET USER MESSAGE
BACK OK EXIT


4.1 PRESELECTED MSG PGM

1 > PRESELECTED MSG PGM
2 SET USER MESSAGE
BACK OK EXIT

Press [OK] or  button.

1 > LUNCH RETURN TIME
2 VACATION DATE
BACK OK EXIT


Select preselected message.

Press [OK] or  button.


※ Preselected Message 0~9, * : User Custom Message, # Message Deactivated

4.2 SET USER MESSAGE

1 PRESELECTED MSG PGM
2> SET USER MESSAGE
BACK OK EXIT

Press [OK] or  button.


ENTER USER MESSAGE
BACK OK EXIT

Enter user message
Press [OK] or  button.

Menu

5. MOBILE/CONFERENCE ROOM

5 > MOBILE/CONFERENCE ROOM
6 HEADSET/BLUETOOTH
OK EXIT

Press [OK] or  button.



Press [Navigation] button.


1 > MOBILE-EXT. ENABLE
2 MOBILE-EXT. NUMBER PGM
BACK OK EXIT

3 > MOBILE-EXT. CLI PGM
4 CREATE CONFERENCE ROOM
BACK OK EXIT

5 > DELETE CONFERENCE ROOM
BACK OK EXIT

5.1 MOBILE-EXT. ENABLE


1 > MOBILE-EXT. ENABLE
2 MOBILE-EXT. NUMBER PGM
BACK OK EXIT

Press [OK] or  button.

MOBILE-EXT. ENABLE
ENTER(1-2), TO CHOOSE
BACK EXIT

Select Mobile Ext. index.(1 or 2)

PRESS OK/SAVE KEY
NO.1 – (1:ON/0:OFF):OFF
BACK OK EXIT

Select 1 for ON, 2 for OFF
Press [OK] or  button.

Menu

5.2 MOBILE-EXT. NUMBER PGM

1 MOBILE-EXT. ENABLE
2> MOBILE-EXT. NUMBER PGM
BACK OK EXIT

Press [OK] or  button.

MOBILE-EXT. NUMBER PGM
ENTER(1-2), TO CHOOSE
BACK EXIT

Select Mobile Ext. index.(1 or 2)

MOBILE-EXT. NUMBER PGM
91234567
BACK OK EXIT

Enter Mobile Phone number with CO Access code.

Press [OK] or  button.

5.3 MOBILE-EXT. CLI PGM

3> MOBILE-EXT. CLI PGM
4 CREATE CONFERENCE ROOM
BACK OK EXIT

Press [OK] or  button.

MOBILE-EXT. CLI PGM
ENTER(1-2), TO CHOOSE
BACK EXIT

Select Mobile Ext. index.(1 or 2)

MOBILE-EXT. CLI PGM
1234567
BACK OK EXIT

Enter Mobile Phone CLI Number.

Press [OK] or  button.

Menu

5.4 CREAT CONFERENCE ROOM

```
3 MOBILE-EXT. CLI PGM
4> CREATE CONFERENCE ROOM
BACK      OK      EXIT
```

Press [OK] or  button.




```
DIAL ROOM NUMBER
571
BACK      EXIT
```

Enter Conference Room Number

※ Please refer to Feature Numbering Plan in System.



```
ENTER NEW PASSWORD
BACK      OK      EXIT
```

Enter Password for conference room. Or,
Press [OK] or  button.



5.5 DELETE CONFERENCE ROOM

```
5> DELETE CONFERENCE ROOM
BACK      OK      EXIT
```

Press [OK] or  button.




```
DIAL ROOM NUMBER
BACK      EXIT
```

Select Mobile Ext. index.(1 or 2)



```
ENTER CURRENT PASSWORD
BACK      OK      EXIT
```


Enter password for conference room.
Press [OK] or  button.



Menu

6. HEADSET/BLUETOOTH

5 MOBILE/CONFERENCE ROOM
6> HEADSET/BLUETOOTH
OK EXIT

Press [OK] or  button.




Press [Navigation] button.

1 > SPEAKER/HEADSET PGM
2 HEADSET RING PROGRAM
BACK OK EXIT

3 > REGISTER BLUETOOTH
BACK OK EXIT

6.1 SPEAKER/HEADSET PGM


1 > SPEAKER/HEADSET PGM
2 HEADSET RING PROGRAM
BACK OK EXIT

Press [OK] or  button.



SPK/HEADSET MODE (2)
SPK (0) H-SET(1) BTU (2)
BACK OK EXIT

Select Mode.
0 : Speaker / 1 : Headset / 2 : Bluetooth


Press [OK] or  button.



※ If BTU module is installed, you can see and select BTU (2)

6.2 HEADSET RING MODE


1 SPEAKER/HEADSET PGM
2> HEADSET RING PROGRAM
BACK OK EXIT

Press [OK] or  button.



SELECT HEADSET RING (0)
SPK (0) H-SET(1) BOTH (2)
BACK OK EXIT

Select Mode.
0 : Speaker / 1 : Headset / 2 : Both


Press [OK] or  button.



Menu

6.3 REGISTER BLUETOOTH

3 > REGISTER BLUETOOTH		
BACK	OK	EXIT
		

Press [OK] or  button.

1 > PAIRING		
2 UNPAIRING		
BACK	OK	EXIT

Select 1 for Pairing, 2 for Unpairing, 3 for Paired Information


3> PAIRED INFORMATION		
BACK	OK	EXIT


※ BTU module should be installed.

Menu

7. STATION ICLID

```
7> STATION ICLID
8  KEYSSET INFORMATION
      OK          EXIT
```



Press [OK] or  button.




Press [Navigation] button.

```
1 > REGISTER STATION ICLID
2  VIEW STATION ICLID
BACK          OK          EXIT
```

7.1 REGISTER STATION ICLID


```
1 > REGISTER STATION ICLID
2  VIEW STATION ICLID
BACK          OK          EXIT
```






Press [OK] or  button.


```
ENTER ICLID -LIST 1
1234567
BACK          OK          EXIT
```



Enter CLI number.
Press [OK] or  button.

```
ENTER ROUTING -LIST 1
101
BACK          OK          EXIT
```



Enter routing destination number
Press [OK] or  button.

Menu

7.2 VIEW STATION ICLID


```
1 REGISTER STATION ICLID
2> VIEW STATION ICLID
BACK      OK      EXIT
```



Press [OK] or  button.

```
>01 1234567
02 EMPTY
BACK      SELECT   EXIT
```



Select the list.
Press [SELECT] or  button.

```
ICLID : 1234567
ROUTE : 101
BACK      DELETE   EXIT
```



Press [DELETE] button to delete LIST.


Menu

8. KEYSSET INFORMATION

※ LDP 7016/7024 does not support this feature.

9. SYSTEM INFORMATION

```
9> SYSTEM INFORMATION
0  ATTENDANT PROGRAM
      OK          EXIT
```



Press [OK] or  button.



Press [Navigation] button.

```
1 > MPB VERSION DISPLAY
2  VIEW IP ADDRESS
BACK          OK          EXIT
```




9.1 MPB VERSION DISPLAY

```
1 > MPB VERSION DISPLAY
2  VIEW IP ADDRESS
BACK          OK          EXIT
```



Press [OK] or  button.

```
IT56M-1.0Aa      OCT/09
ITALY
BACK             EXIT
```






9.2 VIEW IP ADDRESS

```
1  MPB VERSION DISPLAY
2 > VIEW IP ADDRESS
BACK          OK          EXIT
```



Press [OK] or  button.

```
VIEW SYSTEM IP ADDRESS
192.168.1.1
BACK             EXIT
```



User Program Codes

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

CODE	FUNCTION	CODE	FUNCTION
11	Answer mode (H/T/P)	61	Speaker/Headset PGM
12	Station Name Program	62	Headset Ring Program
13	Set Wake Up	71	Register Station ICLID
14	Reset Wake Up	72	View Station ICLID
15	Language Program	81	View IP Address
16	LCD Date Mode Change	82	View Mac Address
17	LCD Time Mode Change	83	View Keypad Version
18	Set Back Light	91	MPB Version Display
21	ICM Ring Type Program	92	View IP Address
22	CO Ring Type Program		
23	Set BGM		
31	Temporary COS Mode		
32	Retrieve COS		
33	Walking COS		
34	Register Password		
35	Call Log Protect		
36	SMS Message Protect		
41	Preselected MSG PGM		
42	Set User Message		
51	Mobile-Ext. Enable		
52	Mobile-Ext. Number PGM		
53	Mobile-Ext. CLI PGM		
54	Create Conference Room		
55	Delete Conference Room		

Entering characters


A	$\boxed{\text{ABC } 2} + \boxed{1}$	N	$\boxed{\text{MNO } 6} + \boxed{\text{ABC } 2}$
B	$\boxed{\text{ABC } 2} + \boxed{\text{ABC } 2}$	O	$\boxed{\text{MNO } 6} + \boxed{\text{DEF } 3}$
C	$\boxed{\text{ABC } 2} + \boxed{\text{DEF } 3}$	P	$\boxed{\text{PQRS } 7} + \boxed{1}$
D	$\boxed{\text{DEF } 3} + \boxed{1}$	Q	$\boxed{\text{PQRS } 7} + \boxed{\text{ABC } 2}$
E	$\boxed{\text{DEF } 3} + \boxed{\text{ABC } 2}$	R	$\boxed{\text{PQRS } 7} + \boxed{\text{DEF } 3}$
F	$\boxed{\text{DEF } 3} + \boxed{\text{DEF } 3}$	S	$\boxed{\text{PQRS } 7} + \boxed{\text{GHI } 4}$
G	$\boxed{\text{GHI } 4} + \boxed{1}$	T	$\boxed{\text{TUV } 8} + \boxed{1}$
H	$\boxed{\text{GHI } 4} + \boxed{\text{ABC } 2}$	U	$\boxed{\text{TUV } 8} + \boxed{\text{ABC } 2}$
I	$\boxed{\text{GHI } 4} + \boxed{\text{DEF } 3}$	V	$\boxed{\text{TUV } 8} + \boxed{\text{DEF } 3}$
J	$\boxed{\text{JKL } 5} + \boxed{1}$	W	$\boxed{\text{WXYZ } 9} + \boxed{1}$
K	$\boxed{\text{JKL } 5} + \boxed{\text{ABC } 2}$	X	$\boxed{\text{WXYZ } 9} + \boxed{\text{ABC } 2}$
L	$\boxed{\text{JKL } 5} + \boxed{\text{DEF } 3}$	Y	$\boxed{\text{WXYZ } 9} + \boxed{\text{DEF } 3}$
M	$\boxed{\text{MNO } 6} + \boxed{1}$	Z	$\boxed{\text{WXYZ } 9} + \boxed{\text{GHI } 4}$


Glossary of Terms

- 1 **ICM** Intercom – describes internal calls within the telephone system
- 2 **CO Line** Central Office Line – also known as a trunk line, exchange line or outside line
- 3 **Speed Dial** A commonly used number stored in a speed bin for easy access
- 4 **DND** Do Not Disturb – the station is blocked to all incoming calls
- 5 **FWD** Forward – calls can be sent to another location such a voicemail or another station
- 6 **DDI or DID** 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 **DKTU** Digital Key Telephone Unit – an Ericsson-LG Enterprise digital telephone
- 8 **SLT** Single Line Telephone – an analogue telephone
- 9 **ISDN** Integrated **S**ervices **D**igital **N**etwork. Digital CO lines that come in multiples of 2 channels or more
- 10 **VMIB** Voice Message Interface Board – Ericsson-LG Enterprise integral Voice Processing card
- 11 **CONF** Conference – where you can talk to 2 or more internal or external parties

Important Safety Information

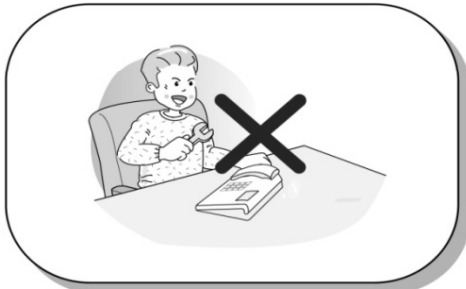
To prevent the risk of harm to the user or damage to equipment, please read this information before installing or repairing the phone.

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

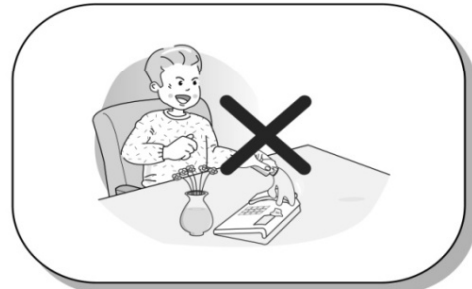
 **Caution** Misuse may cause personal injury or equipment damage.

- After reading this manual, please store it near the phone so others may easily refer to it.

..... **Warning**



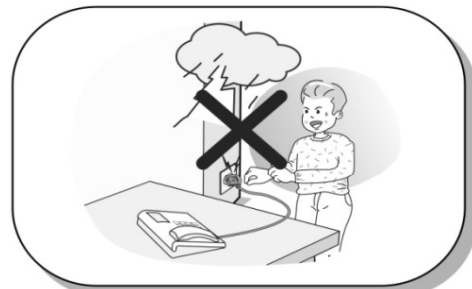
Only trained and qualified service personnel should install, replace or service the phone.



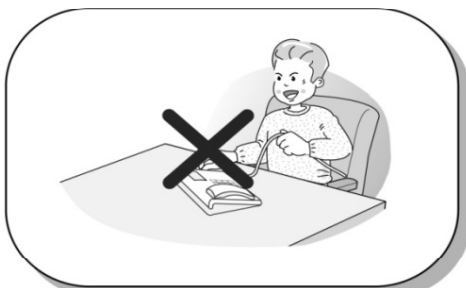
Do not spill liquid (ex., water) on the phone. In case of spill, contact your service technician for assistance to avoid fire or electric shock.



If you see smoke or smell something burning, unplug the power cord and the phone line. Call your service technician for assistance.



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



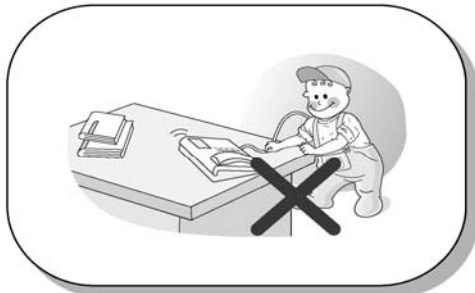
Do not tug the power cord or the phone line. **This may result in a fire, an electric shock or equipment damage.**

※ The above picture may different from actual products.

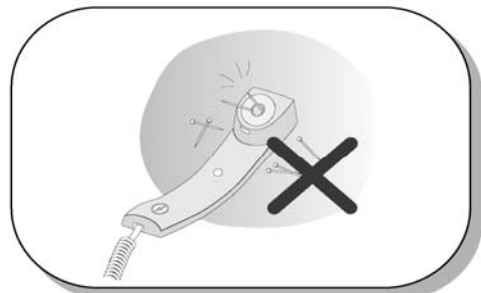
Important Safety Information



Caution



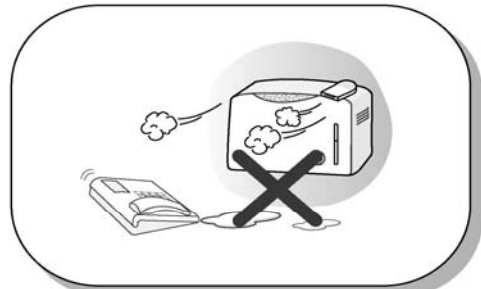
Ensure that children do not pull on phone cords. **This may injure children or result in equipment damage.**



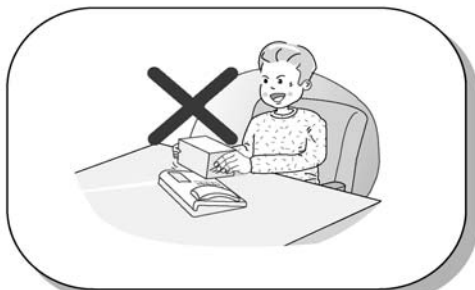
The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep handset clear of such objects and check before use.



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



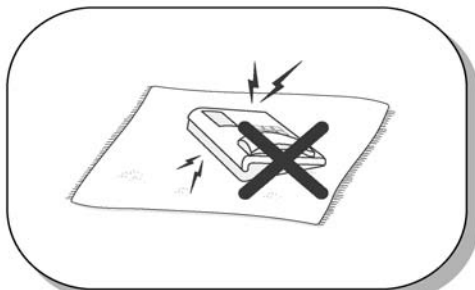
Choose a site that is dry and well ventilated.



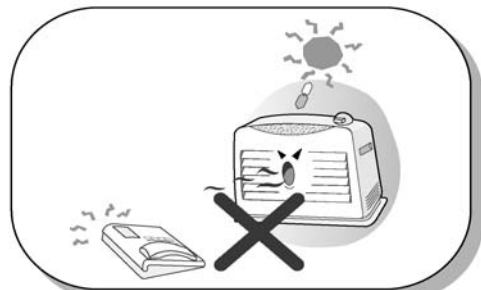
Do not put the heavy things on the phone.



Do not drop or throw the phone.



Static electricity discharge will damage electronic components.

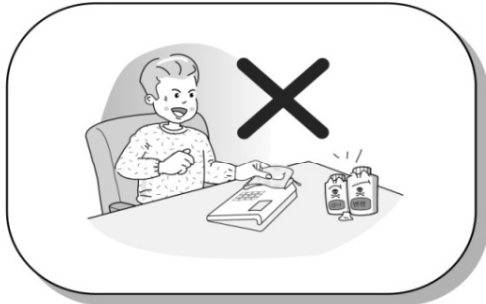


Keep out of direct sunlight and away from heat.

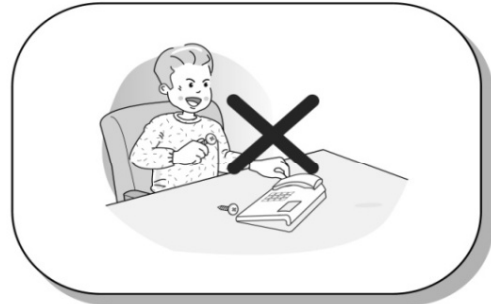
※ The above picture may different from actual products.

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. Do 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.

※ The above picture may different from actual products.

Putting into operation

LDP-7024LD













LDP-7024LD is a user-friendly digital keyset, which offer convenience to user with 3 soft key and navigation key.

- Features
 - .Trendy and Stylish LDP Family design
 - .Multi Level Graphic LCD (9 * 32)
 - .Dual LED 24 Flexible buttons
 - .Additional Device Port for SLT and FAX
 - .Call Log Feature
 - .Call Recording Feature (USB Module, Option)
 - .Hands-Free Solution (Blue Tooth Module, Option)
 - .Wall Mountable (Option)



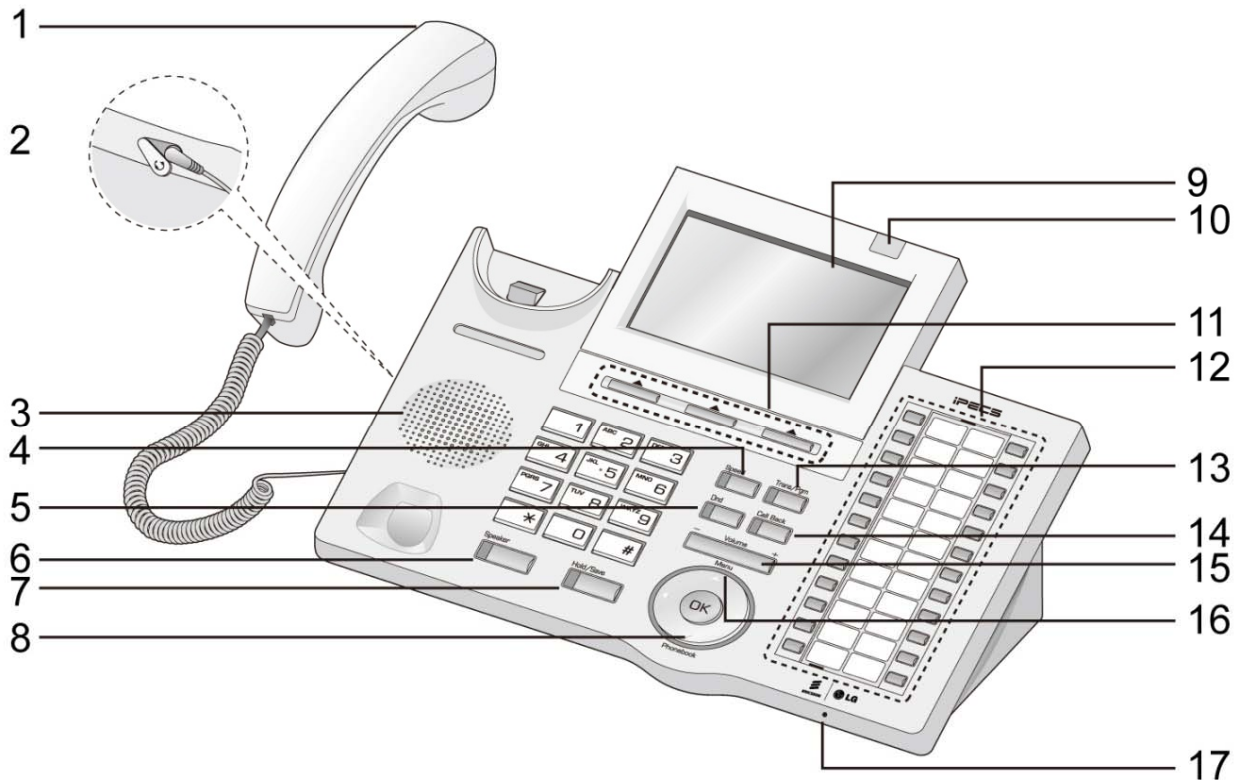
Putting into operation

ICON description on LCD

ICON	Description
	1. You have received message
	2. Call forward
	3. DND mode
	4. Earphone mode
	5. Full Duplex Speaker Phone Mode
	6. Mute mode
	7. Setting melody
	8. Setting alarm
	9. Schedule
	10. Phone book
	11. ON : Already paired but linked-radio with headset
	12. STADY ON : Ready to make and answer a call. BLINK : Ongoing communication via Bluetooth headset.

Putting into operation

Input / Output Devices and Button



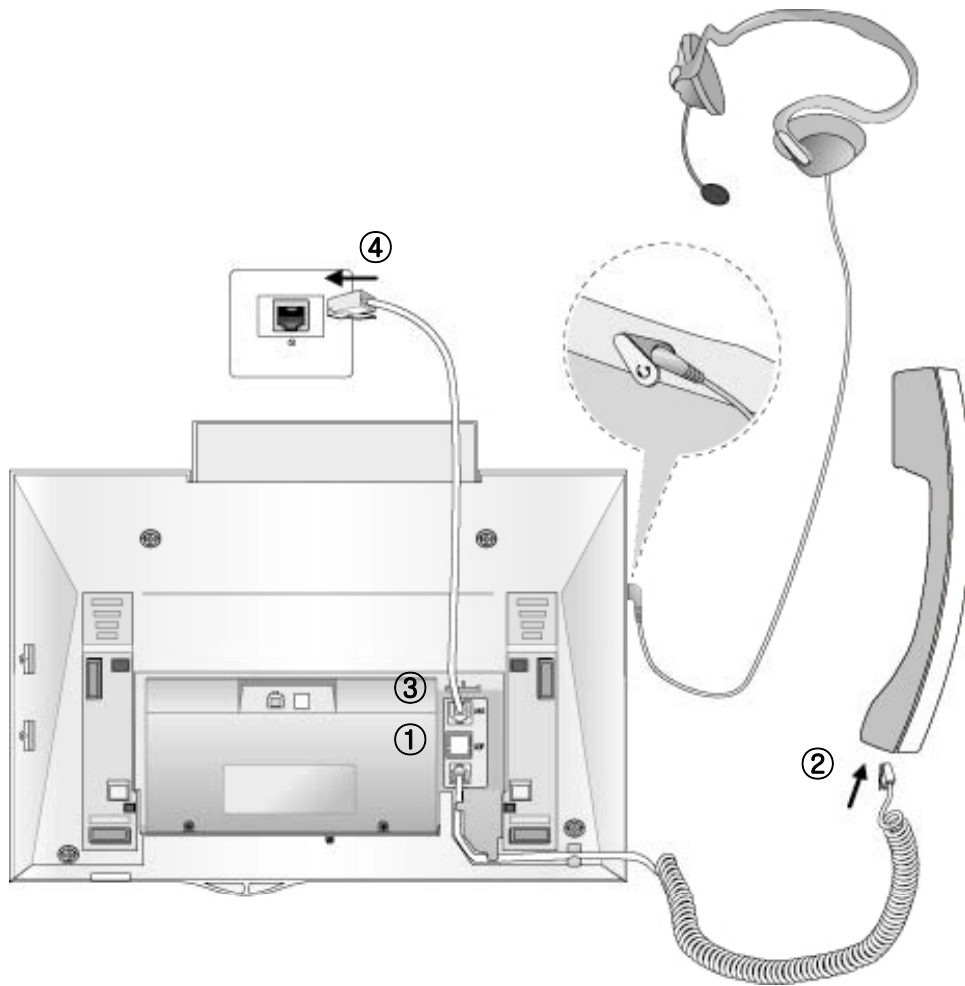
1	Handset	10	Message Waiting LED
2	Earphone-Jack Socket (Ear/Mic Mode)	11	3 Soft Button
3	Speaker	12	Flexible Button
4	Speed Button	13	Trans/Pgm Button
5	Dnd/Fwd Button	14	Call back Button
6	Speaker Button	15	Volume Button
7	Hold/Save Button	16	Menu Button
8	Phonebook Button	17	Handsfree Microphone
9	LCD Display		

Putting into operation

1	Handset	Used for handset call.
2	Earphone-Jack Socket	The optional earphone into the handset to provide a handsfree phone conversation.
3	Speaker	Outputs tones and voice at your extension.
4	Speed Button	Used to access speed dialing, speed programming, save number redial, and last number redial.
5	DND/Fwd Button	<p>The DND (Do Not Disturb) feature lets you activate a 'do not ring this phone' mode. When the DND is active, this button is red. It is also used to activate call forwards, to another station or voicemail for example.</p> <p>Used to forward your calls to another station or voice mail.</p>
6	Speaker Button	Speaker toggles the speakerphone state. The button is red when the speakerphone is active.
7	Hold/Save Button	This button put a call on hold or save information when programming.
8	Phone Book	Save the telephone number and make a call use this button.
9	LCD Display	Displays information about telephone status, dialing directories, and test message information.
10	Message Waiting LED	Illuminates when the phone is ringing.
11	3 Soft Button	Used to work in conjunction with fixed and flexible features.
12	Flexible Button	The remaining Flex buttons can be assigned to a feature.
13	Trans/PGM	This button is used to start a transfer (TRS) of a call or enter programming mode (PGM)
14	Call back	A station can initiate a call back request to another busy station. Once that station becomes idle, the station that left the call back request is signaled.
15	Volume	The volume button adjusts the audio levels follows.
16	Menu	Use this menu button to move to the desired option(Dial, MSG, Program) and use for arrows key.
17	Handsfree Microphone	Used to work in conjunction with fixed and flexible features.

Putting into operation

Cable Connection



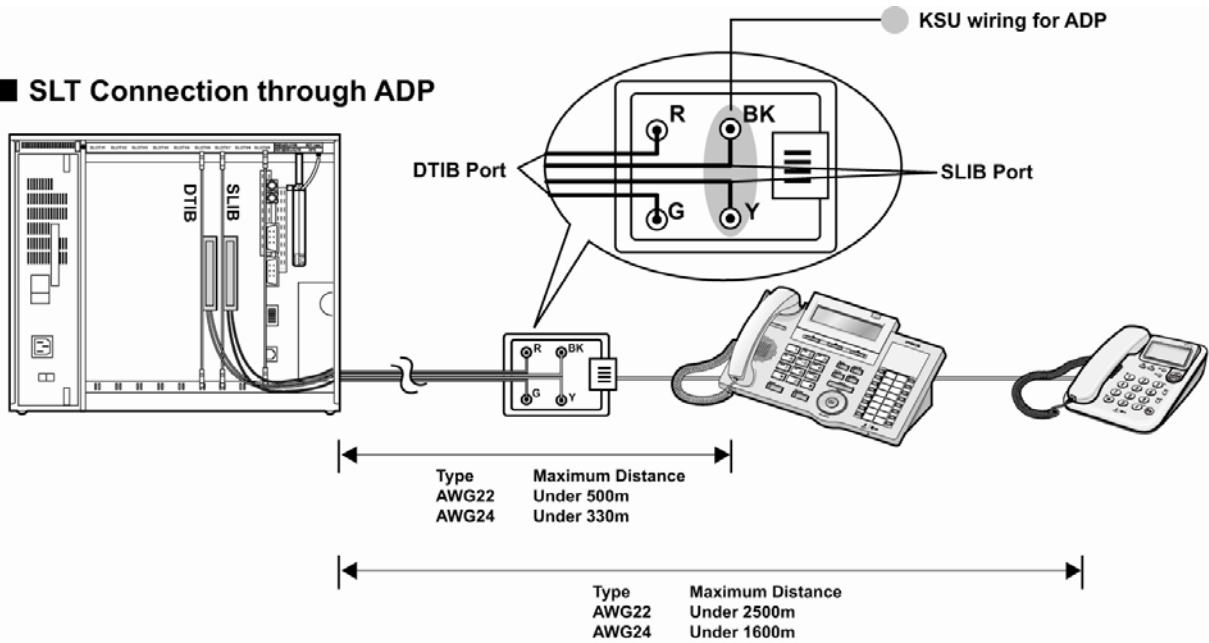
Cable connection

- ①, ② Connect the end of the telephone cord to the handset and the other end to the handset jack at the bottom of the telephone.
 - ③, ④ Connect the end of the cable to the port at the bottom of telephone and the other end to the switch port.
- ※ Connect the Earphone to the headphone jack at the left side of the telephone.
(In case front view of the base.)

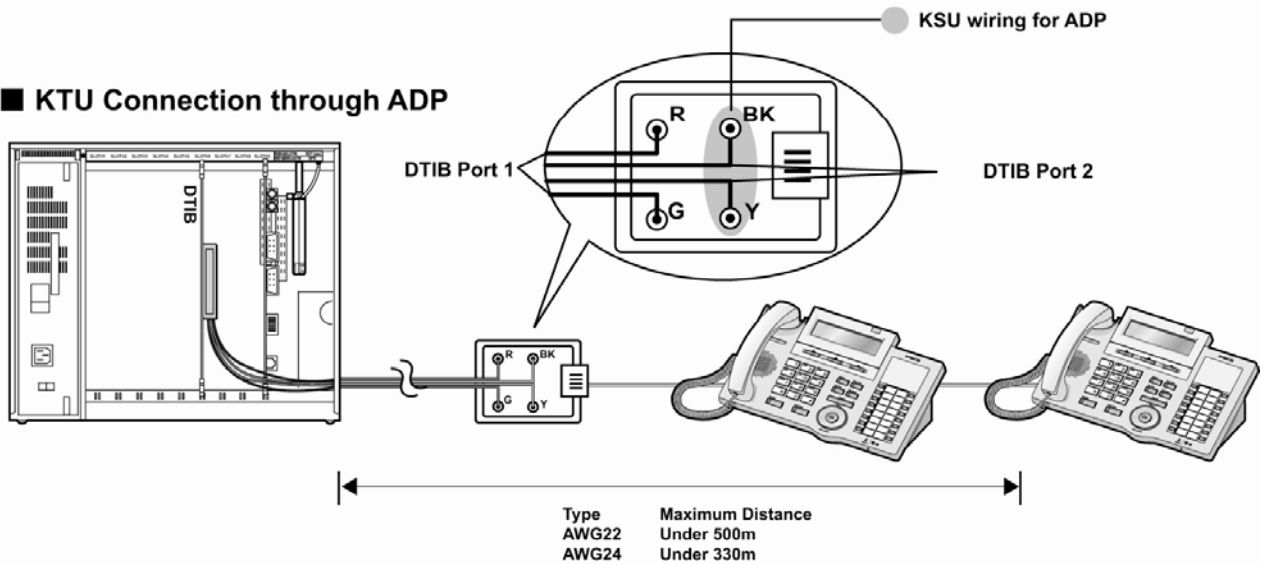
Putting into operation

ADP (Additional Device Port)

■ SLT Connection through ADP

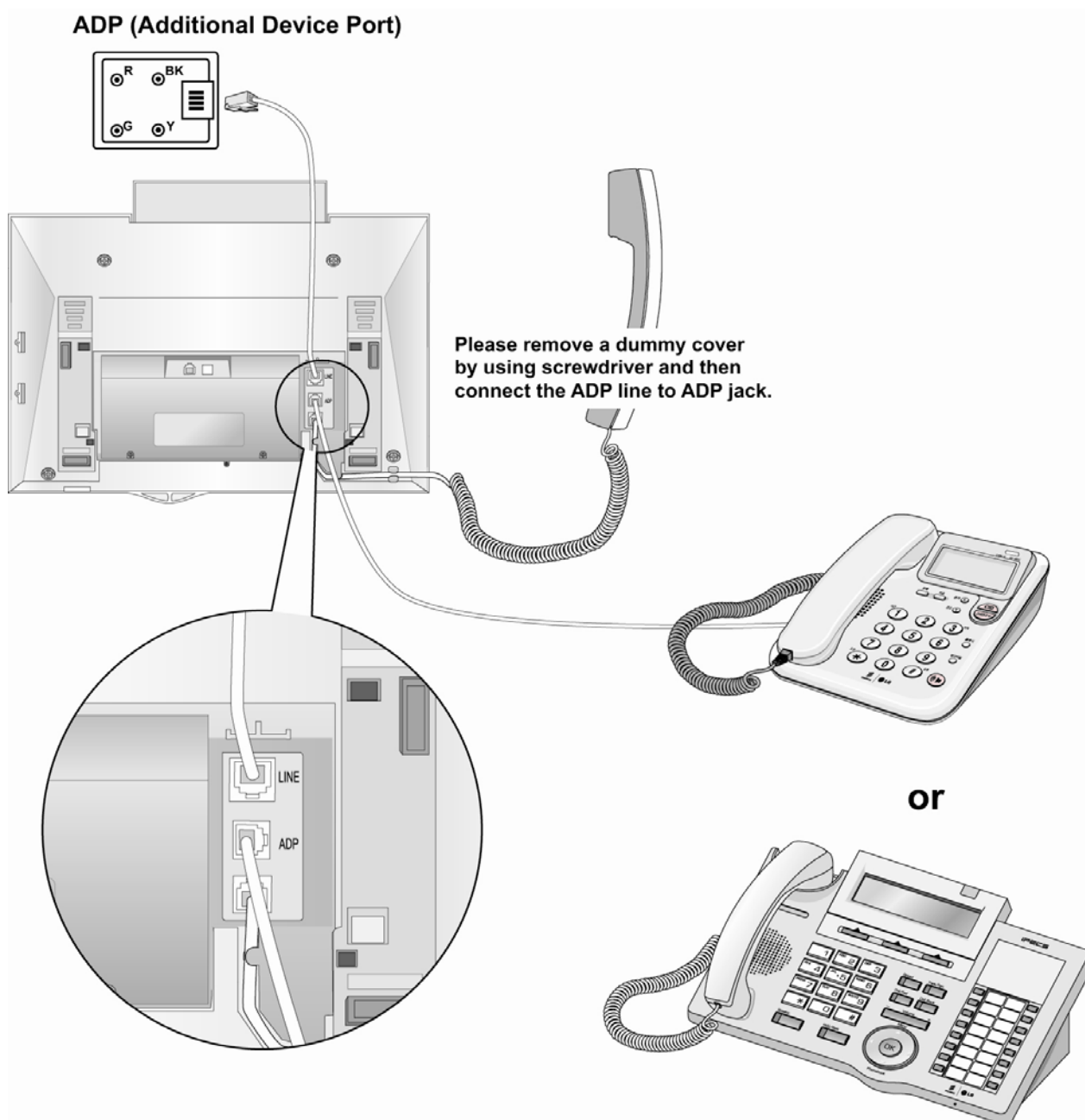


■ KTU Connection through ADP



Putting into operation

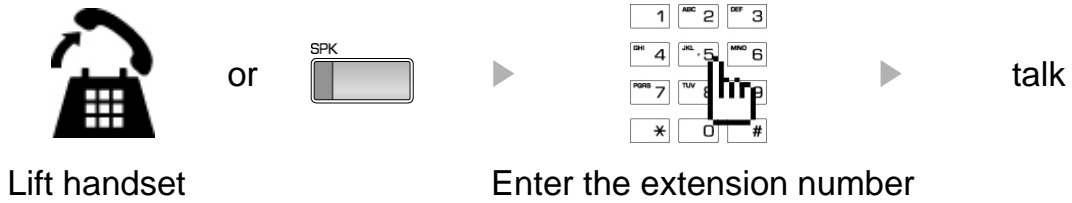
ADP (Additional Device Port)



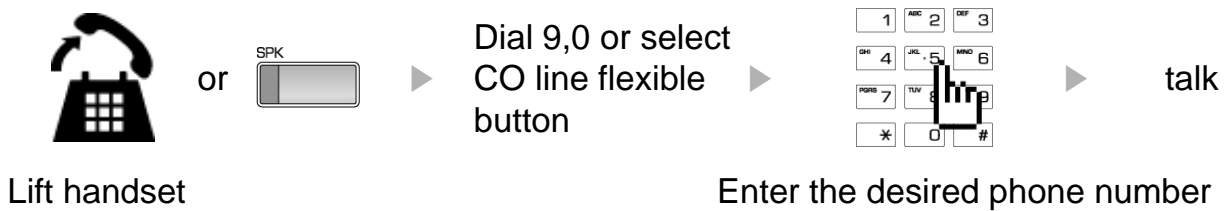
Placing or answering an outside call

1. Placing an Outside Call

ICM Line

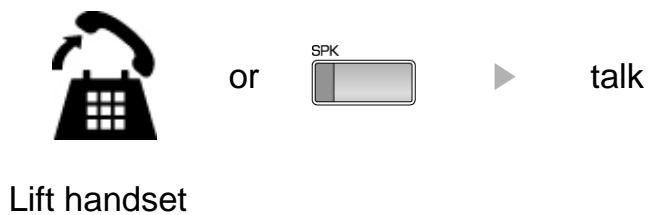


CO Line



2. Answering an Outside Call

ICM Line



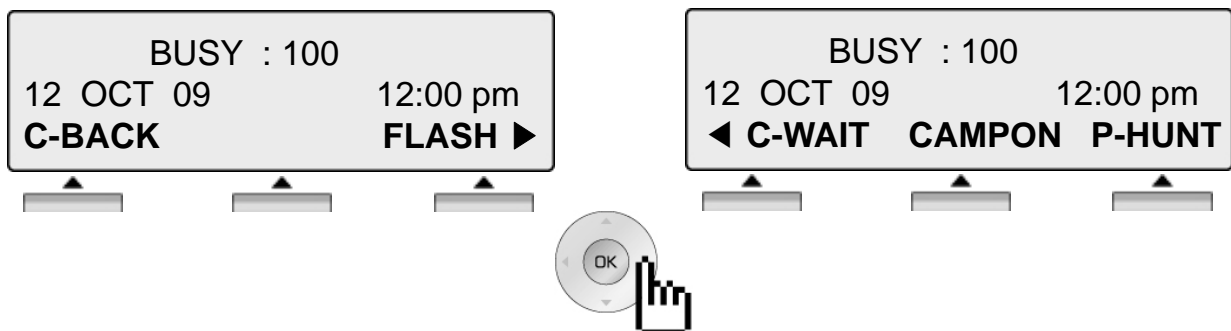
CO Line



3 Soft & Navigation Button

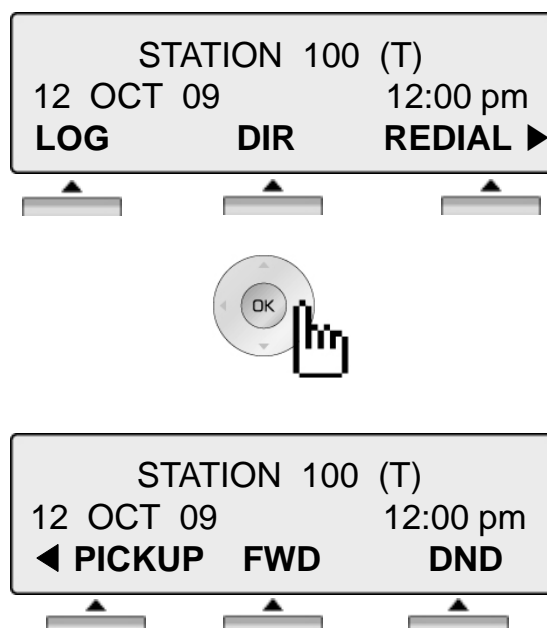
3 Soft Button

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 - "Call Back", "Flash", "Call Wait", "Camp On" and "Pilot Hunt". 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.

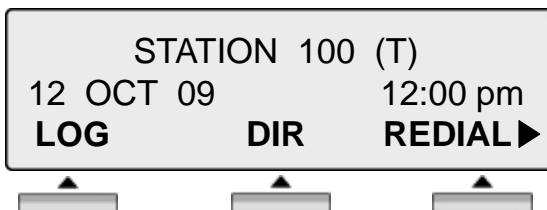


Basic Function

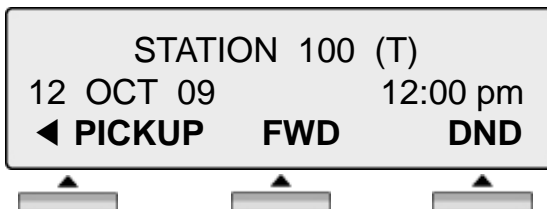
The 3 soft button enables you to select the various function. For instance, if you want to select the pickup, press the first button on the left as below shown. And if there are more than three functions and displays an arrow on LCD, use Navigation Button to move the next or previous function.

1. Idle

3 Soft Button is located on the bottom of the LCD display and IP LDK systems provide.



LOG : press to check call log information
DIR : press to use Directory Service.
(Station/System Speed)
REDIAL : press to redial last number called.

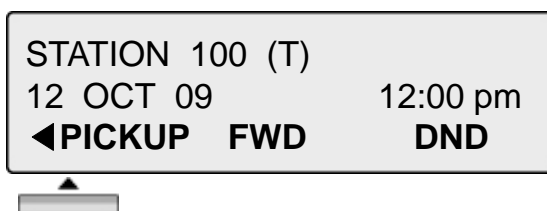


PICKUP : press to pickup a call ringing within the same pickup group.
FWD : Press the [FWD] button to forward calls to another station, Voicemail etc.
DND : press the [DND] to set Do Not Disturb.

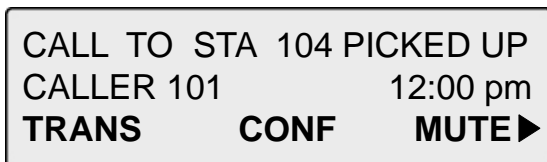
1.1 Pickup

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

* Refer to iPECS-MG system programming manual.



Press [PICKUP] button.

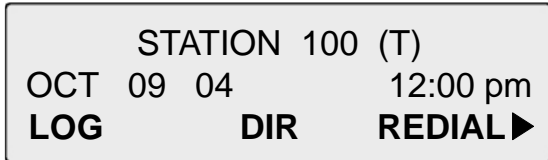


Talk

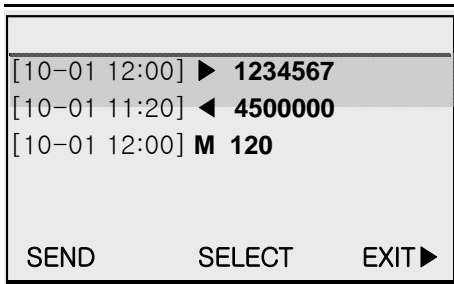
Basic Function

1.2 LOG

The call log feature enables the LDP phone user to view a log of the last(100) incoming and outgoing calls. The user can scroll through the list of numbers stored, select the number and activate a redial to that number.

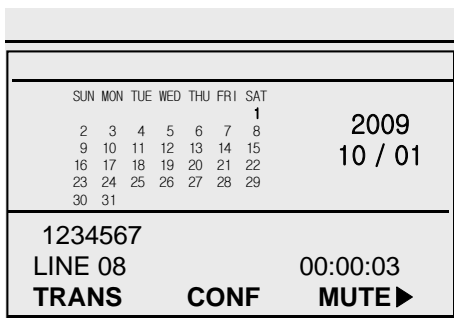


Press the [LOG] button.

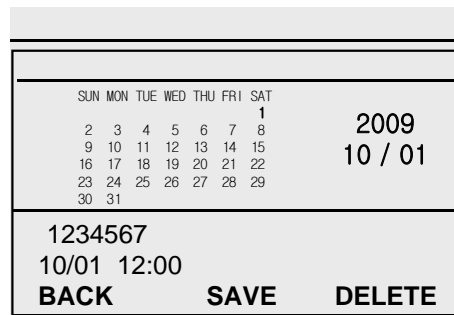


Select the desired one with Navigation Button.

- ▶ : Outgoing call
- ◀ : Incoming call
- M : Missed call



Press [SEND] or  button to make the call.



Or, [SELECT] to show the detailed information of LOG.

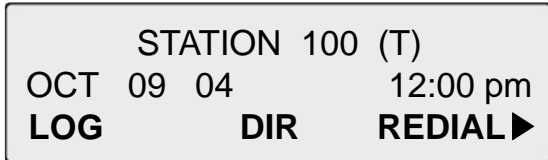
- [SAVE] to save LOG
- [DELETE] to delete LOG



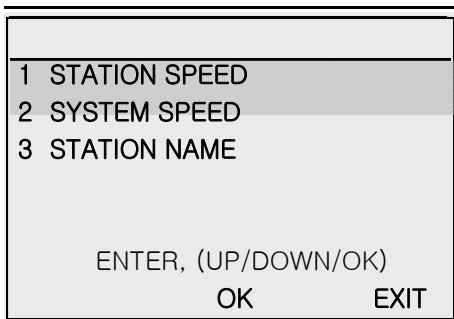
Basic Function

1.3 DIR


The DIR feature enables the LDP phone user to view station speed bin, system speed bin, station name. The user can search speed bin number or station name and make a call with selected number.

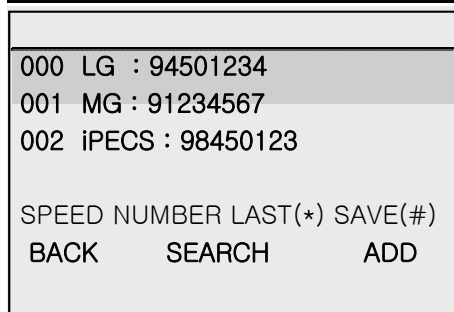


Press the [DIR] button.



Select the desired one with Navigation Button.

Press [OK] or  button.



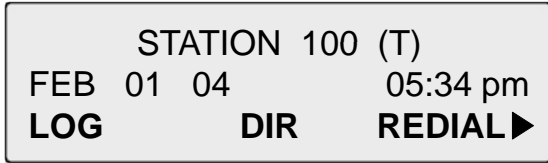
Press [SEARCH] to search bin number.
Press ADD to add new speed bin number.

Press [HOLD] or  button to make the call.

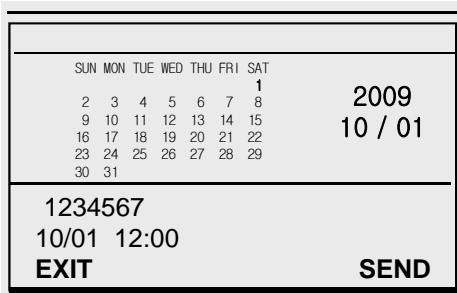
Basic Function

1.4 Redial

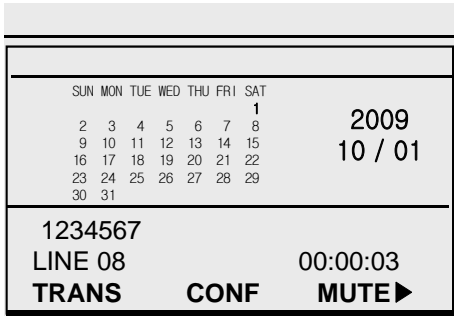
The last number dialed on an external call is automatically saved in the **LAST Number & Redial (LNR)** buffer.



Press the [REDIAL] button.



Select the desired one with Navigation Button.



Press [SEND] or




button to make the call.

Basic Function

2. Intercom Ring Back

STATION 100 (T)
12 OCT 09 12:00 pm
MSG **FLASH**



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


3. Intercom Busy

BUSY : 100
12 OCT 09 12:00 pm
C-BACK **FLASH▶**



C-BACK : Press to leave your station number or message.
FLASH : Press to disconnect the line and re-seize.


BUSY : 100
12 OCT 09 12:00 pm
◀C-WAIT **CAMPON** **P-HUNT**



C-WAIT : Press to make call waiting.
CAMPON : Press to send a camp-on tone to a busy station (indicating that they have a call waiting).
P-HUNT : Press to make Pilot hunt group call


4. Intercom Do Not Disturb

DO NOT DISTURB 101
12 OCT 09 12:00 pm
MSG **FLASH▶**



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


DO NOT DISTURB 101
12 OCT 09 12:00 pm
◀P-HUNT



P-HUNT : Press to make Pilot hunt group call

5. Intercom Dialing Error


INVALID
12 OCT 09 12:00 pm
FLASH



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

6. Intercom Receiving

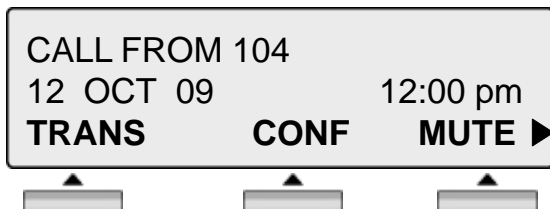
CALL FROM 104
12 OCT 09 12:00 pm
HOLD **DND**



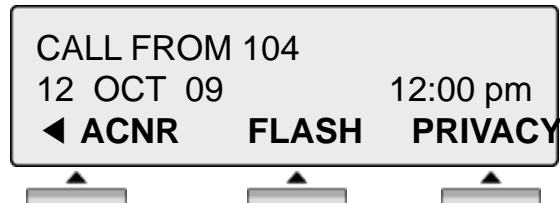
HOLD : Press to make a HOLD call
DND : Press to make DND

Basic Function

7. Intercom Talk



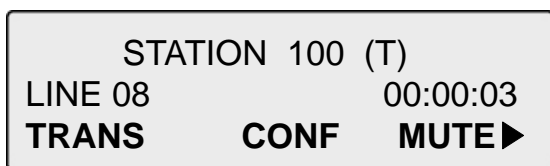
TRANS : Press to transfer an incoming call to another station.
CONF : Press to initiate a conference call.
MUTE : Press to mute the handset, speakerphone, or headset microphone. Press the [SPEAK] button to re-activate microphone.



ACNR : Press to set automatic called number redial.
FLASH : Press to disconnect the line and re-seize.
PRIVACY : Press to use privacy mode.

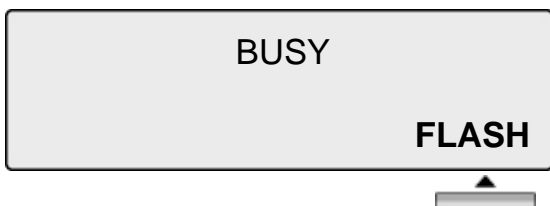
8. CO Dialing

The following CO access codes '9', individual CO access code can be changed by Admin Programming 115 depending on the user's needs.



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

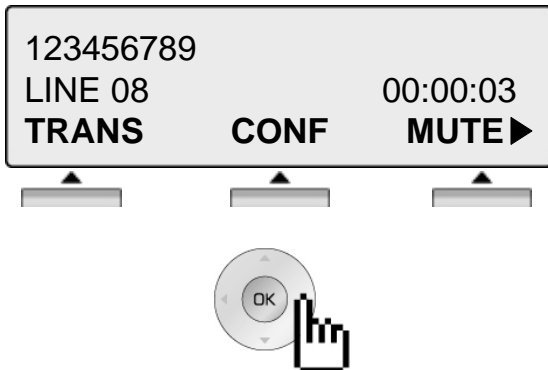
9. CO Line Busy



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

Basic Function

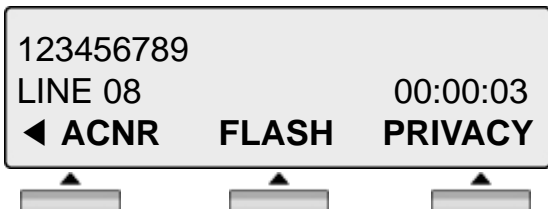
10. CO Talk



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 [SPEAK] button to re- activate microphone.



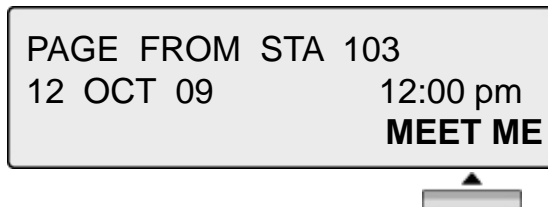
ACNR : Press to set automatic called number redial.

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

PRIVACY: Press to use privacy mode

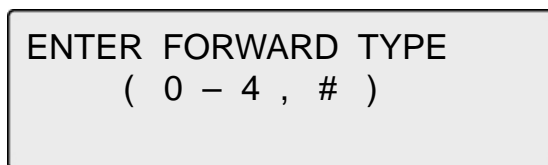
11. Paging

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.



MEET ME : Press to answer a paging request.

12. Call Forward



Press [SPEAKER] button.

Press [DND/FWD] button.

Enter forward type.

0 : Remote Forward

1 : Unconditional Forward

2 : Busy Forward

3 : No Answer Forward

4 : Busy/No Answer Forward

: Cancel Forward

Enter Forward destination

STA : station number,

HUNT : Hunt group,

VMIB : VMIB Access code

Telephone Number : Telephone number with CO Access code

Basic Function

13. 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 PGM 113~115 depending on the user's needs.

EMPTY NUM (1) / FIX(2) / DEL(0)

NUM (1) :
STA : station number,
HUNT : Hunt group.
CO Number
Feature code.
Telephone Number : Telephone number with CO
Access code

FIX (2) : Fixed button
(REDIAL/CONFERENCE/MUTE/FLASH/PTT)

DEL(0) : Delete Flexible button

14. 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 **Call Park Location Code (541)** and dial the Park Location(01-49).
- To retrieve a parked call at any station,
Press **Call Park Location Code (541)**
Dial the Park Location (01-49).

15. NAME DISPLAY ON MY PHONE

Name can be displayed instead of station number.

- Press the [TRANS/PGM] button
- Dial "1 2"
- Enter your name (see Entering character table in page 58)
For example to enter the name "JOHN"
- Press the [HOLD/SAVE] button

Basic Function

16. CALL BACK

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

BUSY : 100
12 OCT 09 12:00 pm
C-BACK FLASH▶



17. CAMP ON

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

BUSY : 100
12 OCT 09 12:00 pm
◀ **C-WAIT** **CAMPON** **P-HUNT**



18. VOICE OVER

CALL WAIT FROM 105
05 MAR 06 09:51
TRANS **CONF** **MUTE**▶



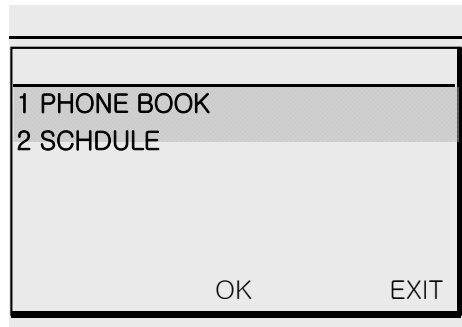
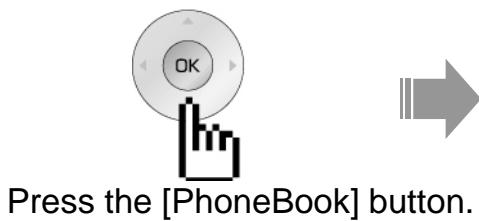
To answer the second(call waiting) call, press flashing **[HOLD/SAVE]** button.

CONNECT TO 101
05 MAR 06 09:51
TRANS **CONF** **MUTE**▶

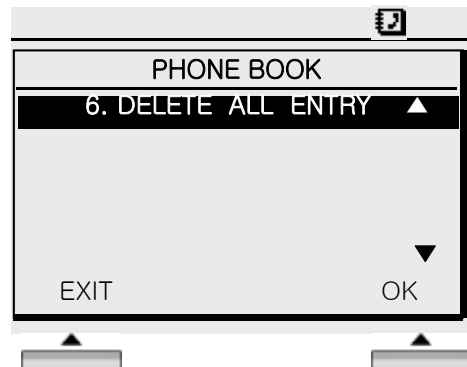
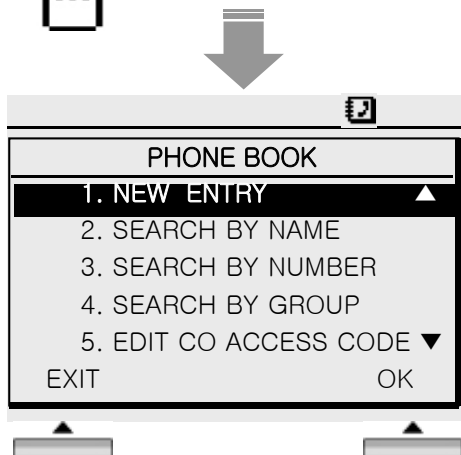


Whenever **[HOLD/SAVE]** button is pressed, call will be switched between first and second call.

Phone Book

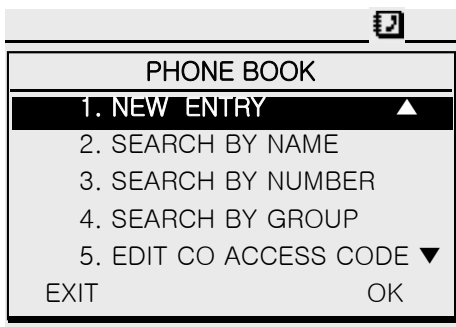


The [PHONE BOOK] is used for registering the new phone number and searching, correcting and deleting the stored phone number.

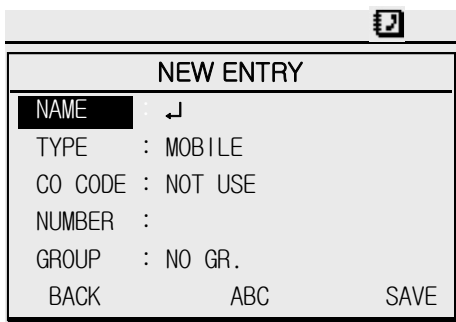


1. NEW ENTRY


The number of the phone number registers up to 100.



Press the [1] button.

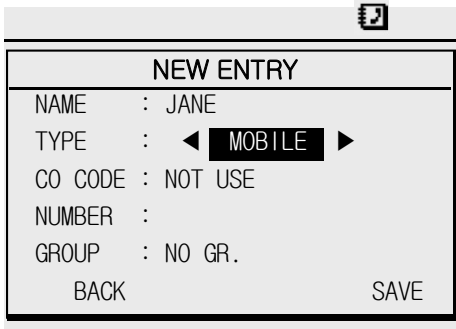


Enter the name.

To move to the next step, press the  button.

※ Use the softkey button to enter the character such as English, the number and the symbol and press the softkey button to select the type : capital English letter> small English letter>the number>the symbol.

Phone Book



NEW ENTRY

NAME : JANE

TYPE : ◀ MOBILE ▶

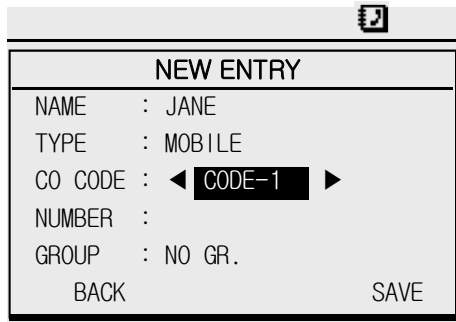
CO CODE : NOT USE

NUMBER :

GROUP : NO GR.

BACK SAVE

Enter the type, select the desired one among the cellular phone number or office number or home number or fax number or e-mail or address or memo.



NEW ENTRY

NAME : JANE


TYPE : MOBILE

CO CODE : ◀ CODE-1 ▶

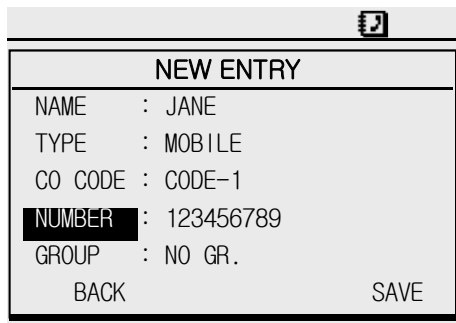
NUMBER :

GROUP : NO GR.

BACK SAVE

Select the CO access code, use the  to select the NOT USE or CODE-1, 2,3,4,5.

※ In case of selecting one of the e-mail or address or memo, NOT USE will be displayed and can't select the CO access code.



NEW ENTRY

NAME : JANE

TYPE : MOBILE

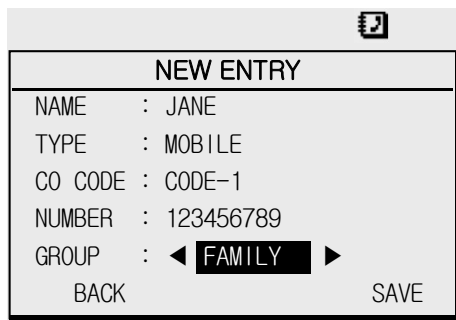
CO CODE : CODE-1

NUMBER : 123456789

GROUP : NO GR.

BACK SAVE

Enter the phone number. In case of selecting e-mail or address or memo on type, the contents is available.



NEW ENTRY

NAME : JANE


TYPE : MOBILE

CO CODE : CODE-1

NUMBER : 123456789

GROUP : ◀ FAMILY ▶

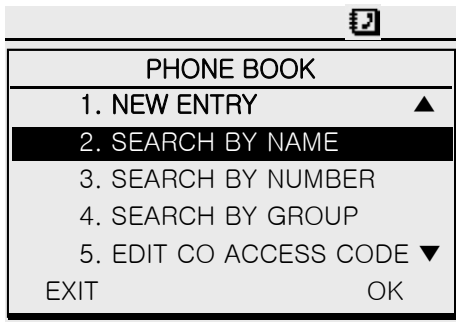
BACK SAVE

Select the group. Use  to select NO GR /family / friend /office / school /customer or club. Press [SAVE] to save the new entry.

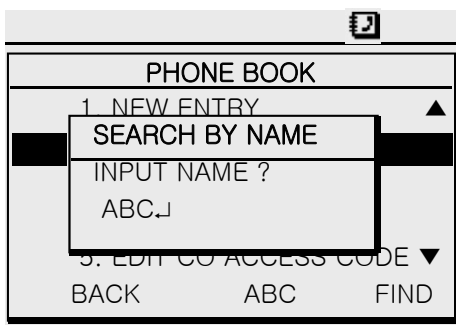
Phone Book

2. SEARCH BY NAME

Press [FIND] and then the phone book entry will be displayed.

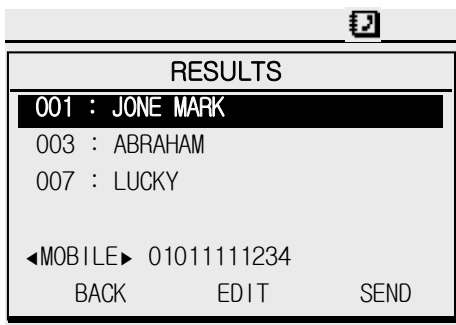



Press the [2] button.



When entering the name, enter the full name or the part of the name(ex:ABC) and press [FIND].

※ For detailed information about entering name, see the page 56.



The name will be displayed. Use  to select the desired name.

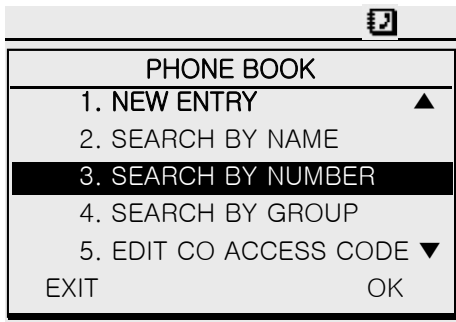
※ Press [EDIT] to correct the phone number.

Press [SEND] to make a call.

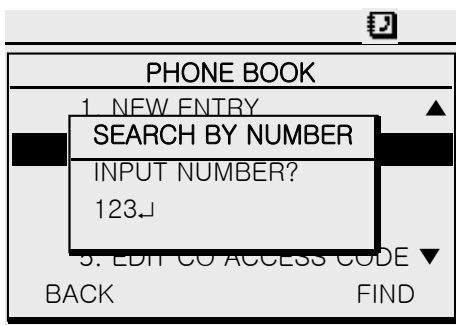
※ Use the  button to select type.

Phone Book

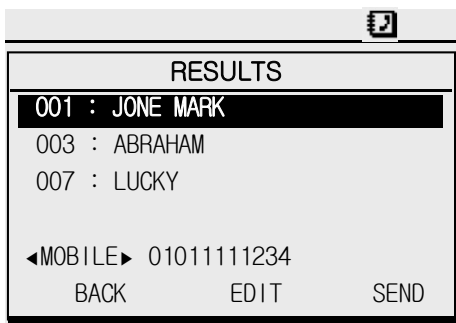
3. SEARCH BY NUMBER




Press the [3] button.



When entering the phone number, enter the part of the phone number or the full number and press [FIND].



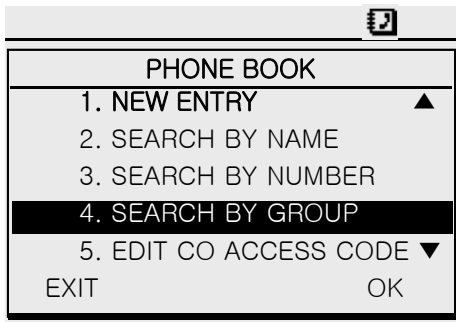
The name will be displayed. Use  to select the desired name.

※ Press [EDIT] to correct the phone number.

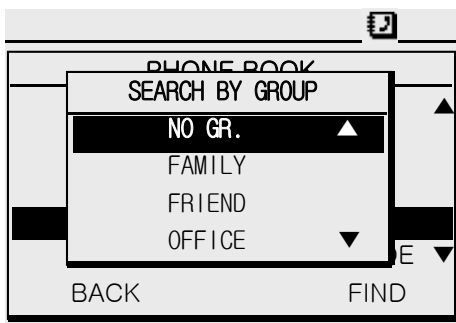
Press [SEND] to make a call.


Phone Book

4. SEARCH BY GROUP




Press the [4] button.



Use  to select the group and press [FIND].



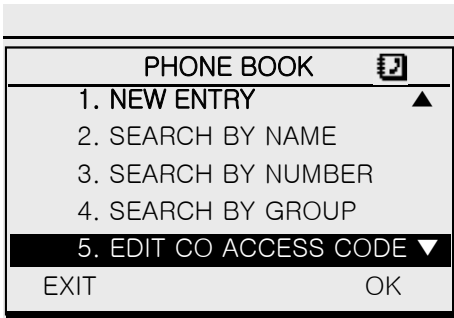
The name will be displayed. Use  to select the desired name.

※ Press [EDIT] to correct the phone number.

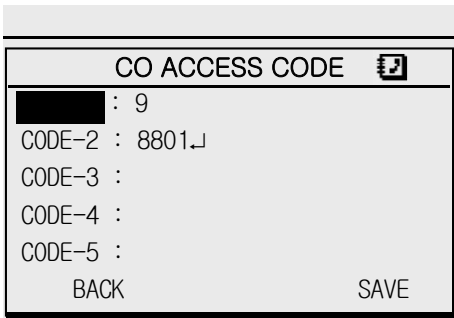
Press [SEND] to make a call.


Phone Book

5. CO ACCESS CODE



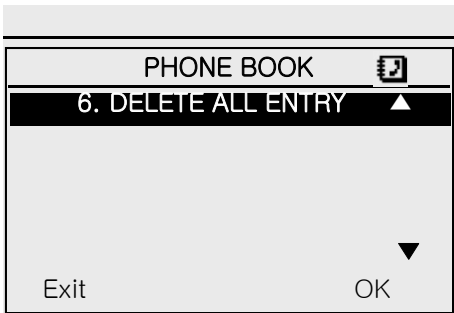
Press the [5] button.



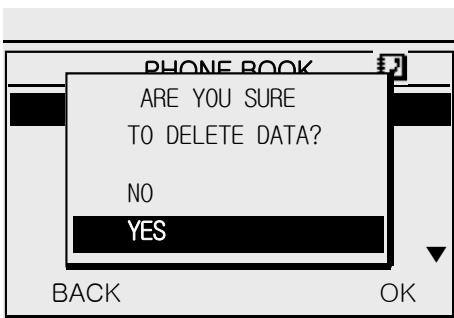
Use  to select the code and enter the CO ACCESS CODE.


Press [SAVE] to save. The entered CO ACCESS CODE is entered when the phone number registers or corrects.

6. DELETE ALL ENTRY



Press the [6] button.



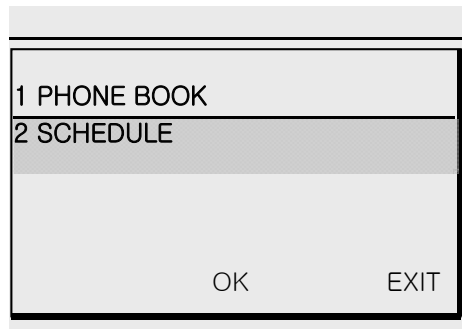
Use  to select 'YES'.

Press [OK] to delete all the phone book.

SCHEDULE

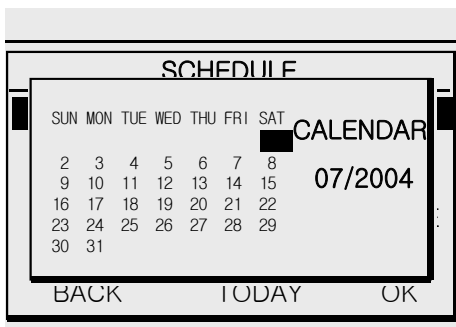


Press the [PhoneBook] button.



1. SCHEDULE ADD/DEL/EDIT

The number of the schedule is added up to 50.
The calendar of schedule is from 1960 to 2040.

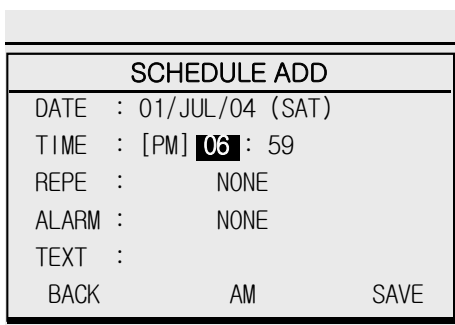


Use  to select the date and

press the [OK] button to save it.

※ Press [TODAY] or [5] to move to current date.

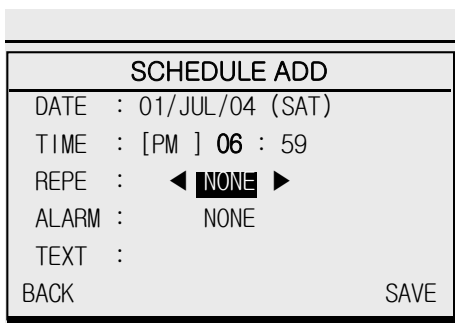
- Press [1] to move to last year.
- Press [3] to move to next year.
- Press [7] to move to last month.
- Press [9] to next month.




Use [ADD] to add the schedule.

Use number key to enter the time directly.

- ※ am 7:00 ► 0700
- pm 7:00 ► 1900



Use  to set NONE or everyday or every week or every month.

SCHEDULE

SCHEDULE ADD		
DATE	: 01/JUL/04 (SAT)	
TIME	: [PM] 06 : 59	
REPE	: NONE	
ALARM	: NONE	
TEXT	:	
BACK	SET	SAVE

Set the alarm.

Press the [SET] button to inform the schedule and enter the time.

SCHEDULE ADD		
DATE	: 01/JUL/04 (SAT)	
TIME	: [PM] 06 : 59	
REPE	: NONE	
ALARM	:00 HOUR 00 MIN BEFORE	
TEXT	: CONFERENCE	
BACK	ALL	SAVE

Press [SAVE] to save the schedule.


SUN MON TUE WED THU FRI SAT						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
2004						
07 / 03						
CHECK SCHEDULE						
01 JUL 04			06:01 pm			

The alarm icon will be displayed on the top of LCD and it will ring for the time. After checking the schedule, the icon will be disappeared.


SCHEDULE

2. FIND SCHEDULE

FIND SCHEDULE	
SEARCH :	SCHEDULE
YEAR :	◀ 2004 ▶
MONTH :	02
TEXT :	
BACK	ALL FIND

Use  to select the year.

FIND SCHEDULE	
SEARCH :	SCHEDULE
YEAR :	2004
MONTH :	◀ 06 ▶
TEXT :	
BACK	ALL FIND

Use  to select the month.

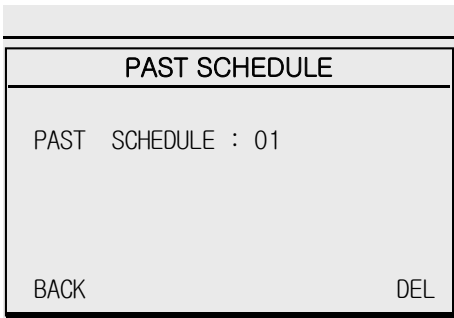
Press the [FIND] button and the result will be displayed.

RESULTS	
DATA :	01/JUL/04 1/1
[AM] 07:45	CONFERENCE
BACK	VIEW

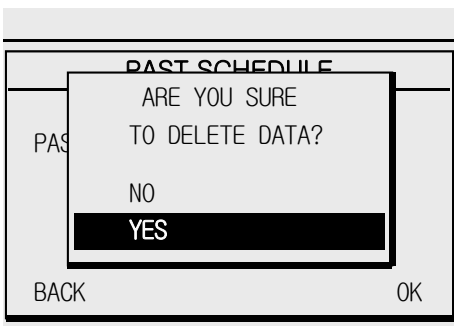
Use the [VIEW] button to check the contents of schedule.


SCHEDULE

3. DELETE PAST SCHEDULE

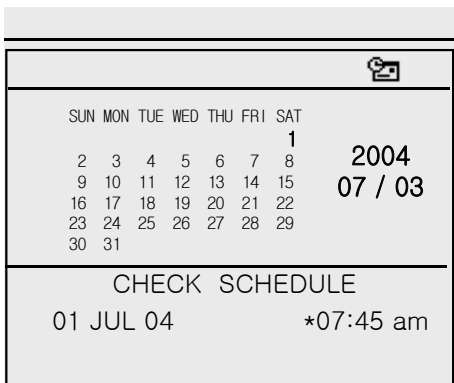


The number of the past schedule is displayed. Press the [DEL] button.

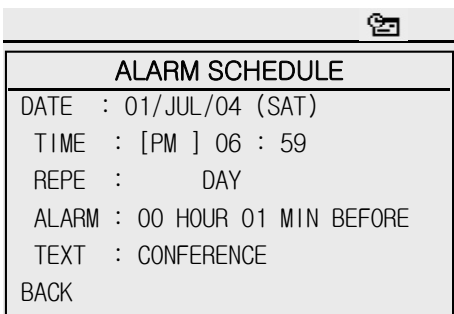


Use  to select [YES] or [NO]. Press [DEL] to delete the past schedule.

4. VIEW ALARM SCHEDULE



When the stored schedule comes, the schedule icon will be displayed on the top of LCD. And the alarm ring will ring to inform the time.



Check the schedule. Press the [DEL] to clear the schedule icon or Press the [BACK] to leave the schedule icon.

SCHEDULE

5. DELETE ALL SCHEDULE



Use  to select [YES] or [NO].

Press [OK] to delete the all schedule.

If selecting "YES", delete it. If selecting "no", don't delete it.

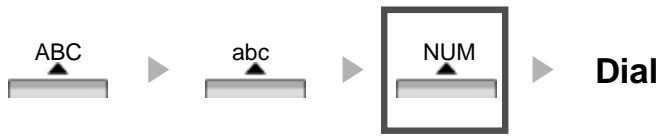
User Program Codes

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

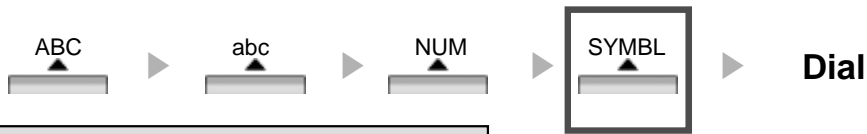
CODE	FUNCTION	CODE	FUNCTION
11	Answer mode (H/T/P)	61	Speaker/Headset PGM
12	Station Name Program	62	Headset Ring Program
13	Set Wake Up	71	Register Station ICLID
14	Reset Wake Up	72	View Station ICLID
15	Language Program	81	View IP Address
16	LCD Date Mode Change	82	View Mac Address
17	LCD Time Mode Change	83	View Keypad Version
18	Set Back Light	91	MPB Version Display
21	ICM Ring Type Program	92	View IP Address
22	CO Ring Type Program		
23	Set BGM		
31	Temporary COS Mode		
32	Retrieve COS		
33	Walking COS		
34	Register Password		
35	Call Log Protect		
36	SMS Message Protect		
41	Preselected MSG PGM		
42	Set User Message		
51	Mobile-Ext. Enable		
52	Mobile-Ext. Number PGM		
53	Mobile-Ext. CLI PGM		
54	Create Conference Room		
55	Delete Conference Room		

Entering characters

Enter the figure




Enter the symbol



























































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①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩
←	.	()	-	!	?	*		_

※ Use the  button and then select the symbol.

Enter the letters



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	 +  +  + 

Glossary of Terms

- 1 **ICM** Intercom – describes internal calls within the telephone system
- 2 **CO Line** Central Office Line – also known as a trunk line or outside line
- 3 **Speed Dial** A commonly used number stored in a speed bin for easy access
- 4 **DND** Do Not Disturb – a telephone in DND will show as busy to callers
- 5 **FWD** Forward – your calls can be sent to another location such a voicemail or another station
- 6 **DDI or DID** Direct Dial Inwards or Direct Inwards Dialing – ISDN lines can be provided with multiple telephone numbers which are each routed to individual extensions or Hunt Groups
- 7 **DKTU** Digital Key Telephone Unit – Ericsson-LG Enterprise digital telephone
- 8 **SLT** Single Line Telephone – an analogue telephone
- 9 **ISDN** A type of CO line that comes in multiples of 2 or more
- 10 **VMIB** Voice Message Interface Board – Ericsson-LG Enterprise integral Voice Processing card
- 11 **CONF** Conference – where you can talk to 2 or more internal or external parties



LIP-7004N
User Guide

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1. Introduction

1.1 General

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

1.2 Feature Information

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

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

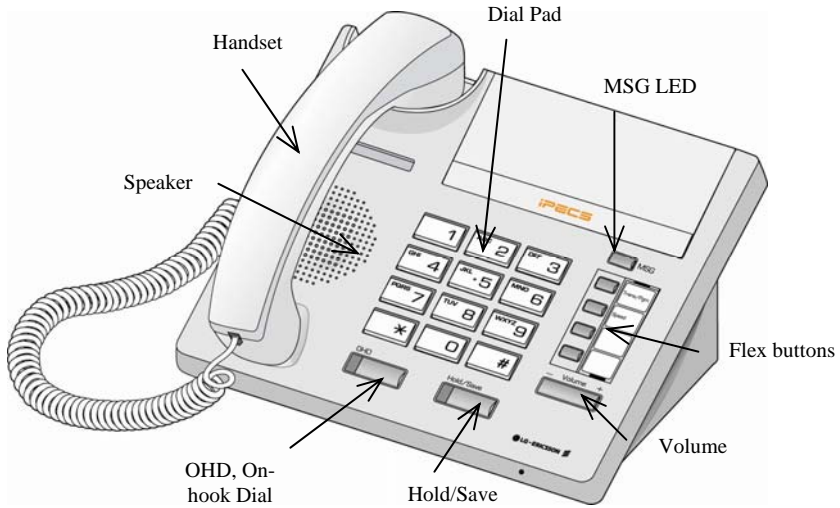
Under certain operation conditions this equipment cannot be relied upon to make emergency calls. Alternative arrangements should be made for access to the emergency services.

1.3 Feature Groupings

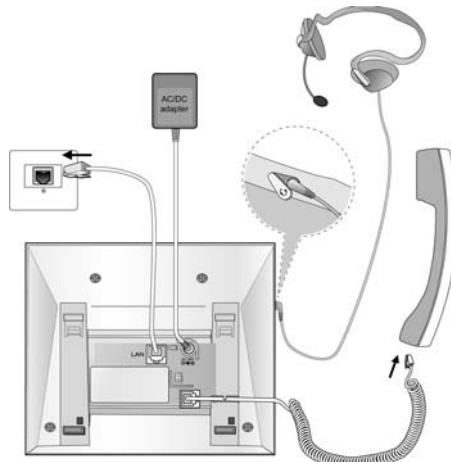
Features have been divided into groups, *Receiving calls*, *Placing calls* etc. Within each group, features are arranged according to the difficulty of operation and frequency of use. In some cases, a feature must be assigned to a Flex button. Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

1.4 iPECS LIP-7004N Phone Description

The iPECS LIP-7004N Phone incorporates the latest in VoIP technology and is intended for basic communications (ex., a lobby or limited use phone). Features are generally accessed using dial codes entered from the dial pad.



iPECS LIP-7004N Diagram



iPECS LIP-7004N Connections

2. Receiving calls

2.1 Answering a Call While Idle

There are 3 basic types of incoming calls; **Internal/External Ringing** calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned a **Ring Line Preference** to determine the order in which calls are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line button or a **LOOP** button. External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-Free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

OPERATION

To answer a call ringing at your phone:

- Lift the handset and, then press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- Lift the handset to respond.

2.2 Responding to a Call While Busy

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

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

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

Silent Text Message requires a **TEXT MESSAGE** button, and cannot be sent to a SLT or other non-display terminal.

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

OPERATION

To answer a Call Waiting:

- Press the **HOLD/SAVE** button, and/or
- Press the flashing **FLEX** button.

To activate One-time DND:

- Press the **DND** button.

To send a Silent Text Message:

- Press the programmed **TEXT MESSAGE** button,
- Select the desired message to send.

2.3 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 14 **Ring Tones** available for differentiating ring from one phone to another. Four of the tones are stored in the phone's permanent memory; the remaining ten tones are in the system's memory. Four of these ten can be downloaded into the phone's memory for use as the 5th to 8th **Ring Tone**.

OPERATION

To download a Ring Tone from System memory:

- Lift Handset
- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the memory location to receive the tone (5-8),
- Dial tone number 0-9, tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial tone number 1-8,
- Press **HOLD/SAVE** to make the selection.

2.4 Answering Calls at Night

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

OPERATION

To answer a call during Night mode ringing over an external bell:

- Lift the handset,
- Dial the UNA code 567(iPECS-Lik)/587(iPECS-MG).

2.5 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. You may select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access.

NOTE—Pick-Up will not answer calls on the ringing station's Private Line unless you also have an appearance of the Private Line.

OPERATION

To answer a call ringing at another station:

- Lift the handset,
- Dial 7 (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; call is connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial 566 (Group Call Pick-Up code), the call is connected.

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

When you need quiet, you can activate Do-Not-Disturb and the phone will not receive calls. Internal callers will receive a fast busy tone. Activate Do-Not-Disturb while busy, **One-Time DND**; DND will be active only for the duration of the present call.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

OPERATION

To toggle DND On and Off:

- Dial 553(iPECS-Lik)/516(iPECS-MG).

2.7 Forwarding Calls

2.7.1 Forwarding calls to another station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**.

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

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded internally or externally.
- 2: **Busy**—Immediately forwards all calls, except recalls, when station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your *Authorization Code*.

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

OPERATION

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press **FWD** or dial 554 (Call Forward code),
- Dial the type of forward code 1-4,
- Dial the destination number.
- Press **HOLD/SAVE** (iPECS-MG)

To deactivate Call Forward from your phone:

- Press **FWD** or dial 554,
- Press the # key.

To activate Call Forward for your phone from a different phone (Call Forward, Remote):

- Lift the handset,
- Press **FWD** or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.
- Press **HOLD/SAVE** (iPECS-MG)

To deactivate Call Forward, Remote:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Press the # key.

2.7.2 Forwarding calls to an external number

Forward calls to an external CO/IP destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as below:

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded internally or externally.
- 2: **Busy**—Immediately forwards all calls to the station, except recalls, when station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your **Authorization Code**. In addition, from a remote location, you must access the system through a **DISA** enabled CO line.

OPERATION**In iPECS-Lik****To activate Call Forward, Off Premise (forward to an external number) from your phone:**

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (station number & Password),
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,

- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial the Call Forward feature code 554,
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 6-9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the 'type of forward' code 1-4,
- Dial Telephone number,
- Press **HOLD/SAVE**.
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial Telephone number,
- Press **HOLD/SAVE**
- Replace the handset, return to idle.

2.7.3 Forwarding callers to a Text Message

Using an iPECS Phone, the system can be setup to return a 'Text Message' to callers. When calling your Station, Internal callers will automatically receive the selected message or you can send a text message you select in response to an internal call, **Silent Text Message**. There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you, see [Station Speed Dial Character entry chart](#).

In addition, there are ten fix Pre-defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01: LUNCH RETURN AT hh:mm
 Message 02: ON VACATION
 RETURN AT DATE mm:dd
 Message 03: OUT OF OFFICE
 RETURN AT TIME hh:mm
 Message 04: OUT OF OFFICE
 RETURN AT DATE mm:dd
 Message 05: OUT OF OFFICE
 RETURN UNKNOWN
 Message 06: CALL (enter up to 17 digits)
 Message 07: IN OFFICE STA xxxx
 Message 08: IN MEETING
 RETURN AT TIME hh:mm
 Message 09: AT HOME
 Message 10: AT BRANCH OFFICE

In iPECS-MG

1: LUNCH RETURN AT hh:mm
 2: ON VACATION
 RETURN AT DATE mm:dd
 3: OUT OF OFFICE
 RETURN AT TIME hh:mm
 4: OUT OF OFFICE
 RETURN AT DATE mm:dd
 5: OUT OF OFFICE
 RETURN UNKNOWN
 6: CALL (enter up to 17 digits)
 7: IN OFFICE STA xxxx
 8: IN MEETING
 RETURN AT TIME hh:mm
 9: AT HOME
 0: AT BRANCH OFFICE
 * User Custom Message
 # Deactivate

OPERATION**In iPECS-LIK****To activate Custom or Pre-defined Message Forward:**

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the flashing **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, see [section 3.3.3](#)
- Press **HOLD/SAVE**, message saved.

In iPECS-MG**To activate Custom or Pre-defined Message Forward:**

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the two-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the flashing **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters, see [section 3.3.3](#)
- Press **HOLD/SAVE**, message saved.

3. Placing a call

3.1 Internal Calls

3.1.1 Placing Intercom calls

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

You can assign a Flex button for **Direct Station Selection/Busy Lamp Field (DSS/BLF)**. A **DSS/BLF** button lets you call the other station with a single button press. The button LED displays the other station's status, ON, is busy, OFF is idle.

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

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

OPERATION

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- At answer or Splash tone, speak to the called party.

3.1.2 Using Camp-On when calling a busy station

If your called party is busy, you may activate **Camp-On**, **Callback** or **Voice Over** to the station. With **Camp-On**, wait off-hook for the called station to answer. With **Callback**, the system will call you when the busy station goes idle. After you answer, the system calls the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing just the last digit of the Intercom number.

OPERATION**To Camp-On (wait off-hook) for a busy station:**

- Dial * and wait for an answer.

To Callback (wait on-hook) for a busy station:

- Press CALL BACK and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #, after splash-tone, speak.

3.1.3 To leave a Message Wait

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

OPERATION**To activate Message Waiting,**

- Dial 556(iPECS-Lik)/557(iPECS-MG) and hang-up.

3.2 External Calls

3.2.1 Placing external CO/VoIP calls

External calls are placed on CO/IP lines. These 'lines' are accessed either by a button on the iPECS Phone assigned as a **CO/IP line** or by dial codes. The CO/IP lines are grouped for different types of calls, local, long distance, etc. Using the **CO/IP line group** code, you will be able to access any line from the group. A Flex button on the iPECS Phone assigned as a **LOOP** button lets you access a line from a group. Dial codes for access to CO/IP lines are:

Individual CO/IP line access

Individual CO/IP line Access Code	Line No	System
88	01-42	iPECS-50 & 100
	001-200	iPECS-300
	001-400	iPECS-600
	001-600	iPECS-1200
88	01-80	iPECS-MG100
	001-240	iPECS-MG300

CO/IP Group access—

CO/IP Group Access Code	System
801 – 820	iPECS-50 & 100
801 – 872	iPECS-300 & 600
8001 – 8200	iPECS-1200
801 – 824	iPECS-MG100
801 - 872	iPECS-MG300

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

When placing an IP call, an IP address is dialed using the '*' key in place of the dot.

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

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

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

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

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

OPERATION

To place an external call:

- Lift the handset,
- Select/dial the CO/IP line/group,
- Dial the desired number.

3.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

OPERATION

To activate a queue if the selected/dialed line is busy:

- Select/dial a busy CO/IP line,
- Dial 556(iPECS-Lik)/518(iPECS-MG),
- Return to an idle state by going on-hook; when the line becomes available, the Station will be notified with ringing.

3.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an **Account Code**, which is output from the system to a printer in the **SMDR** report. You may have an **Account Code Flex** button (refer to *Assigning features to Flex buttons*).

OPERATION

To enter an Account Code before the call:

- Lift the handset,
- Dial 550,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

3.2.4 To disable dialing from your phone

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

OPERATION

In iPECS-Lik

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 21,
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 22,
- Dial your Authorization code,
- Press **HOLD/SAVE**.

In iPECS-MG

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 31,
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 32,
- Dial your Authorization code,
- Press **HOLD/SAVE**.

3.2.5 To temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **FLASH** button to regain outside dial tone.

OPERATION

In iPECS-Lik

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial User Program code 23,
- Dial your Authorization Code (Station number and password),

- Place call as normal.

In iPECS-MG

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial User Program code 33,
- Dial your Authorization Code (Station number and password),
- Place call as normal.

3.3 Using Automated Dialing

3.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer.

OPERATION

To dial the Last Number for an external call:

- Lift the handset,
- Press **SPEED**,
- Dial *.

3.3.2 Using and Entering Save Number Dial

You may store the last number dialed on an external call to the **Save Number Dial** buffer for convenient dialing at a later time. The Save Number is stored until you save new number.

OPERATION

To place a call using Save Number Dial:

- Lift the handset,
- Press **SPEED**.
- Dial #

To store a number in the Save Number Dial:

- While on an outgoing external call, press **SPEED** twice.

3.3.3 Using System Speed Dial Numbers

The iPECS-100 the system has memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The iPECS-300 & 600 systems have memory allocated for 3000 System Speed Dial numbers (bins 2000-4999). You may, if allowed, use the **System Speed Dial** to dial frequently called numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

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

OPERATION

To place a call using System Speed Dial:

- Lift the handset,
- Press **SPEED**,

- Dial the desired System Speed Dial bin number (200-999 for iPECS-100 or 2000-4999 for iPECS-300 or 600, 2000-2999 for iPECS-MG100, 2000-4999 for iPECS-MG300).

3.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS-100 is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 48 digits. The iPECS-300 & 600 each support 100 **Station Speed Dial** numbers (bins (000-099)). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins (00-49)). These numbers are entered at the user's station and may include several 'special' instructions. Special instructions and the corresponding button are:

'#' – Pause, system will momentarily stop dialing.

Flash as 1st digit – activate dial tone detect.

Flash not as 1st digit – the system will generate a *flash on the CO line*.

Call Back as 1st digit – Send digits as *ISDN Keypad Facility message*.

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

'*' not as 1st digit, - Dial Pulse to Tone Switchover, the system will switch from pulse to DTMF dialing.

When entering a **Speed Dial**, a 16-character name, may be associated with the number for **Dial by Name** which is only available to display phones. Characters are entered with two keystrokes as in the chart below.

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry

OPERATION**To place a call using Station Speed Dial:**

- Lift the handset,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number (00-19 or 000-099).

To enter a Station Speed Dial number with CO Line and Name:

- Press **TRANS/PGM**,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group,
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- Enter the associated name, if desired, using the Character Entry chart,
- Press **HOLD/SAVE**.

4. Transfer, Conference & other Call Handling

4.1 Call Transfer: Sending a call to a different destination

You can send an active call to another station or other resource of the system, **Call Transfer**. You can screen the transfer with the receiving party (**Screened Call Transfer**) or complete the transfer without screening (**Unscreened Call Transfer**). Transferred calls, internal or external, are placed in **Transfer Hold**, will receive *MOH* and will recall if not answered in a timely manner.

If an **Unscreened Transfer** call encounters an error or DND, it immediately recalls you.

DSS/BLF buttons may be employed to transfer calls.

OPERATION

To Transfer an active call:

- Press TRANS/PGM,
- Call receiving party,
- For Unscreened Call Transfer, hang-up,
- For Screened Call Transfer, at answer or Splash tone, announce call.

4.2 Call Hold: Placing a call in a waiting state

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

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

The LEDs for buttons assigned **CO/IP line** flash at distinctive rates for the holding station and other iPECS Phone users.

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

Calls will remain in the held state for a period and then recall the user.

This **Hold Recall** is provided with a different ring signal. If not answered in a timely manner, the Attendant will receive **Attendant Hold Recall**.

OPERATION

To place a call on Hold:

- Press HOLD/SAVE.

4.3 Broker Call: Switching between two calls

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

OPERATION

To switch between two calls, Broker Call:

- Press the desired **CO/IP line** button.

4.4 Joining multiple people in a Conference

You can establish a **Conference** with up to 3 parties (iPECS-Lik)/13 Party (iPECS-MG) or 24 parties when using a Multi-Party Conference Interface Module (MCIM). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal Hold Recall operation.

A **CONF** Flex button is required.

OPERATION

To establish a Conference:

- Establish call with one of the desired conference parties,
- Momentarily press Hook-switch.
- Establish call with the other conference party,
- Momentarily press Hook-switch.
- Momentarily press Hook-switch.

To place a Conference on Hold:

- Press the **HOLD/SAVE** button.

To retrieve the Conference from Hold:

- Press the **CONF** button.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Press the **CONF** button.

To retrieve an Unsupervised Conference:

- Press the **CONF** button

4.4.1 Setting up a Conference Room

In addition to establishing a Conference, up to 9 **Conference Rooms** can be set up including up to 24 parties when using a MCIM. When setting up a Conference Room, a password can be designated for invitees (internal and external parties) to use for accessing the established Conference Room.

OPERATION

In iPECS-Lik

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (delete Conference Room code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (delete Conference Room code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

4.5 Call Park: Placing a call on hold to Page

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

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

OPERATION

In iPECS-Lik

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit code (601-610 for iPECS-100 or 601-619 for iPECS-300 & 600),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit code (601-610 for iPECS-100 or 601 for iPECS-300 & 600).

In iPECS-MG

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit code (541)
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit code (541).
- Dial the Park number(00-49).

5. Leaving & Responding to Messages

Your iPECS Phone allows you to send and receive several types of messages. These include a Station Message Waiting, and Voice Mail Message Waiting.

Each of the message types is described in the following paragraphs and is accessed by dial codes or using a Flex button as described in the section on each message type.

5.1 Responding to a Station Message Waiting Indication

Another station can leave a Station **Message Waiting** indication when you do not answer or your phone is in **DND**. A flashing MSG LED on the iPECS Phone indicates a Message Waiting. As a further notification, a **Message Wait Reminder Tone** can be provided. You may respond with a call back.

OPERATION

To respond to your Station messages:

- Dial 557(iPECS-Lik)/558(iPECS-MG) to return message.

5.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **Voice Mail** module, the **iPECS Feature Server** or an external Voice Mail system.

These Voice Mail systems allow access to and management of the received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station from the VMIM/VSF. You will need to register an **Authorization Code** for your station to access VMIM/VSF Voice messages.

OPERATION

In iPECS-Lik

To retrieve Voice Mail locally:

- Dial 557,
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,

- Dial the telephone number of a *DISA* CO line assigned for answer by the Auto Attendant,
- Upon answer, dial # to receive the 'Mail Box & Password' prompt,
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up.

In iPECS-MG

To retrieve Voice Mail locally:

- Dial 558(Message Wait Answer) or 523(VMIB Access code),
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line assigned for answer by the Auto Attendant or DID number for VMIB Access,
- Upon answer, dial 523(VMIB Access code) to receive the 'Mail Box & Password' prompt,
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up.

6. Remote System Access

6.1 Direct Inward System Access (DISA)

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

OPERATION

To access system resources remotely:

- Call the system's DISA facility
- Dial your authorization code (station number and password),
- Dial as needed for the desired system resource.

6.2 Mobile Phone Extension

When away from your desk or office you can place and receive calls on a registered mobile phone. Calls to your iPECS Phone will ring your Mobile Phone and you can place calls using the resources of the iPECS. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number.

This feature can be activated only through an ISDN CO line.

OPERATION

In iPECS-Lik

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 37.
- Dial the mobile phone number.
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button.
- Dial 38.
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller Id, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle,
-

NOTE—The mobile extension may reconnect to the transfer by pressing the # key.

In iPECS-MG**To activate a registered mobile phone from the user's station:**

- Press the **TRANS/PGM** button.
- Dial 51.
- Select Mobile Index 1 or 2
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 52.
- Select Mobile Index 1 or 2.
- Dial the mobile phone number with CO Access code.
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller Id, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle,
-

NOTE—The mobile extension may reconnect to the transfer by pressing the mobile flash digit(*).

7. Miscellaneous Features

7.1 Background Music and Music on Hold

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when idle. MOH is played to callers placed on *Hold*.

There are for possible selections for BGM and MOH:

- 1: Off
- 2: Source BGM1
- 3: Source BGM2
4. VMIM message

OPERATION

To turn on Background Music:

- Press HOLD/SAVE to cycle through the BGM selections.

7.2 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

Page Zone codes in iPECS-Lik are:

- | | |
|---------------------------|--------------------------|
| 1: Internal Page Zones | iPECS 100: 501-510 |
| | iPECS 300 & 600: 501-535 |
| 2: Internal All Call Page | 543 |
| 3: External Page Zones | 545-546 |
| 4: External All Call Page | 548 |
| 5: All Call Page | 549 |

Page Zone codes in iPECS-MG are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zone 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

OPERATION

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received:

- Dial 556,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial the Meet-Me-Page code 544(iPECS-Lik)/546(iPECS-MG).

7.3 Push-To-Talk (PTT) Page

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

OPERATION

To log-in to a PTT group:

- Dial #0(iPECS-Lik)/538(iPECS-MG), the PTT Log-in/out code.
- Dial the desired PTT group number (1-9 or 0 for all groups).

To log-out of the PTT group(s):

- Dial #0 (iPECS-Lik)/538(iPECS-MG), the PTT Log-in/out code.
- Press the * key.

To place a page to the active PTT group:

- Press and hold the **PTT** Flex button.
- After confirmation tone make page announcement.

7.4 Wake-Up Alarm

iPECS supports an Alarm Clock for each station. You can set the alarm clock to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM will be provided.

OPERATION

To set the Wake Up Alarm clock:

- Press **TRANS/PGM**,
- Dial the Station User Program code 41(iPECS-Lik)/13(iPECS-MG),
- Dial 2-digit hour and minute for alerting,
- For a daily (repeating alarm), dial #,
- Press **HOLD/SAVE**.

To erase Wake-Up:

- Press **TRANS/PGM**,
- Dial the Station User Program code 42(iPECS-Lik)/14(iPECS-MG),
- Press **HOLD/SAVE**.

7.5 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be controlled to act as a **Door Open** contact.

OPERATION

To terminate the Alarm signal:

- Dial 565 (Alarm Stop code).

To activate the Door Open contacts:

- Lift the handset,
- Dial Door Open code #* and contact number 1 to 4.

NOTE—Contacts 3 & 4 are only available in the iPECS -300 & 600.

—Contacts 1 is available in the iPECS -MG.

7.6 Power Fail Transfer

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided, the station will operate normally. When **PFT** is implemented, a SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

7.7 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. **Voice Memos** are heard over the speaker of the iPECS Phone and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)

Station IP Address

Station Mac Address

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

Wake-Up Time (hh:mm)

Do Not Disturb

Forwarded to station xxx

Forwarded to speed bin xxx

Queued CO/IP line xxx

Locked (Temporary COS)

COS x

NOTE—Only activated features are announced.

OPERATION

To hear Date & Time memo:

- Dial Voice Memo feature code (661 for iPECS-100 or *661 for iPECS-300 & 600, 675 for iPECS-MG), date and time memo is heard, "Date is May 2nd. Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo feature code (662 for iPECS-100 or *662 for iPECS-300 & 600), the station number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo feature code (663 for iPECS-100 or *663 for iPECS-300 & 600), Station Status Memo is heard.

7.8 Hot Desk

iPECS phones in the system may be assigned for **Hot Desk** operation. These **Hot Desk** phones let you log-on and use the Hot Desk phone as if it were your station. Once logged-on, the Hot Desk station will take on the attributes assigned to your station number and you can make calls as normal. When logged-out, calls to your station are forward to the destination you chose.

To Log on to a Hot Desk station:

- Lift the handset,
- Dial “* 0”(iPECS-Lik)/”525”(iPECS-MG),
- Dial your Authorization Code (Station number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button.
- Press the * key twice(iPECS-Lik)/”525”(iPECS-MG),,
- Press the **HOLD/SAVE** button.

8. Working with PBX, Centrex and ISDN features

8.1 Access PBX or Centrex

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to such a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes.

While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host. The **Flash** feature may be used on other CO lines to regain a dial tone from the CO line without relinquishing control of the CO line to place another call.

OPERATION

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Momentarily press the Hook-switch,
- After receiving new dial tone, dial PBX/Centrex feature code.

8.2 Access the ISDN Network

8.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A **KEYPAD FACILITY** button must be assigned using the *Flex Button program* procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the 'Keypad message' operation.

OPERATION

To activate Keypad Facility operation:

- Press the **KEYPAD FACILITY** button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,
- Or
- Press a Feature or Flex button.

8.2.2 Activating ISDN Caller Id restriction

iPECS Phone users can restrict the transmission of Caller ID to the far-end. This may be a subscription service of your carrier. Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLI) restriction.

OPERATION

To restrict Caller Id:

- Lift the handset,
- Press the CLIR/COLR assigned button,
- Place call as usual.

9. Setting Features & Flex buttons

9.1 Entering Station Program Data

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

OPERATION

To assign user programmable station attributes:

- Press **TRANS/PGM**,
- Dial desired User Program codes shown in [Appendix B](#),
- Press **HOLD/SAVE**.

9.2 Assigning features to Flex buttons

You may assign features and functions to the Flex buttons on your iPECS Phone. If allowed, you may even assign CO/IP lines to the Flex buttons. Flex buttons may be assigned for most features providing **One-Touch** feature activation (e.g., a Flex button may be assigned to access the [Account Code](#) feature and may include the Account code digits, as a **ONE-TOUCH ACCOUNT CODE** button).

Features that may be assigned to a Flex button include:

DSS/BLF – Enter station number,

[Speed Dial](#) – Enter Station/System Speed dial bin number,

Flex Numbering Plan – Enter Flex Numbering Plan code, see [Appendix A](#),

User Program Code – Press **TRANS/PGM** and enter a User Program code, see [Appendix B](#), or

CO/IP line – Enter the CO/IP line or group number.

OPERATION

To assign a feature to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial desired code and required inputs. For User Program codes, first press the **TRANS/PGM**,
- Press **HOLD/SAVE**.

10. Appendix A Flexible Numbering Plan

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
<i>Intercom Call</i>	100-169	100-399	1000-1599	
<i>Internal Page Zone</i>	501-510	501-535	501-535	
<i>Internal All Call Page</i>	543	543	543	
<i>Meet Me Page</i>	544	544	544	
<i>External Page Zone 1~2</i>	545-546	545-546	545-546	
<i>External All Call Page</i>	548	548	548	
<i>All Call Page (Internal/External)</i>	549	549	549	
<i>SMDR Account Code Enter</i>	550	550	550	SLT use only
<i>Flash Command to CO Line</i>	551	551	551	SLT use only
<i>Last Number Redial</i>	552	552	552	SLT use only
<i>DND (Toggle On/Off)</i>	553	553	553	SLT use only
<i>Call Forward</i>	554	554	554	
<i>Speed Dial Programming</i>	555	555	555	SLT use only
<i>Message Wait/Callback Enable</i>	556	556	556	SLT use only
<i>Message Wait/Callback Return</i>	557	557	557	SLT use only
<i>Speed Dial Access</i>	558	558	558	SLT use only
Cancel DND/FWD/Pre MSG	559	559	559	SLT use only
<i>CO System Hold</i>	560	560	560	SLT use only
<i>Program Mode Access</i>	561	561	561	SLT use only
Attendant Unavailable	562	562	562	
<i>Alarm Reset</i>	565	565	565	

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
<i>Group Call Pickup</i>	566	566	566	
<i>Universal Answer</i>	567	567	567	
Account Code with bin	568	568	568	
<i>Walking COS Code</i>	569	569	569	
ACD Supervisor On/Off Duty	571	571	571	
ACD Supervisor Login	572	572	572	
ACD Supervisor Logout	573	573	573	
ACD Help Code	574	574	574	
ACD Calls In Queue Display	575	575	575	
ACD Supervisor Status Display	576	576	576	
ACD Supervisor Monitor	577	577	577	
ACD Reroute Queued Call w/answer	578	578	578	
ACD Reroute Queued Call w/o answer	579	579	579	
Enter Conference Room	59	59	59	
<i>Camp-On Answer</i>	600	600	600	SLT use only
<i>Call Parking Locations</i>	601-610	601-619	601-619	
Group Pilot Number	620 – 659	620 – 667	620 – 667	
<i>Station User VMIM/VSF Features</i>	66	*66	*66	
<i>Call Coverage button</i>	67	67	67	
<i>Direct Call Pickup</i>	7	7	7	
<i>CO/IP Group Access</i>	8xx 01-20	8xx 01-72	8xx 01-72	
<i>Individual CO/IP Line Access</i>	88xx 01-42	88xxx 001-200	88xxx 001-400	
<i>Retrieve Last Held CO/IP</i>	8*	8*	8*	
<i>Retrieve Individual Held CO/IP</i>	8#xx	8#xxx	8#xxx	xx(x) = CO Line number
<i>Access CO Line in the 1st available CO Group</i>	9	9	9	
Attendant Call	0	0	0	

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
VM Message Wait Enabled	*8	*8	*8	
VM Message Wait Disable	*9	*9	*9	
<i>Door Open (1st Door)</i>	##1	##1	##1	
<i>Door Open (2nd Door)</i>	##2	##2	##2	
<i>Door Open (3rd Door)</i>	##3	##3	##3	iPECS-300 & 600
<i>Door Open (4th Door)</i>	##4	##4	##4	iPECS-300 & 600
MCID Request	*0	*0	*0	
Unsupervised Conference extend code	##	##	##	
<i>PTT Group Login/Logout</i>	#0	#0	#0	

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page

No	Feature Name	Code	Remark
			Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	

No	Feature Name	Code	Remark
41	CO Line Access	88	88 + xxx Xxx: CO Line # 001 ~ 200: MG-300 01 ~ 80 : MG-100
42	VM MWI Enable	*8	
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group # *: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	
64	Command Call Oneway	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	

No	Feature Name	Code	Remark
70	Mobile CLI Register	593	
71	Mobile Access	594	
72	CCR Access	670	
73	CCR Access And Drop	671	
74	System Hold	560	
75	Return Held CO	8**	
76	Sys Memo	675	
77	DISA Tone Service	678	
78	All Feature Cancel	679	
79	Add Conf Member	680	
80	System Alarm Reset	565	
81	Fault Alarm Reset	566	
82	Door Open	#*1	
83	Keypad Facility	##*	
84	T-Net Log-In/Out	586	
85	Universal Answer	587	
86	USB Call Record	588	
87	Delete All VM Message	681	
88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

11. Appendix B User Program Codes

Code	Function	Remarks	SLT
10	Enblock Mode Dialing	iPECS LIP-7000 only	
11 x	<i>Differential Ring, Intercom</i>	Select Ring Tone 1~8	
12 x	<i>Differential Ring, CO/IP line</i>	Select Ring Tone 1~8	
13 x	<i>Intercom Answer Mode</i>	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy	
14 x	<i>Call Coverage Attribute Setting</i> (X = 1-2)	1+: On/Off, 2+: ring delay (0~9)	
15 x	<i>Station Ring Download</i>	Select download Ring Tone 0~9	
19	Ear&Mic Headset Usage	iPECS LIP-7000 only	
21	<i>Knock Down Station COS</i>		Yes
22	<i>Restore Station COS</i>	May require Authorization code	Yes
23	<i>Walking COS</i>	May require Authorization code	Yes
31	<i>Station Message Wait Retrieve</i>		Yes
32	<i>CLI/IP Message Wait Retrieve</i>		
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button	Yes
34	Assign <input type="text" value="DID CALL WAIT"/> Button		
35	Message Wait in Executive/Secretary pair		
36	<i>Send SMS Message</i>		
37	<i>Register Mobile Extension</i>		
38	<i>Activate Mobile Extension</i>		
41 xx	<i>Set Wake-Up Time</i>	Input time, 24 hour clock	Yes
42	<i>Erase Wake-Up Time</i>		Yes
51 xx	<i>Custom/Pre-defined Message Display</i>	Select Message 00~20	Yes
52 xx	<i>Register Custom Message</i> (Message 00)	Input up to 24 characters	Yes
53 xx	<i>Create Conference Room</i>	Input Conf Room (1-9) & optional password	
54 xx	<i>Delete Conference Room</i>	Input Conf Room (1-9) & optional password	
61 x	Headset/Speakerphone Mode		

Code	Function	Remarks	SLT
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both	
71	LCD Display Mode	N/A	
72	Version Display		
73	<i>Background Music</i>		
74 x	Station User Name Registration	Input up to 7 characters	Yes
75	Display Phone IP Address		
76	Change Phone IP Address		
77	Display Phone MAC IP Address		
78	Change Mode		
79	Display Phone Version		
70	Display Soft Message		
7*	Display Serial number/Package for SMEMU		
80	Assign RECORD Button	Requires Voice Mail	
81	Assign ISDN CLIR Button		
82	ISDN COLR Button		
84	Assign ACCOUNT CODE Button		
85	Assign LOOP Button		
86	Assign ATD INTRUSION Button		
88	Assign CAMP-ON Button		
89	Assign KEYPAD FACILITY Button		
8#	Assign OHVO Button		
90	SPEED Button Assignment	iPECS LIP-7000 only	
91	CONF Button Assignment	iPECS LIP-7000 only	
92	CALL BACK Button Assignment	iPECS LIP-7000 only	
93	DND Button Assignment	iPECS LIP-7000 only	
94	FLASH Button Assignment	iPECS LIP-7000 only	
95	MUTE Button Assignment	iPECS LIP-7000 only	
96	MONITOR Button Assignment	iPECS LIP-7000 only	
97	REDIAL Button Assignment	iPECS LIP-7000 only	
98	FWD Button Assignment	iPECS LIP-7000 only	
99	<i>Assign PTT Button</i>		
*0	Hot Desk Login Code		
**	Hot Desk Logout Code		

In iPECS-MG

User PGM Code	Description	Remark
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both
71	Register Station ICLID	

User PGM Code	Description	Remark
72	View Station ICLID	
81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
91	System Version	
92	System IP Address	

iPECS

**LIP-7008D
User Guide**

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1. Introduction

1.1 General

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

1.2 Feature Information

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

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

Under certain operation conditions this equipment cannot be relied upon to make emergency calls. Alternative arrangements should be made for access to the emergency services.

1.3 Feature Groupings

Features have been divided into groups, *Receiving calls*, *Placing calls* etc. Within each group, features are arranged according to the difficulty of operation and frequency of use. In some cases, a feature must be assigned to a Flex button. Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

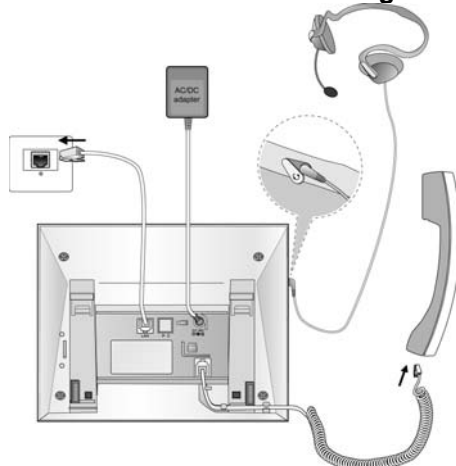
1.4 iPECS LIP-7008D Phone Description

The iPECS LIP-7008D Phone incorporates the latest in VoIP technology and user interface to provide you with a cost effective, simple to use, productive communications tool. It includes a 2-line 24-character per line LCD.

Features and functions of your iPECS are accessed either using the Fixed or Flexible buttons. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON**.



iPECS LIP-7008D Phone Diagram



iPECS LIP-7008D Connections

2. iPECS Phone LCD & Speakerphone

2.1 LCD Operation

The Liquid Crystal Display (LCD) of the iPECS LIP-7008D Phone has two lines of 24 characters each. The LCD is used to convey information to you. It provides date, time and station number display while idle. It will also provide called/calling name/number display, feature status and a menu to guide you through *User Program* selections.

2.2 Using the Speakerphone

Activate the iPECS Speakerphone at any time (except for Paging) in place of lifting the handset to receive or place calls. Place calls using **On-hook Dialing**; dialing while using the Speakerphone.

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

While on the Speakerphone, you can **Mute** the microphone with the **MUTE** button. When Mute is active, the **MUTE** button LED will be ON. A Flex button must be assigned for Mute operation (refer to *Section 10.2, Assigning Features to Flex Buttons*).

With **Auto Speaker Select**, when you activate/access a feature by pressing its button, the Speakerphone is activated automatically.

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

OPERATION

To activate the Speakerphone to answer or place a call:

- Press **SPEAKER**; the phone will go off-hook presenting audio from the speaker and to the microphone.

To control the volume of the Speakerphone or handset:

- Press **▼ VOLUME ▲**.

To Mute the microphone:

- Press **MUTE**.

To activate Group Listen while on an active handset call:

- Press **SPEAKER**.

3. Receiving Calls

3.1 Answering a Call While Idle

There are 3 basic types of incoming calls; **Internal/External Ringing** calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned a **Ring Line Preference** to determine the order incoming calls are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line button or a **LOOP** button. External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-Free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

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

OPERATION

To answer a call ringing at your phone:

- Lift the handset and, then press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- In **HF** mode signaling, simply speak as normal into the microphone or,
- In **Privacy** mode signaling, lift the handset to respond.

3.2 Responding to a Call a While Busy

While you are busy on another call, you may receive Muted Ring, Camp-On tones, or Voice-Over announcements. Muted Ring is provided over the speaker of your Phone indicating a **Call Waiting**. You also may

receive **Camp On** tones, a burst of tones on top of the existing call, as an indication of a call waiting.

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

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

Silent Text Message requires a **TEXT MESSAGE** button, and cannot be sent to a SLT or other non-display terminal.

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

OPERATION

To answer a Call Waiting:

- Press the **HOLD/SAVE** button, and/or
- Press the flashing **FLEX** button.

To activate One-time DND:

- Press the **DND** button.

To send a Silent Text Message:

- Press the programmed **TEXT MESSAGE** button,
- Select the desired message to send.

3.3 Using Answering Machine Emulation (AME)

When a call is connected to your voice mail, you can screen the call as with a normal Answering Machine. The caller's voice is played over your speaker while the message is being recorded. There are two methods of notification and call screening provided, **Ring** or **Speaker mode**.

In the Ring mode (**iPECS-Lik**)/**LED Blink mode(iPECS-MG)**, the AME (Answering Machine Emulation) Flex button will flash to notify of a call. You may press the Flex button to hear the caller as the voice message is stored. In the Speaker mode, when the call is sent to the voice mailbox, the caller's voice is automatically broadcast over the speaker of your iPECS Phone.

You may terminate screening, leaving the caller in voice mail to record a message, talk with the caller and record the conversation in the mailbox, or answer the call and disconnect the Voice Mail. The AME feature is **only** available when using the iPECS integrated Voice Mail; a **MUTE** and **AME** button are required.

OPERATION**In iPECS-Lik****To assign an AME button:**

Ring Mode –

- $\boxed{\text{TRANS/PGM}} + \boxed{\text{FLEX}} + 564 + 0 + \boxed{\text{HOLD/SAVE}}$

Speaker Mode –

- $\boxed{\text{TRANS/PGM}} + \boxed{\text{FLEX}} + 564 + 1 + \boxed{\text{HOLD/SAVE}}$

To screen a call in the Ring mode:

- Press the flashing $\boxed{\text{AME}}$ button, the caller's voice is broadcast over the station speaker and stored in the voice mailbox (in the Speaker operation mode, broadcast is automatic).

To stop the voice broadcast and leave the caller in Voice Mail:

- Press the illuminated $\boxed{\text{SPEAKER}}$ button.

To talk with the caller and record the conversation in Voice Mail:

- Press the illuminated $\boxed{\text{MUTE}}$ button.

To answer the call and cancel the voice message recording:

- Press the illuminated $\boxed{\text{AME}}$ button, the caller is connected and the Voice Mail disconnected.

In iPECS-MG**To assign an AME button:**

LED Blink Mode –

- $\boxed{\text{TRANS/PGM}} + \boxed{\text{FLEX}} + 524 + 1 + \boxed{\text{HOLD/SAVE}}$

Speaker Hearing Mode –

- $\boxed{\text{TRANS/PGM}} + \boxed{\text{FLEX}} + 564 + 2 + \boxed{\text{HOLD/SAVE}}$

3.4 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 14 **Ring Tones** available for differentiating ring from one phone to another. Four of the tones are stored in the phone's permanent memory; the remaining ten tones are in the system's memory. Four of these ten can be downloaded into the phone's memory for use as the 5th to 8th **Ring Tone**.

OPERATION**To download a Ring Tone from System to the phone's memory:**

- Press $\boxed{\text{TRANS/PGM}}$,

- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the memory location to receive the tone (5-8),
- Dial tone number 0-9, tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone's memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial tone number 1-8,
- Press **HOLD/SAVE** to make the selection.

3.5 Answering Calls

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

OPERATION

To answer a call during Night mode ringing over an external bell:

- Lift the handset,
- Dial the UA code **567** (iPECS-Lik)/**587**(iPECS-MG).

3.6 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. You may select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access.

NOTE—Pick-Up will not answer calls on the ringing station's Private Line unless you also have an appearance of the Private Line.

OPERATION

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; call is connected.

To answer a call ringing at a station in your group:

- Lift the handset,

- Dial **566** (Group Call Pick-Up code), the call is connected.

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

When you need quiet, you can activate Do-Not-Disturb and the phone will not receive calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while busy, (**One-Time DND**); DND will be active only for the duration of the present call and requires a **DND** button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

OPERATION

To toggle DND ON and OFF:

- Press the **DND** button.

3.8 Forwarding Calls

3.8.1 Forwarding calls to another station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded internally or externally.
- 2: **Busy**—Immediately forwards all calls, except recalls, when the station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your **Authorization Code**.

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

OPERATION

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press **[FWD]** or dial 554 (Call Forward code),
- Dial the type of forward code 1-4,
- Dial the destination number.
- Press **[HOLD/SAVE]** (iPECS-MG)

To deactivate Call Forward from your phone:

- Press **[FWD]** or dial 554,
- Press the # key.

To activate Call Forward for your phone from a different phone (Call Forward, Remote):

- Lift the handset,
- Press **[FWD]** or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.
- Press **[HOLD/SAVE]** (iPECS-MG)

To deactivate Call Forward, Remote:

- Lift the handset,
- Press **[FWD]** or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Press the # key.

3.8.2 Forwarding calls to an external number

Forward calls to an external CO/IP destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as below:

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded internally or externally.
- 2: **Busy**—Immediately forwards all calls to the station, except recalls, when station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your *Authorization Code*. In addition, from a remote location, you must access the system through a *DISA* enabled CO line.

OPERATION

In iPECS-Lik

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial the Call Forward feature code 554,
- Enter your Authorization Code (Station & Password),
- Dial the 'type of forward' code 6-9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the 'type of forward' code 1-4,
- Dial Telephone number,

- Press **[HOLD/SAVE]**
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press **[FWD]** or dial 554,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial Telephone number,
- Press **[HOLD/SAVE]**
- Replace the handset, return to idle.

3.8.3 Forwarding callers to a Text Message

Using an iPECS Phone, the system can be setup to return a 'Text Message' to internal callers. When calling your Station, Internal callers will automatically receive the selected message or you can send a text message you select in response to an internal call, **Silent Text Message**. There are 11 **Custom Display Messages** each up to 24 characters. Ten assigned by the Attendant and one assigned by you, see *Station Speed Dial Character entry chart*.

In addition, there are ten fix Pre-defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01: LUNCH RETURN AT hh:mm

Message 02: ON VACATION
RETURN AT DATE mm:dd

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

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

Message 05: OUT OF OFFICE
RETURN UNKNOWN

Message 06: CALL (enter up to 17 digits)

Message 07: IN OFFICE STA xxxx

Message 08: IN MEETING
RETURN AT TIME hh:mm

Message 09: AT HOME

Message 10: AT BRANCH OFFICE

In iPECS-MG

- 1: LUNCH RETURN AT hh:mm
- 2: ON VACATION
RETURN AT DATE mm:dd
- 3: OUT OF OFFICE
RETURN AT TIME hh:mm
- 4: OUT OF OFFICE
RETURN AT DATE mm:dd
- 5: OUT OF OFFICE
RETURN UNKNOWN
- 6: CALL (enter up to 17 digits)
- 7: IN OFFICE STA xxxx
- 8: IN MEETING
RETURN AT TIME hh:mm
- 9: AT HOME
- 0: AT BRANCH OFFICE
- * User Custom Message
- # Deactivate

OPERATION**In iPECS-LIK****To activate Custom or Pre-defined Message Forward:**

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message;

- Press the flashing **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, see [section 4.3.4](#)
- Press **HOLD/SAVE**, message saved.

In iPECS-MG**To activate Custom or Pre-defined Message Forward:**

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the two-digit text Message code (0-9),

- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the flashing **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters, see [section 3.3.3](#)
- Press **HOLD/SAVE**, message saved.

4. Placing a call

4.1 Internal Calls

4.1.1 Placing Intercom calls

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

You can assign a Flex button for **Direct Station Selection/Busy Lamp Field (DSS/BLF)**. A **DSS/BLF** button lets you call the other station with a single button press. The button LED displays the other station's status, ON, is busy, OFF is idle.

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

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

OPERATION

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- At answer or Splash tone, speak to the called party.

4.1.2 Using Camp-On when calling a busy station

If your called party is busy, you may activate **Camp-On**, **Callback** or **Voice Over** to the station. With **Camp-On**, wait off-hook for the called station to answer. With **Callback**, the system will call you when the busy station goes idle. After you answer, the system calls the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing just the last digit of the Intercom number.

OPERATION**To Camp-On (wait off-hook) for a busy station:**

- Dial *, and wait for an answer.

To Callback (wait on-hook) for a busy station:

- Press **CALL BACK** and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #, after splash-tone, speak.

4.1.3 Leaving a Message Wait

If the called user does not answer or is in DND, you may leave a **Message Wait**. The called user will receive a Message Wait indication; the LED of the **CALL BACK** button will flash.

OPERATION**To activate Message Waiting:**

- Press the **CALL BACK** button and hang-up.

4.2 External Calls

4.2.1 Placing external CO/VoIP calls

External calls are placed on CO/IP lines. These 'lines' are accessed either by a button on the iPECS Phone assigned as a **CO/IP line** or by dial codes. The CO/IP lines are grouped for different types of calls, local, long distance, etc. Using the **CO/IP line group** code, you will be able to access any line from the group. A Flex button on the iPECS Phone assigned as a **LOOP** button lets you access a line from a group. Dial codes for access to CO/IP lines are:

Individual CO/IP line access

Individual CO/IP line Access Code	Line No	System
88	01-42	iPECS-50 & 100
	001-200	iPECS-300
	001-400	iPECS-600
	001-600	iPECS-1200
88	01-80	iPECS-MG100
	001-240	iPECS-MG300

CO/IP Group access—

CO/IP Group Access Code	System
801 – 820	iPECS-50 & 100
801 – 872	iPECS-300 & 600
8001 – 8200	iPECS-1200
801 – 824	iPECS-MG100
801 - 872	iPECS-MG300

Any CO/IP Line access—

9

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

When placing an IP call, an IP address is dialed using the '*' key in place of the dot.

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

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

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

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

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

OPERATION

To place an external call:

- Lift the handset,
- Select/dial the CO/IP line/group,
- Dial the desired number.

4.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

OPERATION

To activate a queue if the selected/dialed line is busy:

- Select/dial a busy CO/IP line button,
- Press the **CALL BACK** button,
- Return to an idle state by going on-hook; when the line comes available, the Station will be notified with ringing.

4.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an **Account Code**, which is output from the system to a printer in the **SMDR** report. You must have an **Account Code Flex** button (refer to *Assigning features to Flex buttons*).

OPERATION

To enter an Account Code before the call:

- Lift the handset,
- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Dial *; Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Dial *.

4.2.4 Disabling dialing from your phone

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

OPERATION

In iPECS-Lik

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 21,
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 22,
- Dial your Authorization code,
- Press **HOLD/SAVE**.

In iPECS-MG

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 31,
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 32,
- Dial your Authorization code,
- Press **HOLD/SAVE**.

4.2.5 Temporarily overriding dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call

only. For multiple calls, you will need to reactivate **Walking COS** or use the **FLASH** button to regain outside dial tone.

OPERATION

In iPECS-Lik

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial User Program code 23,
- Dial your Authorization Code (Station number and password),
- Place call as normal.

In iPECS-MG

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial User Program code 33,
- Dial your Authorization Code (Station number and password),
- Place call as normal.

4.3 Using Automated Dialing

4.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer. For users of an iPECS Display Phone, the system will store the numbers dialed on the last ten calls.

OPERATION

To dial the Last Number for an external call:

- Lift the handset,
- Press **SPEED** or dial 552,
- Press **▼ VOLUME ▲** to select from the last 10 numbers dialed,
- Press **HOLD/SAVE**.

4.3.2 Using and Entering Save Number Dial

You may store the last number dialed on an external call to the **Save Number Dial** buffer for convenient dialing at a later time. The Save Number is stored until you save new number.

OPERATION

To place a call using Save Number Dial:

- Lift the handset,

- Press **SPEED**.
- Dial #

To store a number in the Save Number Dial:

- While on an outgoing external call, press **SPEED** twice.

4.3.3 Using System Speed Dial Numbers

The iPECS-100 system has memory allocated for 800 **System Speed Dial** numbers (bins 200-999), for iPECS-MG 100(2000-2999). The iPECS-300 & 600, iPECS-MG 300 systems each have memory allocated for 3000 System Speed Dial numbers (bins 2000-4999). You may, if allowed, use the **System Speed Dial** to dial frequently called numbers. In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked. Only an Attendant can assign **System Speed Dial** numbers.

OPERATION

To place a call using System Speed Dial:

- Lift the handset, or press the **Speaker** button,
- Press **Speed**,
- Dial the desired System Speed Dial bin number (200-999 for iPECS-100, 2000-4999 for iPECS-300 & 600, 2000-2999 for iPECS-MG100, 2000-4999 for iPECS-MG300).

4.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS-100 is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 48 digits. The iPECS-300 & 600 support 100 **Station Speed Dial** numbers (bins 000-099). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins (00-49). These numbers are entered at the user's station and may include several 'special' instructions. Special instructions and the corresponding button are:

'#' – **Pause**, system will momentarily stop dialing.

FLASH as 1st digit – activate dial tone detect.

FLASH not as 1st digit – the system will generate a *flash on the CO line*.

CALL BACK as 1st digit – Send digits as *ISDN Keypad Facility message*.

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

“*” not as 1st digit, - **Dial Pulse to Tone Switchover**, the system will switch from pulse to DTMF dialing.

When entering a Speed Dial, a 16-character name, may be associated with the number for *Dial by Name*. Characters are entered with two keystrokes as in the chart below.

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - : *3 - ,		

Character Entry

OPERATION

To place a call using Station Speed Dial:

- Lift the handset,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number (00-19 or 000-099).

To enter a Station Speed Dial number with CO Line and Name:

- Press **TRANS/PGM**,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group,
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- Enter the associated name if desired, using the Character Entry chart,
- Press **HOLD/SAVE**.

4.3.5 Using Dial by Name and Entering your Name

Dial by Name employs three 'Directories': Intercom, User or *Station Speed Dial* and *System Speed Dial*. To allow others to contact you via the Intercom directory, you must enter a name for your station, up to 12 characters.

OPERATION

In iPECS-Lik

To place a call using Dial by Name:

- Press **[SPEED]** twice,
- Dial the desired directory, 1: Intercom, 2: User Speed Dial, 3: System Speed Dial, the LCD displays the first two names, in alphabetical order,
- Scroll using the **[VOLUME]** button; to enter characters, refer to the character entry chart in [section 4.3.4](#),
- Press **[HOLD/SAVE]** to place the call.
-

NOTE—To toggle between the name and number displays, press the **[TRANS/PGM] button.**

To enter your station user name:

- Press **[TRANS/PGM]**,
- Dial 74 (User Name Program code),
- Dial name, up to 12 characters (using the alpha-numeric entry chart in [Section 4.3.4](#)),
- Press **[HOLD/SAVE]**.

In iPECS-MG

To place a call using Dial by Name:

- Press **[SPEED]** twice,
- Dial the desired directory, 1: Intercom, 2: User Speed Dial, 3: System Speed Dial, the LCD displays the first two names, in alphabetical order,
- Scroll using the **[VOLUME]** button; to enter characters, refer to the character entry chart in [section 4.3.4](#),
- Press **[HOLD/SAVE]** to place the call.
-

NOTE—To toggle between the name and number displays, press the **[TRANS/PGM] button.**

To enter your station user name:

- Press **[TRANS/PGM]**,
- Dial 12 (User Name Program code),
- Dial name, up to 12 characters (using the alpha-numeric entry chart in [Section 4.3.4](#)),
- Press **[HOLD/SAVE]**.

4.3.6 ACNR: To retry a busy external number until answered

When making an external call and a busy signal is received, the system can be set to retry the number until the call is connected, the feature is cancelled, or the maximum number of retries is attempted—this is Automatic Called Number Redial (ACNR).

For each retry, the system will activate your speaker then place the call with the microphone muted. When the remote end answers, you must select the **[SPEAKER]** button or lift the handset. Either of these actions will cancel the ACNR request as well as connect you to the remote party. A Redial button must be assigned at the station.

OPERATION**To set up an ACNR, while on an outgoing call:**

- Press **[REDIAL]**,
- Hang-up handset.

To cancel the ACNR request:

- Press **[REDIAL]**.

5. Transfer, Conference & Other Call Handling

5.1 Call Transfer: Sending a call to a different destination

You can send an active call to another station or other resource of the system, **Call Transfer**. You can screen the transfer with the receiving party (**Screened Call Transfer**) or complete the transfer without screening (**Unscreened Call Transfer**). Transferred calls, internal or external, are placed in **Transfer Hold**, will receive **MOH** and will recall if not answered in a timely manner.

If an **Unscreened Transfer** call encounters an error or DND, it immediately recalls you.

DSS/BLF buttons may be employed to transfer calls.

OPERATION

To Transfer an active call:

- Press **[TRANS/PGM]**,
- Call receiving party,
- For Unscreened Call Transfer, hang-up,
- For Screened Call Transfer, at answer or Splash tone, announce call.

5.2 Call Hold: Placing a call in a waiting state

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

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

The LEDs for buttons assigned **CO/IP line** flash at distinctive rates for the holding station and other iPECS Phone users.

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

Calls will remain in the held state for a period and then recall the user.

This **Hold Recall** is provided with a different ring signal. If not answered in a timely manner, the Attendant will receive **Attendant Hold Recall**.

OPERATION

To place a call on Hold:

- Press **[HOLD/SAVE]**.

5.3 Broker Call: Switching between two calls

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

OPERATION

To switch between two calls, Broker Call:

- Press the desired **CO/IP line** button.

5.4 Joining Multiple People in a Conference

You can establish a **Conference** with up to 3 parties (iPECS-Lik)/13 Party (iPECS-MG), or 24 parties when using a Multi-Party Conference Interface Module (MCIM). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal Hold Recall operation.

A **CONF** Flex button is required.

OPERATION

To establish a Conference:

- Establish call with one of the desired conference parties, and press the **CONF** button when connected,
- Establish call with another conference party, and press the **CONF** button when connected (repeat as needed to add more parties),
- Press **CONF** again to establish the conference.

To place a Conference on Hold:

- Press the **HOLD/SAVE** button; the **CONF** button LED will flash.

To retrieve the Conference from Hold:

- Press **CONF**.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Press **CONF**.

To retrieve an Unsupervised Conference:

- Press **CONF**.

5.4.1 Setting up & Joining a Conference Room

In addition to establishing a Conference, up to 9 **Conference Rooms** can be set up including up to 24 parties when using a MCIM and up to 13 parties(iPECS-MG). When setting up a Conference Room, a password can be designated for invitees (internal and external parties) to use for accessing the established Conference Room.

OPERATION

In iPECS-Lik

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (delete Conference Room code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Press the **TRANS/PGM** button,

- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (delete Conference Room code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

5.5 Call Park: Placing a call on hold to Page

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

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

OPERATION

In iPECS-Lik

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit code (601-610 for iPECS-100 or 601-619 for iPECS-300 & 600),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit code (601-610 for iPECS-100 or 601 to 619 for iPECS-300 & 600).

In iPECS-MG

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit code (541)
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit code (541).
- Dial the Park number(00-49).

5.6 Two-Way Record: Recording calls

You may record an active external conversation in your *Voice Mail Box*. A **RECORD** button is required to access this feature.

OPERATION

To activate Two-Way Record while on a CO/IP call:

- Press **RECORD**, record warning tone heard and recording starts.

To stop Two-Way Record while on a CO/IP call:

- Press **RECORD** or hang-up and return to idle.

6. Leaving & Responding to Messages

The iPECS Phone allows you to send and receive several types of messages. These are accessed via the Message Summary Display, and described in the following paragraphs:

In iPECS-Lik

- 1: ST—Station Message Wait,
- 2: CL—CLI Message Wait
- 3: VS—VSF Message Wait
- 4: VM—Commercial Voice Mail
- 5: FS—Feature server
- 6: MS—SMS message wait.

In iPECS-MG

- 1: MWI—Message Wait Indication,
- 2: VMS—VMIB Message.
- 3: SMS—SMS Message.

6.1 Responding to a Station Message Waiting Indication

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

OPERATION

In iPECS-Lik

To review your **Station messages**:

- Press **CALL BACK**, the LCD shows the Message Summary display,

ST	CL	VS	VM	FS	MS
001	001	005	006	001	004

- Dial 1 to view the Station messages,
- Press the **VOLUME** button to scroll through the messages.

To return a call from the current message:

- Press **SAVE** button to return the call from the current message.

To delete the Station Message Wait:

- Press the * key,
- Dial 1.

To delete all Message Waits:

- Press the **SPEED** button,
- Press the * key twice.

In iPECS-MG**To review your Station messages:**

- Press **CALL BACK**, the LCD shows the Message Summary display,

```
MWI (01) VMS (00) SMS(00)
ENTER(MWI:1,VMS:2,SMS :3)
```

- Dial 1 to view the Station messages,
- Press the **▼ VOLUME ▲** button to scroll through the messages.

To return a call from the current message:

- Press **SAVE** button to return the call from the current message.

6.2 Responding to a CLI Message indication

When external calls to your phone are not answered and Caller Identification is provided from the network, a Calling Line ID. (CLI) message is logged. You may review, delete or return these messages.

OPERATION**In iPECS-LIK****To review CLI Messages using a Flex button:**

- Press the flashing **CLI MESSAGE** button, the first CLI message information is displayed,
- Press **▼ VOLUME ▲** to scroll through CPI message wait information.

To review CLI Messages using the Summary Display:

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

```
ST CL VS VM FS MS
001 001 005 006 001 004
```

- Dial 2, the first CLI message information is displayed,
- Press **▼ VOLUME ▲** to scroll through CLI message wait information.

To delete the current CLI Message:

- Press the * key, the next CLI message is displayed.

To delete all CLI Messages:

- Press **[SPEED]**,
- Press * twice.

To return the current CLI message:

- Press **[HOLD/SAVE]**.

In iPECS-MG**To review CLI Messages using a Flex button:**

- Press the **[CALL LOG]** button, the Call Log message information is displayed,
- Press **[▼ VOLUME ▲]** to scroll through Log message wait information.(M means the missed call and → means the answered call).

01 M 101
02 → 100

To return the current CLI message:

Press **[HOLD/SAVE]**.

6.3 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **Voice Mail** module, the **iPECS Feature Server** or an external Voice Mail system.

These Voice Mail systems allow access to and management of the received voice messages. The **VMIM/VSF(iPECS-Lik)/VMIB(iPECS-MG)** allows you to listen to, save, and forward messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station from the Voice Mail. You will need to register an *Authorization Code* for your station to access VSF Voice messages.

OPERATION**In iPECS-LIK****To retrieve Voice Mail locally using a Flex button:**

- Press the VM Flex button,
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally using the CALL BACK button:

- Press the flashing CALL BACK button, the LCD shows the display,

ST	CL	VS	VM	FS	MS
001	001	005	006	001	004

- Dial 3 for VMIM/VSF, 4 for external VM or 5 for Feature Server Voice Mail,
- After the prompt enter your station number and password, to receive the 'Mail Box & Password' prompts sequentially,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line assigned for answer by the VMIM/VSF Auto Attendant,
- Upon answer, dial # to receive 'Mail Box & Password' prompt,
- Dial the Mail Box and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes, then hang-up.

In iPECS-MG

To retrieve Voice Mail locally using a Flex button:

- Press the VM access button or dial 523(VMIB access code),
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally using the CALL BACK button:

- Press the flashing CALL BACK button, the LCD shows the display,

MWI (01)	VMS (00)	SMS(00)
ENTER(MWI:1,VMS:2,SMS :3)		

- Dial 2 for VMIM

- After the prompt enter your station number and password, to receive the 'Mail Box & Password' prompts sequentially,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line assigned for answer by the VMIM/VSF Auto Attendant,
- Upon answer, dial 523(VMIB Access code) to receive 'Mail Box & Password' prompt,
- Dial the Mail Box and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes, then hang-up.

6.4 Sending and Receiving Short Text Messages

You can exchange short text messages (max. 100 alphanumeric characters) with other iPECS display phone users. These messages will activate the **CALL BACK** button LED and are displayed on the iPECS Phone LCD.

OPERATION

In iPECS-Lik

To send an SMS message to another iPECS display phone user:

- Press the **TRANS/PGM** button,
- Dial 36 (SMS send code),
- Dial 1 to resend an existing message, or 2 to edit an existing message or to send a new one,
- Dial the station range to receive the message (to send to a single station enter the station number twice),
- Enter your message using 2 key strokes for each character, see [section 4.3.4](#),
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

ST	CL	VS	VM	FS	MS
001	001	005	006	001	004

- Dial 6 (retrieve SMS), the first two SMS messages display in brief,

- Dial the Message number to view the entire SMS message.

To delete received Short text messages:

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

In iPECS-MG**To send an SMS message to another iPECS display phone user:**

- Press the **TRANS/PGM** button,
- Dial 43 (SMS send code),
- Dial the station number to receive the message
- Press **HOLD/SAVE**.
- Enter your message using 2 key strokes for each character, see [section 4.3.4](#),
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

```
MWI (01) VMS (00) SMS(00)
ENTER(MWI:1,VMS:2,SMS :3)
```

- Dial 3 (retrieve SMS), the first two SMS messages display in brief,
- Dial the Message number to view the entire SMS message.

7. Remote System Access

7.1 Direct Inward System Access (DISA)

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

OPERATION

To access system resources remotely:

- Call the system's DISA facility,
- Dial your authorization code (station number and password),
- Dial as needed for the desired system resource.

7.2 Mobile Phone Extension

When away from your desk or office you can place and receive iPECS calls on a registered mobile phone. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number. This feature is effective only through an ISDN CO line.

OPERATION

In iPECS-Lik

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 37,
- Dial the mobile phone number,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 38,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the CLID, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Press the * key while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer by pressing the # key.

In iPECS-MG**To activate a registered mobile phone from the user's station:**

- Press the **TRANS/PGM** button.
- Dial 51.
- Select Mobile Index 1 or 2
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 52.
- Select Mobile Index 1 or 2.
- Dial the mobile phone number with CO Access code.
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller Id, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle,
-

NOTE—The mobile extension may reconnect to the transfer by pressing the mobile flash digit(*).

8. Miscellaneous Features

8.1 Background Music and Music on Hold

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on *Hold*.

There are four possible selections for BGM and MOH:

- 1: Off
- 2: Source BGM1
- 3: Source BGM2
4. VMIM message

OPERATION

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

In iPECS-MG

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button.
- Dial 51.
- Select Mobile Index 1 or 2
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 52.
- Select Mobile Index 1 or 2.
- Dial the mobile phone number with CO Access code.
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller Id, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle,

NOTE—BGM is not supported in iPECS-MG.

8.2 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

Page Zone codes in iPECS-Lik are:

- | | |
|---------------------------|--------------------------|
| 1: Internal Page Zones | iPECS 100: 501-510 |
| | iPECS 300 & 600: 501-535 |
| 2: Internal All Call Page | 543 |
| 3: External Page Zones | 545-546 |
| 4: External All Call Page | 548 |
| 5: All Call Page | 549 |

Page Zone codes in iPECS-MG are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zone 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

OPERATION

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received:

- Press **CALL BACK**,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset,
- Dial the Meet-Me-Page code **544** (iPECS-Lik)/**546**(iPECS-MG).

8.3 Push-To-Talk (PTT) Page

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

OPERATION

To log-in to a PTT group:

- Dial #0 (iPECS-Lik)/538(iPECS-MG), the PTT Log-in/out code,
- Dial the desired PTT group number (1-9 and 0 for all groups).

To log-out of the PTT group(s):

- Dial #0 (iPECS-Lik)/538(iPECS-MG), the PTT Log-in/out code,
- Press the * key.

To place a page announcement to the active PTT group:

- Press and hold the **[PTT]** Flex button,
- After confirmation tone, make page announcement.

8.4 Wake-Up Alarm

iPECS supports an Alarm clock for each station in the system. The alarm clock can be set to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM will be provided.

OPERATION

To set the Wake Up Alarm clock:

- Press **[TRANS/PGM]**,
- Dial the Station User Program code 41(iPECS-Lik)/13(iPECS-MG),
- Dial 2-digit hour and minute for alerting,
- For a daily (repeating alarm), dial #,
- Press **[HOLD/SAVE]**.

To erase Wake-Up:

- Press **[TRANS/PGM]**,
- Dial the Station User Program code 42 (iPECS-Lik)/14(iPECS-MG),
- Press **[HOLD/SAVE]**.

8.5 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be controlled to act as a **Door Open** contact.

OPERATION

To terminate the Alarm signal:

- Dial **565** (**Alarm Stop** code).

To activate the Door Open contacts:

- Lift the handset,
- Dial **Door Open** code #* and contact number 1 to 4.

NOTE—**Contacts 3 & 4 are only available in the iPECS -300 & 600.**

—**Contact 1 is available in the iPECS -MG.**

8.6 Power Fail Transfer

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided, the station will operate normally. When **PFT** is implemented, a SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

8.7 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. **Voice Memos** are heard over the speaker of the iPECS Phone and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)

Station IP Address

Station Mac Address

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

Wake-Up Time (hh:mm)

Do Not Disturb

Forwarded to station xxx

Forwarded to speed bin xxx
Queued CO/IP line xxx
Locked (Temporary COS)
COS x

NOTE—Only activated features are announced.

OPERATION

To hear Date & Time memo:

- Dial Voice Memo feature code (**661** for iPECS-100 or ***661** for iPECS-300 & 600), **675-1** for iPECS-MG), date and time memo is heard, “Date is May 2nd.Time is xx:xx pm”.

To hear Station Number Prompt:

- Dial Voice Memo feature code (**662** for iPECS-100 or ***662** for iPECS-300 & 600, **675-2** for iPECS-MG), the station number memo is heard, “This is station 150”.

To hear Station Settings:

- Dial Voice Memo feature code (**663** for iPECS-100 or ***663** for iPECS-300 & 600, **675-3** for iPECS-MG), Station Status Memo is heard.

8.8 Hot Desk

iPECS phones in the system may be assigned for **Hot Desk** operation. These **Hot Desk** phones let you log-on and use the Hot Desk phone as if it were your station. Once logged-on, the Hot Desk station will take on the attributes assigned to your station number and you can make calls as normal. When logged-out, calls to your station are forward to the destination you chose.

OPERATION

To Log on to a Hot Desk station:

- Lift the handset,
- Dial “* 0”(iPECS-Lik)/”525”(iPECS-MG),
- Dial your Authorization Code (Station number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial * twice(iPECS-Lik)/”525”(iPECS-MG),,
- Use the **▼ VOLUME ▲** to select a call forward destination for your calls, speed dial, joined mobile phone, VMIM/VSF, or VM group,
- Press the **HOLD/SAVE** button.

9. Working with PBX, Centrex & ISDN features

9.1 Access PBX or Centrex

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to such a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes.

While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host. The **Flash** feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

OPERATION

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Press **FLASH**,
- After receiving new dial tone, dial PBX/Centrex feature code.

9.2 Access the ISDN Network

9.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A **KEYPAD FACILITY** button must be assigned using the *Flex Button program* procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the 'Keypad message' operation.

OPERATION

To activate Keypad Facility operation:

- Press the **KEYPAD FACILITY** button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,

Or

- Press a Feature or Flex button.

9.2.2 Using ISDN Supplementary Services

ISDN service providers may incorporate features similar to those of Centrex. These **ISDN Supplementary services** are provided on a subscription basis and, as with Centrex, are accessed using the *Flash* button on an iPECS phone.

Using supplementary services an ISDN line can be placed on Hold and a second call placed on the line. You may then alternate between the two held calls (Broker Call) using the **HOLD** button. An ISDN line conference can be established using the **FLASH** and **CONF** buttons. The conference can also be placed on hold.

OPERATION

While on an ISDN CO line, to access ISDN Supplementary services:

- Press **FLASH**,
- Press **HOLD/SAVE**, **CONF**, or **CO line** assigned button to activate the desired feature.

9.2.3 Activating ISDN Caller ID Restriction

iPECS Phone users can restrict the transmission of Caller ID to the far-end. This may be a subscription service of your carrier. Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLID) restriction.

OPERATION

To restrict Caller ID:

- Lift the handset,
- Press the **CLIR/COLR** assigned button,
- Place call as usual.

10. Setting Features & Flex buttons

10.1 Entering Station Program Data

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

OPERATION

To assign user programmable station attributes:

- Press **[TRANS/PGM]**,
- Dial desired User Program code,
- Press **[HOLD/SAVE]**.

10.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone. If allowed, you may even assign CO/IP lines to the Flex buttons. Flex buttons may be assigned for most features providing **One-Touch** feature activation (e.g., a Flex button may be assigned to access the [Account Code](#) feature and may include the Account code digits, as a **[ONE-TOUCH ACCOUNT CODE]** button).

Features that may be assigned to a Flex button include:

DSS/BLF – Enter station number,

Speed Dial – Enter Station/System Speed dial bin number,

Flex Numbering Plan – Enter Flex Numbering Plan code, see [Appendix A](#),

User Program Code – Press **[TRANS/PGM]** and enter a User Program code, see [Appendix B](#), or

CO/IP line – Enter the CO/IP line or group number.

OPERATION

To assign a feature to a Flex button:

- Press **[TRANS/PGM]**,
- Press the desired Flex button,
- Dial desired code and required inputs. For User Program codes, first press the **[TRANS/PGM]**,
- Press **[HOLD/SAVE]**.

11. Appendix A Flexible Numbering Plan

Feature	iPECS 100	iPECS 300	iPECS 600	Remark
<i>Intercom Call</i>	100-169	100-399	1000-1599	
<i>Internal Page Zone</i>	501-510	501-535	501-535	
<i>Internal All Call Page</i>	543	543	543	
<i>Meet Me Page</i>	544	544	544	
<i>External Page Zone 1~2</i>	545-546	545-546	545-546	
<i>External All Call Page</i>	548	548	548	
<i>All Call Page (Internal/External)</i>	549	549	549	
<i>SMDR Account Code Enter</i>	550	550	550	SLT use only
<i>Flash Command to CO Line</i>	551	551	551	SLT use only
<i>Last Number Redial</i>	552	552	552	SLT use only
<i>DND (Toggle On/Off)</i>	553	553	553	SLT use only
<i>Call Forward</i>	554	554	554	
<i>Speed Dial Programming</i>	555	555	555	SLT use only
<i>Message Wait/Callback Enable</i>	556	556	556	SLT use only
<i>Message Wait/Callback Return</i>	557	557	557	SLT use only
<i>Speed Dial Access</i>	558	558	558	SLT use only
Cancel DND/FWD/Pre MSG	559	559	559	SLT use only
<i>CO System Hold</i>	560	560	560	SLT use only
<i>Program Mode Access</i>	561	561	561	SLT use only
Attendant Unavailable	562	562	562	

Feature	iPECS 100	iPECS 300	iPECS 600	Remark
Answering Machine Emulation	564	564	564	
<i>Alarm Reset</i>	565	565	565	
<i>Group Call Pickup</i>	566	566	566	
<i>Universal Answer</i>	567	567	567	
Account Code with bin	568	568	568	
<i>Walking COS Code</i>	569	569	569	
ACD Supervisor On/Off Duty	571	571	571	
ACD Supervisor Login	572	572	572	
ACD Supervisor Logout	573	573	573	
ACD Help Code	574	574	574	
ACD Calls In Queue Display	575	575	575	
ACD Supervisor Status Display	576	576	576	
ACD Supervisor Monitor	577	577	577	
ACD Reroute Queued Call w/answer	578	578	578	
ACD Reroute Queued Call w/o answer	579	579	579	
Enter Conference Room	59	59	59	
<i>Camp-On Answer</i>	600	600	600	SLT use only
<i>Call Parking Locations</i>	601- 610	601- 619	601-619	
Group Pilot Number	620- 659	620- 667	620-667	
<i>Station User VMIM/VSF Features</i>	66	*66	*66	
<i>Call Coverage button</i>	67	67	67	
<i>Direct Call Pickup</i>	7	7	7	
<i>CO/IP Group Access</i>	8xx 01-20	8xx 01-72	8xx 01-72	
<i>Individual CO/IP Line Access</i>	88xx 01-42	88xxx 001- 200	88xxx 001-400	
<i>Retrieve Last Held CO/IP</i>	8*	8*	8*	
<i>Retrieve Individual Held CO/IP</i>	8#xx	8#xxx	8#xxx	xx(x) = CO Line number

Feature	iPECS 100	iPECS 300	iPECS 600	Remark
<i>Access CO Line in the 1st available CO Group</i>	9	9	9	
Attendant Call	0	0	0	
VM Message Wait Enabled	*8	*8	*8	
VM Message Wait Disable	*9	*9	*9	
<i>Door Open (1st Door)</i>	**1	**1	**1	
<i>Door Open (2nd Door)</i>	**2	**2	**2	
<i>Door Open (3rd Door)</i>	**3	**3	**3	iPECS-300 & 600
<i>Door Open (4th Door)</i>	**4	**4	**4	iPECS-300 & 600
MCID Request	*0	*0	*0	
<i>AME Feature</i>	564	564	564	
Unsupervised Conference Timer Extension code	##	##	##	
<i>PTT Group Login/Logout</i>	#0	#0	#0	

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	
7	Conference Room 6	576	

No	Feature Name	Code	Remark
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking

No	Feature Name	Code	Remark
			Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # 001 ~ 200: MG-300 01 ~ 80 : MG-100
42	VM MWI Enable	*8	
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group # *: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	

No	Feature Name	Code	Remark
64	Command Call Oneway	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	
70	Mobile CLI Register	593	
71	Mobile Access	594	
72	CCR Access	670	
73	CCR Access And Drop	671	
74	System Hold	560	
75	Return Held CO	8**	
76	Sys Memo	675	
77	DISA Tone Service	678	
78	All Feature Cancel	679	
79	Add Conf Member	680	
80	System Alarm Reset	565	
81	Fault Alarm Reset	566	
82	Door Open	#*1	
83	Keypad Facility	##*	
84	T-Net Log-In/Out	586	
85	Universal Answer	587	
86	USB Call Record	588	
87	Delete All VM Message	681	
88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

12. Appendix B User Program Codes

Code	Function	Remarks	SLT
10	Enblock Mode Dialing	iPECS LIP-7000 only	
11 x	Differential Ring, Intercom	Select Ring Tone 1-8	
12 x	Differential Ring, CO/IP line	Select Ring Tone 1-8	
13 x	Intercom Answer Mode	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy	
14 x	Call Coverage Attribute Setting (X = 1-2)	1+: On/Off, 2+: ring delay (0-9)	
15 x	Station Ring Download	Select download Ring Tone 0-9	
19	Ear&Mic Headset Usage	iPECS LIP-7000 only	
21	Knock Down Station COS		Yes
22	Restore Station COS	May require Authorization code	Yes
23	Walking COS	May require Authorization code	Yes
31	Station Message Wait Retrieve		Yes
32	CLI/IP Message Wait Retrieve		
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button	Yes
34	Assign <input type="text" value="DID CALL WAIT"/> Button		
35	Message Wait in Executive/Secretary pair		
36	Send SMS Message		
37	Register Mobile Extension		
38	Activate Mobile Extension		
41 xx	Set Wake-Up Time	Input time, 24 hour clock	Yes
42	Erase Wake-Up Time		Yes
51 xx	Custom/Pre-defined Message Display	Select Message 00~20	Yes
52 xx	Register Custom Message (Message 00)	Input up to 24 characters	Yes
53	Create Conference Room	Input Conf Room (1-9) & optional password	
54 x	Delete Conference Room	Input Conf Room (1-9) & optional password	
61 x	Headset/Speakerphone Mode		

Code	Function	Remarks	SLT
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both	
71	LCD Display Mode		
72	Version Display		
73	<i>Background Music</i>		
74 x	<i>Station User Name Registration</i>	Input up to 7 characters	Yes
75	Display Phone IP Address		
76	Change Phone IP Address		
77	Display Phone MAC IP Address		
78	Change Mode		
79	Display Phone Version		
70	Display Soft Message		
7*	Display Serial number/Package for SMEMU		
80	Assign <input type="text" value="RECORD"/> Button	Requires VSF/External SMDI VM	
81	Assign ISDN <input type="text" value="CLIR"/> Button		
82	ISDN <input type="text" value="COLR"/> Button		
84	Assign <input type="text" value="ACCOUNT CODE"/> Button		
85	Assign <input type="text" value="LOOP"/> Button		
86	Assign <input type="text" value="ATD INTRUSION"/> Button		
88	Assign <input type="text" value="CAMP-ON"/> Button		
89	Assign <input type="text" value="KEYPAD FACILITY"/> Button		
8#	Assign <input type="text" value="OHVO"/> Button		
90	<input type="text" value="SPEED"/> Button Assignment	iPECS LIP-7000 only	
91	<input type="text" value="CONF"/> Button Assignment	iPECS LIP-7000 only	
92	<input type="text" value="CALL BACK"/> Button Assignment	iPECS LIP-7000 only	
93	<input type="text" value="DND"/> Button Assignment	iPECS LIP-7000 only	
94	<input type="text" value="FLASH"/> Button Assignment	iPECS LIP-7000 only	
95	<input type="text" value="MUTE"/> Button Assignment	iPECS LIP-7000 only	
96	<input type="text" value="MONITOR"/> Button Assignment	iPECS LIP-7000 only	
97	<input type="text" value="REDIAL"/> Button Assignment	iPECS LIP-7000 only	
98	<input type="text" value="FWD"/> Button Assignment	iPECS LIP-7000 only	
99	<i>Assign <input type="text" value="PTT"/> Button</i>		
*0	Hot Desk Login Code		
**	Hot Desk Log out Code		

In iPECS-MG

User PGM Code	Description	Remark
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both

User PGM Code	Description	Remark
71	Register Station ICLID	
72	View Station ICLID	
81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
91	System Version	
92	System IP Address	

iPECS

**LIP-70016D/24D
User Guide**

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1. Introduction

1.1 General

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

1.2 Feature Information

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

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

Under certain operation conditions this equipment cannot be relied upon to make emergency calls. Alternative arrangements should be made for access to the emergency services.

1.3 Feature Groupings

Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

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

1.4 iPECS LIP-7016D & 7024D Phone Description

The iPECS LIP-7016D and LIP-7024D Phones incorporate the latest in VoIP technology and user interface to provide you with a cost effective, simple to use, productive communications tool. It includes a large 3-line 24-character per line LCD. The bottom line of the display is an interactive menu accessed with the 3 Soft buttons just below the display. The Navigation button in the lower center of the Phone allows you to move through the menu choices when more than three selections are available.

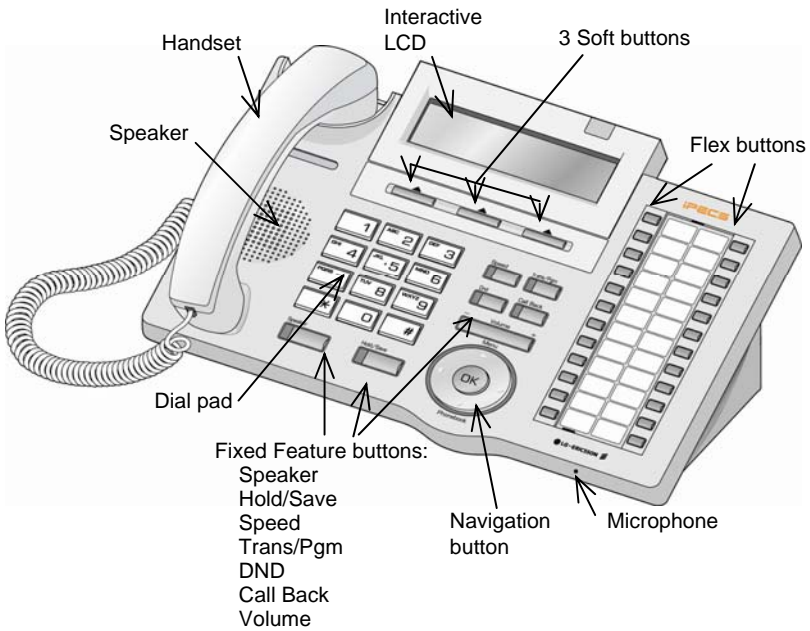
Features and functions of your iPECS are accessed either using the Fixed or Flexible buttons or by selecting a menu item using the Soft buttons. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the BUTTON designation while Soft button menu selections are shown with a double underline.



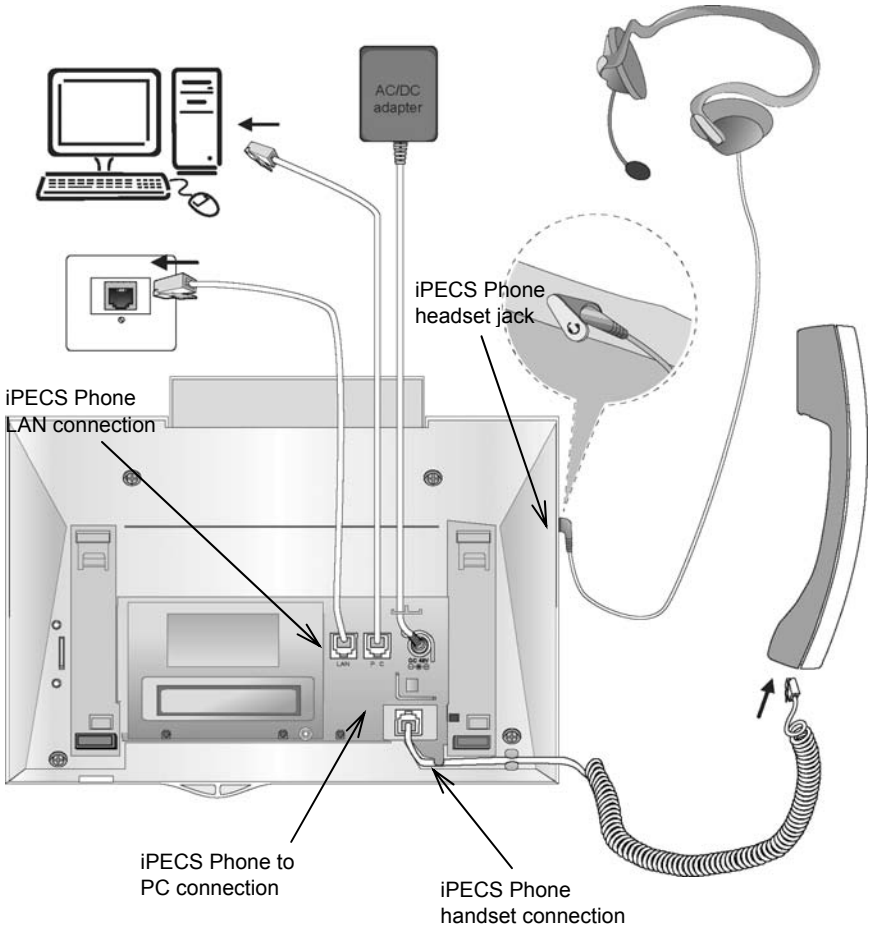
iPECS LIP-7016D



iPECS LIP-7024D



iPECS LIP-7016D/7024D Diagram



iPECS LIP-7016D/7024D Connections

2. iPECS Phone LCD, Speakerphone & Related Features

2.1 LCD Operation

The Liquid Crystal Display (LCD) of the iPECS LIP-7016D and LIP-7024D has three lines of 24 characters each. The LCD is used to convey information to you. It provides the date, time and station number on the display while idle. It will also provide called/calling name/number display, feature status and an interactive menu to guide you through feature access and *User Program* selections.

2.2 Using the Speakerphone

Activate the iPECS Speakerphone at any time (except for Paging) in place of lifting the handset to receive or place calls. Place calls using On-hook dialing with the Speakerphone.

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

While in a conversation using the Speakerphone, **Mute** the microphone using the Mute Soft button. When Mute is active, the Mute Soft button toggles to Speak, which is used to turn off **Mute**.

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

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

OPERATION

To activate the Speakerphone to answer or place a call:

- Press SPEAKER, the phone goes off-hook with audio from the speaker and to microphone.

To control the volume of the Speakerphone or handset:

- Press the  VOLUME  button.

To Mute the microphone:

- Select the Mute Soft button.

To turn off Mute (turn the microphone ON):

- Press the Speak Soft button.

To activate Group Listen while on an active handset call:

- Press the SPEAKER button.

2.3 Using a Bluetooth Wireless Headset

The iPECS LIP-7024D may be equipped with the BTU (Bluetooth Unit) option that lets you use a Wireless headset such as a Jabra BT-200, BT-250 or Plantronics M3000. Using a headset permits you to move freely around the phone within approximately 10 meters and maintain a conversation. Before using the headset, the headset must be “paired” with the BTU, and then the headset must be enabled for use. Operation of the iPECS LIP-7024D with the headset is the same as with the Speakerphone; merely use the Speaker button to go ON and OFF-hook.

NOTE—during the pairing operation, the headset and phone should be as close as possible but not more than 1 meter apart.

OPERATION

To pair the wireless headset to the BTU:

- Press the **TRANS/PGM** button,
- Dial 3,
- Press the **HOLD/SAVE** button.

To enable/disable the wireless headset:

- Press the **TRANS/PGM** button,
- Dial 4,
- Press the **HOLD/SAVE** button.

To unpair the headset:

- Press the **TRANS/PGM** button,
- Dial 3,
- Press the **HOLD/SAVE** button.

3. Receiving calls

3.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external ringing calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ring Line Preference**; calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line or a **LOOP** button

External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

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

OPERATION

To answer a call ringing at your phone:

- Lift the handset and press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- In **HF** mode signaling, simply speak as normal into the microphone,
OR
- In **PV** mode signaling, lift the handset to respond.

3.2 Responding to a Call While Busy

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

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

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

Silent Text Message requires a **TEXT MESSAGE** button, and cannot be sent to a SLT or other non-display terminal.

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

OPERATION

To answer a Call Waiting:

- Press **HOLD/SAVE** and/or,
- Press the flashing **CO/IP LINE** button.

To activate One-time DND:

- Press the **DND** button.

To send a Silent Text Message:

- Press the programmed **TEXT MESSAGE** button,
- Select the desired message to send.

3.3 Using Answering Machine Emulation (AME)

When a call is connected to your voice mail, you can screen the call as with a normal Answering Machine. The caller's voice is played over your speaker while the message is being recorded. There are two methods of notification and call screening provided, Ring or Speaker mode.

Ring mode(iPECS-Lik)/LED Blink mode(iPECS-MG)—the AME (Answering Machine Emulation) Flex button will flash to notify you of a call. You may press the Flex button to hear the caller as the voice message is stored.

Speaker mode—when the call is sent to the voice mailbox, the caller's voice is automatically broadcast over the speaker of your iPECS Phone. You may terminate screening, leaving the caller in voice mail to record a message, talk with the caller and record the conversation in the mailbox, or answer the call and disconnect the Voicemail. The AME feature is

only available when using the iPECS VMIM/VSF Voice Mail; a **MUTE** and **AME** button are required.

OPERATION

In iPECS-Lik

To assign an AME button:

Ring Mode –

- **TRANS/PGM** + **FLEX** + 564 + 0 + **HOLD/SAVE**

Speaker Mode –

- **TRANS/PGM** + **FLEX** + 564 + 1 + **HOLD/SAVE**

To screen a call in Ring mode:

- Press the flashing **AME** button, the caller's voice is broadcast over the station speaker and stored in the voice mailbox (in the Speaker mode, broadcast is automatic).

To stop the voice broadcast and leave the caller in Voice Mail:

- Press the illuminated **SPEAKER** button.

To talk with the caller and record the conversation in Voice Mail:

- Press the **MUTE** button.

To answer the call and cancel the voice message recording:

- Press the illuminated **AME** button, the caller is connected and the Voice Mail disconnected.

In iPECS-MG

To assign an AME button:

LED Blink Mode –

- **TRANS/PGM** + **FLEX** + 524 + 1 + **HOLD/SAVE**

Speaker Hearing Mode –

- **TRANS/PGM** + **FLEX** + 564 + 2 + **HOLD/SAVE**

3.4 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 14 **Ring Tones** available for differentiating ring from one phone to another. Four of the tones are stored in the phone's permanent memory; the remaining ten tones are in the system's memory. Four of these ten can be downloaded into the phone memory for use as the 5th to 8th **Ring Tone**.

OPERATION

To download a Ring Tone from System memory:

- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial tone number 0-9, tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial tone number 1-8,
- Press **HOLD/SAVE** to make the selection.

3.5 Answering Calls

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

OPERATION

To answer a call ringing during night mode over an external bell:

- Lift the handset,
- Dial **567** (iPECS-Lik)/**587**(iPECS-MG) (UA code).

3.6 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access.

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

OPERATION

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; the call will be connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial **566** (Group Call Pick-Up code), the call is connected.

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

When you need quiet, activate Do-Not-Disturb and the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while busy (**One-Time DND**); DND will be active only for the duration of the present call and requires a **DND** button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

OPERATION

To toggle DND ON and OFF:

- Press the **DND** button.

3.8 Forwarding Calls

3.8.1 Forwarding calls to another Station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls, except recalls, when the station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your **Authorization Code**.

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

OPERATION

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press the Fwd Soft button,
- Dial the type of forward code 1-4,
- Dial the destination number.
- Press HOLD/SAVE (iPECS-MG)

To deactivate Call Forward from your phone:

- Press the Fwd Soft button.

To activate Call Forward for your phone from a different phone (Call Forward, Remote):

- Lift the handset,
- Press the Fwd Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.
- Press HOLD/SAVE (iPECS-MG)

To deactivate Call Forward, Remote:

- Lift the handset,
- Press the Fwd Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Press the # key.

3.8.2 Forwarding calls to an external number

Forward calls to an external destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as listed below:

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls to the station, except recalls, when station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your *Authorization Code*. In addition, from a remote location, you must access the system through a *DISA* enabled CO line.

OPERATION**In iPECS-Lik**

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial the type of forward code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (Station number & Password),
- Dial the type of forward code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial the Call Forward feature code 554,
- Dial your Authorization Code (Station number & Password),
- Dial the type of forward code 6-9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the 'type of forward' code 1-4,
- Dial Telephone number,
- Press **HOLD/SAVE** (iPECS-MG)
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press **[FWD]** or dial 554,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial Telephone number,
- Press **[HOLD/SAVE]** (iPECS-MG)
- Replace the handset, return to idle.

3.8.3 Forwarding callers to a Text Message

Using an iPECS Phone, the system can be setup to return a 'Text Message' to internal callers. When calling your Station, internal callers will automatically receive the selected message or you can send a text message you select in response to an internal call, **Silent Text Message**. There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you. In addition, there are ten fix Pre-Defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01: LUNCH RETURN AT hh:mm
 Message 02: ON VACATION
 RETURN AT DATE mm:dd
 Message 03: OUT OF OFFICE
 RETURN AT TIME hh:mm
 Message 04: OUT OF OFFICE
 RETURN AT DATE mm:dd
 Message 05: OUT OF OFFICE
 RETURN UNKNOWN
 Message 06: CALL (enter up to 17 digits)
 Message 07: IN OFFICE STA xxxx
 Message 08: IN MEETING
 RETURN AT TIME hh:mm
 Message 09: AT HOME
 Message 10: AT BRANCH OFFICE

In iPECS-MG

1: LUNCH RETURN AT hh:mm
 2: ON VACATION
 RETURN AT DATE mm:dd
 3: OUT OF OFFICE
 RETURN AT TIME hh:mm
 4: OUT OF OFFICE
 RETURN AT DATE mm:dd
 5: OUT OF OFFICE

- RETURN UNKNOWN
- 6: CALL (enter up to 17 digits)
- 7: IN OFFICE STA xxxx
- 8: IN MEETING
RETURN AT TIME hh:mm
- 9: AT HOME
- 0: AT BRANCH OFFICE
- * User Custom Message
- # Deactivate

OPERATION

In iPECS-LIK

To activate Custom or Pre-Defined Message Forward:

- Press **[TRANS/PGM]**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **[HOLD/SAVE]**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button.

To program the Station Custom Message (00) at your station:

- Press **[TRANS/PGM]**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, Refer to *Station Speed Dial Character entry chart*
- Press **[HOLD/SAVE]**, message saved.

In iPECS-MG

To activate Custom or Pre-defined Message Forward:

- Press **[TRANS/PGM]**,
- Dial User Program feature code 41,
- Dial the two-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **[HOLD/SAVE]**, forward confirmed.

To cancel activated Message:

- Press the flashing **[FWD]** button or dial 554,
- Dial #.

To program the Station Custom Message at your station:

- Press **[TRANS/PGM]**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters
- Press **[HOLD/SAVE]**, message saved.

4. Placing a call

4.1 Internal Calls

4.1.1 Placing Intercom calls

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

You can assign a Flex button for Direct Station Selection/Busy Lamp Field (DSS/BLF). A **DSS/BLF** button lets you call the other station with a single button press. The button LED displays the other station's status, ON, is busy, OFF is idle.

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

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

OPERATION

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- On answer or Splash tone, speak to the called party.

4.1.2 Using Camp-On when calling a busy station

If your called party is busy, you may activate Camp-On, Callback or Voice Over to the station. With Camp-On, wait off-hook for the called station to answer. With Callback, the system will call you when the busy station goes idle. After you answer, the system calls the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing just the last digit of the Intercom number.

OPERATION

To Camp-On (wait off-hook) for a busy station:

- Press * and await an answer.

To request a Callback (wait on-hook) for a busy station:

- Press **CALL BACK** and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #, after splash-tone, speak.

4.1.3 Leaving a Message Wait

If the called user does not answer or is in DND mode, you may leave a **Message Wait**. The called user will receive a Message Wait indication; the LED of the **CALL BACK** button will flash.

OPERATION**To activate Message Waiting:**

- Press the **CALL BACK** button and hang-up.

4.2 External Calls**4.2.1 Placing external CO/VoIP calls**

External calls are placed on CO/IP lines. These 'lines' are accessed either by a button on the iPECS Phone assigned as a **CO/IP line** or by dial codes. The CO/IP lines are grouped for different types of calls, local, long distance, etc. Using the **CO/IP line group** code, you will be able to access any line from the group. A Flex button on the iPECS Phone assigned as a **LOOP** button lets you access a line from a group. Dial codes for access to CO/IP lines are:

Individual CO/IP line access—

Individual CO/IP line Access Code	Line No	System
88	01-42	iPECS-50 & 100
	001-200	iPECS-300
	001-400	iPECS-600
	001-600	iPECS-1200
88	01-80	iPECS-MG100
	001-240	iPECS-MG300

CO/IP Group access—

CO/IP Group Access Code	System
801 – 820	iPECS-50 & 100
801 – 872	iPECS-300 & 600
8001 – 8200	iPECS-1200
801 – 824	iPECS-MG100
801 - 872	iPECS-MG300

Any CO/IP Line access—

9

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

When placing an IP call, you must dial an IP address using “*” in place of the dot.

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

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

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

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

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

OPERATION

To place an external call:

- Lift the handset,
- Select/Dial the CO/IP line/group,
- Dial the desired number.

4.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

OPERATION

To activate a queue if the selected/dialed line is busy:

- Select/dial a busy CO/IP line button,
- Press the **CALL BACK** button,
- Return to an idle state by going on-hook; when the line comes available, the Station will be notified with ringing.

4.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an Account Code, which is output from the system to a printer in the SMDR report. You must have an Account Code Flex button, see [Assigning features to Flex buttons](#).

OPERATION

To enter an Account Code before the call:

- Lift the handset,
- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *.

4.2.4 Disable dialing from your phone

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

OPERATION

In iPECS-Lik

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21 (User Program code),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22 (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

In iPECS-MG

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 31,
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 32,
- Dial your Authorization code,
- Press **HOLD/SAVE**.

4.2.5 Temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **Flash** button to regain CO/IP dial-tone.

OPERATION**In iPECS-Lik****To activate Walking COS:**

- Press **TRANS/PGM**,
- Dial 23 (User Program code),
- Dial your Authorization Code (station number and password),
- Place call as normal.

In iPECS-MG**To activate Walking COS:**

- Press **TRANS/PGM**,
- Dial User Program code 33,
- Dial your Authorization Code (Station number and password),
- Place call as normal.

4.3 Using Automated Dialing

4.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer. For users of an iPECS Display Phone, the system will store the numbers dialed on the last ten calls.

OPERATION**To dial the Last Number for an external call:**

- Lift the handset,
- Select the **Redial** Soft button,
- Press **▼ VOLUME ▲** to select from the last 10 numbers dialed,
- Press the **Send** Soft button or **HOLD/SAVE**.

NOTE—Press the **Next** Soft button to view the previously dialed number.

4.3.2 Using and Entering Save Number Dial

You may store the last number dialed on an external call to the **Save Number Dial** buffer for convenient dialing at a later time. The Save Number is stored until you save new number.

OPERATION

To place a call using Save Number Dial:

- Lift the handset,
- Press the **SPEED** button,
- Dial #.

To store a number in the Save Number Dial:

- While on an outgoing external call, press **SPEED** twice.

4.3.3 Using System Speed Dial Numbers

The iPECS-100 system has memory allocated for 800 **System Speed Dial** numbers (bins 200-999), for iPECS-MG 100(2000-2999). The iPECS-300 & 600, iPECS-MG 300 systems each have memory allocated for 3000 **System Speed Dial** numbers (bins 2000-4999). You may, if allowed, use **System Speed Dial** to call frequently dialed numbers. In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked. Only an Attendant can assign **System Speed Dial** numbers.

OPERATION

To place a call using System Speed Dial:

- Lift the handset,
- Press the **SPEED** button,
- Dial the desired System Speed Dial bin number (200-999 for iPECS-100 or 2000-4999 for iPECS-300 & 600, 2000-2999 for iPECS-MG100, 2000-4999 for iPECS-MG300).

4.3.4 Using and Entering Station Speed Dial Numbers

Your iPECS Phone has access to 20 or 100 **Station Speed Dial** numbers. For users in an iPECS-100, 20 **Station Speed Dial** numbers (bins 00~19) are available. The iPECS-300 & 600 support 100 **Station Speed Dial** numbers (bins (000~099)). The iPECS-MG 100 & 300 each

support 50 **Station Speed Dial** numbers (bins 00-49) You can easily program each speed dial bin with telephone numbers, up to 48 digits, to meet your needs. The numbers may include several 'special' instructions:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a *flash on the CO line*.

CALL BACK as 1st digit—Send digits as *ISDN Keypad Facility message*.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

***** not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

When entering a **Speed Dial**, a 16 character name may be associated with the number for *Dial by Name*. Characters are entered with two keystrokes as in the chart below.

Q - 11	A - 21	D - 31	G - 41	J - 51
Z - 12	B - 22	E - 32	H - 42	K - 52
. - 13	C - 23	F - 33	I - 43	L - 53
1 - 10	2 - 20	3 - 30	4 - 40	5 - 50
M - 61	P - 71	T - 81	W - 91	1 -
N - 62	R - 72	U - 82	X - 92	Blank
O - 63	S - 73	V - 83	Y - 93	*2 - :
6 - 60	Q - 7*	8 - 80	Z - 9#	*3 - ,
7 - 70			9 - 90	
0-00	#			

Character Entry

OPERATION

In iPECS-Lik

To place a call using Station Speed Dial:

- Lift the handset,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number (00-19 or 000-099).

To enter a Station Speed Dial number with CO Line and Name:

- Press **TRANS/PGM**,
- Press **SPEED**,

- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group,
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- Enter the associated name if desired, using the alpha-numeric entry chart,
- Press **HOLD/SAVE**.

To assign a Station Speed Dial number directly to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Select the **Tel Num** Soft button,
- Select/dial the CO/IP line/group,
- Dial the desired number,
- Press **HOLD/SAVE**,
- Enter the associated name if desired, using the Character Entry chart,
- Press **HOLD/SAVE**.

In iPECS-MG

To place a call using Station Speed Dial:

- Lift the handset,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number (00-49).

To enter a Station Speed Dial number with CO Line and Name:

- Press **TRANS/PGM**,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number,
- Dial the CO/IP line/group code,
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- Enter the associated name if desired, using the alpha-numeric entry chart,
- Press **HOLD/SAVE**.

To assign a Station Speed Dial number directly to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial 1 for NUMBER,
- Dial the CO/IP line/group code,
- Dial the desired number,
- Press **HOLD/SAVE**,

4.3.5 Using Dial by Name and Entering your Name

Dial by Name employs three 'Directories': Intercom, User or *Station Speed Dial*, and *System Speed Dial*.

To allow others to contact you via the Intercom directory, you must enter a name for your station, up to 12 characters.

OPERATION

In iPECS-Lik

To place a call using Dial by Name:

- Press **[SPEED]** twice,
- Dial the desired directory, 1: Intercom, 2: User Speed Dial, 3: System Speed Dial, the LCD displays the first two names, in alphabetical order,
- Scroll using **[VOLUME ▲]**. To enter search characters, refer to the Character Entry chart in [section 4.3.4](#),
- Press **[HOLD/SAVE]** to place the call.

To enter your station user name:

- Press the **[TRANS/PGM]** button,
- Dial 74,
- Dial name, up to 12 characters (refer to the Character Entry chart in [section 4.3.4](#),
- Press **[HOLD/SAVE]**.

In iPECS-MG

To place a call using Dial by Name:

- Press **[DIR]**,
- Dial the desired directory, 1: Station Speed Dial, 2: System Speed Dial, 3: Station Name, the LCD displays the first two names, in alphabetical order,
- Scroll using **[VOLUME ▲]**. To enter search characters, refer to the Character Entry chart in [section 4.3.4](#),
- Press **[HOLD/SAVE]** to place the call.

To enter your station user name:

- Press the **[TRANS/PGM]** button,
- Dial 12,
- Dial name, up to 12 characters (refer to the Character Entry chart in [section 4.3.4](#),
- Press **[HOLD/SAVE]**.

4.3.6 ACNR: To retry a busy external number until answered

When making an external call and a busy signal is received, the system can be set to retry the number until the call is connected, the feature is cancelled, or the maximum number of retries is attempted—this is Automatic Called Number Redial (ACNR).

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

OPERATION

To set up an ACNR, while on an outgoing call:

- Use the Navigation button to display the next menu and select the ACNR Soft button,
- Hang-up handset.

To cancel the ACNR request:

- Press the ACNR Soft button.

5. Transfer, Conference & Other Call Handling

5.1 Call Transfer: Sending a call to a different destination

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

Transferred calls, internal or external, are placed in **Transfer Hold**, will receive **MOH** and will recall if not answered in a timely manner.

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

DSS/BLF buttons may be employed to transfer calls.

OPERATION

To Transfer an active call:

- Press **[TRANS/PGM]**,
- Call receiving party,
- For Unscreened Call Transfer, hang-up,
- For Screened Call Transfer, at answer or Splash tone, announce call.

5.2 Call Hold: Placing a call in a waiting state

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

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

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

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

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

OPERATION

To place a call on Hold:

- Press **[HOLD/SAVE]**.

5.3 Broker Call: Switching between two calls

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

OPERATION

To switch between two calls, **Broker Call**:

- Press the desired **CO/IP line** button.

5.4 Joining Multiple People in a Conference

You can establish a **Conference** with up to 3 parties (iPECS-Lik)/13 Party (iPECS-MG), or 24 parties when using a Multi-Party Conference Interface Module (MCIM). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal **Hold Recall** operation.

OPERATION

To establish a **Conference**:

- Establish call with one of the desired conference parties,
- Select the Conf Soft button,
- Establish call with the other conference party,
- Select the Conf Soft button,
- Select the Conf Soft button again to establish the conference.

To place a **Conference** on Hold:

- Press the HOLD/SAVE button.

To retrieve the **Conference** from Hold:

- Select the Conf Soft button.

To establish an **Unsupervised Conference**:

- Establish conference with two external parties,
- Select the Conf Soft button.

To retrieve an **Unsupervised Conference**:

- Select the Conf Soft button.

5.4.1 Setting up a Conference Room

In addition to establishing a Conference, up to 9 **Conference Rooms** can be set up letting up to 24 parties converse when using a MCIM (iPECS-Lik) and up to 12 parties(iPECS-MG).. When setting up a Conference Room, a password can be designated for invited parties (internal and external parties) to use for accessing the established Conference Room.

OPERATION

In iPECS-Lik

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (delete Conference Room code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (delete Conference Room code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

5.5 Call Park: Placing a call on Hold to Page

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

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

OPERATION

In iPECS-Lik

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit (601-610 for iPECS-100 or 601-619 for iPECS-300 & 600),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit.

In iPECS-MG

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit code (541)
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit code (541).
- Dial the Park number(00-49).

5.6 Two-Way Record: Recording a call

You may record an active external conversation in your *Voice Mail Box*.

OPERATION

To activate Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next Menu and select the Record Soft button, record warning tone is heard and recording starts.

To stop Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next menu, and select the Record Soft button or,
- Hang-up, return to idle.

6. Get Your Messages & Send SMS

The iPECS Phone allows you to send and receive several types of messages. These are accessed via the Message Summary Display, and described in the following paragraphs:

In iPECS-Lik

- 1: ST—Station Message Wait
- 2: CL—CLI Message Wait
- 3: VS—VSF Message Wait
- 4: VM—Commercial Voice Mail
- 5: FS—Feature server
- 6: MS—SMS message wait

In iPECS-MG

- 1: MWI—Message Wait Indication,
- 2: VMS—VMIB Message.
- 3: SMS—SMS Message.

6.1 Responding to a Station Message Waiting Indication

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

OPERATION

In iPECS-Lik

To review your Station messages:

- Press the **CALL BACK** button, the LCD shows the Message Summary display,

ST	CL	VS	VM	FS
MS				
001	001	005	006	001
004				

- Dial 1 to view Station messages,
- Press the **VOLUME** button to scroll through the messages.

To return a call from the current message:

- Press the **SAVE** button.

To delete the Station Message Wait:

- Dial **, and press 1.

To delete all Station Message Waits:

- Dial '#', and press 1.

In iPECS-MG**To review your Station messages:**

- Press **CALL BACK**, the LCD shows the Message Summary display,

```
MWI (01)  VMS (00)
SMS(00)
ENTER(MWI:1,VMS:2,SMS :3)
```

- Dial 1 to view the Station messages,
- Press the **VOLUME** button to scroll through the messages.

To return a call from the current message:

- Press **SAVE** button to return the call from the current message.

6.2 Responding to a CLI Message indication

When external calls to your phone are not answered and Caller Identification is provided from the network, a Calling Line Id. (CLI) message is logged. You may review, delete or return these messages.

OPERATION**In iPECS-LIK****To review CLI Messages using a Flex button:**

- Press the flashing **CLI MESSAGE** button, the first CLI message information is displayed,
- Press **VOLUME** to scroll through CLI message wait information.

To review CLI Messages using the Summary Display:

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

```
ST  CL  VS  VM  FS
MS
001 001 005 006 001
004
```

- Dial 2, the first CLI message information is displayed,
- Press **VOLUME** to scroll through CLI message wait information.

To delete the current CLI Message:

- Dial '*' button, the next CLI message is displayed.

To delete all CLI Messages:

- Press **SPEED**,
- Press * twice.

To respond to the current CLI message with a call:

- Press **HOLD/SAVE**.

In iPECS-MG**To review CLI Messages using a Flex button:**

- Press LOG button of 3 soft key or the **CALL LOG** button, the Call Log message information is displayed,
- Press Navigation Up/Down Key or **VOLUME** to scroll through Log message wait information.(M means the missed call and → means the answered call).

01	M 101
02	→ 100

To return the current CLI message:

Press **HOLD/SAVE**.

6.3 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **VMIM/VSF** module, the **iPECS Feature Server** or an external Voice Mail system.

These Voice Mail systems allow access to and management of the received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station from the VMIM/VSF. You will need to register an *Authorization Code* for your station to access the VMIM/VSF Voice messages.

OPERATION**In iPECS-LIK****To retrieve Voice Mail locally using a Flex button:**

- Press the **VOICE MAIL** Flex button,
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally using the **CALL BACK button:**

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

ST	CL	VS	VM	FS
MS				
001	001	005	006	001
004				

- Dial 3 for VMIM/VSF, 4 for external VM or 5 for Feature Server Voice Mail,
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access your Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line answered by the VMIM/VSF Auto Attendant,
- At answer, dial # to receive the 'Mail Box & Password' prompt,
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up.

In iPECS-MG

To retrieve Voice Mail locally using a Flex button:

- Press the VM access button or dial 523(VMIB access code),
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally using the **CALL BACK** button:

- Press the flashing **CALL BACK** button, the LCD shows the display,

MWI (01)	VMS (00)
SMS(00)	
ENTER(MWI:1,VMS:2,SMS :3)	

- Dial 2 for VMIM
- After the prompt enter your station number and password, to receive the 'Mail Box & Password' prompts sequentially,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line assigned for answer by the VMIM/VSF Auto Attendant,
- Upon answer, dial 523(VMIB Access code) to receive 'Mail Box & Password' prompt,

- Dial the Mail Box and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes, then hang-up

6.4 Sending and Receiving Short Text Messages

You can exchange short text messages (max. 100 alphanumeric characters) with other iPECS display Phone users. These messages will activate the **CALL BACK** button LED and are displayed on the iPECS Phone LCD.

OPERATION

In iPECS-Lik

To send an SMS message to another iPECS display Phone:

- Press the **TRANS/PGM** button,
- Dial 36 (SMS send code),
- Dial 1 to resend an existing message, or 2 to send a new or edit an existing message,
- Enter the station range to receive the message, to send to a single station enter the station number twice,
- Dial your message using 2 key strokes for each character,
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

ST	CL	VS	VM	FS
MS				
001	001	005	006	001
004				

- Dial 6, the first two SMS messages are shown in brief,
- Dial the Message number to view the entire SMS message.

To delete received Short text messages:

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

In iPECS-MG

To send an SMS message to another iPECS display phone user:

- Press the **TRANS/PGM** button,
- Dial 43 (SMS send code),

- Dial the station number to receive the message
- Press **HOLD/SAVE**.
- Enter your message using 2 key strokes for each character, see [section 4.3.4](#),
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

```
MWI (01) VMS (00) SMS(00)
ENTER(MWI:1,VMS:2,SMS :3)
```

-
- Dial 3 (retrieve SMS), the first two SMS messages display in brief,
- Dial the Message number to view the entire SMS message.

7. Remote System Access

7.1 Direct Inward System Access (DISA)

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

OPERATION

To access system resources remotely:

- Call the system's DISA facility,
- Await answer and dial your authorization code (station number and password),
- Dial as needed for the desired system resource.

7.2 Mobile Phone Extension

When away from your desk or office you can place and receive iPECS calls on a registered mobile phone. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number. This feature is only effective with an ISDN CO line.

OPERATION

In iPECS-Lik

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 37,
- Dial the mobile phone number,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 38,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller Id, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial “*” while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle,

NOTE—The mobile may reconnect to the transfer by pressing the # key.

In iPECS-MG**To activate a registered mobile phone from the user’s station:**

- Press the **TRANS/PGM** button.
- Dial 51.
- Select Mobile Index 1 or 2
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 52.
- Select Mobile Index 1 or 2.
- Dial the mobile phone number with CO Access code.
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller Id, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle,

NOTE—The mobile extension may reconnect to the transfer by pressing the mobile flash digit(*).

8. Miscellaneous Features

8.1 Call Log

User's can view a log of incoming, outgoing and missed calls on the display. A Flex button assigned as a **CALL LOG** button provides simple access to incoming (Called), dialed (outgoing) and lost (missed) calls.

OPERATION

iPECS Phone

In iPECS-Lik

To assign a **CALL LOG button:**

- Press the **TRANS/PGM** button
- Press the desired **FLEX** button
- Press the **TRANS/PGM** button
- Dial 57
- Press **HOLD/SAVE**.

To access the Call Log menu;

- Press the **CALL LOG** button.

STATION 101 (T)			
14	SUN	04	14:30
CALLLED	DIALED	LOST	

- Using the Soft keys, select the desired call log (incoming, outgoing, or missed).

STATION 101 (T)			
14	SUN	04	14:30
PREV	NEXT	SEND	

- Use Prev and Next soft keys to view the log contents.

In iPECS-MG

To assign a **CALL LOG button:**

- Press the **TRANS/PGM** button
- Press the desired **FLEX** button
- Dial 1 for NUMBER
- Dial 685 (Call Log feature code)
- Press **HOLD/SAVE**.

To access the Call Log menu;

- Press LOG button of 3 soft key or Press the **CALL LOG** button.

STATION 101 (T)		
14 SUN 04		14:30
LOG	DIR	REDIAL→

- Using the Soft keys, select the desired call log (incoming, outgoing, or missed).

>01 → 101		
02 ← 4504600		
SEND	SELECT	EXIT→

- Use Navi Up and Down keys to view the log contents.
- → Outgoing Call
- ← Incoming Call
- M Missed Call

8.2 Background Music and Music on Hold

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on *Hold*. There are four possible selections for BGM and MOH:

- 1: Off
- 2: Source BGM1
- 3: Source BGM2
4. VMIM message

NOTE—BGM is not supported in iPECS-MG.

OPERATION**To turn on Background Music:**

- Press **HOLD/SAVE** to cycle through the BGM selections.

8.3 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the Internal

Page Zones. The system has two External Page Zones that can be connected to external speakers.

Page Zone codes in iPECS-Lik are:

- | | |
|---------------------------|--------------------------|
| 1: Internal Page Zones | iPECS 100: 501-510 |
| | iPECS 300 & 600: 501-535 |
| 2: Internal All Call Page | 543 |
| 3: External Page Zones | 545-546 |
| 4: External All Call Page | 548 |
| 5: All Call Page | 549 |

Page Zone codes in iPECS-MG are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zone 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using Meet-Me Paging. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

OPERATION

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received:

- Press the **CALL BACK** button,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial **544 544** (iPECS-Lik)/**546**(iPECS-MG) (Meet-Me-Page code).

8.4 Push-To-Talk (PTT) Page

iPECS Phones can be assigned as a member of one or more of the system's nine Push-To-Talk (PTT) page groups. Users separately log-in or log-out of any one or all PTT groups to which the phone is assigned.

Once logged in, place or receive one-way page announcements to/from other users who are logged in to the same PTT group.

OPERATION

To log-in to a PTT group:

- Dial #0 (iPECS-Lik)/538(iPECS-MG),
- Dial the desired PTT group number (1-9 or 0 for all groups),

To log-out of the PTT group(s):

- Dial #0 (iPECS-Lik)/538(iPECS-MG), the PTT Log-in/out code,
- Press the * key.

To place a page announcement to the active PTT group:

- Press and hold the **[PTT]** Flex button,
- After confirmation tone, make page announcement.

8.5 Wake-Up Alarm

iPECS supports an Alarm clock for each station in the system. The alarm clock can be set to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM will be provided.

OPERATION

To set the Wake Up Alarm clock:

- Press **[TRANS/PGM]**,
- Dial the Station User Program code 41(iPECS-Lik)/13(iPECS-MG),
- Dial 2-digit hour and minute for alerting,
- For a daily (repeating alarm), dial #,
- Press **[HOLD/SAVE]**.

To erase Wake-Up:

- Press **[TRANS/PGM]**,
- Dial the Station User Program code 42(iPECS-Lik)/14(iPECS-MG),
- Press **[HOLD/SAVE]**.

8.6 Alarm/Door Bell

The system can monitor external Alarm or Door Bell contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a Door Open contact.

OPERATION

To terminate the Alarm signal:

- Dial 565.

To activate the Door Open contacts:

- Lift the handset,
- Dial Door Open code, #* and contact number 1-4.

NOTE—Contacts 3 & 4 are only available in the iPECS -300 & 600.

—Contact 1 is available in the iPECS -MG.

8.7 Power Fail Transfer

When AC power to the system fails, back-up operation may be provided with back-up batteries or Power Fail Transfer (PFT). When battery back-up is provided the station will operate normally. When PFT is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

8.8 System Voice Memo

The integrated Voice Mail modules incorporate several Voice Memos to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos are heard over the speaker of the iPECS Phone and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)

Station IP Address

Station Mac Address

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

Wake-Up Time (hh:mm)

Do Not Disturb

Forwarded to station xxx

Forwarded to speed bin xxx

Queued CO/IP line xxx

Locked (Temporary COS)

COS x

NOTE—only activated features are announced.

OPERATION

To hear Date & Time memo:

- Dial Voice Memo feature code (**661** for iPECS-100 or ***661** for iPECS-300 & 600 , **675-1** for iPECS-MG), date and time memo is heard, "Date is May 2nd. Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo feature code (**662** for iPECS-100 or ***662** for iPECS-300 & 600 , **675-2** for iPECS-MG), the station number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo feature code (**663** for iPECS-100 or ***663** for iPECS-300 & 600 , **675-3** for iPECS-MG), Station Status Memo is heard.

8.9 Hot Desk

iPECS phones in the system may be assigned for Hot Desk operation. These Hot Desk phones let you log-on and use the Hot Desk phone as if it were your station. Once logged-on, the Hot Desk station will take on the attributes assigned to your station number and you can make calls as normal. When logged-out, calls to your station number are forward to the destination you chose.

To Log on to a Hot Desk station:

- Lift the handset,
- Dial "* 0" (iPECS-Lik)/"525"(iPECS-MG),
- Dial your Authorization Code (station number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial * twice (iPECS-Lik)/"525"(iPECS-MG),
- Use the **▼ VOLUME ▲** to select a call forward destination for your calls, speed dial, joined mobile phone, VMIM/VSF, or VM group,
- Press the **HOLD/SAVE** button.

9. Working with PBX, Centrex & ISDN features

9.1 Access PBX or Centrex features

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to such a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS Flash feature to transfer calls to other host extensions or access features of the host.

The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

OPERATION

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Use the Navigation button to display the next menu, and select the Flash soft button,
- After receiving new dial tone, dial PBX/Centrex feature code.

9.2 Access the ISDN Network

9.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the *Flex Button program* procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

OPERATION

To activate Keypad Facility operation:

- Press the KEYPAD FACILITY button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,
- OR
- Press a Feature or Flex button.

9.2.2 Using ISDN Supplementary Services

ISDN service providers may incorporate features similar to those of Centrex. These ISDN Supplementary services are provided on a subscription basis and, as with Centrex, are accessed using the *Flash* button on an iPECS phone.

Using supplementary services an ISDN line can be placed on Hold and a second call placed on the line. You may then alternate between the two held calls (Broker Call) using the hold button. An ISDN line conference can be established using the **FLASH** and **CONF** buttons. The conference can also be placed on hold.

OPERATION**While on an ISDN CO line, to access ISDN Supplementary services:**

- Press **FLASH**,
- Press **HOLD/SAVE**, **CONF**, or **CO line** button to activate the desired feature.

9.2.3 Activating ISDN Caller ID Restriction

iPECS Phone users can restrict the transmission of Caller ID to the far-end. This may be a subscription service of your carrier. Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLID) restriction.

OPERATION**To restrict Caller ID:**

- Lift the handset,
- Press the **CLIR/COLR** button and place the call.

10. Setting Features & Flex buttons

10.1 Entering Station Program Data

A special code set is available for iPECS Phone users to assign certain attributes such as Authorization Codes (Passwords). After entering the User Program mode, you dial the codes to select the attribute and setting. Once selected, the setting is saved. A list of the User Program codes, the feature/function and any input required are given in [Appendix B](#). In some cases, you enter these codes as part of Flex button assignments.

OPERATION

To assign user programmable attributes to your station:

- Press **[TRANS/PGM]**,
- Dial desired User Program codes shown in [Appendix B](#),
- Press **[HOLD/SAVE]**.

10.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone. If allowed, you may even assign CO/IP lines to the Flex buttons.

Flex buttons may be assigned for most features providing One-Touch feature activation (e.g., a Flex button may be assigned to access the [Account Code](#) feature and may include the Account code digits, as a one-touch account code button).

Features that may be assigned to a Flex button include:

DSS/BLF—enter station number,

[Speed Dial](#)—enter Station/System Speed dial bin number,

Flex Numbering Plan—enter Flex Numbering Plan code (refer to [Appendix A](#)),

User Program Code—press **[TRANS/PGM]** and enter a User Program code (refer to [Appendix B](#))

CO/IP Line—enter the CO/IP line or group number.

OPERATION

To assign a feature to a Flex button:

- Press **[TRANS/PGM]**,
- Press the desired Flex button,
- Dial desired code and required inputs. For User Program codes [Appendix B](#), first press the **[TRANS/PGM]**,
- Press **[HOLD/SAVE]**.

11. Appendix A Flexible Numbering Plan

In iPECS-Lik

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
<i>Intercom Call</i>	100-169	100-399	1000-1599	
<i>Internal Page Zone</i>	501-510	501-535	501-535	
<i>Internal All Call Page</i>	543	543	543	
<i>Meet Me Page</i>	544	544	544	
<i>External Page Zone 1~2</i>	545-546	545-546	545-546	
<i>External All Call Page</i>	548	548	548	
<i>All Call Page (Internal/External)</i>	549	549	549	
<i>SMDR Account Code Enter</i>	550	550	550	SLT use only
<i>Flash Command to CO Line</i>	551	551	551	SLT use only
<i>Last Number Redial</i>	552	552	552	SLT use only
<i>DND (Toggle On/Off)</i>	553	553	553	SLT use only
<i>Call Forward</i>	554	554	554	
<i>Speed Dial Programming</i>	555	555	555	SLT use only
<i>Message Wait/Callback Enable</i>	556	556	556	SLT use only
<i>Message Wait/Callback Return</i>	557	557	557	SLT use only
<i>Speed Dial Access</i>	558	558	558	SLT use only
Cancel DND/FWD/Pre MSG	559	559	559	SLT use only
<i>CO System Hold</i>	560	560	560	SLT use only
<i>Program Mode Access</i>	561	561	561	SLT use only
Attendant Unavailable	562	562	562	
Answering Machine Emulation	564	564	564	
<i>Alarm Reset</i>	565	565	565	
<i>Group Call Pickup</i>	566	566	566	
<i>Universal Night Answer</i>	567	567	567	
Account Code with bin	568	568	568	
<i>Walking COS Code</i>	569	569	569	
ACD Supervisor On/Off Duty	571	571	571	

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
ACD Supervisor Login	572	572	572	
ACD Supervisor Logout	573	573	573	
ACD Help Code	574	574	574	
ACD Calls In Queue Display	575	575	575	
ACD Supervisor Status Display	576	576	576	
ACD Supervisor Monitor	577	577	577	
ACD Reroute Queued Call w/answer	578	578	578	
ACD Reroute Queued Call w/o answer	579	579	579	
Enter Conference Room	59	59	59	
<i>Camp-On Answer</i>	600	600	600	SLT use only
<i>Call Parking Locations</i>	601-610	601-619	601-619	
Group Pilot Number	620-659	620-667	620-667	
<i>Station User VMIM/VSF Features</i>	66	*66	*66	
<i>Call Coverage button</i>	67	67	67	
<i>Direct Call Pickup</i>	7	7	7	
<i>CO/IP Group Access</i>	8xx 01-20	8xx 01-72	8xx 01-72	
<i>Individual CO/IP Line Access</i>	88xx 01-42	88xxx 001-200	88xxx 001-400	
<i>Retrieve Last Held CO/IP</i>	8*	8*	8*	
<i>Retrieve Individual Held CO/IP</i>	8#xx	8#xxx	8#xxx	xx(x) = CO Line number
<i>Access CO Line in the 1st available CO Group</i>	9	9	9	
Attendant Call	0	0	0	
VM Message Wait Enabled	*8	*8	*8	
VM Message Wait Disable	*9	*9	*9	
<i>Door Open (1st Door)</i>	##1	##1	##1	
<i>Door Open (2nd Door)</i>	##2	##2	##2	
<i>Door Open (3rd Door)</i>	##3	##3	##3	iPECS-300 & 600
<i>Door Open (4th Door)</i>	##4	##4	##4	iPECS-300 & 600
MCID Request	*0	*0	*0	
<i>AME Feature</i>	564	564	564	
Unsupervised Conference Timer Extension code	##	##	##	

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
<i>PTT Group Login/Logout</i>	#0	#0	#0	

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type +

No	Feature Name	Code	Remark
			Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # 001 ~ 200: MG-300 01 ~ 80 : MG-100
42	VM MWI Enable	*8	
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group #

No	Feature Name	Code	Remark
			*: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	
64	Command Call Oneway	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	
70	Mobile CLI Register	593	
71	Mobile Access	594	
72	CCR Access	670	
73	CCR Access And Drop	671	
74	System Hold	560	
75	Return Held CO	8**	
76	Sys Memo	675	
77	DISA Tone Service	678	
78	All Feature Cancel	679	

No	Feature Name	Code	Remark
79	Add Conf Member	680	
80	System Alarm Reset	565	
81	Fault Alarm Reset	566	
82	Door Open	#*1	
83	Keypad Facility	##*	
84	T-Net Log-In/Out	586	
85	Universal Answer	587	
86	USB Call Record	588	
87	Delete All VM Message	681	
88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

12. Appendix B User Program Codes

In iPECS-Lik

Code	Function	Remarks	SLT
10	Enblock Mode Dialing	iPECS LIP-7000 only	
11 x	<i>Differential Ring, Intercom</i>	Select Ring Tone 1-8	
12 x	<i>Differential Ring, CO/IP line</i>	Select Ring Tone 1-8	
13 x	<i>Intercom Answer Mode</i>	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy	
14 x	<i>Call Coverage Attribute Setting</i> (X = 1-2)	1+: On/Off, 2+: ring delay (0-9)	
15 x	<i>Station Ring Download</i>	Select download Ring Tone 0-9	
19	Ear&Mic Headset Usage	iPECS LIP-7000 only	
21	<i>Knock Down Station COS</i>		Yes
22	<i>Restore Station COS</i>	May require Authorization code	Yes
23	<i>Walking COS</i>	May require Authorization code	Yes
31	<i>Station Message Wait Retrieve</i>		Yes
32	<i>CLI/IP Message Wait Retrieve</i>		
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button	Yes
34	Assign DID CALL WAIT Button		
35	Message Wait in Executive/Secretary pair		
36	<i>Send SMS Message</i>		
37	<i>Register Mobile Extension</i>		
38	<i>Activate Mobile Extension</i>		
41 xx	<i>Set Wake-Up Time</i>	Input time, 24 hour clock	Yes
42	<i>Erase Wake-Up Time</i>		Yes
51 xx	<i>Custom/Pre-defined Message Display</i>	Select Message 00~20	Yes
52 xx	<i>Register Custom Message</i> (Message 00)	Input up to 24 characters	Yes
53 x	<i>Create Conference Room</i>	Input Conf Room (1-9) & password	
54 x	<i>Delete Conference Room</i>	Input Conf Room (1-9) & optional password	
61 x	<i>Headset/Speakerphone Mode</i>		
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both	
71	LCD Display Mode		
72	Version Display		
73	<i>Background Music</i>		

Code	Function	Remarks	SLT
74 x	<i>Station User Name Registration</i>	Input up to 7 characters	Yes
75	Display Phone IP Address		
76	Change Phone IP Address		
77	Display Phone MAC IP Address		
78	Change Mode		
79	Display Phone Version		
70	Display Soft Message		
7*	Display Serial number/Package for SMEMU		
80	Assign RECORD Button	Requires VSF/External SMDI VM	
81	Assign ISDN CLIR Button		
82	ISDN COLR Button		
84	Assign ACCOUNT CODE Button		
85	Assign LOOP Button		
86	Assign ATD INTRUSION Button		
88	Assign CAMP-ON Button		
89	Assign KEYPAD FACILITY Button		
8#	Assign OHVO Button		
90	SPEED Button Assignment	iPECS LIP-7000 only	
91	CONF Button Assignment	iPECS LIP-7000 only	
92	CALL BACK Button Assignment	iPECS LIP-7000 only	
93	DND Button Assignment	iPECS LIP-7000 only	
94	FLASH Button Assignment	iPECS LIP-7000 only	
95	MUTE Button Assignment	iPECS LIP-7000 only	
96	MONITOR Button Assignment	iPECS LIP-7000 only	
97	REDIAL Button Assignment	iPECS LIP-7000 only	
98	FWD Button Assignment	iPECS LIP-7000 only	
99	<i>Assign PTI Button</i>		
*0	<i>Hot Desk Login Code</i>		
**	<i>Hot Desk Log out Code</i>		

In iPECS-MG

User PGM Code	Description	Remark
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14

User PGM Code	Description	Remark
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both
71	Register Station ICLID	
72	View Station ICLID	
81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
91	System Version	
92	System IP Address	



LIP-7024LD
User Guide

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1. Introduction

1.1 General

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

1.2 Feature Information

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

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

[Under certain operation conditions this equipment cannot be relied upon to make emergency calls. Alternative arrangements should be made for access to the emergency services.](#)

1.3 Feature Groupings

Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

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

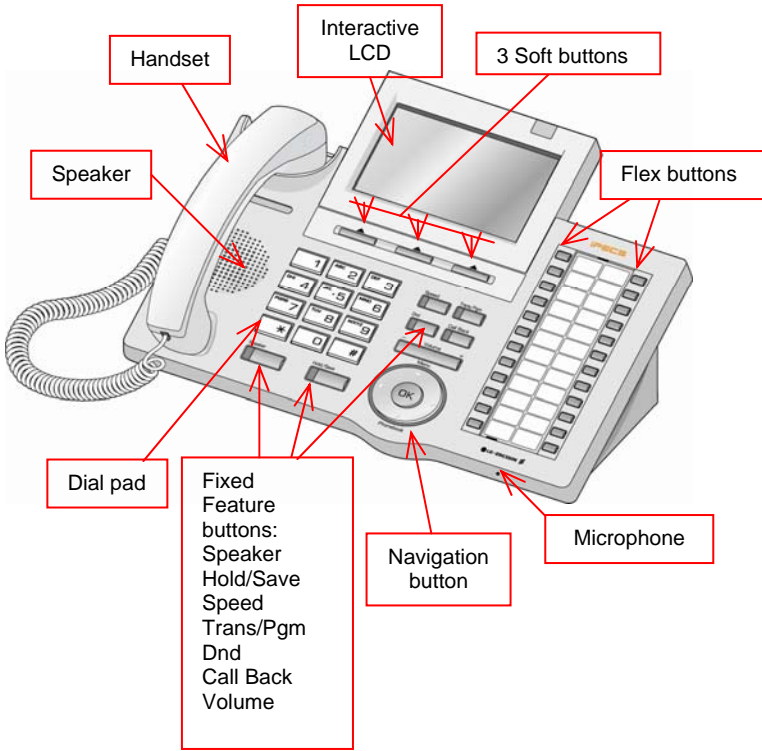
1.4 iPECS LIP-7024LD Phone Description

The iPECS LIP-7024LD Phones incorporate the latest in VoIP technology and user interface to provide you with a cost effective, simple to use, productive communications tool. It includes a large 9-line 32-character per line LCD. The bottom line of the display is an interactive menu accessed with the 3 Soft buttons just below the display. The Navigation button in the lower center of the Phone allows you to move through the menu choices when more than three selections are available.

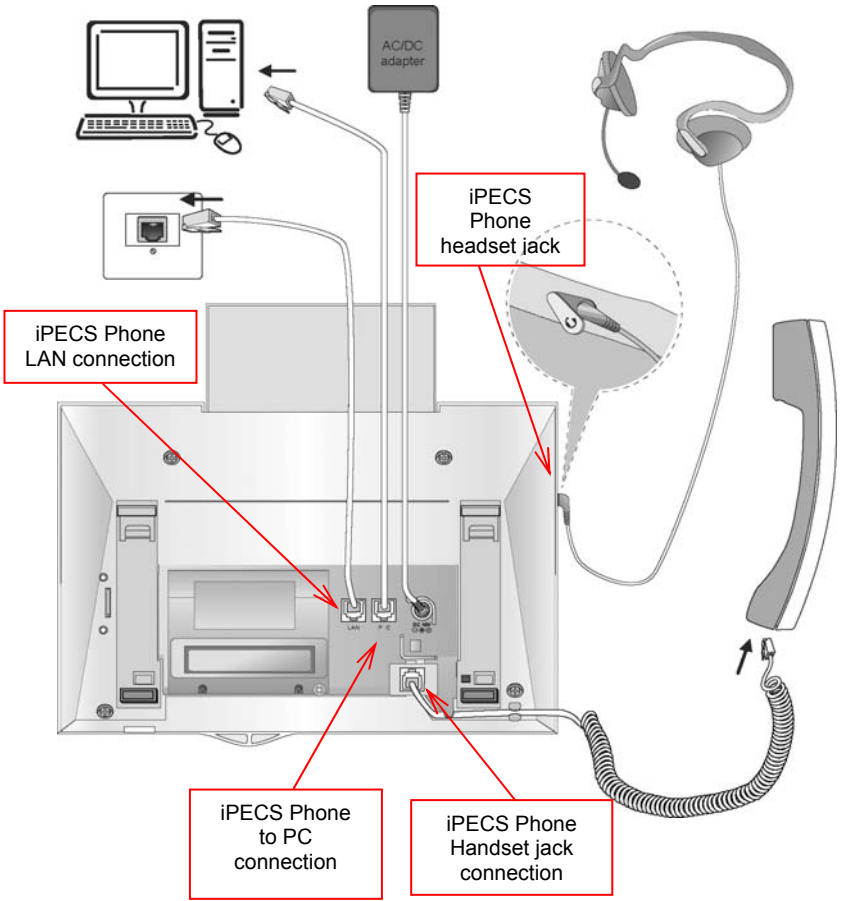
Features and functions of your iPECS are accessed either using the Fixed or Flexible buttons or by selecting a menu item using the Soft buttons. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the BUTTON designation while Soft button menu selections are shown with a double underline.



iPECS LIP-7024LD



iPECS LIP-7024LD Diagram



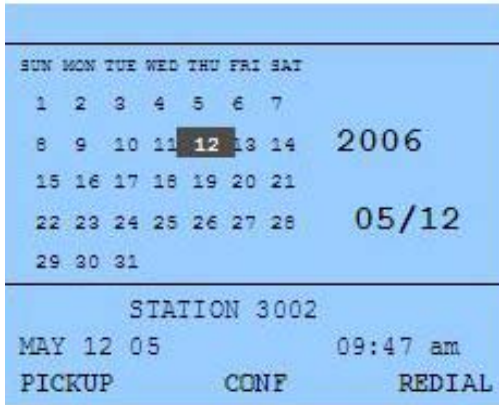
iPECS LIP-7024LD Connections

2. iPECS Phone LCD, Speakerphone & Related Features

2.1 LCD Operation

The iPECS-7024LD has a large Liquid Crystal Display (LCD) which is divided into to three sections. The upper section, while idle, displays various icons and a monthly calendar. The middle section consists of 2 lines which are used to convey information to you. They provide date, time and station number display while idle. It will also provide called/calling name/number display, feature status, etc. The lower section, which consists of a single line, is an interactive menu to guide you through feature access and *User Program* selections.

With the Menu Navigation button you can activate and be presented with the [Display Menu, section 7](#).



2.2 Using the Speakerphone

Activate the iPECS Speakerphone at any time (except for Paging) in place of lifting the handset to receive or place calls. Place calls using On-hook dialing with the Speakerphone.

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

While in a conversation using the Speakerphone, **Mute** the microphone using the Mute Soft button. When Mute is active, the Mute Soft button toggles to Speak, which is used to turn off **Mute**.

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

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

OPERATION

To activate the Speakerphone to answer or place a call:

- Press SPEAKER, the phone goes off-hook with audio from the speaker and to microphone.

To control the volume of the Speakerphone or handset:

- Press the ▼ VOLUME ▲ button.

To Mute the microphone:

- Select the Mute Soft button.

To turn off Mute (turn the microphone ON):

- Press the Speak Soft button.

To activate Group Listen while on an active handset call:

- Press the SPEAKER button.

2.3 Using a Bluetooth Wireless Headset

The iPECS LIP-7024LD may be equipped with the BTU (Bluetooth Unit) option that lets you use a Wireless headset such as a Jabra BT-200, BT-250 or Plantronics M3000. Using a headset permits you to move freely around the phone within approximately 10 meters and maintain a conversation. Before using the headset, the headset must be “paired” with the BTU, and then the headset must be enabled for use. Operation of the iPECS LIP-7024LD with the headset is the same as with the Speakerphone; merely use the Speaker button to go ON and OFF-hook.

NOTE—during the pairing operation, the headset and phone should be as close as possible but not more than 1 meter apart.

OPERATION

To pair the wireless headset to the BTU:

- Press the **TRANS/PGM** button,
- Dial 3,
- Press the **HOLD/SAVE** button.

To enable/disable the wireless headset:

- Press the **TRANS/PGM** button,
- Dial 4,
- Press the **HOLD/SAVE** button.

To unpair the headset:

- Press the **TRANS/PGM** button,
- Dial 3,
- Press the **HOLD/SAVE** button.

3. Receiving calls

3.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external ringing calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ring Line Preference**; calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line or a **LOOP** button

External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

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

OPERATION

To answer a call ringing at your phone:

- Lift the handset and press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- In **HF** mode signaling, simply speak as normal into the microphone,
OR
- In **PV** mode signaling, lift the handset to respond.

3.2 Responding to a Call While Busy

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

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

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

Silent Text Message requires a **TEXT MESSAGE** button, and cannot be sent to a SLT or other non-display terminal.

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

OPERATION

To answer a Call Waiting:

- Press **HOLD/SAVE** and/or,
- Press the flashing **CO/IP LINE** button.

To activate One-time DND:

- Press the **DND** button.

To send a Silent Text Message:

- Press the programmed **TEXT MESSAGE** button,
- Select the desired message to send.

3.3 Using Answering Machine Emulation (AME)

When a call is connected to your voice mail, you can screen the call as with a normal Answering Machine. The caller's voice is played over your speaker while the message is being recorded. There are two methods of notification and call screening provided, Ring or Speaker mode.

Ring mode(iPECS-Lik)/LED Blink mode(iPECS-MG)—the AME (Answering Machine Emulation) Flex button will flash to notify you of a call. You may press the Flex button to hear the caller as the voice message is stored.

Speaker mode—when the call is sent to the voice mailbox, the caller's voice is automatically broadcast over the speaker of your iPECS Phone.

You may terminate screening, leaving the caller in voice mail to record a message, talk with the caller and record the conversation in the mailbox, or answer the call and disconnect the Voicemail. The AME feature is only available when using the iPECS VMIM/VSF Voice Mail; a **MUTE** and **AME** button are required.

OPERATION

In iPECS-Lik

To assign an AME button:

Ring Mode –

- $\boxed{\text{TRANS/PGM}} + \boxed{\text{FLEX}} + 564 + 0 + \boxed{\text{HOLD/SAVE}}$

Speaker Mode –

- $\boxed{\text{TRANS/PGM}} + \boxed{\text{FLEX}} + 564 + 1 + \boxed{\text{HOLD/SAVE}}$

To screen a call in Ring mode:

- Press the flashing $\boxed{\text{AME}}$ button, the caller's voice is broadcast over the station speaker and stored in the voice mailbox (in the Speaker mode, broadcast is automatic).

To stop the voice broadcast and leave the caller in Voice Mail:

- Press the illuminated $\boxed{\text{SPEAKER}}$ button.

To talk with the caller and record the conversation in Voice Mail:

- Press the Mute Soft button.

To answer the call and cancel the voice message recording:

- Press the illuminated $\boxed{\text{AME}}$ button, the caller is connected and the Voice Mail disconnected.

In iPECS-MG**To assign an AME button:**

LED Blink Mode –

- $\boxed{\text{TRANS/PGM}} + \boxed{\text{FLEX}} + 524 + 1 + \boxed{\text{HOLD/SAVE}}$

Speaker Hearing Mode –

- $\boxed{\text{TRANS/PGM}} + \boxed{\text{FLEX}} + 564 + 2 + \boxed{\text{HOLD/SAVE}}$

3.4 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 14 **Ring Tones** available for differentiating ring from one phone to another. Four of the tones are stored in the phone's permanent memory; the remaining ten tones are in the system's memory. Four of these ten can be downloaded into the phone memory for use as the 5th to 8th **Ring Tone**.

OPERATION**To download a Ring Tone from System memory:**

- Press $\boxed{\text{TRANS/PGM}}$,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial tone number 0-9, tone is heard,
- Press $\boxed{\text{HOLD/SAVE}}$ to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial tone number 1-8,
- Press **HOLD/SAVE** to make the selection.

3.5 Answering Calls

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

OPERATION

To answer a call ringing during night mode over an external bell:

- Lift the handset,
- Dial **567** (iPECS-Lik)/**587**(iPECS-MG) (UA code).

3.6 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access.

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

OPERATION

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; the call will be connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial **566** (Group Call Pick-Up code), the call is connected.

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

When you need quiet, activate Do-Not-Disturb and the phone will block incoming calls. Internal callers will receive a fast busy tone and the

display will show the DND status. Activate Do-Not-Disturb while busy (**One-Time DND**); DND will be active only for the duration of the present call and requires a **DND** button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

OPERATION

To toggle DND ON and OFF:

- Press the **DND** button.

3.8 Forwarding Calls

3.8.1 Forwarding calls to another Station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls, except recalls, when the station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your **Authorization Code**.

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

OPERATION

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial the type of forward code 1-4,

- Dial the destination number.
- Press **HOLD/SAVE**(iPECS-MG)

To deactivate Call Forward from your phone:

- Lift the handset.
- Press the **Fwd** Soft button.
- Dial #.

To activate Call Forward for your phone from a different phone (Call Forward, Remote):

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.
- Press **HOLD/SAVE**(iPECS-MG)

To deactivate Call Forward, Remote:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Press the # key.

3.8.2 Forwarding calls to an external number

Forward calls to an external destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as listed below:

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls to the station, except recalls, when station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your **Authorization Code**. In addition, from a remote location, you must access the system through a **DISA** enabled CO line.

OPERATION

In iPECS-Lik

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial the type of forward code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (Station number & Password),
- Dial the type of forward code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial the Call Forward feature code 554,
- Dial your Authorization Code (Station number & Password),
- Dial the type of forward code 6-9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the 'type of forward' code 1-4,
- Dial Telephone number,
- Press **HOLD/SAVE** (iPECS-MG)
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial Telephone number,

- Press **HOLD/SAVE** (iPECS-MG)
- Replace the handset, return to idle.

3.8.3 Forwarding callers to a Text Message

Using an iPECS Phone, the system can be setup to return a 'Text Message' to internal callers. When calling your Station, internal callers will automatically receive the selected message or you can send a text message you select in response to an internal call, **Silent Text Message**. There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you. In addition, there are ten fix Pre-Defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01: LUNCH RETURN AT hh:mm
 Message 02: ON VACATION
 RETURN AT DATE mm:dd
 Message 03: OUT OF OFFICE
 RETURN AT TIME hh:mm
 Message 04: OUT OF OFFICE
 RETURN AT DATE mm:dd
 Message 05: OUT OF OFFICE
 RETURN UNKNOWN
 Message 06: CALL (enter up to 17 digits)
 Message 07: IN OFFICE STA xxxx
 Message 08: IN MEETING
 RETURN AT TIME hh:mm
 Message 09: AT HOME
 Message 10: AT BRANCH OFFICE

In iPECS-MG

1: LUNCH RETURN AT hh:mm
 2: ON VACATION
 RETURN AT DATE mm:dd
 3: OUT OF OFFICE
 RETURN AT TIME hh:mm
 4: OUT OF OFFICE
 RETURN AT DATE mm:dd
 5: OUT OF OFFICE
 RETURN UNKNOWN
 6: CALL (enter up to 17 digits)
 7: IN OFFICE STA xxxx
 8: IN MEETING
 RETURN AT TIME hh:mm
 9: AT HOME

- 0: AT BRANCH OFFICE
- * User Custom Message
- # Deactivate

OPERATION

In iPECS-LIK

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press **TRANS/PGM**,
 - Dial User Program feature code 51,
 - Press #.
 - Press **HOLD/SAVE**, forward canceled.
- Or,
- Press the **Fwd** Soft button.
 - Press #, forward canceled.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, Refer to *Station Speed Dial Character entry chart*
- Press **HOLD/SAVE**, message saved.

In iPECS-MG

To activate Custom or Pre-defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the two-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the flashing **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters,
- Press **HOLD/SAVE**, message saved.

4. Placing a call

4.1 Internal Calls

4.1.1 Placing Intercom calls

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

You can assign a Flex button for Direct Station Selection/Busy Lamp Field (DSS/BLF). A DSS/BLF button lets you call the other station with a single button press. The button LED displays the other station's status, ON, is busy, OFF is idle.

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

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

OPERATION

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- On answer or Splash tone, speak to the called party.

4.1.2 Using Camp-On when calling a busy station

If your called party is busy, you may activate Camp-On, Callback or Voice Over to the station. With Camp-On, wait off-hook for the called station to answer. With Callback, the system will call you when the busy station goes idle. After you answer, the system calls the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing just the last digit of the Intercom number.

OPERATION

To Camp-On (wait off-hook) for a busy station:

- Press * and await an answer.

To request a Callback (wait on-hook) for a busy station:

- Press **CALL BACK** and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #, after splash-tone, speak.

4.1.3 Leaving a Message Wait

If the called user does not answer or is in DND mode, you may leave a **Message Wait**. The called user will receive a Message Wait indication; the LED of the **CALL BACK** button will flash.

OPERATION

To activate Message Waiting:

- Press the **CALL BACK** button and hang-up.

4.2 External Calls

4.2.1 Placing external CO/VoIP calls

External calls are placed on CO/IP lines. These 'lines' are accessed either by a button on the iPECS Phone assigned as a **CO/IP line** or by dial codes. The CO/IP lines are grouped for different types of calls, local, long distance, etc. Using the **CO/IP line group** code, you will be able to access any line from the group. A Flex button on the iPECS Phone assigned as a **LOOP** button lets you access a line from a group. Dial codes for access to CO/IP lines are:

Individual CO/IP line access —

Individual CO/IP line Access Code	Line No	System
88	01-42	iPECS-50 & 100
	001-200	iPECS-300
	001-400	iPECS-600
	001-600	iPECS-1200
88	01-80	iPECS-MG100
	001-240	iPECS-MG300

CO/IP Group access—

CO/IP Group Access Code	System
801 – 820	iPECS-50 & 100
801 – 872	iPECS-300 & 600

8001 – 8200	iPECS-1200
801 – 824	iPECS-MG100
801 - 872	iPECS-MG300

Any CO/IP Line access —

9

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

When placing an IP call, you must dial an IP address using “*” in place of the dot.

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

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

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

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

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

OPERATION

To place an external call:

- Lift the handset,
- Select/Dial the CO/IP line/group,
- Dial the desired number.

4.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

OPERATION

To activate a queue if the selected/dialed line is busy:

- Select/dial a busy CO/IP line button,
- Press the **CALL BACK** button,

- Return to an idle state by going on-hook; when the line comes available, the Station will be notified with ringing.

4.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an Account Code, which is output from the system to a printer in the SMDR report. You must have an Account Code Flex button, see [Assigning features to Flex buttons](#).

OPERATION

To enter an Account Code before the call:

- Lift the handset,
- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *.

4.2.4 Disable dialing from your phone

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

OPERATION

In iPECS-Lik

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21 (User Program code),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22 (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

In iPECS-MG

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 31,
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial User Program code 32,
- Dial your Authorization code,
- Press **HOLD/SAVE**.

4.2.5 Temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **Flash** button to regain CO/IP dial-tone.

OPERATION

In iPECS-Lik**To activate Walking COS:**

- Press **TRANS/PGM**,
- Dial User Program code 23,
- Dial your Authorization Code (Station number and password),
- Place call as normal.

In iPECS-MG**To activate Walking COS:**

- Press **TRANS/PGM**,
- Dial User Program code 33,
- Dial your Authorization Code (Station number and password),
- Place call as normal.

4.3 Using Automated Dialing

4.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer. For users of an iPECS Display Phone, the system will store the numbers dialed on the last ten calls.

OPERATION

To dial the Last Number for an external call:

- Lift the handset,

- Select the **Redial** Soft button,
- Press **▼ VOLUME ▲** to select from the last 10 numbers dialed,
- Press the **Send** Soft button or **HOLD/SAVE**.

NOTE—Press the **Next** Soft button to view the previously dialed number.

4.3.2 Using and Entering Save Number Dial

You may store the last number dialed on an external call to the **Save Number Dial** buffer for convenient dialing at a later time. The Save Number is stored until you save new number.

OPERATION

To place a call using Save Number Dial:

- Lift the handset,
- Press the **SPEED** button,
- Dial #.

To store a number in the Save Number Dial:

- While on an outgoing external call, press **SPEED** twice.

4.3.3 Using System Speed Dial Numbers

The iPECS-100 system has memory allocated for 800 **System Speed Dial** numbers (bins 200-999), for iPECS-MG 100(2000-2999). The iPECS-300 & 600, iPECS-MG 300 systems each have memory allocated for 3000 **System Speed Dial** numbers (bins 2000-4999). You may, if allowed, use **System Speed Dial** to call frequently dialed numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

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

OPERATION

To place a call using System Speed Dial:

- Lift the handset,
- Press the **SPEED** button,
- Dial the desired System Speed Dial bin number (200-999 for iPECS-100, 2000-4999 for iPECS-300 & 600, 2000-2999 for iPECS-MG100, 2000-4999 for iPECS-MG300).

4.3.4 Using and Entering Station Speed Dial Numbers

Your iPECS Phone has access to 20 or 100 **Station Speed Dial** numbers. For users in an iPECS-100, 20 **Station Speed Dial** numbers (bins 00~19) are available. The iPECS-300 & 600 support 100 **Station Speed Dial** numbers (bins (000~099)). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins 00~49). You can easily program each speed dial bin with telephone numbers, up to 48 digits, to meet your needs. The numbers may include several 'special' instructions:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a *flash on the CO line*.

CALL BACK as 1st digit—Send digits as *ISDN Keypad Facility message*.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

***** not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

When entering a **Speed Dial**, a 16 character name may be associated with the number for *Dial by Name*. Characters are entered with two keystrokes as in the chart below.

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry

OPERATION**In iPECS-Lik****To place a call using Station Speed Dial:**

- Lift the handset,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number (00-19 or 000-099).

To enter a Station Speed Dial number with CO Line and Name:

- Press **TRANS/PGM**,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group,
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- Enter the associated name if desired, using the alpha-numeric entry chart,
- Press **HOLD/SAVE**.

To assign a Station Speed Dial number directly to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Select the **Tel Num** Soft button,
- Select/dial the CO/IP line/group,
- Dial the desired number,
- Press **HOLD/SAVE**,
- Enter the associated name if desired, using the Character Entry chart,
- Press **HOLD/SAVE**.

In iPECS-MG**To place a call using Station Speed Dial:**

- Lift the handset,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number (00-49).

To enter a Station Speed Dial number with CO Line and Name:

- Press **TRANS/PGM**,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number,
- Dial the CO/IP line/group code,
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- Enter the associated name if desired, using the alpha-numeric entry chart,
- Press **HOLD/SAVE**.

To assign a Station Speed Dial number directly to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial 1 for NUMBER,
- Dial the CO/IP line/group code,
- Dial the desired number,
- Press **HOLD/SAVE**,

4.3.5 Using Dial by Name and Entering your Name

Dial by Name employs three 'Directories': Intercom, User or *Station Speed Dial*, and *System Speed Dial*.

To allow others to contact you via the Intercom directory, you must enter a name for your station, up to 12 characters.

OPERATION

In iPECS-Lik

To place a call using Dial by Name:

- Press **SPEED** twice,
- Dial the desired directory, 1: Intercom, 2: User Speed Dial, 3: System Speed Dial, the LCD displays the first two names, in alphabetical order,
- Scroll using **▼ VOLUME ▲**. To enter search characters, refer to the Character Entry chart in [section 4.3.4](#),
- Press **HOLD/SAVE** to place the call.

To enter your station user name:

- Press the **TRANS/PGM** button,
- Dial 74,
- Dial name, up to 12 characters (refer to the Character Entry chart in [section 4.3.4](#),
- Press **HOLD/SAVE**.

In iPECS-MG

To place a call using Dial by Name:

- Press **DIR**,
- Dial the desired directory, 1: Station Speed Dial, 2: System Speed Dial, 3: Station Name, the LCD displays the first two names, in alphabetical order,
- Scroll using **▼ VOLUME ▲**. To enter search characters, refer to the Character Entry chart in [section 4.3.4](#),
- Press **HOLD/SAVE** to place the call.

To enter your station user name:

- Press the **TRANS/PGM** button,
- Dial 12,
- Dial name, up to 12 characters (refer to the Character Entry chart in [section 4.3.4](#),
- Press **HOLD/SAVE**.

4.3.6 ACNR: To retry a busy external number until answered

When making an external call and a busy signal is received, the system can be set to retry the number until the call is connected, the feature is cancelled, or the maximum number of retries is attempted—this is Automatic Called Number Redial (ACNR).

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

OPERATION

To set up an ACNR, while on an outgoing call:

- Use the Navigation button to display the next menu and select the **ACNR** Soft button,
- Hang-up handset.

To cancel the ACNR request:

- Press the **ACNR** Soft button.

5. Transfer, Conference & Other Call Handling

5.1 Call Transfer: Sending a call to a different destination

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

Transferred calls, internal or external, are placed in **Transfer Hold**, will receive **MOH** and will recall if not answered in a timely manner.

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

DSS/BLF buttons may be employed to transfer calls.

OPERATION

To Transfer an active call:

- Press **[TRANS/PGM]**,
- Call receiving party,
- For Unscreened Call Transfer, hang-up,
- For Screened Call Transfer, at answer or Splash tone, announce call.

5.2 Call Hold: Placing a call in a waiting state

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

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

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

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

Calls will remain in the held state for a period and then recall the user.

This **Hold Recall** is provided with a different ring signal. If not answered in a timely manner, the Attendant will receive **Attendant Hold Recall**.

OPERATION

To place a call on Hold:

- Press **[HOLD/SAVE]**.

5.3 Broker Call: Switching between two calls

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

OPERATION

To switch between two calls, Broker Call:

- Press the desired **CO/IP line** button.

5.4 Joining Multiple People in a Conference

You can establish a **Conference** with up to 3 parties (iPECS-Lik)/13 Party (iPECS-MG), or 24 parties when using a Multi-Party Conference Interface Module (MCIM). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal **Hold Recall** operation.

OPERATION

To establish a Conference:

- Establish call with one of the desired conference parties,
- Select the Conf Soft button,
- Establish call with the other conference party,
- Select the Conf Soft button,
- Select the Conf Soft button again to establish the conference.

To place a Conference on Hold:

- Press the HOLD/SAVE button.

To retrieve the Conference from Hold:

- Select the Conf Soft button.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Select the Conf Soft button.

To retrieve an Unsupervised Conference:

- Select the Conf Soft button.

5.4.1 Setting up a Conference Room

In addition to establishing a Conference, up to 9 **Conference Rooms** can be set up letting up to 24 parties converse when using a MCIM(iPECS-Lik) and up to 12 parties(iPECS-MG). When setting up a Conference Room, a password can be designated for invited parties (internal and external parties) to use for accessing the established Conference Room.

OPERATION

In iPECS-Lik

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (delete Conference Room code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (delete Conference Room code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

5.5 Call Park: Placing a call on Hold to Page

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

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

OPERATION

In iPECS-Lik

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit (601-610 for iPECS-100 or 601-619 for iPECS-300 & 600),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit.

In iPECS-MG

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit code (541)
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit code (541).
- Dial the Park number(00-49).

5.6 Two-Way Record: Recording a call

You may record an active external conversation in your *Voice Mail Box*.

OPERATION

To activate Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next Menu and select the Record Soft button, record warning tone is heard and recording starts.

To stop Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next menu, and select the Record Soft button or,
- Hang-up, return to idle.

6. Get Your Messages & Send SMS

The iPECS Phone allows you to send and receive several types of messages. These are accessed via the Message Summary Display, and described in the following paragraphs:

In iPECS-Lik

- 1: ST—Station Message Wait
- 2: CL—CLI Message Wait
- 3: VS—VSF Message Wait
- 4: VM—Commercial Voice Mail
- 5: FS—Feature server
- 6: MS—SMS message wait

In iPECS-MG

- 1: MWI—Message Wait Indication,
- 2: VMS—VMIB Message.
- 3: SMS—SMS Message.

6.1 Responding to a Station Message Waiting Indication

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

OPERATION

In iPECS-Lik

To review your Station messages:

- Press the **CALL BACK** button, the LCD shows the Message Summary display,

STA	CLI	VSF	VMS	UMS	SMS
001	001	005	006	001	004

- Dial 1 to view Station messages,
- Press the **VOLUME** button to scroll through the messages.

To return a call from the current message:

- Press the **CALL BACK** button.

To delete the Station Message Wait:

- Dial ******, and press 1.

To delete all Station Message Waits:

- Dial '#', and press 1.

In iPECS-MG**To review your Station messages:**

- Press **CALL BACK**, the LCD shows the Message Summary display,

MWI (01)	VMS (00)
SMS(00)	
ENTER(MWI:1,VMS:2,SMS :3)	

- Dial 1 to view the Station messages,
- Press the **VOLUME** button to scroll through the messages.

To return a call from the current message:

- Press **SAVE** button to return the call from the current message.

6.2 Responding to a CLI Message indication

When external calls to your phone are not answered and Caller Identification is provided from the network, a Calling Line Id. (CLI) message is logged. You may review, delete or return these messages.

OPERATION**In iPECS-LIK****To review CLI Messages using a Flex button:**

- Press the flashing **CLI MESSAGE** button, the first CLI message information is displayed,
- Press **VOLUME** to scroll through CLI message wait information.

To review CLI Messages using the Summary Display:

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

STA	CLI	VSF	VMS	UMS	SMS
001	001	005	006	001	004

- Dial 2, the first CLI message information is displayed,
- Press **VOLUME** to scroll through CLI message wait information.

To delete the current CLI Message:

- Dial '*' button, the next CLI message is displayed.

To delete all CLI Messages:

- Press **SPEED**,
- Press * twice.

To respond to the current CLI message with a call:

- Press **HOLD/SAVE**.

In iPECS-MG

To review CLI Messages using a Flex button:

- Press the **CALL LOG** button, the Call Log message information is displayed,
- Press **▼ VOLUME ▲** to scroll through Log message wait information.(M means the missed call and → means the answered call).

01	M	101
02	→	100

To return the current CLI message:

Press **HOLD/SAVE**.

6.3 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **VMIM/VSF(iPECS-Lik)/VMIB(iPECS-MG)** module, the **iPECS Feature Server** or an external Voice Mail system.

These Voice Mail systems allow access to and management of the received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station from the VMIM/VSF. You will need to register an **Authorization Code** for your station to access the VMIM/VSF Voice messages.

OPERATION

In iPECS-LIK

To retrieve Voice Mail locally using a Flex button:

- Press the **VOICE MAIL** Flex button,
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally using the **CALL BACK** button:

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

STA	CLI	VSF	VMS	UMS	SMS
001	001	005	006	001	004

- Dial 3 for VMIM/VSF, 4 for external VM or 5 for Feature Server Voice Mail,
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access your Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line answered by the VMIM/VSF Auto Attendant,
- At answer, dial # to receive the 'Mail Box & Password' prompt,
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up.

In iPECS-MG**To retrieve Voice Mail locally using a Flex button:**

- Press the VM access button or dial 523(VMIB access code),
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally using the CALL BACK button:

- Press the flashing CALL BACK button, the LCD shows the display,

MWI (01)	VMS (00)
SMS(00)	
ENTER(MWI:1,VMS:2,SMS :3)	

- Dial 2 for VMIM
- After the prompt enter your station number and password, to receive the 'Mail Box & Password' prompts sequentially,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line assigned for answer by the VMIM/VSF Auto Attendant,
- Upon answer, dial 523(VMIB Access code) to receive 'Mail Box & Password' prompt,
- Dial the Mail Box and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes, then hang-up

6.4 Sending and Receiving Short Text Messages

You can exchange short text messages (max. 100 alphanumeric characters) with other iPECS display Phone users. These messages will activate the CALL BACK button LED and are displayed on the iPECS Phone LCD.

OPERATION**In iPECS-Lik****To send an SMS message to another iPECS display Phone:**

- Press the **TRANS/PGM** button,
- Dial 36 (SMS send code),
- Dial 1 to resend an existing message, or 2 to send a new or edit an existing message,
- Enter the station range to receive the message, to send to a single station enter the station number twice,
- Dial your message using 2 key strokes for each character,
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

STA	CLI	VSF	VMS	UMS	SMS
001	001	005	006	001	004

- Dial 6, the first two SMS messages are shown in brief,
- Dial the Message number to view the entire SMS message.

To delete received Short text messages:

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

In iPECS-MG**To send an SMS message to another iPECS display phone user:**

- Press the **TRANS/PGM** button,
- Dial 43 (SMS send code),
- Dial the station number to receive the message
- Press **HOLD/SAVE**.
- Enter your message using 2 key strokes for each character, see [section 4.3.4](#),
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the flashing **CALL BACK** button, the LCD shows the Message Summary display,

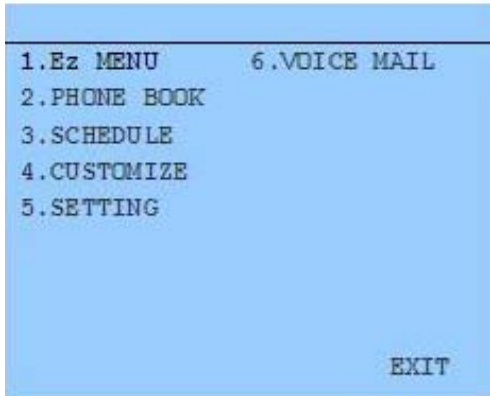
MWI (01)	VMS (00)	SMS(00)
ENTER(MWI:1,VMS:2,SMS :3)		

- Dial 3 (retrieve SMS), the first two SMS messages display in brief,
- Dial the Message number to view the entire SMS message.

7. Using the Display Menu

In iPECS-Lik,

With the Display Menu, you can access the LIP-7024LD PhoneBook and Schedule as well as other phone features through simple menu trees. The Display Menu is activated using the Menu Navigation button. Items from a menu may be selected by dialing the associated digit or using the **Navigation** and **OK** buttons to select an item. The main Display Menu selections are show in the LIP-7024LD as below.



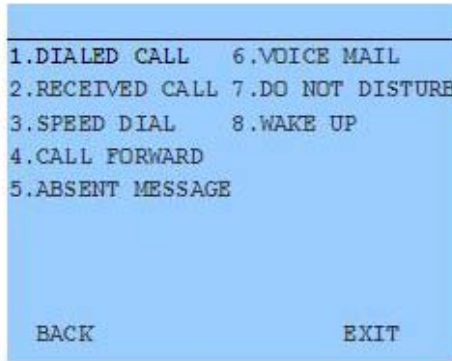
In iPECS-MG,

With the Display Menu, you can access the LIP-7024LD PhoneBook as well as other phone features through simple menu trees. The Display Menu is activated using the Menu Navigation button. Items from a menu may be selected by dialing the associated digit or using the **Navigation** and **OK** buttons to select an item. The main Display Menu selections are show in the LIP-7024LD as below.

- User Organizer
- Ring/BGM
- COS/Password
- Multi Message
- Mobile Ext/Conference Room
- Headset/Bluetooth
- Station ICLID
- Keypad Information
- System Information
- Attendant Program

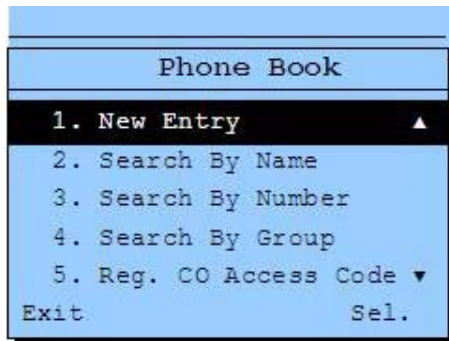
7.1 Ez Menu(iPECS-Lik)

You may access Speed Dial, including Dial-By-Name, Outgoing (Dialed) and Incoming Received Call Logs (10 calls each), Call Forward and other features without complex dial codes by selecting 'Ez-Menu'. From the Ez-Menu and sub-menus, select an item dialing the associated digit or use the **Navigation** and **OK** button to select an item. Also, Soft buttons, such as **Exit**, **Sel**, and **Back**, may be available.



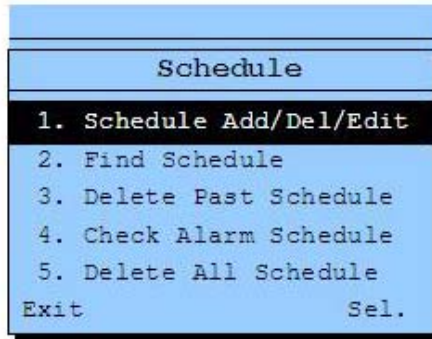
7.2 Phone Book(iPECS-Lik)

Under the Phone Book Menu, you may search, add, edit, and delete contacts. Use the associated dial pad digits or **Navigation** and **OK** buttons to access the Phone Book sub-menus. Where required, characters may be entered with the **ABC** soft button.



7.3 Schedule(iPECS-Lik)

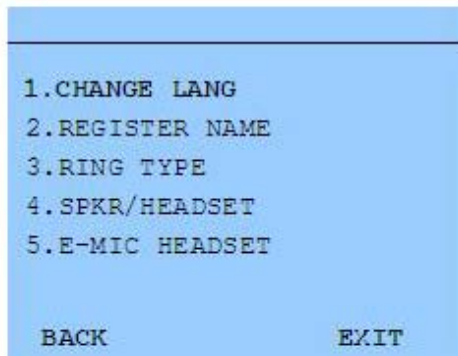
The LIP-7024LD will notify you of a schedule activation with a flashing icon and alarm ring. You may record, edit or delete scheduled events such as conferences and search scheduled records from the Schedule sub-menus. Use the associated digit or the **Navigation** and **OK** buttons to select an item from the sub-menus.



7.4 Customize(iPECS-Lik)

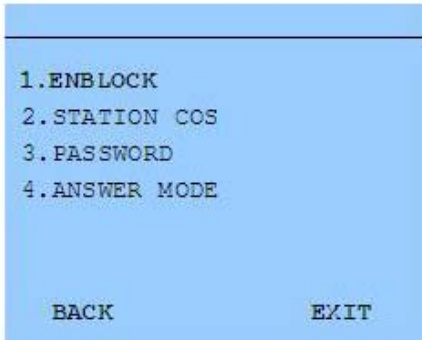
You may customize certain characteristics of the LIP-7024LD. The display language can be selected from the available languages supported, a user name can be entered, one of eight ring signals can be defined, and headset operation can be defined.

Use the associated digit or the **Navigation** and **OK** buttons to select sub-menu items and enter values for the custom settings.



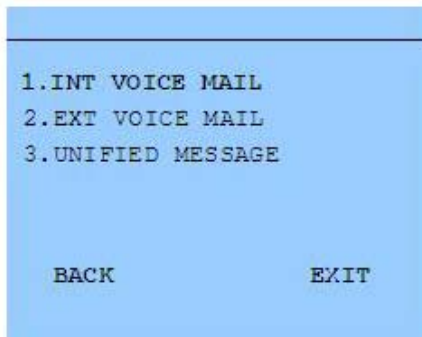
7.5 Setting(iPECS-Lik)

You may define certain settings of your LIP-7024LD. With the Enblock setting enabled, all digits you dial to place a call are sent as a block of digits after you select the **SEND** Soft button. The Station COS setting permits you to activate Temporary and Walking Class of Service to establish dialing privileges of the phone. In addition, the station password and Intercom Answer mode (Handsfree, Privacy or Tone ring) can be set. Use the associated digit or the **Navigation** and **OK** buttons to select sub-menu items and enter values for the desired Setting.



7.6 Voice Mail(iPECS-Lik)

You may access a list of messages left in your internal or external voice mail or in your unified message server if installed. You may then select a message from the list. Use the associated digit or the **Navigation** and **OK** buttons to select an item from the list.



7.7 User Organizer (iPECS-MG)

You may access Answer Mode(H/T/P), Station Name, Wake Up, Language, LCD Date/Time, Back Light Setting by selecting 'User Organizer'. From the User Organizer Menu and sub-menus, select an item dialing the associated digit or use the **Navigation** and **OK** button to select an item. Also, Soft buttons, such as **Exit**, **OK**, and **Back**, may be available.

7.8 Phone Book (iPECS-MG)

Under the Phone Book Menu, you may search, add, edit, and delete contacts. Use the associated dial pad digits or **Navigation** and **OK** buttons to access the Phone Book sub-menus. Where required, characters may be entered with the **ABC** soft button.

7.9 Ring/BGM (iPECS-MG)

You may access ICM/CO Ring Type, Ring Download and BGM(H/T/P), by selecting 'Ring/BGM' menu. From the Ring/BGM Menu and sub-menu, select an item dialing the associated digit or use the **Navigation** and **OK** button to select an item. Also, Soft buttons, such as **Exit**, **OK**, and **Back**, may be available.

7.10 COS/Password (iPECS-MG)

You may access Temporary COS, Restore COS, Walking COS, Register Password, Call Log/SMS Protect by selecting 'COS/Password' menu. From the COS/Password Menu and sub-menus, select an item dialing the associated digit or use the **Navigation** and **OK** button to select an item. Also, Soft buttons, such as **Exit**, **OK**, and **Back**, may be available.

7.11 Multi Message (iPECS-MG)

You may access Preselected Message and SMS by selecting 'Multi Message' menu. From the Multi Message Menu and sub-menus, select an item dialing the associated digit or use the **Navigation** and **OK** button to select an item. Also, Soft buttons, such as **Exit**, **OK**, and **Back**, may be available.

7.12 Mobile Ext/Conference Room (iPECS-MG)

You may access Mobile Extension and Conference room menu by selecting 'Mobile Ext/Conference room' menu. From the Mobile Ext/Conference room Menu and sub-menus, select an item dialing the associated digit or use the **Navigation** and **OK** button to select an item. Also, Soft buttons, such as **Exit**, **OK**, and **Back**, may be available.

7.13 Speaker/Headset (iPECS-MG)

You may access Speaker/Headset/Bluetooth/Headset Ring menu by selecting 'Speaker/Headset' menu. From the Speaker/Headset Menu and sub-menus, select an item dialing the associated digit or use the **Navigation** and **OK** button to select an item. Also, Soft buttons, such as **Exit**, **OK**, and **Back**, may be available.

7.14 Station ICLID (iPECS-MG)

You may access Station ICLID Register and View menu by selecting 'Station ICLID' menu. From the Station ICLID Menu and sub-menus, select an item dialing the associated digit or use the **Navigation** and **OK** button to select an item. Also, Soft buttons, such as **Exit**, **OK**, and **Back**, may be available.

7.15 Keypad Information (iPECS-MG)

You may access Station IP Address, MAC address and Keypad version menu by selecting 'Keypad Information' menu. From the Keypad Information Menu and sub-menus, select an item dialing the associated digit or use the **Navigation** and **OK** button to select an item. Also, Soft buttons, such as **Exit**, **OK**, and **Back**, may be available.

7.16 System Information (iPECS-MG)

You may access System version and System IP Address menu by selecting 'System Information' menu. From the System Information Menu and sub-menus, select an item dialing the associated digit or use the **Navigation** and **OK** button to select an item. Also, Soft buttons, such as **Exit**, **OK**, and **Back**, may be available.

8. Remote System Access

8.1 Direct Inward System Access (DISA)

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

OPERATION

To access system resources remotely:

- Call the system's DISA facility,
- Await answer and dial your authorization code (station number and password),
- Dial as needed for the desired system resource.

8.2 Mobile Phone Extension

When away from your desk or office you can place and receive iPECS calls on a registered mobile phone. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number. This feature is only effective with an ISDN CO line.

OPERATION

In iPECS-Lik

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 37,
- Dial the mobile phone number,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 38,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller Id, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial "*" while on an iPECS call,

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

NOTE—The mobile may reconnect to the transfer by pressing the # key.

In iPECS-MG

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button.
- Dial 51.
- Select Mobile Index 1 or 2
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 52.
- Select Mobile Index 1 or 2.
- Dial the mobile phone number with CO Access code.
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller Id, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle,
-

NOTE—The mobile extension may reconnect to the transfer by pressing the mobile flash digit(*).

9. Miscellaneous Features

9.1 Background Music and Music on Hold

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on *Hold*.

There are four possible selections for BGM and MOH:

- 1: Off
- 2: Source BGM1
- 3: Source BGM2
4. VMIM message

NOTE—BGM is not supported in iPECS-MG.

OPERATION

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

9.2 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the Internal Page Zones. The system has two External Page Zones that can be connected to external speakers.

Page Zone codes in iPECS-Lik are:

- | | |
|---------------------------|--------------------------|
| 1: Internal Page Zones | iPECS 100: 501-510 |
| | iPECS 300 & 600: 501-535 |
| 2: Internal All Call Page | 543 |
| 3: External Page Zones | 545-546 |
| 4: External All Call Page | 548 |
| 5: All Call Page | 549 |

Page Zone codes in iPECS-MG are:

- | | |
|------------------------|-------------------------------------|
| Internal Page Zones : | |
| | 543 + Zone No(01~15) (iPECS-MG100) |
| | 543 + Zone No(01~30) (iPECS-MG300) |
| Internal All Call Page | 543 + 00 |
| External Page Zone | 548 |
| All Call Page | 549 |

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using Meet-Me Paging. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

OPERATION

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received:

- Press the **CALL BACK** button,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial **544** (iPECS-Lik)/**546**(iPECS-MG) (Meet-Me-Page code).

9.3 Push-To-Talk (PTT) Page

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

OPERATION

To log-in to a PTT group:

- Dial # 0 (iPECS-Lik)/538(iPECS-MG),
- Dial the desired PTT group number (1-9 or 0 for all groups),

To log-out of the PTT group(s):

- Dial # 0 (iPECS-Lik)/538(iPECS-MG), the PTT Log-in/out code,
- Press the * key.

To place a page announcement to the active PTT group:

- Press and hold the **PTT** Flex button,
- After confirmation tone, make page announcement.

9.4 Wake-Up Alarm

iPECS supports an Alarm clock for each station in the system. The alarm clock can be set to repeat daily or as a one-time alarm. When responding to the alarm by lifting the handset, BGM will be provided.

OPERATION

To set the Wake Up Alarm clock:

- Press **TRANS/PGM**,
- Dial the Station User Program code 41(iPECS-Lik)/13(iPECS-MG),
- Dial 2-digit hour and minute for alerting,
- For a daily (repeating alarm), dial #,
- Press **HOLD/SAVE**.

To erase Wake-Up:

- Press **TRANS/PGM**,
- Dial the Station User Program code 42 (iPECS-Lik)/14(iPECS-MG),
- Press **HOLD/SAVE**.

9.5 Alarm/Door Bell

The system can monitor external Alarm or Door Bell contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a Door Open contact.

OPERATION

To terminate the Alarm signal:

- Dial 565.

To activate the Door Open contacts:

- Lift the handset,
- Dial Door Open code, #* and contact number 1-4.

NOTE—Contacts 3 & 4 are only available in the iPECS -300 & 600.

—Contacts 1 is available in the iPECS -MG.

9.6 Power Fail Transfer

When AC power to the system fails, back-up operation may be provided with back-up batteries or Power Fail Transfer (PFT). When battery back-up is provided the station will operate normally. When PFT is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

9.7 System Voice Memo

The integrated Voice Mail modules incorporate several Voice Memos to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos are heard over the speaker of the iPECS Phone and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)

Station IP Address

Station Mac Address

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

Wake-Up Time (hh:mm)

Do Not Disturb

Forwarded to station xxx

Forwarded to speed bin xxx

Queued CO/IP line xxx

Locked (Temporary COS)

COS x

NOTE—only activated features are announced.

OPERATION

To hear Date & Time memo:

- Dial Voice Memo feature code (**661** for iPECS-100 or ***661** for iPECS-300 & 600, **675-1** for iPECS-MG), date and time memo is heard, "Date is May 2nd. Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo feature code (**662** for iPECS-100 or ***662** for iPECS-300 & 600, **675-2** for iPECS-MG), the station number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo feature code (**663** for iPECS-100 or ***663** for iPECS-300 & 600, **675-3** for iPECS-MG), Station Status Memo is heard.

9.8 Hot Desk

iPECS phones in the system may be assigned for Hot Desk operation. These Hot Desk phones let you log-on and use the Hot Desk phone as if it were your station. Once logged-on, the Hot Desk station will take on the attributes assigned to your station number and you can make calls as normal. When logged-out, calls to your station number are forward to the destination you chose.

To Log on to a Hot Desk station:

- Lift the handset,
- Dial “* 0”(iPECS-Lik)/”525”(iPECS-MG),
- Dial your Authorization Code (station number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial * twice(iPECS-Lik)/”525”(iPECS-MG),
- Use the **VOLUME** to select a call forward destination for your calls, speed dial, joined mobile phone, VMIM/VSF, or VM group,
- Press the **HOLD/SAVE** button.

10. Working with PBX, Centrex & ISDN features

10.1 Access PBX or Centrex features

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to such a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS Flash feature to transfer calls to other host extensions or access features of the host.

The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

OPERATION

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Use the Navigation button to display the next menu, and select the Flash soft button,
- After receiving new dial tone, dial PBX/Centrex feature code.

10.2 Access the ISDN Network

10.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the *Flex Button program* procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

OPERATION

To activate Keypad Facility operation:

- Press the KEYPAD FACILITY button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,
- OR
- Press a Feature or Flex button.

10.2.2 Using ISDN Supplementary Services

ISDN service providers may incorporate features similar to those of Centrex. These ISDN Supplementary services are provided on a subscription basis and, as with Centrex, are accessed using the *Flash* button on an iPECS phone.

Using supplementary services an ISDN line can be placed on Hold and a second call placed on the line. You may then alternate between the two held calls (Broker Call) using the hold button. An ISDN line conference can be established using the **FLASH** and **CONF** buttons. The conference can also be placed on hold.

OPERATION**While on an ISDN CO line, to access ISDN Supplementary services:**

- Press **FLASH**,
- Press **HOLD/SAVE**, **CONF**, or **CO line** button to activate the desired feature.

10.2.3 Activating ISDN Caller ID Restriction

iPECS Phone users can restrict the transmission of Caller ID to the far-end. This may be a subscription service of your carrier. Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLID) restriction.

OPERATION**To restrict Caller ID:**

- Lift the handset,
- Press the **CLIR/COLR** button and place the call.

11. Setting Features & Flex buttons

11.1 Entering Station Program Data

A special code set is available for iPECS Phone users to assign certain attributes such as Authorization Codes (Passwords). After entering the User Program mode, you dial the codes to select the attribute and setting. Once selected, the setting is saved. A list of the User Program codes, the feature/function and any input required are given in *Appendix B*. In some cases, you enter these codes as part of Flex button assignments.

OPERATION

To assign user programmable attributes to your station:

- Press **TRANS/PGM**,
- Dial desired User Program codes shown in *Appendix B*,
- Press **HOLD/SAVE**.

11.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone. If allowed, you may even assign CO/IP lines to the Flex buttons.

Flex buttons may be assigned for most features providing One-Touch feature activation (e.g., a Flex button may be assigned to access the *Account Code* feature and may include the Account code digits, as a one-touch account code button).

Features that may be assigned to a Flex button include:

DSS/BLF—enter station number,

Speed Dial—enter Station/System Speed dial bin number,

Flex Numbering Plan—enter Flex Numbering Plan code (refer to *Appendix A*),

User Program Code—press **TRANS/PGM** and enter a User Program code (refer to *Appendix B*)

CO/IP Line—enter the CO/IP line or group number.

OPERATION

To assign a feature to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial desired code and required inputs. For User Program codes (*Appendix B*), first press the **TRANS/PGM**,
- Press **HOLD/SAVE**.

12. Appendix A Flexible Numbering Plan

In iPECS-Lik

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
<i>Intercom Call</i>	100-169	100-399	1000-1599	
<i>Internal Page Zone</i>	501-510	501-535	501-535	
<i>Internal All Call Page</i>	543	543	543	
<i>Meet Me Page</i>	544	544	544	
<i>External Page Zone 1~2</i>	545-546	545-546	545-546	
<i>External All Call Page</i>	548	548	548	
<i>All Call Page (Internal/External)</i>	549	549	549	
<i>SMDR Account Code Enter</i>	550	550	550	SLT use only
<i>Flash Command to CO Line</i>	551	551	551	SLT use only
<i>Last Number Redial</i>	552	552	552	SLT use only
<i>DND (Toggle On/Off)</i>	553	553	553	SLT use only
<i>Call Forward</i>	554	554	554	
<i>Speed Dial Programming</i>	555	555	555	SLT use only
<i>Message Wait/Callback Enable</i>	556	556	556	SLT use only
<i>Message Wait/Callback Return</i>	557	557	557	SLT use only
<i>Speed Dial Access</i>	558	558	558	SLT use only
Cancel DND/FWD/Pre MSG	559	559	559	SLT use only
<i>CO System Hold</i>	560	560	560	SLT use only
<i>Program Mode Access</i>	561	561	561	SLT use only
Attendant Unavailable	562	562	562	
Answering Machine Emulation	564	564	564	
<i>Alarm Reset</i>	565	565	565	
<i>Group Call Pickup</i>	566	566	566	
<i>Universal Night Answer</i>	567	567	567	

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
Account Code with bin	568	568	568	
<i>Walking COS Code</i>	569	569	569	
ACD Supervisor On/Off Duty	571	571	571	
ACD Supervisor Login	572	572	572	
ACD Supervisor Logout	573	573	573	
ACD Help Code	574	574	574	
ACD Calls In Queue Display	575	575	575	
ACD Supervisor Status Display	576	576	576	
ACD Supervisor Monitor	577	577	577	
ACD Reroute Queued Call w/answer	578	578	578	
ACD Reroute Queued Call w/o answer	579	579	579	
Enter Conference Room	59	59	59	
<u>Camp-On Answer</u>	600	600	600	SLT use only
<i>Call Parking Locations</i>	601-610	601-619	601-619	
Group Pilot Number	620-659	620-667	620-667	
<i>Station User VMIM/VSF Features</i>	66	*66	*66	
<i>Call Coverage button</i>	67	67	67	
Direct Call Pickup	7	7	7	
<i>CO/IP Group Access</i>	8xx 01-20	8xx 01-72	8xx 01-72	
<i>Individual CO/IP Line Access</i>	88xx 01-42	88xxx 001-200	88xxx 001-400	
<i>Retrieve Last Held CO/IP</i>	8*	8*	8*	
<i>Retrieve Individual Held CO/IP</i>	8#xx	8#xxx	8#xxx	xx(x) = CO Line number
<i>Access CO Line in the 1st available CO Group</i>	9	9	9	
Attendant Call	0	0	0	
VM Message Wait Enabled	*8	*8	*8	
VM Message Wait Disable	*9	*9	*9	
<i>Door Open (1st Door)</i>	##*1	##*1	##*1	
<i>Door Open (2nd Door)</i>	##*2	##*2	##*2	
<i>Door Open (3rd Door)</i>	##*3	##*3	##*3	iPECS-300 & 600
<i>Door Open (4th Door)</i>	##*4	##*4	##*4	iPECS-300

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
				& 600
MCID Request	*0	*0	*0	
<u>AME Feature</u>	564	564	564	
Unsupervised Conference Timer Extension code	##	##	##	
<u>PTT Group Login/Logout</u>	#0	#0	#0	

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	
15	Internal Page Answer	547	

No	Feature Name	Code	Remark
	(Meet-Me Page)		
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # 001 ~ 200: MG-300 01 ~ 80 : MG-100
42	VM MWI Enable	*8	

No	Feature Name	Code	Remark
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group # *: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	
64	Command Call Oneway	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	
70	Mobile CLI Register	593	
71	Mobile Access	594	
72	CCR Access	670	
73	CCR Access And Drop	671	
74	System Hold	560	

No	Feature Name	Code	Remark
75	Return Held CO	8**	
76	Sys Memo	675	
77	DISA Tone Service	678	
78	All Feature Cancel	679	
79	Add Conf Member	680	
80	System Alarm Reset	565	
81	Fault Alarm Reset	566	
82	Door Open	#*1	
83	Keypad Facility	##*	
84	T-Net Log-In/Out	586	
85	Universal Answer	587	
86	USB Call Record	588	
87	Delete All VM Message	681	
88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

13. Appendix B User Program Codes

In iPECS-Lik

Code	Function	Remarks	SLT
10	Enblock Mode Dialing	iPECS LIP-7000 only	
11 x	Differential Ring, Intercom	Select Ring Tone 1-8	
12 x	Differential Ring, CO/IP line	Select Ring Tone 1-8	
13 x	Intercom Answer Mode	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy	
14 x	Call Coverage Attribute Setting (X = 1-2)	1+: On/Off, 2+: ring delay (0-9)	
15 x	Station Ring Download	Select download Ring Tone 0-9	
19	Ear&Mic Headset Usage	iPECS LIP-7000 only	
21	Knock Down Station COS		Yes
22	Restore Station COS	May require Authorization code	Yes
23	Walking COS	May require Authorization code	Yes
31	Station Message Wait Retrieve		Yes
32	CLI/IP Message Wait Retrieve		
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button	Yes
34	Assign [DID CALL WAIT] Button		
35	Message Wait in Executive/Secretary pair		
36	Send SMS Message		
37	Register Mobile Extension		
38	Activate Mobile Extension		
41 xx	Set Wake-Up Time	Input time, 24 hour clock	Yes
42	Erase Wake-Up Time		Yes
51 xx	Custom/Pre-defined Message Display	Select Message 00~20	Yes
52 xx	Register Custom Message (Message 00)	Input up to 24 characters	Yes
53 x	Create Conference Room	Input Conf Room (1-9) & password	
54 x	Delete Conference Room	Input Conf Room (1-9) & optional password	
61 x	Headset/Speakerphone Mode		
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both	
71	LCD Display Mode		

Code	Function	Remarks	SLT
72	Version Display		
73	<i>Background Music</i>		
74 x	<i>Station User Name Registration</i>	Input up to 7 characters	Yes
75	Display Phone IP Address		
76	Change Phone IP Address		
77	Display Phone MAC IP Address		
78	Change Mode		
79	Display Phone Version		
70	Display Soft Message		
7*	Display Serial number/Package for SMEMU		
80	Assign RECORD Button	Requires VSF/External SMDI VM	
81	Assign ISDN CLIR Button		
82	ISDN COLR Button		
84	Assign ACCOUNT CODE Button		
85	Assign LOOP Button		
86	Assign ATD INTRUSION Button		
88	Assign CAMP-ON Button		
89	Assign KEYPAD FACILITY Button		
8#	Assign OHVO Button		
90	SPEED Button Assignment	iPECS LIP-7000 only	
91	CONF Button Assignment	iPECS LIP-7000 only	
92	CALL BACK Button Assignment	iPECS LIP-7000 only	
93	DND Button Assignment	iPECS LIP-7000 only	
94	FLASH Button Assignment	iPECS LIP-7000 only	
95	MUTE Button Assignment	iPECS LIP-7000 only	
96	MONITOR Button Assignment	iPECS LIP-7000 only	
97	REDIAL Button Assignment	iPECS LIP-7000 only	
98	FWD Button Assignment	iPECS LIP-7000 only	
99	<i>Assign PTT Button</i>		
*0	<i>Hot Desk Login Code</i>		
**	<i>Hot Desk Log out Code</i>		

In iPECS-MG

User PGM Code	Description	Remark
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both
71	Register Station ICLID	

User PGM Code	Description	Remark
72	View Station ICLID	
81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
91	System Version	
92	System IP Address	

iPECS

LIP-8004D

User Guide

Please read this manual carefully before operating Phone. Retain it for future reference.

iPECS is an Ericsson-LG Brand



Revision History

Issue	Date	Remark
1.0	Aug. 2008	Initial Release
1.1	Aug. 2010	Changed the new CI (LG-Ericsson)
1.2	Dec. 2012	Changed the new CI (Ericsson-LG)
1.3	Dec. 2013	Changed Ericsson-LG to Ericsson-LG Enterprise



Disposal of your old appliance

1. When the crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2012/19/EC.
2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by government or the local authorities.
The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.
4. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

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All other brand and product names are trademarks or registered trademarks of their respective companies.

Important Safety Information

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



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



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



Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.
2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.
3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.
4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.
5. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.
6. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.



Caution

1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
 2. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep headset clear of such objects and check before use.
 3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.
 4. Choose a site for the phone that is well-ventilated and dry.
 5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.
 6. Do not put heavy things on the phone.
 7. Do not drop or throw the phone.
 8. Static electricity discharge will damage electronic components.
 9. Keep out of direct sunlight and away from heat.
 10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.
 11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.
-

[EU]

European Union Declarations of Conformity

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

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

[USA/CSA]

FCC/IC Interference Statement

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

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

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

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

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

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

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

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1. Introduction

1.1 General

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

1.2 Feature Information

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

The operations shown in this guide use the System's base default Numbering Plan. Your specific Numbering Plan may be different. Some features may not be available for you to access or may be subject to certain limitations based on the set-up of the System (refer to your System Administrator and/or iPECS Technical Manuals as needed).

NOTE—Under certain operation conditions, this equipment cannot be relied upon to make emergency calls (loss of power, etc.). Alternative arrangements should be made for access to emergency services.

1.3 Feature Groupings

Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

Features have been divided into groups, *Receiving calls*, *Placing calls* etc. Within each group, features are

arranged according to the difficulty of operation and frequency of use.

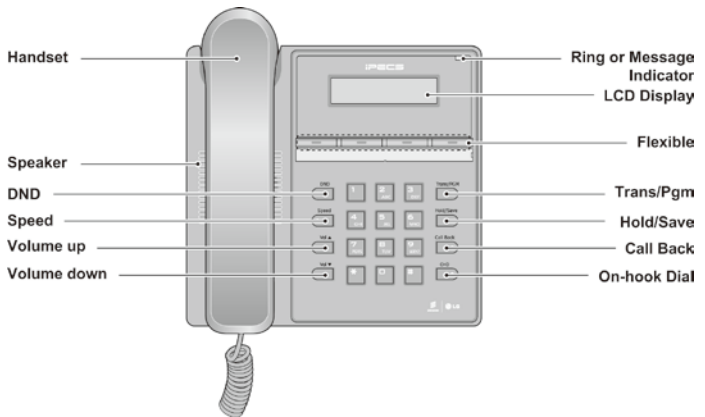
1.4 iPECS LIP-8004 Phone Description

The iPECS LIP-8004D Phone incorporates the latest in VoIP technology and is intended for basic communications (ex., a lobby or limited use phone). The following image shows the LIP-8004D.



LIP-8004D Front and Back

Features are generally accessed using programmed *fixed*, or *flexible buttons*, dial pad buttons, or dial codes entered from the dial pad. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON** designation. The following image shows the phone and buttons are described.



iPECS LIP-8004D Diagram

DND – Blocks all incoming calls; red LED illuminates.

Speed – Access speed dialing, speed programming, save number redial and last number redial.

Vol ▲ ▼ – Adjusts volume for ringing, headset, and speakerphone; adjusts LCD brightness (in idle state).

Trans/PGM –Call transfer, or programming mode.

Hold/Save – Places active call on hold or saves programming information.

Call Back – Initiates call back request when calling a busy station; call connects when busy station is idle.

On-hook Dial – Allows User to place a call while on-hook. Toggle to activate; red LED illuminates.

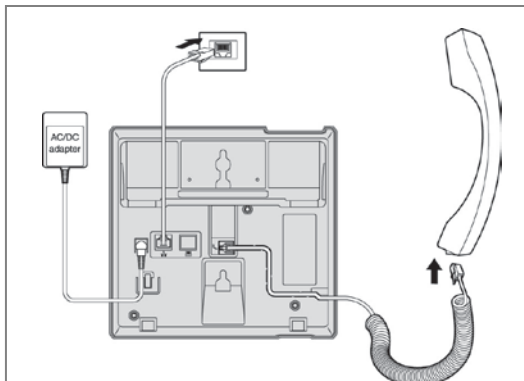
Flexible – Some are system pre-programmed for line appearance, and some are user programmable.

Ring/MSG Indicator – Illuminates when ringing, or message waiting.

LCD Display – Displays station number/current time or telephone number of destination while talking.

1.5 LIP-8004D Phone Installation

LIP Phones and Consoles can be connected to any standard 10/100 Base-T Ethernet switch port (shown in graphic). When connected to an 802.3af compliant switch port (ex., POE8), LIP Phones and series consoles obtain power from the Ethernet port. When LAN power is not available, the AC/DC adaptor must be used. The following image shows how to connect the handset, power cord, and LAN cable to the phone.



IPECS LIP-8004D Connections

1.5.1 Wiring Connectors

The LIP-8004D has a single Ethernet port that is connected to the LAN using a RJ-45 plug terminated category 5 cable supplied with the Phone. A 2 meter (6 foot) cable is provided for desk mount installation. Using the cable, one RJ-45 plug is inserted into the "LAN" jack in the bottom of the Phone. The other RJ-45 plug is inserted into the RJ-45 jack previously wired to an Ethernet switch port accessible by the MFIM. To power the LIP Phone over the LAN, the switch port must support POE (Power over Ethernet) standard 802.3af.

1.5.2 Power

All LIP-8000 series phones can be powered by the AC/DC Adapter-K- (48 VDC @0.3A) or over the LAN cable using the POE8 or other 802.3af compliant switch.

If using the AC/DC Adapter, after connecting the Phone to the LAN, the Adapter's DC voltage plug is inserted into the power-input jack in the underside of the Phone. One end of the AC power cord is inserted into the mating receptacle of the AC Adapter, and the other end is inserted into the AC power outlet.

1.5.3 Wall Mount

The LIP-8000 series phones can be wall mounted as needed. The following instructions detail how to perform a wall mount installation:

- Mark and drill two (2) 7mm holes for plastic wall anchors.
- Insert the two (2) anchors into the holes and insert and tighten the each screw leaving about 2.5 mm (1/8-inch) of the screw exposed.
- Slide the LIP-8000 phone over the screws and assure the phone is secure.
- NOTE—It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.

2. Receiving Calls

2.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external ringing calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ringling Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line button or a **LOOP** button. External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-Free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

To answer a call ringing at your phone:

- Lift the handset and, then press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- Lift the handset to respond.

2.2 Responding to a Call While Busy

While you are busy on another call, you may receive a Muted Ring, Camp-On tones, or Voice-Over announcements. Muted Ring is provided over the speaker of your Phone indicating a **Call Waiting**. You also may receive **Camp On** tones, a burst of tones on

top of the existing call, as an indication of another call waiting.

While busy, certain stations can activate **Voice-Over** to your phone. When used audio is received from both the active call and the **Voice Over** announcement.

Respond to any of these Off-hook Signals by: placing the existing call on Hold and responding to the new incoming call, activating **One-time DND**, sending a **Silent Text Message**, or ignoring the new call.

Silent Text Message requires a **TEXT MESSAGE** button (not available on a SLT or other non-display terminal).

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

To answer a Call Waiting:

- Press **HOLD/SAVE**, and/or
- Press the flashing **FLEX** button.

To activate One-time DND:

- Press the **DND** button.

To send a Silent Text Message:

- Press the programmed **TEXT MESSAGE** button,
- Select the desired message to send.

2.3 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 8 Ring Tones available for differentiating one phone's ringing from another. Four of the tones are stored in the phone permanent memory; the remaining four tones are in the system memory. Four of these eight can be downloaded into the phone memory for use as the 5th to 8th Ring Tone.

In iPECS-MG

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 2 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1 for Keypad Ring Source,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

2.4 Answering Calls at Night

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

To answer a call ringing during night mode:

- Lift the handset,
- Dial **567**(iPECS-Lik)/587(iPECS-MG) (UNA code).

2.5 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access. **NOTE—Pick-Up will not answer calls on the ringing station Private Line unless the line appears on your phone.**

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; call is connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial **566** (Group Call Pick-Up code), the call is connected.

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

Activate Do-Not-Disturb (DND) when you wish to not be interrupted by pressing the DND button; the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while ringing (One-Time DND); Ringing terminates and the caller will receive a fast busy tone and it requires a DND button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

To toggle DND ON and OFF:

- Press the **DND** button.

2.7 Forwarding Calls

2.7.1 Forwarding calls to another station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: Unconditional—All calls to the station, except recalls, are forwarded.
- 2: Busy—Immediately forwards all calls, except recalls, when the station is busy.
- 3: No Answer—Forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: Busy/No Answer—Forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your **Authorization Code**.

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

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press the programmed **FWD** or dial 554 (Call Forward code),
- Dial the type of forward code 1-4,
- Dial the destination number.

To deactivate Call Forward from your phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Press the # key.

To activate Call Forward for your phone from a different phone (Call Forward, Remote):

- Lift the handset,
- Press **FWD** or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.

To deactivate Call Forward, Remote:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Press the # key.

2.7.2 Forwarding calls to an external number

Forward calls to an external CO/IP destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as below:

- 1: Unconditional—All calls to the station, except recalls, are forwarded internally or externally.
- 2: Busy—Immediately forwards all calls to the station, except recalls, when station is busy.

- 3: No Answer—Forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: Busy/No Answer—Forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your *Authorization Code*. In addition, from a remote location, you must access the system through a *DISA* enabled CO line.

In iPECS-LIK

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the programmed **FWD** button or dial 554,
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial the Call Forward feature code 554,
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 6-9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

2.7.3 Forwarding callers to a Text Message

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

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you, see *Station Speed Dial Character entry chart*.

In addition, there are ten fix Pre-defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01:	LUNCH RETURN AT hh:mm
Message 02:	ON VACATION RETURN AT DATE mm:dd
Message 03:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 04:	OUT OF OFFICE

Message 05:	RETURN AT DATE mm:dd OUT OF OFFICE RETURN UNKNOWN
Message 06:	CALL (enter up to 17 digits)
Message 07:	IN OFFICE STA xxxx
Message 08:	IN MEETING RETURN AT TIME hh:mm
Message 09:	AT HOME
Message 10:	AT BRANCH OFFICE

In iPECS-MG

Message 1:	LUNCH RETURN AT hh:mm
Message 2:	ON VACATION RETURN AT DATE mm:dd
Message 3:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 4:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 5:	OUT OF OFFICE RETURN UNKNOWN
Message 6:	CALL (enter up to 17 digits)
Message 7:	IN OFFICE STA xxxx
Message 8:	IN MEETING RETURN AT TIME hh:mm
Message 9:	AT HOME
Message 0:	AT BRANCH OFFICE
*	User Custom Message
#	Deactive

In iPECS-LIK

To activate Custom or Pre-defined Message Forward:

- Lift the handset,
- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the flashing programmed **FWD** button or dial 554,
- Press the # key.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart,

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry Chart

- Press **HOLD/SAVE**, message saved.

In iPECS-MG

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the one-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Press **FWD** button or dial 554,
- Dial #.

3. Placing Calls

3.1 Internal Calls

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

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

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

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

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- When the call is answered or the Splash tone is heard, speak to the called party.

3.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On, Callback** or **Voice Over** at the station. **Camp-On** allows you to wait off-hook for the called station to answer. **Callback** allows you to hang-up, and when the busy station returns to an idle state, the system will call

your Station; after you answer the callback, the system will call the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing just the last digit of the Intercom number.

To Camp-On (wait off-hook) for a busy station:

- While placing a call to a busy station, dial * and wait for an answer.

To Callback (wait on-hook) for a busy station:

- While placing a call to a busy station, press the **CALL BACK** button and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #, and after the Splash tone is heard, begin speaking.

3.1.2 To leave a Message Wait

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

To activate Message Waiting:

- Press the **CALL BACK**.

3.2 External Calls

3.2.1 Placing external CO/VoIP calls

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

Individual CO/IP line access

88 + Line number (01-42 for iPECS-100, 001-200 for iPECS-300 & 600).

or

88 + Line number (01-80 for iPECS-MG100, or 001-240 for iPECS-MG300).

CO/IP Group access

801-820 for iPECS-100, 801-872 for iPECS-300 & 600

or

801-824 for iPECS-MG100, or 801-872 for iPECS-MG300

Any CO/IP Line access

9

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

When placing an IP call, you must dial an IP address using the '*' key in place of the dot.

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

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

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

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

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

To place an external call:

- Lift the handset,
- Select/dial the CO/IP line/group,
- Dial the desired number.

3.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

To activate a queue if the selected/dialed line is busy:

- Select/dial a busy CO/IP line,
- Press the **CALL BACK**,
- Return to an idle state by going on-hook; when the line becomes available, the Station will be notified with ringing.

3.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. When an **Account Code** is entered, it is output from the system to a printer in the **SMDR** report. An **Account Code Flex** button can be programmed (refer to *Assigning features to Flex buttons*).

To enter an Account Code before the call:

- Lift the handset,
- Dial 550,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

3.2.4 To disable dialing from your phone

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

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21(iPECS-LIK)/31(iPECS-MG) (User Program code),
- Dial your Authorization code(iPECS-MG),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22(iPECS-LIK)/32(iPECS-MG) (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

3.2.5 To temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **FLASH** button to regain CO/IP dial-tone.

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial 23(iPECS-LIK)/33(iPECS-MG) (User Program code),
- Dial your Authorization Code (Station number and password),
- Dial '*' (iPECS-MG)
- Place call as normal.

3.3 Using Automated Dialing**3.3.1 Using Last Number Redial (LNR)**

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer.

In iPECS-LIK**To dial the Last Number for an external call:**

- Lift the handset,
- Press **SPEED**,
- Dial *,
- Press **HOLD/SAVE**.

In iPECS-MG

To dial the Last Number for an external call:

- Lift the handset,
- Press **Speed** Soft button,
- Dial *,
- or
- press the **LOG** Soft button,
- Press the Navigation up and down buttons to select from the last 100 numbers dialed or received,
- Press the **Send** Soft button or **HOLD/SAVE**.

3.3.2 Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing at a later time. The Saved number is stored until a new number is saved.

To place a call using Saved Number Dial:

- Lift the handset,
- Press **SPEED**.
- Dial #

To store a number in the Saved Number Dial:

- While on an outgoing external call, press **SPEED** twice.

3.3.3 Using System Speed Dial Numbers

The iPECS-100 system has memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The iPECS-300 & 600 systems each have memory allocated for 3000 **System Speed Dial** numbers (bins 2000-4999). The iPECS-MG100 system has memory allocated for 1000 **System Speed Dial** numbers (bins 2000-2999). The iPECS-MG300 system has memory allocated for 2000 **System Speed Dial** numbers (bins 2000-3999). You may, if allowed, use **System Speed Dial** to call frequently dialed numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

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

To place a call using System Speed Dial:

- Lift the handset,
- Press **SPEED**,
- Dial the desired System Speed Dial bin number (200-999 for iPECS-100 or 2000-4999 for iPECS-300 or 600).

3.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS-100 System is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 48 digits. The iPECS-300 & 600 each support 100 **Station Speed Dial** numbers (bins 000-099). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins 000-049). These numbers are entered at the user's station and may include several 'special' instructions. Special instructions and the corresponding button are:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a **flash on the CO line**.

CALL BACK as 1st digit—Send digits as **ISDN Keypad Facility message**.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

***** not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

When entering a **Speed Dial**, a 16 character name may be associated with the number for **Dial by Name**. Characters are entered with two keystrokes as in the chart shown.

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry Chart

To place a call using Station Speed Dial:

- Lift the handset,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number (00-19 or 000-099).

To enter a Station Speed Dial number with CO Line and Name(iPECS-LIK):

- Press **TRANS/PGM**,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group,
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- Enter the associated name, if desired, using the Character Entry chart,
- Press **HOLD/SAVE**.

To assign a Station Speed Dial number directly to a Flex button(iPECS-MG):

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial '1' for Number,
- Select/dial the CO/IP line/group,
- Dial the desired number,
- Press **HOLD/SAVE**,

3.3.4 Using Dial by Name and Entering Your Name (iPECS-MG)

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

NOTE—To allow others to contact you via the Intercom directory, you must enter a name for your station (up to 16 characters):

To place a call using Dial by Name:

- Press the **SPEED** button twice,
- Dial the desired directory, 1: Private directory, 2: Public directory, 3: Intercom directory, the LCD will display the names in alphabetical order,
- Scroll using the Navigation up/down keys.
- Press **HOLD/SAVE** to place the call.

To enter your station user name:

- Press the **TRANS/PGM** button,
- Dial 12 (Station User Name code),
- Enter the Name, up to 16 characters,
- Press **HOLD/SAVE**.

4. Call Handling

4.1 Call Transfer: Sending a call to a different destination

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

Transferred calls, internal or external, are placed in **Transfer Hold**. These calls will receive Music on Hold (**MOH**) and will recall if not answered in a timely manner. If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall at your Station. DSS/BLF buttons may be used to transfer calls.

To Transfer an active call:

- Press **[TRANS/PGM]**,
- Call the transfer party,
- Unscreened Call Transfer - Hang-up,
OR
- Screened Call Transfer - When call is answered or Splash tone is heard, announce the call and then hang-up.

4.2 Call Hold: Placing a call in a waiting state

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

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

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

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

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

To place a call on Hold:

- Press **[HOLD/SAVE]**.

4.3 Broker Call: Switching between two calls

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

To switch between two calls, Broker Call:

- Press the desired **CO/IP line** button.

4.4 Joining multiple people in a Conference

You can establish a **Conference** with up to 3 parties(iPECS-LIK)/13 parties(iPECS-MG), or 24 parties when using a Multi-Party Conference Interface Module (MCIM)(iPECS-LIK). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal Hold Recall operation.

A **CONF** Flex button is required.

To establish a Conference:

- Establish call with one of the desired conference parties,
- Press the **CONF** Flex button,
- Establish call with the other conference party,
- Press the **CONF** Flex button,
- Press the **CONF** Flex button again to establish the conference.

To place a Conference on Hold:

- Press the **HOLD/SAVE** button.

To retrieve the Conference from Hold:

- Press the **CONF** Flex button.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Press the **CONF** Flex button,
- Hand-up handset.

To retrieve an Unsupervised Conference:

- Lift the handset,
- Press the **CONF** Flex button

4.4.1 Setting up a Conference Room

In addition to establishing a Conference, up to 9 **Conference Rooms** can be set up, letting up to 24 parties converse when using a MCIM. When setting up a Conference Room, a password can be designated for invited parties (internal and external parties) to use for accessing the established Conference Room.

In iPECS-LIK**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (delete Conference Room code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (Conference Room delete code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

4.5 Call Park: Placing a call on hold to Page

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

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

In iPECS-LIK**To park an active external call:**

- Press **TRANS/PGM**,
- Dial the Park Orbit code (601-610 for iPECS-100, or 601-619 for iPECS-300 & 600),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit code (601-610 for iPECS-100, or 601 for iPECS-300 & 600).

In iPECS-MG**To park an active external call:**

- Press **TRANS/PGM**,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)

5. Retrieving & Responding to Messages

5.1 Responding to a Station Message Waiting Indication

Another station can leave a Station **Message Waiting** indication when you do not answer or your phone is in *DND*. A flashing MSG LED on the iPECS Phone indicates a Message Waiting. As a further notification, a **Message Wait Reminder Tone** can be provided. You may respond with a call back.

To respond to your Station messages:

- Dial 557 to return message.

5.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **Voice Mail** module, the **iPECS Feature Server** or an external Voice Mail system.

These Voice Mail systems allow access to and management of the received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station from the VMIM/VSF/VMIB. You will need to register an *Authorization Code* for your station to access VMIM/VSF/VMIB Voice messages.

To retrieve Voice Mail locally:

- Dial 557(iPECS-LIK)/523(iPECS-MG), or
- Press CALL BACK, and Dial 2(iPECS-MG),
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *D/SA CO* line assigned for answer by the Auto Attendant,
- Upon answer, dial #(iPECS-LIK)/523(iPECS-MG) to receive the 'Mail Box & Password' prompt,
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial '*' (iPECS-MG)
- Dial desired option codes,
- At completion of session, hang-up.

6. Remote System Access

6.1 Direct Inward System Access (DISA)

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

To access system resources remotely:

- Call the system's DISA facility,
- Await an answer and dial your authorization code (station number and password),
- Dial "*" for end mark (iPECS-MG),
- Dial as needed for the desired system resource.

6.2 Mobile Phone Extension

When away from your desk or office you can place and receive calls on a registered mobile phone. Calls to your iPECS Phone will ring your Mobile Phone and you can place calls using the resources of the iPECS. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number. This feature can be activated through an ISDN CO line.

In iPECS-LIK**To register a mobile phone number:**

- Press the **TRANS/PGM** button,
- Dial 37.
- Dial the mobile phone number.
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button.
- Dial 38.
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller ID, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer by pressing the # key.

In iPECS-MG**To register a mobile phone number:**

- Press the **TRANS/PGM** button,
- Dial 51,
- Select Mobile Index 1 or 2,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 52,
- Select Mobile Index 1 or 2,
- Dial the mobile phone number with CO Access code,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit "*" while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer call by pressing the mobile flash digit(*).

7. Misc. Features

7.1 Background Music and Music on Hold (iPECS-LIK)

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on **Hold**.

There are four possible selections for BGM and MOH:

- 1: Off
- 2: Source BGM1
- 3: Source BGM2
4. VMIM message

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

7.2 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

In iPECS-LIK, Page Zone codes are:

Internal Page Zones 501-510 (iPECS 100), 501-535 (iPECS 300 & 600)

Internal All Call Page 543

External Page Zones 545-546

External All Call Page 548

All Call Page 549

In iPECS-MG, Page Zone codes are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zones 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received(iPECS-LIK):

- Press the **CALL BACK**,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial **544**(iPECS-LIK)/546(iPECS-MG) (Meet-Me-Page code).

7.3 Push-To-Talk (PTT) Page

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

To log-in to a PTT group:

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code.
- Dial the desired PTT group number (1-9 or 0 for all groups).

To log-out of the PTT group(s):

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code.
- Press the * key.

To place a page to the active PTT group:

- Press and hold the **PTT** Flex button.
- After confirmation tone make page announcement.

7.4 Wake-Up Alarm

iPECS supports an Alarm Clock for each station. You can set the alarm clock to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM will be provided.

To set the Wake Up Alarm clock:

- Press **TRANS/PGM**,
- Dial **41**(iPECS-LIK)/**13**(iPECS-MG) (Alarm Clock code).
- Dial hh/mm for time alarm should alert,
- Press **#** to have the alarm repeat daily,
- Press **HOLD/SAVE**.

To erase Wake-Up:

- Press **TRANS/PGM**,
- Dial **42**(iPECS-LIK)/**14**(iPECS-MG) (Alarm Clock delete code)
- Press **HOLD/SAVE**.

7.5 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a **Door Open** contact.

To terminate the Alarm signal:

- Dial 565 (Alarm Stop code).

To activate the Door Open contacts:

- Lift the handset,
- Dial **#*** (Door Open code) and contact number 1 to 4.

NOTE—Contacts 3 & 4 are only available in the iPECS -300 & 600. Contacts 1 is available in the iPECS -MG.

7.6 Power Fail Transfer

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided the station will operate normally. When **PFT** is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

7.7 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos can be heard over the speaker of the iPECS Phone and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)

Station IP Address

Station Mac Address

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

Wake-Up Time (hh:mm)

Do Not Disturb

Forwarded to station xxx

Forwarded to speed bin xxx

Queued CO/IP line xxx

Locked (Temporary COS)

COS x

NOTE—Only activated features are announced.

To hear Date & Time memo:

- Dial the Voice Memo code (661 for iPECS-100, or *661 for iPECS-300 & 600, or 675+1 for iPECS-MG),
- Date and Time memo is heard, "Date is May 2nd. Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo code (662 for iPECS-100, or *662 for iPECS-300 & 600, or 675+2 for iPECS-MG),
- The Station Number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo code (663 for iPECS-100, or *663 for iPECS-300 & 600, or 675+3 for iPECS-MG),
- Station Status Memo is heard.

7.8 Contrast (iPECS-LIK)

The Phone LCD brightness can be adjusted to your preference.

To change the Phone LCD Contrast:

- While the phone is idle, press the **VOL ▲▼** buttons.
- **VOL ▲** will increase darkness.
- **VOL ▼** will decrease dark (brightness).

7.9 Network Config.

The user can review the current network configuration or modify a new phone network configuration.

To access Network Config. Settings:

- Press **TRANS/PGM** button and dial ##1(iPECS-LIK)/80(iPECS-MG),
- Enter the password (default=147*), the following will display:
 - MFIM #1 –
CHANGE[#]
- Press the # key to toggle between multiple profiles (MFIM),
- Press the **VOL ▲** **VOL ▼** buttons to advance to the next network configuration item,
- Press the **HOLD/SAVE** button to save each setting.

To set default Config settings:

- In Network Config. Menu, use the **VOL ▲** **VOL ▼** buttons to locate the Default Config Screen (shown),
Set default – [*]
- Press the * key.

To exit Config. Settings:

- Press the On Hook Dial button,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new settings.

8. PBX, Centrex & ISDN

8.1 Access PBX or Centrex

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host.

The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Momentarily press the Hook-switch,
- After receiving new dial tone, dial PBX/Centrex feature code.

8.2 Access the ISDN Network

8.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the **Flex Button program** procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

To activate Keypad Facility operation:

- Press the **KEYPAD FACILITY** button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,
- OR
- Press a Feature or Flex button.

8.2.2 Activating ISDN Caller ID restriction

iPECS Phone users can restrict the transmission of Caller ID to the receiving phone (may be a subscription service of your carrier). Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLID) restriction.

To restrict Caller ID:

- Lift the handset,
- Press the **CLIR/COLR** button and place the call.

9. Set Features & Flex Buttons

9.1 Entering Station Program Data

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

To assign User Programmable station attributes:

- Press **TRANS/PGM**.
- Dial desired **User Program** codes shown in *Appendix B*,
- Press **HOLD/SAVE**.

9.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone. If allowed, you may even assign CO/IP lines to the Flex buttons.

Flex buttons may be assigned for most features providing **One-Touch** feature activation (e.g., a Flex button may be assigned to access the **Account Code** feature and may include the Account code digits, as a one-touch account code button).

Features that may be assigned to a Flex button include:
DSS/BLF—Enter station number.

Speed Dial—Enter Station/System Speed dial bin number.

Flex Numbering Plan—Enter Flex Numbering Plan code (refer to **Appendix A**).

User Program Code—Press **TRANS/PGM** and enter a User Program code (refer to **Appendix B**).

CO/IP Line—Enter the CO/IP line or group number.

To assign a feature to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial desired code and required inputs. For User Program codes, first press the **TRANS/PGM**,
- Press **HOLD/SAVE**.

Appendix A Flexible Numbering Plan

In iPECS-LIK

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
<i>Intercom Call</i>	100-169	100-399	1000-1599	
<i>Internal Page Zone</i>	501-510	501-535	501-535	
<i>Internal All Call Page</i>	543	543	543	
<i>Meet Me Page</i>	544	544	544	
<i>External Page Zone 1-2</i>	545-546	545-546	545-546	
<i>External All Call Page</i>	548	548	548	
<i>All Call Page (Internal/External)</i>	549	549	549	
<i>SMDR Account Code Enter</i>	550	550	550	SLT use only
<i>Flash Command to CO Line</i>	551	551	551	SLT use only
<i>Last Number Redial</i>	552	552	552	SLT use only
<i>DND</i>	553	553	553	SLT use only; Toggle ON/OFF
<i>Call Forward</i>	554	554	554	
<i>Speed Dial Programming</i>	555	555	555	SLT use only
<i>Message Wait/Callback Enable</i>	556	556	556	SLT use only
<i>Message Wait/Callback Return</i>	557	557	557	SLT use only
<i>Speed Dial Access</i>	558	558	558	SLT use only
<i>Cancel DND/FWD/Pre MSG</i>	559	559	559	SLT use only
<i>CO System Hold</i>	560	560	560	SLT use only
<i>Program Mode Access</i>	561	561	561	SLT use

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
				only
Attendant Unavailable	562	562	562	
<i>Alarm Reset</i>	565	565	565	
<i>Group Call Pickup</i>	566	566	566	
<i>Universal Answer</i>	567	567	567	
Account Code with bin	568	568	568	
<i>Walking COS Code</i>	569	569	569	
ACD Supervisor On/Off Duty	571	571	571	
ACD Supervisor Login	572	572	572	
ACD Supervisor Logout	573	573	573	
ACD Help Code	574	574	574	
ACD Calls In Queue Display	575	575	575	
ACD Supervisor Status Display	576	576	576	
ACD Supervisor Monitor	577	577	577	
ACD Reroute Queued Call w/answer	578	578	578	
ACD Reroute Queued Call w/o answer	579	579	579	
Enter Conference Room	59	59	59	
<i>Camp-On Answer</i>	600	600	600	SLT use only
<i>Call Parking Locations</i>	601-610	601-619	601-619	
Group Pilot Number	620 – 659	620 – 667	620 – 667	
<i>Station User VMIM/VSF Features</i>	66	*66	*66	
<i>Call Coverage button</i>	67	67	67	
<i>Direct Call Pickup</i>	7	7	7	
<i>CO/IP Group Access</i>	8xx 01-20	8xx 01-72	8xx 01-72	
<i>Individual CO/IP Line Access</i>	88xx 01-42	88xxx 001-200	88xxx 001-400	
<i>Retrieve Last Held CO/IP</i>	8*	8*	8*	
<i>Retrieve Individual Held CO/IP</i>	8#xx	8#xxx	8#xxx	xx(x) = CO Line

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
				number
<i>Access CO Line in the 1st Available CO Group</i>	9	9	9	
Attendant Call	0	0	0	
VM Message Wait Enabled	*8	*8	*8	
VM Message Wait Disable	*9	*9	*9	
<i>Door Open (1st Door)</i>	**1	**1	**1	
<i>Door Open (2nd Door)</i>	**2	**2	**2	
<i>Door Open (3rd Door)</i>	**3	**3	**3	iPECS-300 & 600
<i>Door Open (4th Door)</i>	**4	**4	**4	iPECS-300 & 600
MCID Request	*0	*0	*0	
Unsupervised Conference extend code	##	##	##	
<i>PTT Group Login/Logout</i>	#0	#0	#0	

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	

No	Feature Name	Code	Remark
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	

No	Feature Name	Code	Remark
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # (001 ~ 200 : MG-300 01 ~ 80 : MG-100)
42	VM MWI Enable	*8	
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group # *: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	

No	Feature Name	Code	Remark
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	
64	Command Call Oneway	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	
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Appendix B User Program Codes

In iPECS-LIK

Code	Function	Remarks
10	Enblock Mode Dialing	
13 x	<i>Intercom Answer Mode</i>	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
14 x	<i>Call Coverage Attribute Setting (X = 1-2)</i>	1+: On/Off, 2+: ring delay (0~9)
21	<i>Knock Down Station COS</i>	
22	<i>Restore Station COS</i>	May require Authorization code
23	<i>Walking COS</i>	May require Authorization code
31	<i>Station Message Wait Retrieve</i>	
32	<i>CLI/IP Message Wait Retrieve</i>	
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button
34	Assign <input type="text" value="DID CALL WAIT"/> Button	
35	Message Wait in Executive/Secretary pair	
36	<i>Send SMS Message</i>	
37	<i>Register Mobile Extension</i>	
38	<i>Activate Mobile Extension</i>	
39	<i>Register Moblie Extension CLI</i>	
41 xx	<i>Set Wake-Up Time</i>	Input time, 24 hour clock
42	<i>Erase Wake-Up Timer</i>	
51 xx	<i>Custom/Pre-defined Message Display</i>	Select Message 00~20
52 xx	<i>Register Custom Message (Message 00)</i>	Input up to 24 characters
53 xx	<i>Create Conference Room</i>	Input Conf Room (1-9) & optional password
54 xx	<i>Delete Conference Room</i>	Input Conf Room (1-9) & optional password
71	LCD Display Mode	N/A
73	<i>Background Music</i>	
74 x	Station User Name Registration	Input up to 12 characters
79	Display Phone Version	

Code	Function	Remarks
80	Assign RECORD Button	Requires Voice Mail
81	Assign ISDN CLIR Button	
82	ISDN COLR Button	
84	Assign ACCOUNT CODE Button	
85	Assign LOOP Button	
86	Assign ATD INTRUSION Button	
87	Assign ICM Button	
88	Assign CAMP-ON Button	
89	Assign KEYPAD FACILITY Button	
8#	Assign OHVO Button	
90	SPEED Button Assignment	
91	CONF Button Assignment	
92	CALL BACK Button Assignment	
93	DND Button Assignment	
94	FLASH Button Assignment	
95	MUTE Button Assignment	
96	MONITOR Button Assignment	
97	REDIAL Button Assignment	
98	FWD Button Assignment	
99	<i>Assign PTT Button</i>	
9* xx	{IN-ROOM INDICATION} Button Assignment	(xx : 01~10)

In iPECS-MG

Code	Function	Remarks
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	

Code	Function	Remarks
22	TRK Ring Type	
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both
71	Register Station ICLID	
72	View Station ICLID	
81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
80	Network Setting	LIP Series
91	System Version	
92	System IP Address	

Appendix C Useful Information : Open Source Software Notice

Open Source Software Notice

This following GPL (General Public License) software used in this product are subject to the GPL License Agreements. You can obtain a copy of the GPL licenses from Ericsson-LG Enterprise Web Site (<http://www.ericssonlg-enterprise.com>).

GPL License:

1. **u-boot**
2. **bash**
3. **linux**
4. **busybox**
5. **Alsa Libraries**
6. **udhcpc**
7. **ortp**
8. **Curl / LibCurl**
9. **libsrtplib**
10. **Expat xml parser**

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

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

iPECS

LIP-8008D

User Guide

Please read this manual carefully before operating Phone. Retain it for future reference.

iPECS is an Ericsson-LG Brand



Revision History

Issue	Date	Remark
1.0	Jan. 2009	Initial Release
1.1	Aug. 2010	Changed the new CI (LG-Ericsson)
1.2	Oct. 2012	Changed CI to Ericsson-LG
1.3	Dec. 2013	Changed Ericsson-LG to Ericsson-LG Enterprise



Disposal of your old appliance

1. When the crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2012/19/EC.
2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by government or the local authorities.
The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.
4. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

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Important Safety Information

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



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



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



Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.
2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.
3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.
4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.
5. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.
6. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.



Caution

1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
 2. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep headset clear of such objects and check before use.
 3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.
 4. Choose a site for the phone that is well-ventilated and dry.
 5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.
 6. Do not put heavy things on the phone.
 7. Do not drop or throw the phone.
 8. Static electricity discharge will damage electronic components.
 9. Keep out of direct sunlight and away from heat.
 10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.
 11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.
-

[EU]

European Union Declarations of Conformity

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

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

[USA/CSA]

FCC/IC Interference Statement

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

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

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

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

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

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

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

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1. Introduction

1.1 General

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

1.2 Feature Information

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

The operations shown in this guide use the System's base default Numbering Plan. Your specific Numbering Plan may be different. Some features may not be available for you to access or may be subject to certain limitations based on the set-up of the System (refer to your System Administrator and/or iPECS Technical Manuals as needed).

NOTE—Under certain operation conditions, this equipment cannot be relied upon to make emergency calls (loss of power, etc.). Alternative arrangements should be made for access to emergency services.

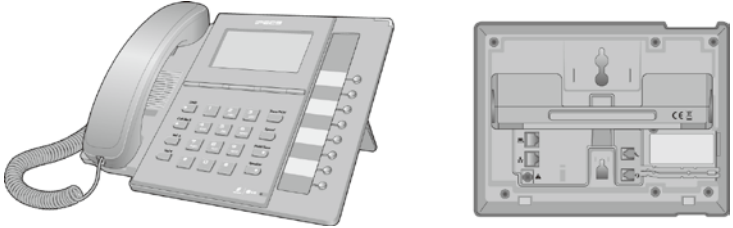
1.3 Feature Groupings

Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

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

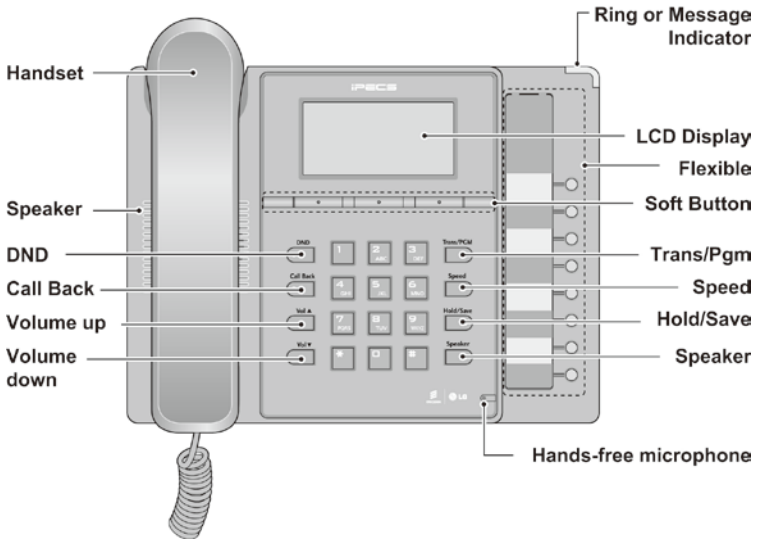
1.4 iPECS LIP-8008D Phone Description

The iPECS LIP-8008D Phone incorporates the latest in VoIP technology and is intended for basic communications (ex., a lobby or limited use phone). The following image shows the LIP-8008D.



LIP-8008D Front and Back

Features are generally accessed using programmed *fixed*, or *flexible buttons*, dial pad buttons, or dial codes entered from the dial pad. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON** designation. The following image shows the phone with button descriptions.



iPECS LIP-8008D Diagram

DND – Blocks all incoming calls; red LED illuminates.

Speed – Access speed dialing, speed programming.

Vol ▲ ▼ – Adjusts volume for ringing, headset, and speakerphone; adjusts LCD brightness (in idle state).

Trans/PGM – Call transfer, or programming mode.

Hold/Save – Places active call on hold or saves programming information.

Call Back – Initiates call back request when calling a busy station; call is completed when busy station returns to idle status.

Speaker – Allows User to place a call while on-hook. Toggle to activate; red LED illuminates.

Flexible – Some are system pre-programmed for line appearance, and some are user programmable.

Ring/MSG Indicator – Illuminates when ringing, or message waiting.

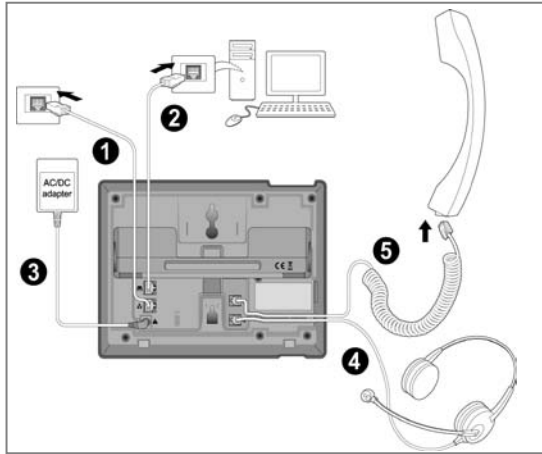
LCD Display – Phone interface for status, dialing directories, and text message information.

Soft Buttons – Used with fixed and flexible features; use changes in relation to LCD display.

Hands-free Microphone – Used for hands-free speakerphone function.

1.5 LIP-8008D Phone Installation

LIP Phones can be connected to any standard 10/100 Base-T Ethernet switch port (shown in graphic). When connected to an 802.3af compliant switch port (ex., POE8), LIP Phones obtain power from the Ethernet port. When LAN power is available, do not use AC/DC adaptor. When LAN power is not available, the AC/DC adaptor must be used. The following image shows how to connect the handset, power cord, and LAN cable to the phone.



iPECS LIP-8008D Connections

1.5.1 Wiring Connectors

The LIP-8008D has a two Ethernet ports one is connected to the LAN using a RJ-45 plug terminated category 5 cable supplied with the Phone, the other can be connected to a desktop PC. Using the cable, one RJ-45 plug is inserted into the "LAN" jack in the bottom of the Phone. The other RJ-45 plug is inserted into the RJ-45 jack previously wired to an Ethernet switch port accessible by the iPECS system. To power the LIP Phone over the LAN, the switch port must support POE (Power over Ethernet) standard 802.3af.

1.5.2 Power

All LIP-8000 series phones can be powered by the AC/DC Adapter-K- (48 VDC @0.3A) or over the LAN cable using the POE8 or other 802.3af compliant switch.

If using the AC/DC Adapter, after connecting the Phone to the LAN, the Adapter's DC voltage plug is inserted into the power-input jack in the underside of the Phone. One end of the AC power cord is inserted into the mating receptacle of the AC Adapter, and the other end is inserted into the AC power outlet.

1.5.3 Wall Mount

The LIP-8000 series phones can be wall mounted as needed. The following instructions detail how to perform a wall mount installation:

- Mark and drill two (2) 7mm holes for plastic wall anchors.
- Insert the two (2) anchors into the holes and insert and tighten each screw leaving about 2.5 mm (1/8-inch) of the screw exposed.
- Slide the LIP-8000 phone over the screws and assure the phone is secure.
- NOTE—It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.
- For the wall-mounting, sleeve of the CAT5 cable should be moved backward to prevent it protrude.

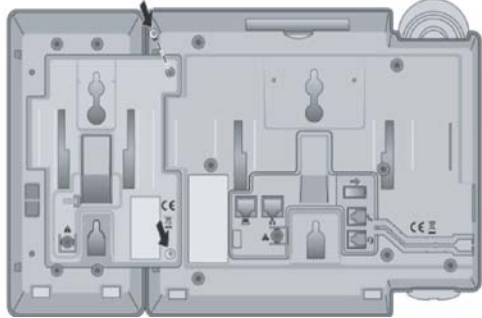
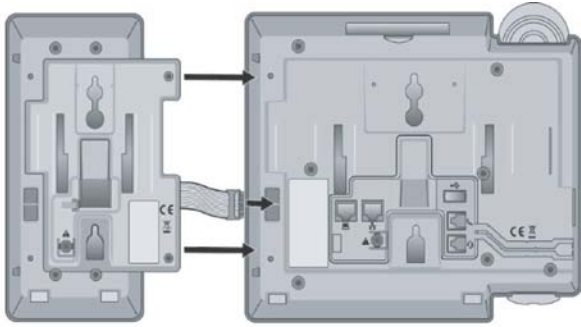
1.6 DSS(Direct Station Select) Console Installation

A DSS console can be installed with the LIP-8000E series phone as shown in Figure. Up to 3 consoles may be daisy chained as shown using the flat cable provided. Keep in mind the following conditions when installing LIP-8000 DSS consoles.

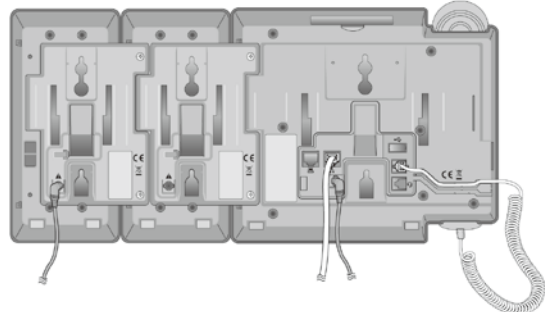
1. The AC/DC adapter must be used for LIP-8048DSS.
2. Up to two (2) LIP-8012LSS and/or LIP-8012DSS can be installed with LIP-8000E Phone.
3. The LIP-8048DSS must be separately powered.

The available DSS is as follows:

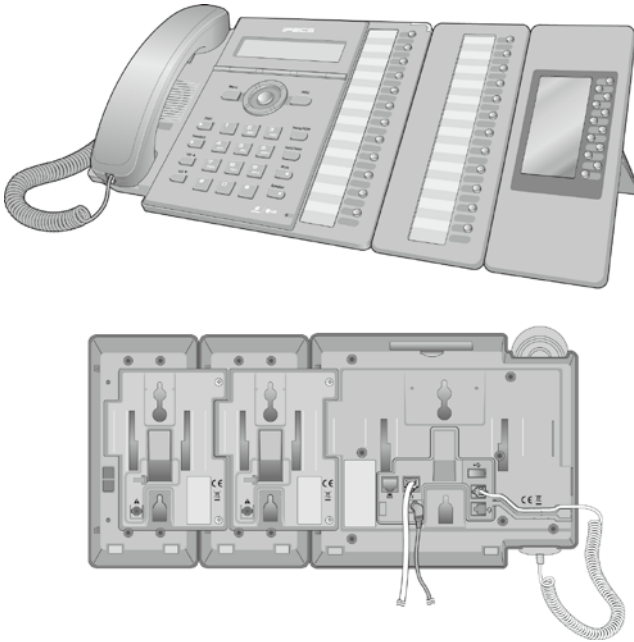
- 1) LIP-8012DSS
- 2) LIP-8012LSS
- 3) LIP-8048DSS



LIP-8000 DSS Installation



LIP-8000 DSS Installation (12DSS + 48DSS)

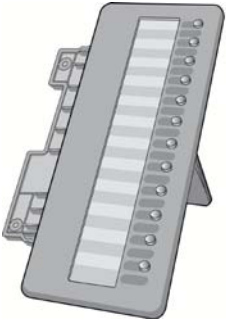


LIP-8000 DSS Installation (12DSS + 12LSS)

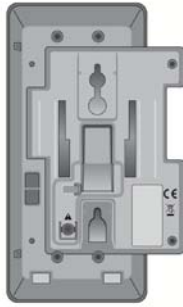
1.7 Using a Serial DSS

The LIP-8012ESS, LIP-8012LSS, and LIP-8048DSS can be connected with the LIP-8012D or LIP-8024D using the RS-232 cable. Be sure to verify the serial DSS and LSS capacities with the iPECS System to ensure usability (refer to iPECS Manual). The following graphics show the front and rear view of each.

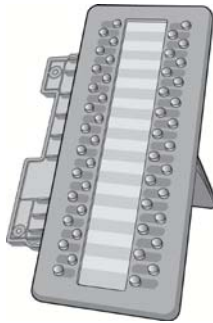
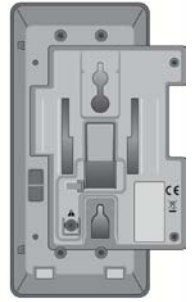
NOTE—A Linked Pair slave station cannot use a serial DSS. iPECS SBG-1000 does not support serial DSS.



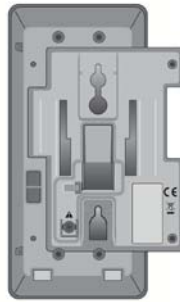
LIP-8012ESS



LIP-8012LDSS



LIP-8048DSS



In iPECS-LIK**To use a Serial DSS:**

- Verify the Station has Serial DSS Usage authority (Admin PGM111-Flex21),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM115,
- Edit LSS label from Admin PGM129 (default label is provided from MFIM).

To initialize Serial DSS Database:

- Enter Admin PGM111-Flex21,
- Select Station range to clear Serial DSS Database,
- Dial 0,
- Press the **HOLD/SAVE** button.

In iPECS-MG**To use a Serial DSS:**

- Set the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM126,
- Edit LSS label from Admin PGM126.

To initialize Serial DSS Database:

- Clear the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Admin PGM120-Felx3 to reset the phone.

2. Receiving Calls

2.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ring Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line button or a **LOOP** button. External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-Free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

To answer a call ringing at your phone:

- Lift the handset and, then press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- Lift the handset to respond.

2.2 Responding to a Call While Busy

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

of the existing call, as an indication of another call waiting.

While busy, certain stations can activate **Voice-Over** to your phone. When used audio is received from both the active call and the **Voice Over** announcement.

Respond to any of these Off-hook Signals by: placing the existing call on Hold and responding to the new incoming call, activating **One-time DND**, sending a **Silent Text Message**, or ignoring the new call.

Silent Text Message requires a **TEXT MESSAGE** button (not available on a SLT or other non-display terminal).

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

To answer a Call Waiting:

- Press **HOLD/SAVE** and/or
- Press the flashing **FLEX** button.

To activate One-time DND:

- Press the **DND** button.

To send a Silent Text Message:

- Press the programmed **TEXT MESSAGE** button,
- Select the desired message to send.

2.3 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 8 Ring Tones available for differentiating one phone's ringing from another. Four of the tones are stored in the phone permanent memory; the remaining four tones are in the system memory. Four of these eight can be downloaded into the phone memory for use as the 5th to 8th Ring Tone.

In iPECS-LIK**To download a Ring Tone from System memory:**

- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.
-

In iPECS-MG**To download a Ring Tone from System memory:**

- Press **TRANS/PGM**,
- Dial 2 for Ring Tones,
- Dial 3 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 2 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1 for Keypad Ring Source,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

2.4 Answering Calls at Night

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

To answer a call ringing during night mode:

- Lift the handset,
- Dial **567**(iPECS-LIK)/**587**(iPECS-MG) (UNA code).

2.5 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access.

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

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; call is connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial **566** (Group Call Pick-Up code), the call is connected.

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

Activate Do-Not-Disturb (DND) when you wish not to be interrupted by pressing the DND button; the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while busy (One-Time DND); DND will be active only for the duration of the present call, and requires a DND button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

To toggle DND ON and OFF:

- Press the **DND** button.

2.7 Forwarding Calls

2.7.1 Forwarding calls to another station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: Unconditional—All calls to the station, except recalls, are forwarded.
- 2: Busy—Immediately forwards all calls, except recalls, when the station is busy.
- 3: No Answer—Forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: Busy/No Answer—Forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your **Authorization Code**.

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

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press FWD soft button ,
- Dial the type of forward code 1-4,
- Dial the destination number.

To deactivate Call Forward from your phone:

- Lift the handset,
- Press FWD soft button ,
- Press the # key.

To activate Call Forward for your phone from a different phone (Call Forward, Remote):

- Lift the handset,
- Press FWD soft button ,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.

To deactivate Call Forward, Remote:

- Lift the handset,
- Press FWD soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Press the # key.

2.7.2 Forwarding calls to an external number

Forward calls to an external CO/IP destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as below:

- 1: Unconditional—All calls to the station, except recalls, are forwarded internally or externally.
- 2: Busy—Immediately forwards all calls to the station, except recalls, when station is busy.
- 3: No Answer—Forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: Busy/No Answer—Forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your *Authorization Code*. In addition, from a remote location, you must access the system through a *DISA* enabled CO line.

In IPECS-LIK, iPECS SBG-1000

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press FWD soft button,
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press FWD soft button,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial the Call Forward feature code 554,
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 6-9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Dial 554 (Call Forward Register Feature Code),
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Dial 554 (Call Forward Register Feature Code),
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

2.7.3 Forwarding callers to a Text Message

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

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you, see *Station Speed Dial Character entry chart*.

In addition, there are ten fixed Pre-defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01: LUNCH RETURN AT hh:mm

Message 02: ON VACATION

RETURN AT DATE mm:dd

Message 03: OUT OF OFFICE

RETURN AT TIME hh:mm

Message 04:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 05:	OUT OF OFFICE RETURN UNKNOWN
Message 06:	CALL (enter up to 17 digits)
Message 07:	IN OFFICE STA xxxx
Message 08:	IN MEETING RETURN AT TIME hh:mm
Message 09:	AT HOME
Message 10:	AT BRANCH OFFICE
In iPECS-MG	
Message 1:	LUNCH RETURN AT hh:mm
Message 2:	ON VACATION RETURN AT DATE mm:dd
Message 3:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 4:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 5:	OUT OF OFFICE RETURN UNKNOWN
Message 6:	CALL (enter up to 17 digits)
Message 7:	IN OFFICE STA xxxx
Message 8:	IN MEETING RETURN AT TIME hh:mm
Message 9:	AT HOME
Message 0:	AT BRANCH OFFICE
*	User Custom Message
#	Deactive

In iPECS-LIK

To activate Custom or Pre-defined Message Forward:

- Lift the handset,
- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial #.
- Press **HOLD/SAVE**

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart,

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry Chart

- Press **HOLD/SAVE**, message saved.

In iPECS-MG

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the one-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Press **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Dial Pad button	Letter Type									
	Uppercase (ABC)					Lowercase (ABC)				Num
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

3. Placing Calls

3.1 Internal Calls

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

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

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

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

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- When the call is answered or the Splash tone is heard, speak to the called party.

3.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On, Callback** or **Voice Over** at the station. **Camp-On** allows you to wait off-hook for the called station to answer. **Callback** allows you to hang-up, and when the busy station returns to an idle state, the system will call your Station; after you answer the callback, the system will call the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing just the last digit of the Intercom number.

To Camp-On (wait off-hook) for a busy station:

- While placing a call to a busy station, dial * and wait for an answer.

To Callback (wait on-hook) for a busy station:

- While placing a call to a busy station, press the **CALL BACK** button and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #, and after the Splash tone is heard, begin speaking.

3.1.2 To leave a Message Wait

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

To activate Message Waiting:

- Press the **CALL BACK** button and hang-up.

3.2 External Calls

3.2.1 Placing external CO/VoIP calls

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

Individual CO/IP line access

88 + Line number (01-10 for iPECS SBG-1000, 01-42 for iPECS-50 & 100, 001-200 for iPECS-300, 001-400 for iPECS-600, or 001-600 for iPECS-1200).

or

88 + Line number (01-80 for iPECS-MG100, or 001-240 for iPECS-MG300).

CO/IP Group access

801-805 for iPECS SBG-1000, 801-820 for iPECS- 50 & 100, 801-872 for iPECS-300 & 600, or 8900`-89100 for iPECS-1200

or

801-824 for iPECS-MG100, or 801-872 for iPECS-MG300

Any CO/IP Line access

9

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

When placing an IP call, you must dial an IP address using the '*' key in place of the dot.

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

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

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

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

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

To place an external call:

- Lift the handset,
- Select/dial the CO/IP line/group,
- Dial the desired number.

3.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

To activate a queue if the selected/dialed line is busy:

- Select/dial a busy CO/IP line,
- Press the **CALL BACK** button,
- Return to an idle state by going on-hook; when the line becomes available, the Station will be notified with ringing.

3.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. When an **Account Code** is entered, it is output from the system to a printer in the **SMDR** report. An **Account Code Flex** button can be programmed (refer to *Assigning features to Flex buttons*).

In iPECS-LIK**To enter an Account Code before the call:**

- Lift the handset,
- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *.

In iPECS-MG

To enter an Account Code before the call:

- Lift the handset,
- Dial 550,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

3.2.4 To disable dialing from your phone

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

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21(iPECS-LIK)/31(iPECS-MG) (User Program code),
- Dial your Authorization code(iPECS-MG),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22(iPECS-LIK)/32(iPECS-MG) (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

3.2.5 To temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **FLASH** button to regain CO/IP dial-tone.

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial 23(iPECS-LIK)/33(iPECS-MG) (User Program code),
- Dial your Authorization Code (Station number and password),
- Dial '*' (iPECS-MG),
- Place call as normal.

3.3 Using Automated Dialing

3.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer.

In iPECS-LIK, iPECS SBG-1000

To dial the Last Number for an external call:

- Lift the handset,
- Press **SPEED**,
- Dial *,
- Press the Vol Up/Vol Down to select the desired number,
- Press **HOLD/SAVE**.

In iPECS-MG

To dial the Last Number for an external call:

- Lift the handset,
- Press **SPEED**,
- Dial *.

3.3.2 Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing at a later time. The Saved number is stored until a new number is saved.

To place a call using Saved Number Dial:

- Lift the handset,
- Press **SPEED**.
- Dial #

To store a number in the Saved Number Dial:

- While on an outgoing external call, press **SPEED** twice.

3.3.3 Using System Speed Dial Numbers

The iPECS SBG-1000 & 50 & 100 systems each have memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The iPECS-300 system has memory allocated for 3000 **System Speed Dial** numbers (bins

2000-4999). The iPECS-600 system has memory allocated for 6000 **System Speed Dial** numbers (bins 2000-7999). The iPECS-1200 system has memory allocated for 12000 **System Speed Dial** numbers (bins 20000-31999). The iPECS-MG100 system has memory allocated for 1000 **System Speed Dial** numbers (bins 2000-2999). The iPECS-MG300 system has memory allocated for 2000 **System Speed Dial** numbers (bins 2000-3999).

You may, if allowed, use **System Speed Dial** to call frequently dialed numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

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

To place a call using System Speed Dial:

- Lift the handset,
- Press **SPEED**,
- Dial the desired System Speed Dial bin number (200-999 for iPECS SBG-1000 & 50 & 100, 2000-4999 for iPECS-300, 2000-7999 for iPECS-600, 20000-31999 for iPECS-12000, 2000-2999 for iPECS-MG100, or 2000-3999 for iPECS-

3.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS SBG-1000 & 50 & 100 System is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 23 digits. The iPECS-300 & 600 & 1200 each support 100 **Station Speed Dial** numbers (bins 000-099). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins 000-049). These numbers are entered at the user's station and may include several 'special' instructions. Special instructions and the corresponding button are:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a **flash on the CO line**.

CALL BACK as 1st digit—Send digits as **ISDN Keypad Facility message**.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

'*' not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

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

To place a call using Station Speed Dial:

- Lift the handset,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number (00-19 or 000-099 or 000-049).

To enter a Station Speed Dial number with CO Line and Name:

- Press **TRANS/PGM**,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group, (Skip this step in iPECS SBG-1000)
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- Enter the associated name, if desired,
- Press **HOLD/SAVE**.

4. Call Handling

4.1 Call Transfer: Sending a call to a different destination

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

Transferred calls, internal or external, are placed in **Transfer Hold**. These calls will receive Music on Hold (**MOH**) and will recall if not answered in a timely manner. If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall at your Station. DSS/BLF buttons may be used to transfer calls.

To Transfer an active call:

- Press **TRANS/PGM**,
- Call the transfer party,
- Unscreened Call Transfer - Hang-up,
OR
- Screened Call Transfer - When call is answered or Splash tone is heard, announce the call and then hang-up.

4.2 Call Hold: Placing a call in a waiting state

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

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

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

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

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

To place a call on Hold:

- Press **HOLD/SAVE**.

4.3 Broker Call: Switching between two calls

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

To switch between two calls, Broker Call:

- Press the desired **CO/IP line** button.

4.4 Joining multiple people in a Conference

You can establish a **Conference** with up to 3 parties(iPECS-LIK)/13 parties(iPECS-MG), or 32 parties when using a Multi-Party Conference Interface Module (MCIM)(iPECS-LIK). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal Hold Recall operation.

A **CONF** button is required.

To establish a Conference:

- Establish call with one of the desired conference parties,
- Press **CONF**.
- Establish call with the other conference party,
- Press **CONF**.
- Repeat to add additional parties to the conference
- Press **CONF**.

To place a Conference on Hold:

- Press the **HOLD/SAVE** button.

To retrieve the Conference from Hold:

- Press the **CONF** button.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Press the **CONF** button.
- Hand-up handset.
-

To retrieve an Unsupervised Conference:

- Lift the handset,
- Press the **CONF** button

4.4.1 Setting up a Conference Room

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

In iPECS-LIK**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (delete Conference Room code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (Conference Room delete code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

4.5 Call Park: Placing a call on hold to Page

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

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

In iPECS-LIK

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit code (601-610 for iPECS SBG-1000 & Micro & 50 & 100, 601-619 for iPECS-300 & 600 or 601-800 for iPECS-1200),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit code (601-610 for iPECS SBG-1000 & Micro & 50 & 100, 601-619 for iPECS-300 & 600 or 601-800 for iPECS-1200).

In iPECS-MG**To park an active external call:**

- Press **TRANS/PGM**,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)

5. Retrieving & Responding to Messages

5.1 Responding to a Station Message Waiting Indication

Another station can leave a Station **Message Waiting** indication when you do not answer or your phone is in *DND*. A flashing **CALL BACK** LED on the iPECS Phone indicates a Message Waiting. As a further notification, a **Message Wait Reminder Tone** can be provided. You may respond with a call back.

To respond to your Station messages:

- Press **CALL BACK** to return message.

5.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **Voice Mail** module, the **iPECS Feature Server** or an external Voice Mail system.

These Voice Mail systems allow access to and management of the received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station to Voice Mail. You will need to register an *Authorization Code* for your station to access VMIM/VSF Voice messages.

To retrieve Voice Mail locally:

- Press **CALL BACK**,
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line assigned for answer by the Auto Attendant,
- Upon answer,
- dial # to receive the 'Mail Box & Password' prompt(iPECS-LIK & SBG)
- Or
- dial 523 (VMIB Access Code)(iPECS-MG),
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up.

6. Remote System Access

6.1 Direct Inward System Access (DISA)

DISA (Direct Inward System Access) allows remote users to gain access to the system's resources (remote users may be required to enter an **Authorization Code**). The system will recognize remote user dialed inputs (call other stations, place calls over CO/IP lines, review voice mails, etc). The iPECS SBG-1000 system does not support normal DISA service, but supports call to the station and remote voice mail access when answering by a VSF auto attendant.

In iPECS SBG-1000

To call to the station remotely:

- Call the telephone number of a CO line assigned for answer by a VSF auto attendant,
- Upon answer, dial station number.

In iPECS-LIK, iPECS-MG

To access system resources remotely:

- Call the system's DISA facility,
- Await an answer and dial your authorization code (station number and password),
- Dial "*" for end mark (iPECS-MG),
- Dial as needed for the desired system resource.

6.2 Mobile Phone Extension

When away from your desk or office you can place and receive calls on a registered mobile phone. Calls to your iPECS Phone will ring your Mobile Phone and you can place calls using the resources of the iPECS. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number.

This feature is activated through an ISDN/VOIP CO line.

NOTE—The mobile extension may reconnect to the transfer by pressing the # key.

In iPECS-LIK, iPECS SBG-1000

To register a mobile phone number: (iPECS-LIK)

- Press the **TRANS/PGM** button,
- Dial 37.
- Dial the mobile phone number.
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone: (iPECS-LIK)

- Press the **TRANS/PGM** button.
- Dial 38.
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller ID, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS calls as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

In iPECS-MG**To register a mobile phone number:**

- Press the **TRANS/PGM** button,
- Dial 51,
- Select Mobile Index 1 or 2,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 52,
- Select Mobile Index 1 or 2,
- Dial the mobile phone number with CO Access code,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit “*” while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer call by pressing the mobile flash digit(*).

7. Misc. Features

7.1 Background Music and Music on Hold (iPECS-LIK)

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on **Hold**.

There are eleven possible selections for BGM and MOH:

- 00: Off
- 01: Source BGM1
- 02: Source BGM2
- 03: VSF MOH 1
- 04: SLT MOH 1
- 05: SLT MOH 2
- 06: SLT MOH 3
- 07: SLT MOH 4
- 08: SLT MOH 5
- 09: VSF MOH 2
- 10: VSF MOH 3

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

7.2 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

In iPECS-LIK, Page Zone codes are:

Internal Page Zones 501-510 (iPECS SBG-1000 & 50 & 100), 501-535 (iPECS-300 & 600), 301-400 (iPECS-1200)

Internal All Call Page 543

External Page Zones 545-546

External All Call Page 548

All Call Page 549

In iPECS-MG, Page Zone codes are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zones 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received(iPECS-LIK & SBG):

- Press **CALL BACK**,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial **544**(iPECS-LIK)/511(iPECS SBG-1000)/546(iPECS-MG) (Meet-Me-Page code).

7.3 Push-To-Talk (PTT) Page

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

To log-in to a PTT group:

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code.
- Dial the desired PTT group number (1-9 or 0 for all groups).

To log-out of the PTT group(s):

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code.
- Press the * key.

To place a page to the active PTT group:

- Press and hold the **PTT** button.
- After confirmation tone make page announcement.

7.4 Wake-Up Alarm

iPECS supports an Alarm Clock for each station. You can set the alarm clock to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM or Wake-Up Alarm announcement (iPECS-LIK, iPECS SBG-1000) will be provided.

To set the Wake Up Alarm clock:

- Press **TRANS/PGM**.
- Dial **41**(iPECS-LIK)/**21**(iPECS SBG-1000)/**13**(iPECS-MG) (Alarm Clock code).
- Dial hh/mm for time alarm should alert,
- Press **#** to have the alarm repeat daily,
- Press **HOLD/SAVE**.

To erase Wake-Up:

- Press **TRANS/PGM**.
- Dial **42**(iPECS-LIK)/ **22**(iPECS SBG-1000)/**14**(iPECS-MG) (Alarm Clock delete code)
- Press **HOLD/SAVE**.

7.5 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a **Door Open** contact.

To terminate the Alarm signal:

- Dial 565(iPECS-LIK & MG)/65(iPECS SBG-1000) (Alarm Stop code).

To activate the Door Open contacts:

- Lift the handset,
- Dial #* (Door Open code) and contact number 1 to 4.

NOTE—Contacts 3 & 4 are only available in the iPECS -300 & 600. Contact 1 is available in the iPECS -MG.

7.6 Power Fail Transfer

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided the station will operate normally. When **PFT** is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

7.7 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos can be heard over the speaker or handset of the iPECS Phone and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)
 Station IP Address
 Station Mac Address
 Number of messages x (x: number of all message waiting)
 Wake-Up Time (hh:mm)
 Do Not Disturb
 Forwarded to station xxx
 Forwarded to speed bin xxx
 Queued CO/IP line xxx
 Locked (Temporary COS)
 COS x

NOTE—Only activated features are announced.

To hear Date & Time memo:

- Dial the Voice Memo code (661 for iPECS-50 & 100, or *661 for iPECS-300 & 600 & 1200, or 675+1 for iPECS-MG),
- Date and Time memo is heard, "Date is May 2nd. Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo code (662 for iPECS-50 & 100, or *662 for iPECS-300 & 600 & 1200, or 675+2 for iPECS-MG),
- The Station Number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo code (663 for iPECS-50 & 100, or *663 for iPECS-300 & 600 & 1200, or 675+3 for iPECS-MG),
- Station Status Memo is heard.

7.8 Contrast (iPECS-LIK)

The Phone LCD brightness can be adjusted to your preference.

To change the Phone LCD Contrast:

- While the phone is idle, press the **VOL ▲▼** buttons.
- **VOL ▲** will increase darkness.
- **VOL ▼** will decrease dark (brightness).

7.9 Network Config.

The user can review the current network configuration or modify a new phone network configuration.

To access Network Config. Settings:

- Press **TRANS/PGM** button and Dial 78(iPECS-LIK)/38(iPECS SBG-1000)/80(iPECS-MG),
- Enter the password (default=147*), the following will display:

- MFIM #[1/2] ?
 - MFIM #1 –
CHANGE[#]
- Press the # key to toggle between multiple profiles (MFIM),
- Press the **VOL ▲** **VOL ▼** buttons to advance to the next network configuration item,
- Press the **HOLD/SAVE** button to save each setting.

To set default Config settings:

- In Network Config. Menu, use the **VOL ▲** **VOL ▼** buttons to locate the Default Config Screen (shown),
Set default – [*]
- Press the * key.

To exit Config. Settings:

- Press **SPEAKER**,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new settings.

8. PBX, Centrex & ISDN

8.1 Access PBX or Centrex

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host.

The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Press the **FLASH** button
- After receiving new dial tone, dial PBX/Centrex feature code.

8.2 Access the ISDN Network

8.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the **Flex Button program** procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

To activate Keypad Facility operation:

- Press the **KEYPAD FACILITY** button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,
- OR
- Press a Feature or Flex button.

8.2.2 Activating ISDN Caller ID restriction

iPECS Phone users can restrict the transmission of Caller ID to the receiving phone (may be a subscription service of your carrier). Separate Flex buttons are required to activate incoming, Connected Line (COL), and outgoing, Calling Line ID (CLID) restriction.

To restrict Caller ID:

- Lift the handset,
- Press the **CLIR**/**COLR** button and place the call.

9. Set Features & Flex Buttons

9.1 Entering Station Program Data

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

To assign User Programmable station attributes:

- Press **TRANS/PGM**.
- Dial desired User Program codes shown in *Appendix B*,
- Press **HOLD/SAVE**.

9.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone. If allowed, you may even assign CO/IP lines to the Flex buttons.

Flex buttons may be assigned for most features providing **One-Touch** feature activation (e.g., a Flex button may be assigned to access the **Account Code** feature and may include the Account code digits, as a one-touch account code button).

Features that may be assigned to a Flex button include:
DSS/BLF—Enter station number.

Speed Dial—Enter Station/System Speed dial bin number.

Flex Numbering Plan—Enter Flex Numbering Plan code (refer to *Appendix A*).

User Program Code—Press **TRANS/PGM** and enter a User Program code (refer to *Appendix B*).

CO/IP Line—Enter the CO/IP line or group number.

To assign a feature to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial desired code and required inputs. For User Program codes, first press the **TRANS/PGM**,
- Press **HOLD/SAVE**.

9.3 Network configuration

You may review the current network configuration or modify a new phone network configuration.

To access Network settings:

- Press **TRANS/PGM** button and dial 78(iPECS-LIK)/38(iPECS SBG-1000)/80(iPECS-MG),
- Enter the password (default=147*); the following will display:
 - MFIM #[1/2] ?
 - MFIM #1 - CHANGE[#]
- Press the **#** key to toggle between multiple profiles (MFIM),
- Press the **VOL ▲▼** buttons to advance to the next network configuration item,
- Press the **HOLD/SAVE** button to save each setting.

To set LLDP:

- In Network Config. Menu, use **[VOL ▲▼]** buttons to locate the 802.1x configuration screen (shown),

- LLDP?
- [ENABLED] – CHANGE [#]

- Enable in LLDP? menu and press the **Hold/Save** button.

To configure 802.1x:

- In Network Config. Menu, use **[VOL ▲▼]** buttons to locate the 802.1x configuration screen (shown),

- 802.1x ?
- [ENABLED] – CHANGE[#]
-

- Enable in 802.1x menu and press the **Hold/Save** button.
- Enter ID in **802.1x USER ID** menu (It appears when 802.1x is enabled.) and press the **Hold/Save** button.
- Enter Password in **802.1x PASSWORD** menu (It appears when 802.1x is enabled.) and press the **Hold/Save** button.

To set default Config. settings:

- In Network Config. Menu, use **[VOL ▲▼]** buttons to locate the Default Config. Screen (shown),

- SET DEFAULT CONFIG(DOT:*)
-
-

- Press the * key.

To exit Config. settings:

- Press the **[SPEAKER]** button,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new setting.

Appendix A Flexible Numbering Plan

In iPECS-LIK, iPECS SBG-1000

Feature	iPECS -50	iPECS -100	iPECS -300	iPECS -600	iPECS -1200	iPECS SBG- 1000
Intercom Call	100 - 149	100 - 169	100 - 399	1000 - 1599	1000 - 2199	10-33
CO/IP Group Access	801 - 820	801 - 820	801 - 872	801 - 872	89001 - 89200	801 - 805
Individual CO/IP Line Access	8801 - 8842	8801 - 8842	88001 - 88200	88001 - 88400	88001 - 88600	8801 - 8810
Group Pilot Number	620 - 659	620 - 659	620 - 667	620 - 667	401 - 500	620 - 631
Internal Page Zone	501 - 510	501 - 510	501 - 535	501 - 535	301 - 400	501- 510
Call Parking Locations	601 - 610	601- 610	601 - 619	601 - 619	601 - 800	601 - 610
Station User VMIM/VSF Features	66	66	*66	*66	*66	
Door Open	#*1	#*1 - #*2	#*1 - #*4	#*1 - #*4	#*1 - #*4	#*

Feature	iPECS-LIK	iPECS SBG- 1000	Remark
Internal All Call Page	543		
Meet Me Page	544	511	
External Page Zone 1-2	545 - 546		
External All Call Page	548		
All Call Page (Internal/External)	549	500	
SMDR Account Code Enter	550		SLT use only
Flash Command to CO Line	551		SLT use only
Last Number Redial	552	52	SLT use only
DND	553	53	SLT use only; Toggle ON/OFF
Call Forward	554	54	

Feature	iPECS-LIK	iPECS SBG-1000	Remark
Speed Dial Programming	555	55	SLT use only
Message Wait/Callback Enable	556	56	SLT use only
Message Wait/Callback Return	557	57	SLT use only
Speed Dial Access	558	58	SLT use only
Cancel DND/FWD	559	59	SLT use only
CO System Hold	560	67	SLT use only
Program Mode Access	561		SLT use only
Attendant Unavailable	562		
Alarm Reset	565	65	
Group Call Pickup	566	**	
Universal Answer	567		
Account Code with bin	568		
Walking COS Code	569		
ACD Supervisor On/Off Duty	571		
ACD Supervisor Login	572		
ACD Supervisor Logout	573		
ACD Help Code	574		
ACD Calls In Queue Display	575		
ACD Supervisor Status Display	576		
ACD Supervisor Monitor	577		
ACD Reroute Queued Call w/answer	578		
ACD Reroute Queued Call w/o answer	579		
Enter Conference Room	59		
Camp-On Answer	600	66	SLT use only
Call Coverage button	67	*#	
Direct Call Pickup	7	7	
Retrieve Last Held CO/IP	8*	8*	
Retrieve Individual Held CO/IP	8#	8#	
Access CO Line in the 1st Available CO Group	9	9	

Feature	iPECS-LIK	iPECS SBG-1000	Remark
Attendant Call	0	0	
VM Message Wait Enabled	*8		
VM Message Wait Disable	*9		
MCID Request	*0		
Unsupervised Conference extend code	##		
PTT Group Login/Logout	#0		

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For	545	

No	Feature Name	Code	Remark
	Attendant		
14	Page Auto Answer	546	
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # (001 ~ 200 : MG-300

No	Feature Name	Code	Remark
			01 ~ 80 : MG-100)
42	VM MWI Enable	*8	
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group # *: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	
64	Command Call Oneway	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	

No	Feature Name	Code	Remark
70	Mobile CLI Register	593	
71	Mobile Access	594	
72	CCR Access	670	
73	CCR Access And Drop	671	
74	System Hold	560	
75	Return Held CO	8**	
76	Sys Memo	675	
77	DISA Tone Service	678	
78	All Feature Cancel	679	
79	Add Conf Member	680	
80	System Alarm Reset	565	
81	Fault Alarm Reset	566	
82	Door Open	#*1	
83	Keypad Facility	##*	
84	T-Net Log-In/Out	586	
85	Universal Answer	587	
86	USB Call Record	588	
87	Delete All VM Message	681	
88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

Appendix B User Program Codes

In iPECS-LIK

Code	Function	Remarks
10	Enblock Mode Dialing	
11 x	Differential Ring, Intercom	Select Ring Tone 1-8
12 x	Differential Ring, CO/IP line	Select Ring Tone 1-8
13 x	Intercom Answer Mode	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
14 x	Call Coverage Attribute Setting	1+: ON/OFF, 2+: ring delay (0-9)
15 x	Station Ring Download	Select download Ring Tone 0-9
19	Ear&Mic Headset Usage	
21	Knock Down Station COS	
22	Restore Station COS	May require Authorization code
23	Walking COS	May require Authorization code
30	VM Mobile Notify	
31	Station Message Wait Retrieve	
32	CLI/IP Message Wait Retrieve	
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button
34	Assign <u>DID CALL WAIT</u> Button	
35	Message Wait in Executive/Secretary pair	
36	Send SMS Message	
37	Register Mobile Extension	
38	Activate Mobile Extension	
39	Register Mobile Ext. CLI	
41 xx	Set Wake-Up Time	Input time, 24 hour clock
42	Erase Wake-Up Time	
51 xx	Custom/Pre-defined Message Display	Select Message 00-20
52 xx	Register Custom Message	Input up to 24 characters
53 x	Create Conference Room	Input Conf Room (1-9) & password
54 x	Delete Conference Room	Input Conf Room (1-9) & optional password
55	Monitor Conf. Room	
61 x	Headset/Speakerphone Mode	
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both
71	LCD Display Mode	
72	Version Display	
73	Background Music	
74 x	Station User Name Registration	Input up to 12 characters

Code	Function	Remarks
75	Display Phone IP Address	
76	Change Phone IP Address	
77	Display Phone MAC IP Address	
78	Network Configuration	
79	Display Phone Version	
80	Assign RECORD Button	Requires VSF/External SMDI VM
81	Assign ISDN CLIR Button	
82	ISDN COLR Button	
84	Assign ACCOUNT CODE Button	
85	Assign LOOP Button	
86	Assign ATD INTRUSION Button	
87	ICM Button	
88	Assign CAMP-ON Button	
89	Assign KEYPAD FACILITY Button	
8#	Assign OHVO Button	
91	CONF Button Assignment	
94	FLASH Button Assignment	
95	MUTE Button Assignment	
96	MONITOR Button Assignment	
97	REDIAL Button Assignment	
98	FWD Button Assignment	
99	Assign PTT Button	
9* xx	{IN-ROOM INDICATION} Button Assignment	(xx : 01~10)
*0	Hot Desk Login Code	
**	Hot Desk Log out Code	
*7	Force Fwd to Dest.	

In iPECS SBG-1000

Code	Function	Remarks
11	Intercom Answer Mode	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
12	<i>Headset/Speakerphone Mode</i>	0:Headset, 1:Speaker
13	Select Headset Ring Type	1: Speakerphone, 2: Headset, 3: both
21	Set Wake-Up Time	Input time, 24 hour clock
22	Erase Wake-Up Time	
31	LCD Display Language	
32	SBG Version Display	
33	Background Music	
34	Station User Name Registration	Input up to 12 characters

Code	Function	Remarks
35	Display Phone IP Address	May require Authorization code
36	Display Phone MAC IP Address	
37	Display Phone Version	
38	Network Configuration	
41	Forced FWD to Destination	
42	Call Log Display	
43	CLIR Service	
44	COLR Service	
4*	Assign LOOP Button	
50	Assign CALL BACK Button	
51	Assign CONF Button	
52	Assign MUTE Button	
53	Assign ICM Button	
53	Assign REDIAL Button	

In iPECS-MG

Code	Function	Remarks
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series

Code	Function	Remarks
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both
71	Register Station ICLID	
72	View Station ICLID	
81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
80	Network Setting	LIP Series
91	System Version	
92	System IP Address	

Appendix C Useful Information : Open Source Software Notice

Open Source Software Notice

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

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

GPL License:

1. **u-boot**
2. **bash**
3. **linux**
4. **busybox**
5. **Alsa Libraries**
6. **udhcpc**
7. **ortp**
8. **Curl / LibCurl**
9. **libsrtplib**
10. **Expat xml parser**

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

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

iPECS

LIP-8012D/8024D

User Guide

Please read this manual carefully before operating Phone. Retain it for future reference.

iPECS is an Ericsson-LG Brand



Revision History

Issue	Date	Remark
1.0	Aug. 2008	Initial Release
1.1	Aug. 2010	Changed the new CI (LG-Ericsson)
1.2	Oct. 2012	Changed CI to Ericsson-LG
1.3	Dec. 2013	Changed Ericsson-LG to Ericsson-LG Enterprise

Disposal of your old appliance



1. When the crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2012/19/EC.
2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by government or the local authorities.
The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.
4. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

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Important Safety Information

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



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



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



Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.
2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.
3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.
4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.
5. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.
6. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.



Caution

1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
 2. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep headset clear of such objects and check before use.
 3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.
 4. Choose a site for the phone that is well-ventilated and dry.
 5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.
 6. Do not put heavy things on the phone.
 7. Do not drop or throw the phone.
 8. Static electricity discharge will damage electronic components.
 9. Keep out of direct sunlight and away from heat.
 10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.
 11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.
-

[EU]

European Union Declarations of Conformity

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

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

[USA/CSA]

FCC/IC Interference Statement

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

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

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

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

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

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

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

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1. Introduction

1.1 General

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

1.2 Feature Information

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

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

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

1.3 Feature Groupings

Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

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

1.4 iPECS LIP-8012D & 8024D Phone Description

The iPECS LIP-8012D and LIP-8024D Phones (shown) incorporate the latest in VoIP technology and user interface to provide you with a cost effective, simple to use, productive communications tool. It includes a large 3-line (LIP-8012D) or 4-line (LIP-8024D) 24-character per line LCD (refer to Phone Diagrams, next page). The bottom line of the display is an interactive menu accessed with the 3 Soft buttons just below the display. The Navigation button in the lower center of the Phone allows you to move through the menu choices when more than three selections are available.

Features and functions of your iPECS are accessed either using the Fixed or Flexible buttons or by selecting a menu item using the Soft buttons. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON** designation while Soft button menu selections are shown with a double underline.

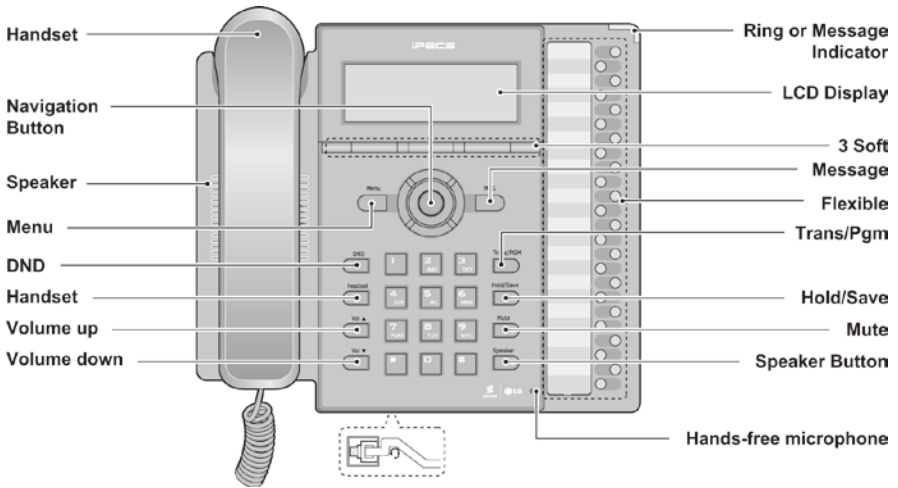
The LCD display screens shown in this User Guide are captured from the LIP-8024D. The screen may differ slightly in the LIP-8012D.



LIP-8012D



LIP-8024D



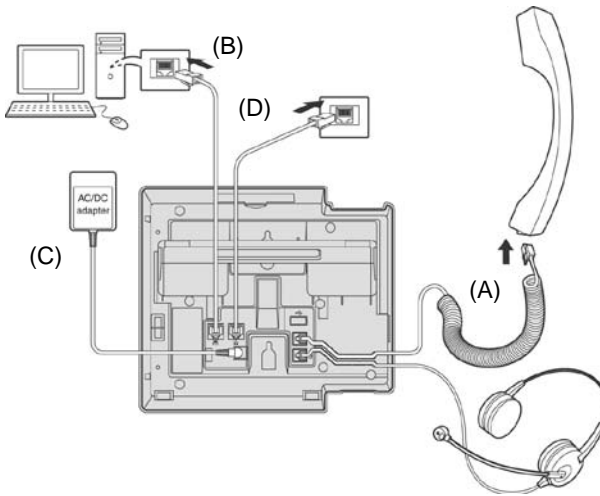
LIP-8024D Phone Diagram

1.5 LIP-8012D & 8024D Phone Installation

LIP Phones and Consoles can be connected to any standard 10/100 Base-T Ethernet switch port (shown in graphic). When connected to an 802.3af compliant switch port (ex., POE8), LIP Phones and series consoles can derive power from the Ethernet port. When LAN power is not available, the optional AC/DC adaptor must be used. The following image shows how to connect the handset, power cord, and LAN cable to the phone.

1.5.1 Phone Connections

The LIP-8012D and LIP-8024D each have 2 RJ-45 and 10/100 Base-T LAN connection ports (refer to following graphic). One port is for connecting to the LAN ('D' in graphic), and the other can be connected to a desktop data device such as a PC ('B' in graphic), or another LAN interface terminal (refer to iPECS Hardware and Installation Manual).



iPECS LIP-8012D & 8024D Connections

1.5.2 Wiring Connectors

The LIP-8012D & LIP-8024D each have two (2) 10/100 Base-T Ethernet ports, a “LAN” port and a “PC” port. An intelligent switch, which implements voice packet priority, connects the two (2) ports. This permits the LAN to be shared between the LIP Phone and the desktop PC or other Ethernet terminal without significant affect on the voice or data traffic. The “LAN” port is connected to the LAN as described above for the single port Phones. The “PC” port is connected to a desktop device using any standard straight through category 5 cable.

1.5.3 Power

All LIP-8000 series phones can be powered by the AC/DC Adapter-K- (48 VDC @0.3A) or over the LAN cable using the POE8 or other 802.3af compliant switch.

If using the AC/DC Adapter, after connecting the Phone to the LAN, the Adapter's DC voltage plug is inserted into the power-input jack in the underside of the Phone. One end of the AC power cord is inserted into the mating receptacle of the AC Adapter, and the other end is inserted into the AC power outlet.

NOTE—LIP-8000 series consoles are powered through the flat cable used to connect the console to the IP

phone (shown). Up to 2(without LIP-8048DSS) or 4(with LIP-8048DSS) consoles can be chain-link connected to the phone.

1.5.4 Wall Mount

The LIP-8000 series phones can be wall mounted as needed. The following instructions describe how to perform a wall mount installation. For more information on installing your LIP-8000 series phone, refer to the **ipeCS Hardware Description and Installation Manual**.

- Mark and drill two (2) 7mm holes for plastic wall anchors.
- Insert the two (2) anchors into the holes and insert and tighten the each screw leaving about 2.5 mm (1/8-inch) of the screw exposed.
- Slide the LIP-8000 phone over the screws and assure the phone is secure.
- NOTE—It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.

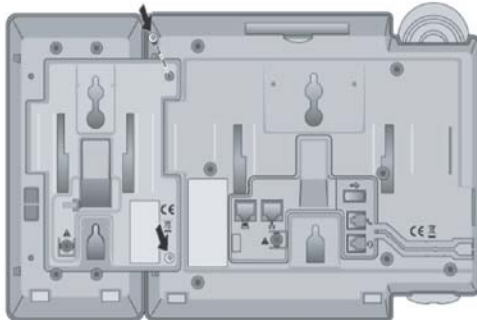
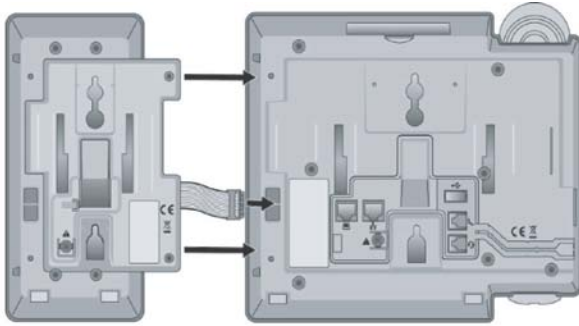
1.6 DSS(Direct Station Select) Console Installation

A DSS console can be installed with the LIP-8000E series phone as shown in Figure. Up to 3 consoles may be daisy chained as shown using the flat cable provided. Keep in mind the following conditions when installing LIP-8000 DSS consoles.

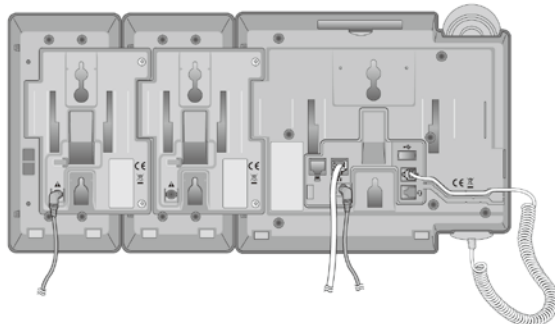
1. The AC/DC adapter must be used for LIP-8048DSS.
2. Up to two (2) LIP-8012LSS and/or LIP-8012DSS can be installed with LIP-8000E Phone.
3. The LIP-8048DSS must be separately powered.

The available DSS is as follows:

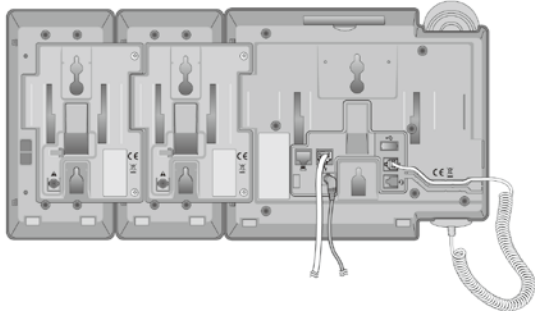
- 1) LIP-8012DSS
- 2) LIP-8012LSS
- 3) LIP-8048DSS



LIP-8000 DSS Installation



LIP-8000 DSS Installation (12DSS + 48DSS)



LIP-8000 DSS Installation (12DSS + 12LSS)

2. LCD, Speakerphone & Related Features

2.1 Using the Display Menu

The Liquid Crystal Display (LCD) of the iPECS LIP-8012D has three lines, and the LIP-8024D has four lines of 24 characters each. The LCD is used to convey information to you. It provides the date, time and station number on the display while idle. It will also provide called/calling name/number display, feature status and an interactive menu to guide you through feature access and *User Program* selections:

In iPECS-LIK

To activate the Display Menu:

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

1. PHONE SETTING	
2. CONFERENCE ROOM PGM	
3. ICM SMS	
BACK	OK
4. NETWORK CONFIG	
0. ATTENDANT	
• BACK	OK

In iPECS SBG-1000

To activate the Display Menu:

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

1. PHONE SETTING	
2. NETWORK CONFIG	
BACK	OK

In iPECS-MG

To activate the Display Menu:

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
- OR
- Dial the associated digit (Menu selections shown):

1. PHONE SETTING		
2. NETWORK CONFIG		
BACK	OK	EXIT

2.1.1 Phone Setting

In iPECS-LIK & iPECS SBG-1000

To configure the Phone:

- Press **MENU** button and 1 (Phone Setting),
- The following menu displays:

1. STATION NAME PROGRAM		
2. ICM RING		
3. CO RING		
BACK	OK	
4. PASSWORD PROGRAM		
5. LANGUAGE PROGRAM		
6. STA RING DOWNLOAD		
• BACK	OK	
7. BACKLIGHT		
8. FONT PROGRAM		
BACK	OK	

- **Station Name Program**—Input up to 12 digits using the keypad (press DND button to backspace/delete a character), then press the **OK** Soft button. To input characters:
 - Press the second Soft button to select ABC> or abc> mode,
 - To input the first character of a button, press the button 1 time (ex., for 'a', press 2 button once),
 - To input the second character of a button, press the button 2 times (ex., for 'b', press the 2 button twice).
 - To input the third character of a button, press the button 3 times (ex., for 'f', press the 3 button three times).

- **ICM Ring/CO Ring**—Use Next Soft button to move through list of ring types, and press OK Soft button to select.
- **Password Program**—Enter the current password and press the OK Soft button, then enter the new password and press the OK Soft button.
- **Language Program**—Use Navigation up/down buttons to highlight available languages supported, and press OK Soft button to select.
- **Station Ring Download**—Select the ring position (5-8) and select the ring file; press the SAVE Soft button to select.
- **Backlight**—Use Navigation up/down buttons to select the operation of the backlight, and press the OK Soft button to select.
- **Font Program**— Use Navigation up/down buttons to select the LCD Font, and press the OK Soft button to select.

In iPECS-MG

- **Set Font Type**—Select the font type(0 for new roman, 1 for gothic), and press the OK Soft button to select.
- **Set Contrast**—Press the VOL ▲ ▼ buttons or Use Navigation up/down buttons to adjust the brightness, then press the OK Soft button to select.

2.1.2 Conference Room (iPECS-LIK)

The User can create and delete Conference rooms.

To configure a Conference Room:

- Press MENU button and 2 (Conference Room),
- The following menu displays:

```

1. CREATE CONF ROOM
2. DELETE CONF ROOM

```

- BACK OK
- Press the Navigation up/down keys to highlight and then press the OK Soft button to select,
OR
- Dial the number associated to the selection,
- Enter the room number and dial the password,
- Press the OK Soft button.

2.1.3 ICM SMS (iPECS-LIK)

The user can send SMS messages to other stations and retrieve received SMS messages.

To retrieve a SMS message:

- Press **MENU** button and 3 (ICM SMS),
- The following menu displays:

```
1. SEND MESSAGE
2. IN BOX(03)
```

```
BACK          OK
```

- Press the Navigation up/down keys to highlight and then press the **OK** Soft button to select,
OR
- Dial the number associated to the selection (2); the messages will display.

To send a SMS message:

- Select Mode - select 1 if resending a previous message, or select 2 if sending a new message,
- Enter the Station range (ex., 100-105=100105),
- Enter message (if in mode 2),
- Press the **OK** Soft button.

2.1.4 Network Config.

The User can review the current network configuration or modify a new phone network configuration.

To access Network Config. settings:

- Press **[MENU]** button and 4(iPECS-LIK)/2(iPECS SBG-1000, iPECS-MG),
- Enter the password (default=147*); the following will display:

```
MFIM #[1/2] ?
MFIM #1 - CHANGE[#]
```

- Press the # key to toggle between multiple profiles (MFIM),
- Press the **[VOL ▲ ▼]** buttons to advance to the next network configuration item,
- Press the **[HOLD/SAVE]** button to save each setting.

To configure 802.1x:

- In Network Config. Menu, use **[VOL ▲ ▼]** buttons to locate the 802.1x configuration screen (shown),

```
802.1x ?
[ENABLED] – CHANGE[#]
```

- Enable in 802.1x menu and press the **Hold** button.
- Enter ID in **802.1x USER ID** menu (It appears when 802.1x is enabled.) and press the **Hold** button.
- Enter Password in **802.1x PASSWORD** menu (It appears when 802.1x is enabled.) and press the **Hold** button.

To set LLDP:

- In Network Config. Menu, use **[VOL ▲ ▼]** buttons to locate the LLDP configuration screen (shown),

```
• LLDP?
• [ENABLED] – CHANGE [#]
```

- Enable in LLDP? menu and press the **Hold/Save** button.

To configure VPN:

- In Network Config. Menu, use **VOL ▲ ▼** buttons to locate the DNS Address menu.
- Enter DNS address in **DNS ADDRESS** menu
- Use **VOL ▲ ▼** buttons to locate the VPN configuration screen (shown),

```
VPN ?
[ENABLED] – CHANGE[#]
```

- Enable in VPN Menu and press the **Hold** button.
- Following steps are available when VPN is enabled.
- Enter VPN Server address in **VPN SERVER IP** menu and press the **Hold** button.
- Enter TCP/UDP port number for both local and remote in **VPN PORT** and press the **Hold** button. The default value is 1194.
- In **VPN USER ID**, enter ID and press the Hold button.
- In **VPN USER PASSWORD**, enter Password and press the **Hold** button.

To set default Config. settings:

- In Network Config. Menu, use **VOL ▲ ▼** buttons to locate the Default Config. Screen (shown),

```
SET DEFAULT CONFIG(DOT:*)
•
```

- Press the * key.

To exit Config. settings:

- Press the **SPEAKER** button,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new setting.

2.1.5 Attendant menu (iPECS-LIK & iPECS SBG-1000)

The Attendant menu is only available on the System Attendant phone.

In iPECS-LIK

To access the Attendant menu:

- Press **MENU** button and 0 (Attendant); the following will display:

1. DATE/TIME SET
2. SET ICM ONLY MODE
3. RESTORE COS
BACK OK
4. MONITOR CONF ROOM
5. DELETE CONF ROOM
BACK OK

- Date/Time Set**—Enter mm/dd/yy, and press **OK** Soft button; enter hh/mm, and press **OK** Soft button.
- Set ICM Only Mode**—Dial the Station Range for ICM only calls (ex., 103-108=103108), and press the **OK** Soft button.
- Restore COS**—Dial the Station Range for COS restoring (ex., 103-108=103108), and press the **OK** Soft button.
- Monitor Conference Room**—Enter the Conference Room number to view the number of attendees in the Conference Room.
- Delete Conference Room**—Enter the Conference Room number and press the **OK** Soft button to delete.

In iPECS SBG-1000

To access the Attendant menu:

- Press **MENU** button and 0 (Attendant); the following will display:

1. SET ICM ONLY MODE
2. RESTORE COS
BACK OK

- Set ICM Only Mode**—Dial the Station Range for ICM only calls (ex., 103-108=103108), and press the **OK** Soft button.
- Restore COS**—Dial the Station Range for COS restoring (ex., 103-108=103108), and press the **OK** Soft button.

2.2 Using the Speakerphone

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

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

While in a conversation using the Speakerphone, **Mute** the microphone using the **MUTE** button. When Mute is active, the **MUTE** button LED will be illuminated. To turn off **Mute**, press the **MUTE** button again..

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

When using a Headset, the **SPEAKER** button controls the ON/OFF-hook state for the phone.

To use the Speakerphone to answer or place a call:

- Press **SPEAKER**, the phone goes off-hook and sends audio to the speaker and the microphone.

To control the volume of the Speakerphone or handset:

- Press the **▼ VOLUME ▲** button.

To Mute the microphone:

- Select the **MUTE** button.

To turn off Mute (turn the microphone ON):

- Press the **MUTE** button.

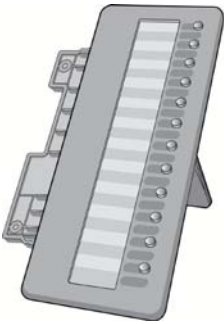
To activate Group Listen while on an active handset call:

- Press the **SPEAKER** button.

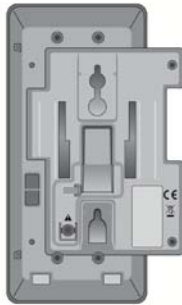
2.3 Using a Serial DSS

The LIP-8012DSS, LIP-8012LSS, and LIP-8048DSS can be connected with the LIP-8012D or LIP-8024D using the RS-232 cable. Be sure to verify the serial DSS and LSS capacities with the iPECS System to ensure usability (refer to iPECS Manual). The following graphics show the front and rear view of each.

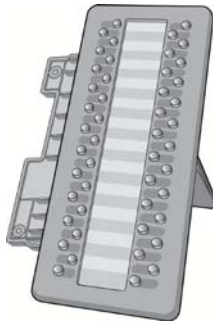
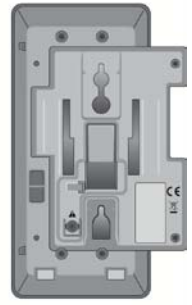
NOTE—A Linked Pair slave station cannot use a serial DSS. iPECS SBG-1000 does not support serial DSS.



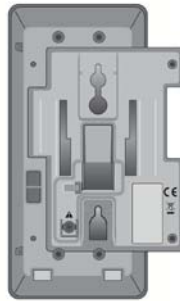
LIP-8012DSS



LIP-8012LDSS



LIP-8048DSS



In iPECS-LIK**To use a Serial DSS:**

- Verify the Station has Serial DSS Usage authority (Admin PGM111-Flex21),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM115,
- Edit LSS label from Admin PGM129 (default label is provided from MFIM).

To initialize Serial DSS Database:

- Enter Admin PGM111-Flex21,
- Select Station range to clear Serial DSS Database,
- Dial 0,
- Press the **HOLD/SAVE** button.

In iPECS-MG**To use a Serial DSS:**

- Set the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM126,
- Edit LSS label from Admin PGM126.

To initialize Serial DSS Database:

- Clear the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Admin PGM120-Felx3 to reset the phone.

3. Receiving Calls

3.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external ringing calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ringing Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line or a **LOOP** button.

External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone. Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

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

To answer a call ringing at your phone:

- Lift the handset or press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- In **HF** mode, simply speak as normal into the microphone,
- OR
- In **PV** mode, lift the handset to respond.

3.2 Responding to a Call While Busy

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

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

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

Silent Text Message requires a **TEXT MESSAGE** button (not available on a SLT or other non-display terminal). The Attendant or Secretary may use **Intrusion** to announce a call while you are busy.

To answer a Call Waiting:

- Press **HOLD/SAVE**, and/or
- Press the flashing **CO/IP LINE** button.

To activate One-time DND:

- Press the **DND** button.

To send a Silent Text Message:

- Press the programmed **TEXT MESSAGE** button,
- Select the desired message to send.

3.3 Using Answering Machine Emulation (AME)

When a call is connected to your voice mail, you can screen the call as with a normal Answering Machine. The caller's voice is played over your speaker while the message is being recorded. There are two methods of notification and call screening provided, LED blink mode or Speaker hearing mode.

Ring Mode (iPECS-LIK & SBG)/LED Blink Mode (iPECS-MG)—the Answering Machine Emulation (AME) Flex button will flash to notify you of a call. You may press the Flex button to hear the caller as the voice message is stored.

Speaker Mode (iPECS-LIK & SBG)/Speaker Hearing Mode (iPECS-MG)—when the call is sent to the voice mailbox, the caller's voice is automatically broadcast over the speaker of your iPECS Phone. You may terminate screening, leaving the caller in voice mail to record a message, talk with the caller and record the conversation in the mailbox, or answer the call and disconnect the Voicemail. The AME feature is only available when using the iPECS VMIB Voice Mail; a **MUTE** and **AME** button should be programmed (refer to Appendix A User Program Codes).

To screen a call in Ring mode (iPECS-LIK & SBG)/LED blink mode (iPECS-MG):

- Press the flashing **AME** button, the caller's voice is broadcast over the station speaker and stored in the voice mailbox (in the Speaker hearing mode, broadcast is automatic).

To stop the voice broadcast and leave the caller in Voice Mail:

- Press the illuminated **SPEAKER** button.

To talk with the caller and record the conversation in Voice Mail:

- Press the **MUTE** button.

To answer the call and cancel the voice message recording:

- Press the illuminated **AME** button, the caller is connected and the Voice Mail disconnected.

3.4 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 8 Ring Tones available for differentiating one phone's ringing from another. Four of the tones are stored in the phone permanent memory; the remaining ten tones are in the system memory. Four of these eight can be downloaded into the phone memory for use as the 5th to 8th Ring Tone.

In iPECS-LIK

To download a Ring Tone from System memory:

- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

In iPECS-MG

To download a Ring Tone from System memory:

- Press **TRANS/PGM**,
- Dial 2 for Ring Tones,
- Dial 3 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 2 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1 for Keypad Ring Source,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

3.5 Answering Calls at Night

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

To answer a call ringing during night mode:

- Lift the handset,
- Dial 567(iPECS-Lik)/587(iPECS-MG) (UNA code).

3.6 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access. **NOTE—Pick-Up will not answer calls on the ringing station Private Line unless the line appears on your phone.**

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; the call will be connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial **566** (Group Call Pick-Up code), the call is connected.

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

Activate Do-Not-Disturb when you wish to not be interrupted; the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while ringing (One-Time DND); Ringing terminates and the caller will get a fast busy tone and it requires a DND button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

To toggle DND ON and OFF:

- Press the **DND** button.

3.8 Forwarding Calls

3.8.1 Forwarding calls to another Station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls, except recalls, when the station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your *Authorization Code*.

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

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial the type of forward code 1-4,
- Dial the destination number.

To deactivate Call Forward from your phone:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial #.

To activate Call Forward for your phone from a different phone within the System (Call Forward, Remote):

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.

To deactivate Call Forward, Remote:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Press the # key.

3.8.2 Forwarding calls to an external number

Forward calls to an external destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as listed below:

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls to the station, except recalls, when station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your *Authorization Code*. In addition, from a remote location, you must access the system through a *DISA* enabled CO line.

In iPECS-LIK & iPECS SBG-1000

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the Fwd Soft button,
- Dial the type of Forward code (1-4),
- Press Speed Soft button,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone within the System:

- Lift the handset,
- Press the Fwd Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Press Speed Soft button,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial 554 (Call Forward feature code),
- Dial your Authorization Code (your Station number + Password),
- Dial the type of Forward code (6-9),
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

3.8.3 Forwarding callers to a Text Message

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

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you.

In addition, there are ten fix Pre-Defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01:	LUNCH RETURN AT hh:mm
Message 02:	ON VACATION RETURN AT DATE mm:dd
Message 03:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 04:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 05:	OUT OF OFFICE RETURN UNKNOWN

Message 06: CALL (enter up to 17 digits)
Message 07: IN OFFICE STA xxxx
Message 08: IN MEETING
RETURN AT TIME hh:mm
Message 09: AT HOME
Message 10: AT BRANCH OFFICE

In iPECS-MG

Message 1: LUNCH RETURN AT hh:mm
Message 2: ON VACATION
RETURN AT DATE mm:dd
Message 3: OUT OF OFFICE
RETURN AT TIME hh:mm
Message 4: OUT OF OFFICE
RETURN AT DATE mm:dd
Message 5: OUT OF OFFICE
RETURN UNKNOWN
Message 6: CALL (enter up to 17 digits)
Message 7: IN OFFICE STA xxxx
Message 8: IN MEETING
RETURN AT TIME hh:mm
Message 9: AT HOME
Message 0: AT BRANCH OFFICE
* User Custom Message
Deactive

In iPECS-LIK**To activate Custom or Pre-Defined Message Forward:**

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

•

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

In iPECS-MG

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the one-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Press **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Dial Pad button	Letter Type									
	Uppercase (ABC)					Lowercase (ABC)				Num
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

4. Placing Calls

4.1 Internal Calls

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

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

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

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

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- When the call is answered or the Splash tone is heard, begin speaking with the called party.

4.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On, Callback** or **Voice Over** at the station. **Camp-On** allows you to wait off-hook for the called station to answer. **Callback** allows you to hang-up, and when the busy station returns to an idle state, the system will call your Station; after you answer the callback, the system will call the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing the last digit of the Intercom number.

To Camp-On (wait off-hook) for a busy station:

- Press * and await an answer.

To request a Callback (wait on-hook) for a busy station:

- Press the **MSG** button and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #,
- After the Splash tone is heard, begin speaking.

4.1.2 Leaving a Message Wait

If the called user does not answer or is in DND mode, you may leave a **Message Wait**. The called user will receive a Message Wait indication; the message icon will be displayed in the LIP-8024D. If the ring/message LED is set to Message Wait Indication, the ring/message LED will flash.

To activate Message Waiting:

- Press the **MSG** button and hang-up.

4.2 External Calls

4.2.1 Placing external CO/VoIP calls

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

88 + Line number (01-10 for iPECS SBG-1000, 01-42 for iPECS-50 & 100, 001-200 for iPECS-300, 001-400 for iPECS-600, or 001-600 for iPECS-1200).

or

88 + Line number (01-80 for iPECS-MG100, or 001-240 for iPECS-MG300).

CO/IP Group access—

801-805 for iPECS SBG-1000, 801-820 for iPECS- 50 & 100, 801-872 for iPECS-300 & 600, or 8900-89100 for iPECS-1200

or

801-824 for iPECS-MG100, or 801-872 for iPECS-MG300

Any CO/IP Line access—

9

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

When placing an IP call, you must dial an IP address using the '*' key in place of the dot.

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

You may be assigned **Dialing** and/or **CO/IP Line Access Restrictions**, in which case you will receive error tone if you attempt to dial or access a restricted number/CO/IP line. **CO/IP line** and **Station Class Of Service (COS)**, which establish dialing restrictions, may vary during Day and Night operation (**Day/Night COS**). You may need to enter an *Authorization code* before placing calls, in which case you will receive a second dial tone.

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

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

To place an external call:

- Lift the handset,
- Dial the CO/IP line/group,
- Dial the desired number.

4.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

To activate a queue if the selected/dialed line is busy:

- Select the desired CO/IP line button; when the busy notification is returned, press the **MSG** button,
- Return to an idle state by going on-hook; when the line is available, the Station will be notified (ringing).

4.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an **Account Code**, which is output from the system to a printer in the **SMDR** report. You may have an **Account Code Flex** button (refer to *Assigning features to Flex buttons*).

In iPECS-LIK**To enter an Account Code before the call:**

- Lift the handset,
- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *.

In iPECS-MG

To enter an Account Code before the call:

- Lift the handset,
- Dial 550,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

4.2.4 Disable dialing from your phone

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

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21(iPECS-LIK)/31(iPECS-MG) (User Program code),
- Dial your Authorization code(iPECS-MG),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22(iPECS-LIK)/32(iPECS-MG) (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

4.2.5 Temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **FLASH** button to regain CO/IP dial-tone.

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial 23(iPECS-LIK)/33(iPECS-MG) (User Program code),
- Dial your Authorization Code (station number and password),
- Dial '*' (iPECS-MG),
- Place call as normal.

4.3 Using Directory

4.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer. The iPECS Display Phone, the system will store the numbers dialed on the last 15(iPECS-LIK)/100(iPECS-MG) calls.

In iPECS-LIK & iPECS SBG-1000

To dial the Last Number for an external call:

- Lift the handset, and/or press the DIR Soft button,
- Press Speed Soft button,
- Dial *,
- Press the Navigation up and down buttons to select from the last 15 numbers dialed,
- Press the Send Soft button or HOLD/SAVE.

In iPECS-MG

To dial the Last Number for an external call:

- Lift the handset,
- Press Speed Soft button,
- Dial *,
- or
- press the LOG Soft button,
- Press the Navigation up and down buttons to select from the last 100 numbers dialed or received,
- Press the Send Soft button or HOLD/SAVE.

4.3.2 Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing at a later time. The Saved number is stored until a new number is saved.

To place a call using Save Number Dial:

- Lift the handset, and/or press the DIR Soft button,
- Press Speed Soft button(iPECS-LIK & SBG)/Dial 1 for Station Speed(iPECS-MG),
- Dial #.

To store a number in the Save Number Dial:

- While on an outgoing external call, press the Save Soft button.

4.3.3 Using System Speed Dial Numbers

The iPECS SBG-1000 & Micro & 50 & 100 systems each have memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The iPECS-300 system has memory allocated for 3000 **System Speed Dial** numbers (bins 2000-4999). The iPECS-600 system has memory allocated for 6000 **System Speed Dial** numbers (bins 2000-7999). The iPECS-1200 system has memory allocated for 12000 **System Speed Dial** numbers (bins 20000-31999). The iPECS-MG100 system has memory allocated for 1000 **System Speed Dial** numbers (bins 2000-2999). The iPECS-MG300 system has memory allocated for 2000 **System Speed Dial** numbers (bins 2000-3999).

You may, if allowed, use **System Speed Dial** to call frequently dialed numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

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

To place a call using System Speed Dial:

- Lift the handset,
- Press the DIR Soft button,
- Press the speed button(iPECS-LIK & SBG)/Dial 2 for System Speed(iPECS-MG),
- Dial the desired System Speed Dial bin number (200-999 for iPECS SBG-1000 & Micro & 50 & 100, 2000-4999 for iPECS-300, 2000-7999 for iPECS-600, 20000-31999 for iPECS-12000, 2000-2999 for iPECS-MG100 , or 2000-3999 for iPECS-MG300).

4.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS SBG-1000 & 50 & 100 System is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 23 digits. The iPECS-300 & 600 & 1200 support 100 **Station Speed Dial** numbers (bins 000-099). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins 000-049). These numbers are entered at the user's station and may include several 'special' instructions. Special instructions and the corresponding button are:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a *flash on the CO line*.

MSG as 1st digit—Send digits as *ISDN Keypad Facility message*.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

***** not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

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

Dial Pad button	Letter Type									
	Uppercase(ABC)					Lowercase(ABC)				Num
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

Character Entry Chart

To place a call using Station Speed Dial:

- Lift the handset, and/or press the DIR Soft button,
- Press the Speed Soft button(iPECS-LIK, & SBG)/Dial '1' for station speed(iPECS-MG),
- Dial the desired Station Speed Dial bin number (00-19 , 000-099 or 000-049).

To enter a Station Speed Dial number with CO Line and Name:

- Lift the handset, and/or press the DIR Soft button,
- Press the Speed Soft button(iPECS-LIK & SBG)/Dial '1' for station speed(iPECS-MG),
- Press the ADD Soft button,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group, (Skip this step in iPECS SBG-1000)
- Dial the desired number to be stored,
- Press HOLD/SAVE,
- Enter the associated name if desired, using the Character Entry Chart,
- Press HOLD/SAVE.

To assign a Station Speed Dial number directly to a Flex button:

- Press TRANS/PGM,
- Press the desired Flex button,
- Select the Tel Num Soft button(iPECS-LIK)/Dial '1' for Number(iPECS-MG),
- Select/dial the CO/IP line/group, (Skip this step in iPECS SBG-1000)
- Dial the desired number,
- Press HOLD/SAVE,
- Enter the associated name if desired, using the Character Entry chart(iPECS-LIK),
- Press HOLD/SAVE.

4.3.5 Using Dial by Name and Entering Your Name

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

NOTE—To allow others to contact you via the Intercom directory, you must enter a name for your station (up to 12 characters).

Characters are entered with two keystrokes as in the chart below.

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - : *3 - ,		

Character Entry Chart

To place a call using Dial by Name:

- Press DIR Soft button,
- Dial the desired directory, 1: Private directory, 2: Public directory, 3: Intercom directory, the LCD will display the names in alphabetical order,
- Scroll using the Navigation up/down keys, or enter search characters (refer to the above Character Entry Chart).
- Press HOLD/SAVE to place the call.

To enter your station user name:

- Press the TRANS/PGM button,
- Dial 74(iPECS-LIK)/34(iPECS SBG-1000)/12(iPECS-MG) (Station User Name code),
- Enter the Name, up to 12 characters (press DND button to backspace/delete a character). To input characters:
- Press the second Soft button to select ABC> or abc> mode,
- To input the first character of a button, press the button 1 time (ex., for 'a', press 2 button once),
- To input the second character of a button, press the button 2 times (ex., for 'b', press the 2 button twice).
- To input the third character of a button, press the button 3 times (ex., for 'f', press the 3 button three times).
- Press HOLD/SAVE.

4.3.6 Using Automatic Called Number Redial (ACNR)

When making an external call and a busy signal is received, the system can be set to retry the number until the call is connected, the feature is cancelled, or the maximum number of retries is attempted—this is Automatic Called Number Redial (ACNR).

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

To set up ACNR, while on an outgoing call:

- Use the Navigation button to display the next menu and select the **ACNR** Soft button,
- Hang-up handset.

To cancel the ACNR request:

- Press the **Stop** Soft button.

5. Call Handling

5.1 Call Transfer: Sending a call to a different destination

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

Transferred calls, internal or external, are placed in **Transfer Hold**. These calls will receive Music on Hold (**MOH**) and will recall if not answered in a timely manner. If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall at your Station. DSS/BLF buttons may be employed to transfer calls.

To Transfer an active call:

- Press **TRANS/PGM**,
- Call the transfer party,
- Unscreened Call Transfer- Hang-up,
- Screened Call Transfer- When call is answered or Splash tone is heard, announce the call and hang-up.

5.2 Call Hold: Placing a call in a waiting state

You may place an active Internal or External call in one of several holding states. In System Hold, other non-restricted stations may pick-up the call. In Exclusive Hold, only the holding station may pick-up the call. The system is assigned a preferred hold type (System or Exclusive). You may override this **Hold Preference** by pressing the **HOLD/SAVE** button twice.

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

There are also user operations such as pressing a **DSS/BLF** button that will place a call in **Automatic Hold**. Calls will remain in the held state for a period and then recall the user. This **Hold Recall** is provided with a different ring signal. If not answered in a timely manner, the Attendant will receive **Attendant Hold Recall**.

To place a call on Hold:

- Press **HOLD/SAVE**.

5.3 Broker Call: Switching between two calls

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

To switch between two calls (Broker Call):

- Press the desired **CO/IP line** button.

5.4 Joining Multiple People in a Conference

You can establish a **Conference** with up to 3 parties(iPECS-LIK)/13 parties(iPECS-MG), or 32 parties when using a Multi-Party Conference Interface Module (MCIM)(iPECS-LIK). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal **Hold Recall** operation.

To establish a Conference:

- Establish call with one of the desired conference parties,
- Select the Conf Soft button,
- Establish call with the other conference party,
- Select the Conf Soft button,
- Select the Conf Soft button again to establish the conference.

To place a Conference on Hold:

- Press the **HOLD/SAVE** button.

To retrieve the Conference from Hold:

- Select the Conf Soft button.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Select the Conf Soft button,
- Hand-up handset.

To retrieve an Unsupervised Conference:

- Lift the handset,
- Select the Conf Soft button.

5.4.1 Setting up a Conference Room

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

In iPECS-LIK**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (Conference Room delete code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (Conference Room delete code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

5.5 Call Park: Placing a call on Hold to Page

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

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

In iPECS-LIK & iPECS SBG-1000

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit (601-610 for iPECS SBG-1000 & 50 & 100, 601-619 for iPECS-300 & 600 or 601-800 for iPECS-1200),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit.

In iPECS-MG

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)

5.6 Two-Way Record: Recording a call

You may record an active external conversation in your *Voice Mail Box*.

To activate Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next Menu and select the **Record** Soft button, record warning tone is heard and recording starts.

To stop Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next menu, and select the **Record** Soft button or,
- Hang-up, return to idle.

6. Send & Retrieve Messages

6.1 Responding to a Station Message Waiting Indication

Another station can leave a Station **Message Waiting** indication (MWI) when you do not answer or your phone is in **DND** mode. The message icon will be displayed on the LCD screen in LIP-8024D. If programmed, a flashing MSG LED on the iPECS Phone also will indicate when there is a Message Waiting. As a further notification, a **Message Wait Reminder Tone** can be provided. You may review and delete messages as well as respond with a call back.

To review your Station messages:

- Press the **MSG** button, the LCD shows the Message Summary display:

1. ICM MWI(002)	
2. VSF MSG(002)	
3. VMS MSG(001)	
BACK	OK

- Dial 1 to view Station messages,
- Press the navigation up/down button to scroll through the messages.

To return a call from the list of Intercom (MWI):

- Press the navigation up/down buttons to scroll through the Intercom messages,
- Press the **OK** Soft button to select and place the return call.

To delete a Station MWI:

- Press the navigation up/down buttons to scroll through the Station messages,
- Press the **Delete** Soft button to select,
- Dial 1 (Delete MWI).

To delete all Station MWIs:

- Press the Delete Soft button,
- Press 3 (Delete All MWIs).

6.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **VMIM/VSF/VMIB** module, the **iPECS Feature Server** or an external Voice Mail system.

The Voice Mail system allows access to and management of received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station from the VMIM/VSF/VMIB. You will need to register an *Authorization Code* for your station to access the VMIM/VSF/VMIB Voice messages.

To retrieve Voice Mail locally using a Flex button:

- Press the programmed **VOICE MAIL** Flex button,
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally using the **MSG** button:

- Press the flashing **MSG** button, the LCD shows the Message Summary display:

```
1. ICM MWI(002)
2. VSF MSG(002)
3. VMS MSG(001)
BACK      OK
```

- Press the Navigation down key, to display additional items:

```
4. UMS MSG(003)
5. ICM SMS(003)

BACK      OK
```

- Dial 2 for VMIM/VSF, 3 for external VM or 4 for Feature Server Voice Mail,
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access your Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *D/SA* CO line answered by the VMIM/VSF/VMIB Auto Attendant,
- At answer,
- dial # to receive the 'Mail Box & Password' prompt(iPECS-LIK & SBG),
- Or
- dial 523 (VMIB Access Code)(iPECS-MG),
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial '*' (iPECS-MG),
- Dial desired option codes,
- At completion of session, hang-up.

6.3 Sending and Receiving Short Text Messages

You can exchange short text messages (up to 100 alphanumeric characters) with other iPECS display phone users. These messages will activate the message icon on the LCD (LIP-8024D). If the ring/message LED is set to Message Wait indication, the ring/message LED will flash.

In iPECS-LIK**To send an SMS message to another iPECS display****Phone:**

- Press the **TRANS/PGM** button,
- Dial 36 (SMS send code),
- Dial 1 to resend an existing message, or 2 to send a new or edit an existing message,
- Enter the station range to receive the message, to send to a single station enter the station number twice,
- Dial your message using 2 key strokes for each character (refer to Character Entry Chart(iPECS-LIK) in [Section 4.3.4](#)).
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the **MSG** button, and press the Navigation down key four times (LIP-8012D) or three times (LIP-8024D), the LCD will display the Message Summary display,

4. UMS MSG(003)
5. ICM SMS(003)

- BACK OK

- Dial 5; the first two (LIP-8012D) or three (LIP-8024D) SMS messages are shown in brief,
- Dial the Message number to view the entire SMS message.

To delete received Short text messages:

- Press the **Delete** Soft button,
- Dial 1 to Delete the message, 2 to Cancel, or 3 to Delete all received Short text messages.

In iPECS-MG**To send an SMS message to another iPECS display****Phone:**

- Press the **TRANS/PGM** button,
- Dial 43 (SMS send code),
- Dial the station number to receive the message,
- Press the **Add** Soft button to append the next station number and Dial the station number,
- Press the **Finish** Soft button,
- Enter your message (refer to Character Entry Chart(iPECS-MG) in **Section 4.3.4**),
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the **Msg** Soft button, the LCD will display the Message Summary display,

```
MWI(00) VMS(00) SMS(01)
ENTER (MWI:1, VMS:2, SMS:3)
•
```

- Dial 3 to view the SMS message.
- Press the **Next** Soft button to view the next SMS message.

To delete received Short text messages:

- Press the **Delete** Soft button.

7. Remote System Access

7.1 Direct Inward System Access (DISA)

DISA (Direct Inward System Access) allows remote users to gain access to the system's resources (remote users may be required to enter an *Authorization Code*). The system will recognize remote user dialed inputs (call other stations, place calls over CO/IP lines, review voice mails, etc). The iPECS SBG-1000 system does not support normal DISA service, but supports call to the station and remote voice mail access when answering by a VSF auto attendant.

In iPECS SBG-1000

To call to the station remotely:

- Call the telephone number of a CO line assigned for answer by a VSF auto attendant,
- Upon answer, dial station number.

In iPECS-LIK, iPECS-MG

To access system resources remotely:

- Call the system's DISA facility,
- Await answer and dial your authorization code (station number and password),
- Dial "*" for end mark (iPECS-MG),
- Dial as needed for the desired system resource.

7.2 Mobile Phone Extension

When away from your desk or office you can place and receive iPECS calls on a registered mobile phone. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number. This feature is only effective with an ISDN/VOIP CO line.

In iPECS-LIK & iPECS SBG-1000**To register a mobile phone number: (iPECS-LIK)**

- Press the **TRANS/PGM** button,
- Dial 37,
- Dial the mobile phone number,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone: (iPECS-LIK)

- Press the **TRANS/PGM** button,
- Dial 38,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial “*” while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile may reconnect to the transfer call by pressing the # key.

In iPECS-MG**To register a mobile phone number:**

- Press the **TRANS/PGM** button,
- Dial 51,
- Select Mobile Index 1 or 2,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 52,
- Select Mobile Index 1 or 2,
- Dial the mobile phone number with CO Access code,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit "*" while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer call by pressing the mobile flash digit(*).

8. Misc. Features

8.1 Call Log

Users can view a log of incoming, outgoing and missed calls on the display (up to 99 records). A LOG Soft button provides simple access to incoming (called), outgoing (dialed) and missed (lost) calls.

NOTE—if a call is missed, the **LOG** Soft button will be displayed as LOG(M); the missed call icon also will appear on the LCD (LIP-8024D).

To access the Call Log menu:

- Press the LOG Soft button,
- Using the Navigation up/down keys, to view items (Called, Dialed, or Lost),

```
01. ► CO1 01112345678
02. ◀ 101
03. ? CO2 LEE K D
    • BACK SELECT
      SEND ►
```

- Log codes include:

```
◀ - Incoming call
► - Outgoing call
? - Missed call
```

To place a call using numbers stored in the Call Log:

- From the Call Log, use the Navigation up/down keys, to view items (Called, Dialed, or Lost),

```
01. ► CO1 01112345678
02. ? 101
03. ? CO2 LEE K D
    • BACK SELECT
      SEND ►
```

- Highlight the desired item, and press the Send Soft button to place the call.

To save an external call to the Station Speed Dial:

- Use the Navigation up/down buttons to highlight the desired external call item,
- Press the Select Soft button,
- Press the Save Soft button.

The CO code in a log item is used to seize the co line when placing an external call using the call log. Up to 5 CO codes can be saved.

The first CO code is sent from the system in the saved call log. Normally the first CO code is '9', but if the telephone number is equal to a number in the Speed Dial list, the first CO code will be the access code of the saved CO line of the speed dial. Therefore the first CO code of each call log can be different and is not be editable.

CO Codes 2 - 5 are the user-defined codes. If a code 2 - is selected, the selected code will be used in placing all of the external calls in the call log.

To select a CO Code:

- From the Call Log, use the right Navigation key, to advance to the next 3 Soft button items,

```
01. ► CO1 01112345678
02. ◀ 101
03. 📞 CO2 LEE K D
    • DEL CO CODE
```

- Press the CO CODE Soft button (code displaying the + symbol is the currently selected item),

-

```
1. +88001
2.
   • 3.
   • BACK EDIT
     SELECT
```

To edit the CO code (positions 2-5 only):

- Use Navigation up/down buttons to highlight the desired item,
- Press the Edit Soft button to modify selection.

To select the CO code:

- Use Navigation up/down buttons to highlight the desired item,
- Press the Select Soft button.

8.2 Contrast (iPECS-LIK)

LCD contrast can be adjusted to enhance viewing ability.

To change the LCD Contrast:

- While in an idle state, press the **VOL ▲ ▼** buttons to adjust the brightness.
 - ▲ - increase (darker)
 - ▼ - decrease (brighter)

8.3 Background Music and Music on Hold (iPECS-LIK)

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on *Hold*.

There are eleven possible selections for BGM and MOH:

- 00: Off
- 01: Source BGM1
- 02: Source BGM2
- 03: VSF MOH 1
- 04: SLT MOH 1
- 05: SLT MOH 2
- 06: SLT MOH 3
- 07: SLT MOH 4
- 08: SLT MOH 5
- 09: VSF MOH 2
- 10: VSF MOH 3

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

8.4 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

In iPECS-LIK, Page Zone codes are:

Internal Page Zones 501-510 (iPECS SBG-1000 & 50 & 100), 501-535 (iPECS-300 & 600), 301-400 (iPECS-1200)

Internal All Call Page 543

External Page Zones 545-546

External All Call Page 548

All Call Page 549

In iPECS-MG, Page Zone codes are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zones 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received(iPECS-LIK & SBG):

- Press the **MSG** button,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial 544(iPECS-LIK)/511(iPECS SBG-1000)/546(iPECS-MG) (Meet-Me-Page code).

8.5 Push-To-Talk (PTT) Page

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

To log-in to a PTT group:

- Dial #0(iPECS-LIK)/538(iPECS-MG),
- Dial the desired PTT group number (1-9 or 0 for all groups),

To log-out of the PTT group(s):

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code,
- Press the * key.

To place a page announcement to the active PTT group:

- Press and hold the **PTT** Flex button,
- After confirmation tone, make page announcement.

8.6 Wake-Up Alarm

iPECS supports an Alarm clock for each station in the system. The alarm clock can be set to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM or Wake-Up Alarm announcement (iPECS-LIK & iPECS SBG-1000) will be provided.

To set the Wake Up Alarm clock:

- Press **TRANS/PGM**,
- Dial **41**(iPECS-LIK)/**21**(iPECS SBG-1000)/**13**(iPECS-MG) (Alarm Clock code),
- Dial 2-digit hour and minute for alerting,
- For a daily (repeating alarm), press #,
- Press **HOLD/SAVE**.

To erase Wake-Up:

- Press **TRANS/PGM**,
- Dial **42**(iPECS-LIK)/**22**(iPECS SBG-1000)/**14**(iPECS-MG) (Alarm Clock delete code),
- Press **HOLD/SAVE**.

8.7 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a **Door Open** contact.

To terminate the Alarm signal:

- Dial 565(iPECS-LIK & MG)/65(iPECS SBG-1000) (Alarm Stop code).

To activate the Door Open contacts:

- Lift the handset,
- Dial Door Open code, #* and contact number 1-4.

NOTE—Contacts 3 & 4 are only available in the iPECS-300 & 600. Contacts 1 is available in the iPECS -MG.

8.8 Power Fail Transfer (PFT)

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided the station will operate normally. When **PFT** is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

8.9 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos are heard over the iPECS Phone speaker and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)
Station IP Address
Station Mac Address
Number of messages x (x: number of all message waiting)
Wake-Up Time (hh:mm)
Do Not Disturb
Forwarded to station xxx
Forwarded to speed bin xxx
Queued CO/IP line xxx
Locked (Temporary COS)
COS x

To hear Date & Time memo:

- Dial the Voice Memo code (661 for iPECS-50 & 100, *661 for iPECS-300 & 600 & 1200, or 675+1 for iPECS-MG),
- Date and Time memo is heard, "Date is May 2nd.Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo code (662 for iPECS-50 & 100, *662 for iPECS-300 & 600 & 1200, or 675+2 for iPECS-MG),
- The Station Number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo code (663 for iPECS-50 & 100, *663 for iPECS-300 & 600 & 1200, or 675+3 for iPECS-MG),
- Station Status Memo is heard.

NOTE—only activated features are announced.

8.10 Hot Desk

iPECS phones in the system may be assigned for **Hot Desk** operation. These Hot Desk phones let you log-on and use the Hot Desk phone as if it were your station.

Once logged-on, the Hot Desk station will take on the attributes assigned to your station number and you can make calls as normal. When logged-out, calls to your station number are forwarded to the chosen destination.

In iPECS-LIK**To Log on to a Hot Desk station:**

- Press the **TRANS/PGM** button,
- Dial *0,
- Dial your Authorization Code (Station Number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial * twice,
- Use the **VOL ▲ ▼** buttons to select a call forward destination for your calls, speed dial, joined mobile phone, VMIM/VSF, or VM group,
- Press the **HOLD/SAVE** button.

In iPECS-MG**To Log on to a Hot Desk station:**

- Lift the handset,
- Dial 525
- Dial your Authorization Code (Station Number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial 525,
- Input Call forward destination number optionally
- Press the **HOLD/SAVE** button.

9. PBX, Centrex & ISDN

9.1 Access PBX or Centrex features

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host. The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Use the Navigation button to display the next menu, and select the Flash soft button,
- After receiving new dial tone, dial the PBX/Centrex feature code.

9.2 Access the ISDN Network

9.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the *Flex Button program* procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

To activate Keypad Facility operation:

- Press the **KEYPAD FACILITY** button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,
OR
- Press a Feature or Flex button.

9.2.2 Using ISDN Supplementary Services

ISDN service providers may incorporate features similar to those of Centrex. These ISDN Supplementary services are provided on a subscription basis, and as with Centrex, are accessed using the *Flash* button on an iPECS phone.

Using supplementary services an ISDN line can be placed on Hold and a second call placed on the line. You may then alternate between the two held calls (Broker Call) using the hold button. An ISDN line conference can be established using the Flash and Conf Soft buttons. A conference can also be placed on hold.

While on an ISDN CO line, to access ISDN Supplementary services:

- Press Flash,
- Press **HOLD/SAVE**, Conf, or **CO line** button to activate the desired feature.

9.2.3 Activating ISDN Caller ID Restriction

iPECS Phone users can restrict the transmission of Caller ID to the far-end. This may be a subscription service of your carrier. Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLID) restriction.

To restrict Caller ID:

- Lift the handset,
- Press programmed **CLIR**/**COLR** button to place call.

10. Features & Flex Buttons

10.1 Entering Station Program Data

A special code set is available for iPECS Phone users to assign certain attributes such as Authorization Codes (Passwords). After entering the **User Program** mode, dial the codes to select the attribute and setting. Once selected, the setting is saved. A list of the User Program codes, the feature/function and any input required are given in [Appendix B](#). In some cases, you enter these codes as part of Flex button assignments.

To assign user programmable attributes to your station:

- Press **TRANS/PGM**,
- Dial desired User Program codes shown in [Appendix B](#),
- Press **HOLD/SAVE**.

10.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone (possibly CO/IP lines). Flex buttons may be assigned for most features providing **One-Touch** feature activation (ex., a Flex button may be assigned to access the [Account Code](#) feature and may include the Account code digits).

Features that may be assigned to a Flex button include:
DSS/BLF—Enter station number.

[Speed Dial](#)—Enter Station/System Speed dial bin.

Flex Numbering Plan—Enter Flex Numbering Plan code (refer to [Appendix A](#)).

User Program Code—Press **TRANS/PGM** and enter a User Program code (refer to [Appendix B](#)).

CO/IP Line—Enter the CO/IP line or group number.

To assign a feature to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial desired code and required inputs; for User Program codes [Appendix B](#), first press the **TRANS/PGM**,
- Press **HOLD/SAVE**.

APPENDIX A FLEXIBLE NUMBERING PLAN

In iPECS-LIK & iPECS SBG-1000

Feature	iPECS -50	iPECS -100	iPECS -300	iPECS -600	iPECS -1200	iPECS SBG- 1000
Intercom Call	100 - 149	100 - 169	100 - 399	1000 - 1599	1000 - 2199	10-33
CO/IP Group Access	801 - 820	801 - 820	801 - 872	801 - 872	89001 - 89200	801 - 805
Individual CO/IP Line Access	8801 - 8842	8801 - 8842	88001 - 88200	88001 - 88400	88001 - 88600	8801 - 8810
Group Pilot Number	620 - 659	620 - 659	620 - 667	620 - 667	401 - 500	620 - 631
Internal Page Zone	501 - 510	501 - 510	501 - 535	501 - 535	301 - 400	501- 510
Call Parking Locations	601 - 610	601- 610	601 - 619	601 - 619	601 - 800	601 - 610
Station User VMIM/VSF Features	66	66	*66	*66	*66	
Door Open	#*1	#*1 - #*2	#*1 - #*4	#*1 - #*4	#*1 - #*4	#*

Feature	iPECS-LIK	iPECS SBG- 1000	Remark
Internal All Call Page	543		
Meet Me Page	544	511	
External Page Zone 1-2	545 - 546		
External All Call Page	548		
All Call Page (Internal/External)	549	500	
SMDR Account Code Enter	550		SLT use only
Flash Command to CO Line	551		SLT use only
Last Number Redial	552	52	SLT use only
DND	553	53	SLT use only; Toggle ON/OFF
Call Forward	554	54	
Speed Dial Programming	555	55	SLT use only
Message Wait/Callback Enable	556	56	SLT use only
Message Wait/Callback Return	557	57	SLT use only
Speed Dial Access	558	58	SLT use only
Cancel DND/FWD	559	59	SLT use only

Feature	iPECS-LIK	iPECS SBG-1000	Remark
CO System Hold	560	67	SLT use only
Program Mode Access	561		SLT use only
Attendant Unavailable	562		
Alarm Reset	565	65	
Group Call Pickup	566	**	
Universal Answer	567		
Account Code with bin	568		
Walking COS Code	569		
ACD Supervisor On/Off Duty	571		
ACD Supervisor Login	572		
ACD Supervisor Logout	573		
ACD Help Code	574		
ACD Calls In Queue Display	575		
ACD Supervisor Status Display	576		
ACD Supervisor Monitor	577		
ACD Reroute Queued Call w/answer	578		
ACD Reroute Queued Call w/o answer	579		
Enter Conference Room	59		
Camp-On Answer	600	66	SLT use only
Call Coverage button	67	*#	
Direct Call Pickup	7	7	
Retrieve Last Held CO/IP	8*	8*	
Retrieve Individual Held CO/IP	8#	8#	
Access CO Line in the 1st Available CO Group	9	9	
Attendant Call	0	0	
VM Message Wait Enabled	*8		
VM Message Wait Disable	*9		
MCID Request	*0		
Unsupervised Conference extend code	##		
PTT Group Login/Logout	#0		

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination

No	Feature Name	Code	Remark
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # (001 ~ 200 : MG-300 01 ~ 80 : MG- 100)
42	VM MWI Enable	*8	
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group #

No	Feature Name	Code	Remark
			*: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	
64	Command Call Oneway	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	
70	Mobile CLI Register	593	
71	Mobile Access	594	
72	CCR Access	670	
73	CCR Access And Drop	671	
74	System Hold	560	
75	Return Held CO	8**	
76	Sys Memo	675	
77	DISA Tone Service	678	
78	All Feature Cancel	679	
79	Add Conf Member	680	

No	Feature Name	Code	Remark
80	System Alarm Reset	565	
81	Fault Alarm Reset	566	
82	Door Open	#*1	
83	Keypad Facility	##*	
84	T-Net Log-In/Out	586	
85	Universal Answer	587	
86	USB Call Record	588	
87	Delete All VM Message	681	
88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

APPENDIX B USER PROGRAM CODES**In iPECS-LIK**

CODE	FUNCTION	REMARK
10	Enblock Mode Dialing	iPECS LIP-7000 only
11 x	<i>Differential Ring, Intercom</i>	Select Ring Tone 1-8
12 x	<i>Differential Ring, CO/IP line</i>	Select Ring Tone 1-8
13 x	<i>Intercom Answer Mode</i>	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
14 x	<i>Call Coverage Attribute Setting</i>	1+: ON/OFF, 2+: ring delay (0-9)
15 x	<i>Station Ring Download</i>	Select download Ring Tone 0-9
19	Ear&Mic Headset Usage	iPECS LIP-7000 only
21	<i>Knock Down Station COS</i>	
22	<i>Restore Station COS</i>	May require Authorization code
23	<i>Walking COS</i>	May require Authorization code
30	VM Mobile Notify	
31	<i>Station Message Wait Retrieve</i>	
32	<i>CLI/IP Message Wait Retrieve</i>	
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button
34	Assign <input type="text" value="DID CALL WAIT"/> Button	
35	Message Wait in Executive/Secretary pair	
36	<i>Send SMS Message</i>	
37	<i>Register Mobile Extension</i>	
38	<i>Activate Mobile Extension</i>	
39	Register Mobile Ext. CLI	
41 xx	<i>Set Wake-Up Time</i>	Input time, 24 hour clock
42	<i>Erase Wake-Up Time</i>	
51 xx	<i>Custom/Pre-defined Message Display</i>	Select Message 00-20
52 xx	<i>Register Custom Message</i>	Input up to 24 characters
53 x	<i>Create Conference Room</i>	Input Conf Room (1-9) & password
54 x	<i>Delete Conference Room</i>	Input Conf Room (1-9) & optional password
55	Monitor Conf. Room	
61 x	<i>Headset/Speakerphone Mode</i>	
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both
71	LCD Display Mode	
72	Version Display	

CODE	FUNCTION	REMARK
73	<i>Background Music</i>	
74 x	<i>Station User Name Registration</i>	Input up to 7 characters
75	Display Phone IP Address	
76	Change Phone IP Address	
77	Display Phone MAC IP Address	
78	Network Configuration	
79	Display Phone Version	
80	Assign RECORD Button	Requires VSF/External SMDI VM
81	Assign ISDN CLIR Button	
82	ISDN COLR Button	
84	Assign ACCOUNT CODE Button	
85	Assign LOOP Button	
86	Assign ATD INTRUSION Button	
87	ICM Button	
88	Assign CAMP-ON Button	
89	Assign KEYPAD FACILITY Button	
8#	Assign OHVO Button	
90	SPEED Button Assignment	iPECS LIP-7000 only
91	CONF Button Assignment	iPECS LIP-7000 only
92	CALL BACK Button Assignment	iPECS LIP-7000 only
93	DND Button Assignment	iPECS LIP-7000 only
94	FLASH Button Assignment	iPECS LIP-7000 only
95	MUTE Button Assignment	iPECS LIP-7000 only
96	MONITOR Button Assignment	iPECS LIP-7000 only
97	REDIAL Button Assignment	iPECS LIP-7000 only
98	FWD Button Assignment	iPECS LIP-7000 only
99	Assign PTT Button	
*0	<i>Hot Desk Login Code</i>	
**	<i>Hot Desk Log out Code</i>	
*7	Force Fwd to Dest.	
*8	Register Bluetooth	
*9	Bluetooth Usage	

In iPECS SBG-1000

Code	Function	Remarks
11	Intercom Answer Mode	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
12	Headset/Speakerphone Mode	0:Headset, 1:Speaker
13	Select Headset Ring Type	1: Speakerphone, 2: Headset, 3: both

Code	Function	Remarks
21	Set Wake-Up Time	Input time, 24 hour clock
22	Erase Wake-Up Time	
31	LCD Display Language	
32	SBG Version Display	
33	Background Music	
34	Station User Name Registration	Input up to 12 characters
35	Display Phone IP Address	May require Authorization code
36	Display Phone MAC IP Address	
37	Display Phone Version	
38	Network Configuration	
41	Forced FWD to Destination	
42	Call Log Display	
43	CLIR Service	
44	COLR Service	
4*	Assign LOOP Button	
50	Assign CALL BACK Button	
51	Assign CONF Button	
52	Assign MUTE Button	
53	Assign ICM Button	
53	Assign REDIAL Button	

In iPECS-MG

Code	Function	Remarks
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required

Code	Function	Remarks
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
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62	Headset Ring Mode	Speaker/Headset/Both
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81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
80	Network Setting	LIP Series
91	System Version	
92	System IP Address	

Appendix C Useful Information : Open Source Software Notice

Open Source Software Notice

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

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

GPL License:

1. **u-boot**
2. **bash**
3. **linux**
4. **busybox**
5. **Alsa Libraries**
6. **udhcpc**
7. **ortp**
8. **Curl / LibCurl**
9. **libsrtplib**
10. **Expat xml parser**

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

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

IPECS

LIP-8040L

User Guide

Please read this manual carefully before operating Phone. Retain it for future reference.

IPECS is an Ericsson-LG Brand



Revision History

Issue	Date	Remark
1.0	Aug. 2008	Initial Release
1.1	Aug. 2010	Changed the new CI (LG-Ericsson)
1.2	Oct. 2012	Changed CI to Ericsson-LG
1.3	Dec. 2013	Changed Ericsson-LG to Ericsson-LG Enterprise



Disposal of your old appliance

1. When the crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2012/19/EC.
2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by government or the local authorities.
The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.
4. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

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Important Safety Information

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



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



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



Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.
2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.
3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.
4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.
5. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.
6. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.



Caution

1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
 2. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep headset clear of such objects and check before use.
 3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.
 4. Choose a site for the phone that is well-ventilated and dry.
 5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.
 6. Do not put heavy things on the phone.
 7. Do not drop or throw the phone.
 8. Static electricity discharge will damage electronic components.
 9. Keep out of direct sunlight and away from heat.
 10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.
 11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.
-

[EU]

European Union Declarations of Conformity

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

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

[USA/CSA]

FCC/IC Interference Statement

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

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

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

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

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

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

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

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1. Introduction

1.1 General

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

1.2 Feature Information

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

The operations shown in this guide use the System's base default Numbering Plan. Your specific Numbering Plan may be different. Some features may not be available for you to access or may be subject to certain limitations based on the set-up of the System (refer to your System Administrator, or the iPECS Technical Manuals for further information).

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

1.3 Feature Groupings

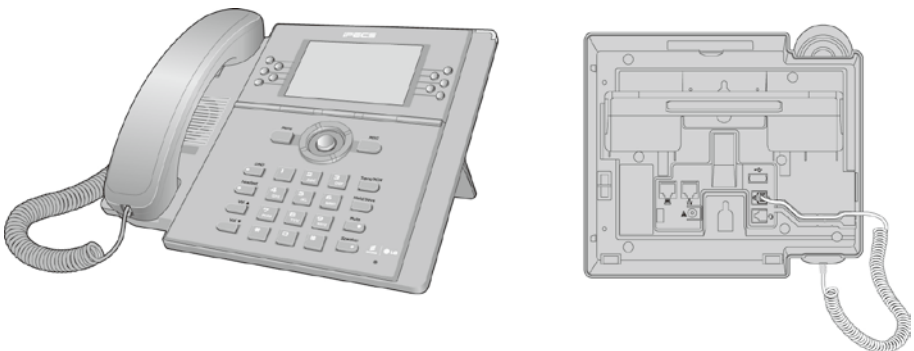
Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

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

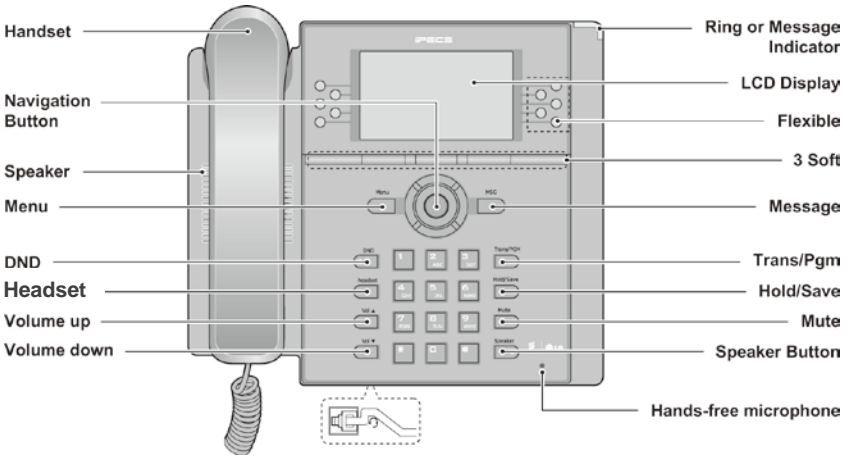
1.4 iPECS LIP-8040L Phone Description

The iPECS LIP-8040L Phone (shown) incorporate the latest in VoIP technology and user interface to provide you with a cost effective, simple to use, productive communications tool. It includes a large 9-line 24-character per line LCD (refer to Phone Diagrams, next page). The bottom line of the display incorporates an interactive menu accessed with the 3 Soft buttons just below the display. The Navigation button in the lower center of the Phone allows you to move through the menu choices when more than three selections are available.

Features and functions of your iPECS are accessed either using the Fixed or Flexible buttons or by selecting a menu item using the Soft buttons. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON** designation while Soft button menu selections are shown with a double underline.



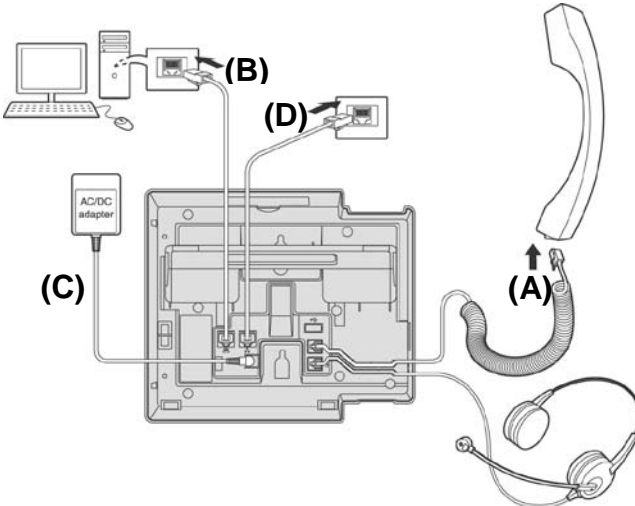
LIP-8040L Phone Front and Back View



LIP-8040L Phone Diagram

1.5 LIP-8040L Phone Installation

The phone handset is attached as shown (A). The LIP-8040L has 2 RJ-45 and 10/100 Base-T LAN connection ports (shown). One port is for connecting to the LAN (D), and the other can be connected to a desktop data device or PC (B), or another LAN interface terminal.



LIP-8040L Phone Connections

1.5.1 Power

All LIP-8000 series phones can be powered by the AC/DC Adapter-K- (48 VDC @0.3A; shown “C” in previous graphic) or over the LAN cable using the POE8 or other 802.3af compliant switch.

If using the AC/DC Adapter, after connecting the Phone to the LAN, the Adapter’s DC voltage plug is inserted into the power-input jack in the underside of the Phone. One end of the AC power cord is inserted into the mating receptacle of the AC Adapter, and the other end is inserted into the AC power outlet.

NOTE—LIP-8000 series consoles are powered through the flat cable used to connect the console to the IP phone (shown). **Up to 2(without LIP-8048DSS) or 4(with LIP-8048DSS) consoles can be chain-link connected to the phone.**

1.5.2 Wall Mount

The LIP-8000 series phones can be wall mounted as needed. The following instructions describe how to perform a wall mount installation. For more detailed instruction, refer to the **iPECS Hardware Description and Installation Manual**.

- Mark and drill two (2) 7mm holes for plastic wall anchors.
- Insert the two (2) anchors into the holes and insert and tighten the each screw leaving about 2.5 mm (1/8-inch) of the screw exposed.
- Slide the LIP-8000 phone over the screws and assure the phone is secure.
- NOTE—It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.

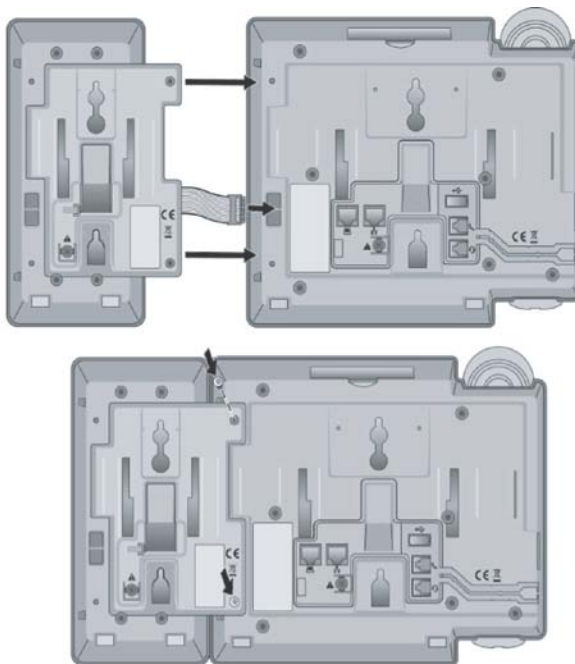
1.6 DSS (Direct Station Select) Console Installation

A DSS console can be installed with the LIP-8000E series phone as shown in Figure. Up to 3 consoles may be daisy chained as shown using the flat cable provided. Keep in mind the following conditions when installing LIP-8000 DSS consoles.

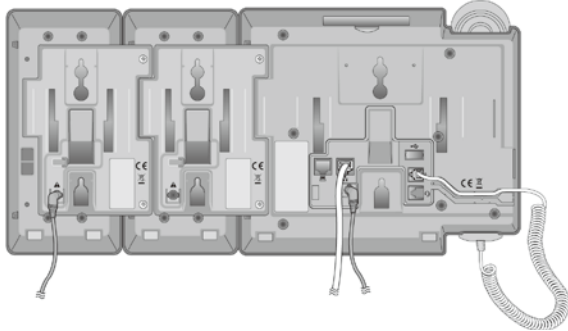
1. The AC/DC adapter must be used for LIP-8048DSS.
2. Up to two (2) LIP-8012LSS and/or LIP-8012DSS can be installed with LIP-8000E Phone.
3. The LIP-8048DSS must be separately powered.

The available DSS is as follows:

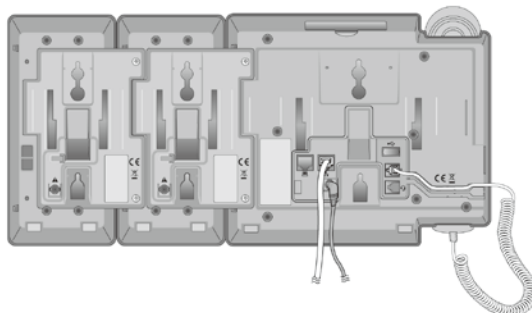
- 1) LIP-8012DSS
- 2) LIP-8012LSS
- 3) LIP-8048DSS



LIP-8000 DSS Installation



LIP-8000 DSS Installation (12DSS + 48DSS)



LIP-8000 DSS Installation (12DSS + 12LSS)

2. LCD, Speakerphone & Related Features

2.1 Using the LCD

The iPECS LIP-8040L has a large 9-line, 24 character across Liquid Crystal Display (LCD) which is divided into 3 sections. The upper section consists of 3 lines. The first line displays various icons. The 2nd and 3rd line are used to convey information to you. They provide the date, time and station number display while idle. It will also provide called/calling name/number display, feature status, etc.

The middle section displays the string of flex button or a monthly calendar. The user can select by pressing CALENDR Soft button of next page in idle state.

The lower section, which consists of a single line, is an interactive menu to guide you through feature access and *User Program* selections. The Navigation button is used to move through Display Menu items.

STATION 1003 (T)	
JUL 31 06	12:41 pm
CO 001	CO
CO 002	006
CO 003	CO
CO 004	007
CO 005	CO
	008
	CO
	009
	CO
	010
FWD	DIR LOG ►

2.2 Display Menu

With the Display Menu, you can access the Network Configuration menu as well as other phone features through simple menu trees. The Display Menu is activated using the Menu button.

In iPECS-LIK**To activate the Display Menu:**

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

SELECT (0 - 4)	
1. PHONE SETTING	
2. CONFERENCE ROOM PGM	
3. ICM SMS	
4. NETWORK CONFIG	
0. ATTENDANT	
BACK	OK

NOTE—The '0. Attendant' selection will only display on the System Attendant phone.

In iPECS SBG-1000**To activate the Display Menu:**

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

SELECT (1 - 2)	
1. PHONE SETTING	
2. NETWORK CONFIG	
BACK	OK

In iPECS-MG

To activate the Display Menu:

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

1. PHONE SETTING
2. NETWORK CONFIG
BACK OK EXIT

2.2.1 Phone Setting

In iPECS-LIK, iPECS SBG-1000

To configure the Phone:

- Press **MENU** button and 1 (Phone Setting),
- The following menu displays:

SELECT (1 - 8)
1. STATION NAME PROGRAM
2. ICM RING
3. CO RING
4. PASSWORD PROGRAM
5. LANGUAGE PROGRAM
BACK OK

SELECT (1 - 8)
6. STA RING DOWNLOAD
7. BACKLIGHT
8. FONT PROGRAM
BACK OK

- **Station Name Program**—Input up to 12 digits using the keypad (press DND button to backspace/delete a character), then press the OK Soft button. To input characters:
 - Press the second Soft button to select ABC> or abc> mode,
 - To input the first character of a button, press the button 1 time (ex., for 'a', press 2 button once),
 - To input the second character of a button, press the button 2 times (ex., for 'b', press the 2 button twice).
 - To input the third character of a button, press the button 3 times (ex., for 'f', press the 3 button three times).
- **ICM Ring/CO Ring**—Use Next Soft button to move through list of ring types, and press OK Soft button to select.
- **Password Program**—Enter the current password and press the OK Soft button, then enter the new password and press the OK Soft button.
- **Language Program**—Use Navigation up/down buttons to highlight available languages supported, and press OK Soft button to select.
- **Station Ring Download**—Select the ring position (5-8) and select the ring file; press the SAVE Soft button to select.
- **Backlight**—Use Navigation up/down buttons to select the operation of the backlight, and press the OK Soft button to select.
- **Font Program**— Use Navigation up/down buttons to select the LCD Font, and press the OK Soft button to select.

In iPECS-MG


- **Set Font Type**—Select the font type(0 for new roman, 1 for gothic), and press the OK Soft button to select.
- **Set Contrast**—Press the VOL ▲ ▼ buttons or Use Navigation up/down buttons to adjust the brightness, then press the OK Soft button to select.

2.2.2 Conference Room (iPECS-LIK)

The User can create and delete Conference rooms.

To configure a Conference Room:

- Press **MENU** button and 2 (Conference Room),
- The following menu displays:



SELECT (1-2)

1. CREATE CONF ROOM
2. DELETE CONF ROOM

BACK OK

- Press the Navigation up/down keys to highlight and then press the **OK** Soft button to select,
OR
- Dial the number associated to the selection,
- Enter the room number and dial the password,
- Press the **OK** Soft button.

2.2.3 ICM SMS (iPECS-LIK)

The user can send SMS messages to other stations and retrieve received SMS messages.

To send a SMS message:

- Press **MENU** button and 3 (ICM SMS),
- The following menu displays:

```
SELECT (1-2)

1. SEND MESSAGE
2. IN BOX(03)

BACK      OK
```

- Press the Navigation up/down keys to highlight and then press the **OK** Soft button to select,
OR
- Dial 1 to send a message,
- Dial 1 if resending, or 2 to send a new message (edit),
- Enter the Station number and message (if sending message),
- Press the **OK** Soft button.

To retrieve a SMS message:

- Press **MENU** button and 3 (ICM SMS),
- The following menu displays:

```
SELECT (1-2)

1. SEND MESSAGE
2. IN BOX(03)

BACK      OK
```

- Press the Navigation up/down keys to highlight and then press the **OK** Soft button to select,
OR
- Dial 2 to retrieve a message.
- Dial 1 to send a message,
- Dial 1 if resending, or 2 to send a new message (edit),
- Enter the Station number and message (if sending message),
- Press the **OK** Soft button.

2.2.4 Network Configuration

The User can review the current network configuration or modify a new phone network configuration.

To access Network Config. settings:

- Press **MENU** button and 4(iPECS-LIK)/2(iPECS SBG-1000, iPECS-MG),
- Enter the password (default=147*); the following will display:

```
MFIM #[1/2] ?
MFIM #1 - CHANGE[#]
```

- Press the # key to toggle between multiple profiles (MFIM),
- Press the **VOL ▲ ▼** buttons to advance to the next network configuration item,
- Press the **HOLD/SAVE** button to save each setting.

To configure 802.1x:

- In Network Config. Menu, use **VOL ▲ ▼** buttons to locate the 802.1x configuration screen (shown),

```
802.1x ?
[ENABLED] – CHANGE[#]
```

- Enable in 802.1x menu and press the **Hold** button.
- Enter ID in **802.1x USER ID** menu (It appears when 802.1x is enabled.) and press the **Hold** button.
- Enter Password in **802.1x PASSWORD** menu (It appears when 802.1x is enabled.) and press the **Hold** button.

To set LLDP:

- In Network Config. Menu, use **VOL ▲ ▼** buttons to locate the LLDP configuration screen (shown),

```
LLDP?
[ENABLED] – CHANGE [#]
```

- Enable in LLDP? menu and press the **Hold/Save** button.

To configure VPN:

- In Network Config. Menu, use **[VOL ▲ ▼]** buttons to locate the DNS Address menu.
- Enter DNS address in **DNS ADDRESS** menu
- Use **[VOL ▲ ▼]** buttons to locate the VPN configuration screen (shown),

```
VPN ?
[ENABLED] – CHANGE[#]
```

- Enable in VPN Menu and press the **Hold** button.
- Following steps are available when VPN is enabled.
- Enter VPN Server address in **VPN SERVER IP** menu and press the **Hold** button.
- Enter TCP/UDP port number for both local and remote in **VPN PORT** and press the **Hold** button. The default value is 1194.
- In **VPN USER ID**, enter ID and press the Hold button.
- In **VPN USER PASSWORD**, enter Password and press the **Hold** button.

To set default Config. settings:

- In Network Config. Menu, use **[VOL ▲ ▼]** buttons to locate the Default Config. Screen (shown),

```
SET DEFAULT CONFIG(DOT:*)
```

```
•
```

- Press the * key.

To exit Config. settings:

- Press the **[SPEAKER]** button,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new setting.

2.2.5 Attendant menu (iPECS-LIK, iPECS SBG-1000)

The Attendant menu is only available on the System Attendant phone.

In iPECS-LIK

To access the Attendant menu:

- From the Attendant Station phone, press the **MENU** button,
- Press 0 (Attendant); the following will display:

SELECT (1 - 5)	
1. DATE/TIME SET	
2. SET ICM ONLY MODE	
3. RESTORE COS	
4. MONITOR CONF ROOM	
5. DELETE CONF ROOM	
BACK	OK

- **Date/Time Set**—Enter mm/dd/yy, and press OK Soft button; enter hh/mm, and press OK Soft button.
- **Set ICM Only Mode**—Dial the Station Range for ICM only calls (ex., 103-108=103108), and press the OK Soft button.
- **Restore COS**—Dial the Station Range for COS restoring (ex., 103-108=103108), and press the OK Soft button.
- **Monitor Conference Room**—Enter the Conference Room number to view the number of attendees in the Conference Room.
- **Delete Conference Room**—Enter the Conference Room number and press the OK Soft button to delete.

In iPECS SBG-1000

To access the Attendant menu:

- From the Attendant Station phone, press the **MENU** button,
- Press 0 (Attendant); the following will display:

SELECT (1 - 2)	
1. SET ICM ONLY MODE 2. RESTORE COS	
BACK	OK

- **Set ICM Only Mode**—Dial the Station Range for ICM only calls (ex., 103-108=103108), and press the **OK** Soft button.
- **Restore COS**—Dial the Station Range for COS restoring (ex., 103-108=103108), and press the **OK**

2.3 Using the Speakerphone

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

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

While in a conversation using the Speakerphone, **Mute** the microphone using the **MUTE** button. When Mute is active, the **MUTE** button LED will be illuminated. To turn off Mute, press the **MUTE** button again.

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

When using a Headset, the **SPEAKER** button controls the ON/OFF-hook state for the phone.

To use the Speakerphone to answer or place a call:

- Press **SPEAKER**, the phone goes off-hook and sends audio to the speaker and the microphone.

To control the volume of the Speakerphone or handset:

- Press the **VOL▲** **VOL▼** button.

To Mute the microphone:

- Select the **MUTE** button.

To turn off Mute (turn the microphone ON):

- Press the **MUTE** button.

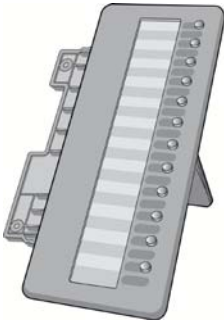
To activate Group Listen while on an active handset call:

- Press the **SPEAKER** button.

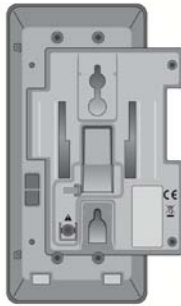
2.4 Using a Serial DSS

The LIP-8012DSS, LIP-8012LSS, and LIP-8048DSS can be connected with the LIP-8040L using the RS-232 cable. Be sure to verify the serial DSS and LSS capacities with the iPECS System to ensure usability (refer to iPECS Manual). The following graphics show the front and rear view of each.

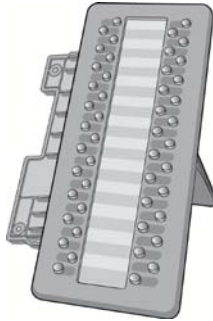
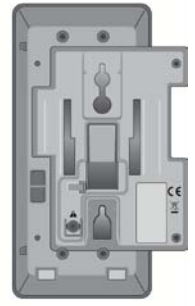
NOTE—A Linked Pair slave station cannot use a serial DSS. iPECS SBG-1000 does not support serial DSS.



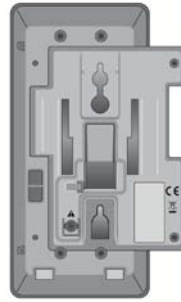
LIP-8012DSS



LIP-8012LDSS



LIP-8048DSS



In iPECS-MG**To use a Serial DSS:**

- Set the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM126,
- Edit LSS label from Admin PGM126.

To initialize Serial DSS Database:

- Clear the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Admin PGM120-Flex3 to reset the phone.

In iPECS-LIK**To use a Serial DSS:**

- Verify the Station has Serial DSS Usage authority (Admin PGM111-Flex21),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM115,
- Edit LSS label from Admin PGM129 (default label is provided from MFIM).

To initialize Serial DSS Database:

- Enter Admin PGM111-Flex21,
- Select Station range to clear Serial DSS Database,
- Dial 0, and press the **HOLD/SAVE** button.

3. Receiving Calls

3.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external ringing calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ring Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line or a **LOOP** button.

External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

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

To answer a call ringing at your phone:

- Lift the handset or press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- In **HF** mode, simply speak as normal into the microphone,
OR
- In **PV** mode, lift the handset to respond.

3.2 Responding to a Call While Busy

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

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

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

Silent Text Message requires a TEXT MESSAGE button (not available on a SLT or other non-display terminal).

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

To answer a Call Waiting:

- Press HOLD/SAVE and/or
- Press the flashing CO/IP LINE button.

To activate One-time DND:

- Press the DND button.

To send a Silent Text Message:

- Press the programmed TEXT MESSAGE button,
- Select the desired message to send.

3.3 Using Answering Machine Emulation (AME)

When a call is connected to your voice mail, you can screen the call as if using a normal Answering Machine. The caller's voice is played over your speaker while the message is being recorded. There are two methods of notification and call screening provided, Ring or Speaker mode.

Ring mode (iPECS-LIK & SBG)/LED Blink Mode (iPECS-MG)—the Answering Machine Emulation (AME) Flex button will flash to notify you of a call. You may

press the Flex button to hear the caller as the voice message is stored.

Speaker mode (iPECS-LIK & SBG)/Speaker Hearing Mode (iPECS-MG)—when the call is sent to the voice mailbox, the caller's voice is automatically broadcast over the speaker of your iPECS Phone.

You may terminate screening, leaving the caller in voice mail to record a message, talk with the caller and record the conversation in the mailbox, or answer the call and disconnect the Voicemail. The AME feature is only available when using the iPECS VMIM/VSF Voice Mail; a **MUTE** and **AME** button should be programmed (refer to Appendix A User Program Codes).

To screen a call in Ring mode(iPECS-LIK & SBG)/LED blink mode(iPECS-MG):

- Press the flashing **AME** button, the caller's voice is broadcast over the station speaker and stored in the voice mailbox (in the Speaker mode, broadcast is automatic).

To stop the voice broadcast and leave the caller in Voice Mail:

- Press the illuminated **SPEAKER** button.

To talk with the caller and record the conversation in Voice Mail:

- Press the **MUTE** button.

To answer the call and cancel the voice message recording:

- Press the illuminated **AME** button, the caller is connected and the Voice Mail disconnected.

3.4 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 8 Ring Tones available for differentiating one phone's ringing from another. Four of the tones are stored in the phone permanent memory; the remaining four tones are in the system memory. Four of these eight can be downloaded into the phone memory for use as the 5th to 8th Ring Tone.

In iPECS-LIK**To download a Ring Tone from System memory:**

- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

In iPECS-MG**To download a Ring Tone from System memory:**

- Press **TRANS/PGM**,
- Dial 2 for Ring Tones,
- Dial 3 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 2 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1 for Keypad Ring Source,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

3.5 Answering Calls at Night

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

To answer a call ringing during night mode:

- Lift the handset,
- Dial **567** (iPECS-Lik)/ 587(iPECS-MG) (UNA code).

3.6 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access. **NOTE—Pick-Up will not answer calls on the ringing station Private Line unless the line appears on your phone.**

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; the call will be connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial **566** (Group Call Pick-Up code), the call is connected.

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

Activate Do-Not-Disturb when you wish to not be interrupted; the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while ringing(One-Time DND); Ringing terminates and the caller will get a fast busy tone and it requires a DND button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

To toggle DND ON and OFF:

- Press the  button.

3.8 Forwarding Calls

3.8.1 Forwarding calls to another Station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls, except recalls, when the station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your *Authorization Code*.

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

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press the Fwd Soft button,
- Dial the type of forward code 1-4,
- Dial the destination number.

To deactivate Call Forward from your phone:

- Lift the handset,
- Press the Fwd Soft button,
- Dial #.

To activate Call Forward for your phone from a different phone within the System (Call Forward, Remote):

- Lift the handset,
- Press the Fwd Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.

To deactivate Call Forward, Remote:

- Lift the handset,
- Press the Fwd Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Press the # key.

3.8.2 Forwarding calls to an external number

Forward calls to an external destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as listed below:

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls to the station, except recalls, when station is busy.

- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, enter your **Authorization Code**. In addition, from a remote location, you must access the system through a **DISA** enabled CO line.

In iPECS-LIK, iPECS SBG-1000

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial the type of Forward code (1-4),
- Press **Speed** Soft button,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone within the System:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Press **Speed** Soft button,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial 554 (Call Forward feature code),
- Dial your Authorization Code (your Station number + Password),
- Dial the type of Forward code (6-9),
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

3.8.3 Forwarding callers to a Text Message

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

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you.

In addition, there are ten fix Pre-Defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01:	LUNCH RETURN AT hh:mm
Message 02:	ON VACATION RETURN AT DATE mm:dd
Message 03:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 04:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 05:	OUT OF OFFICE RETURN UNKNOWN

Message 06: CALL (enter up to 17 digits)
Message 07: IN OFFICE STA xxxx
Message 08: IN MEETING
RETURN AT TIME hh:mm
Message 09: AT HOME
Message 10: AT BRANCH OFFICE

In iPECS-MG

Message 1: LUNCH RETURN AT hh:mm
Message 2: ON VACATION
RETURN AT DATE mm:dd
Message 3: OUT OF OFFICE
RETURN AT TIME hh:mm
Message 4: OUT OF OFFICE
RETURN AT DATE mm:dd
Message 5: OUT OF OFFICE
RETURN UNKNOWN
Message 6: CALL (enter up to 17 digits)
Message 7: IN OFFICE STA xxxx
Message 8: IN MEETING
RETURN AT TIME hh:mm
Message 9: AT HOME
Message 0: AT BRANCH OFFICE
* User Custom Message
Deactive

In iPECS-LIK

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

In iPECS-MG

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the one-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Press **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Dial Pad button	Letter Type									
	Uppercase (ABC)					Lowercase (ABC)				Num
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

4. Placing Calls

4.1 Internal Calls

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

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

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

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

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- When the call is answered or the Splash tone is heard, begin speaking with the called party.

4.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On**, **Callback** or **Voice Over** at the station. **Camp-On** allows you to wait off-hook for the called station to answer. **Callback** allows you to hang-up, and when the busy station returns to an idle state, the system will call

your Station; after you answer the callback, the system will call the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing the last digit of the Intercom number.

To Camp-On (wait off-hook) for a busy station:

- Press * and await an answer.

To request a Callback (wait on-hook) for a busy station:

- Press the **MSG** button and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #,
- After the Splash tone is heard, begin speaking.

4.1.2 Leaving a Message Wait

If the called user does not answer or is in DND mode, you may leave a **Message Wait**. The called user will receive a Message Wait indication; the message icon will be displayed. If the ring/message LED is set to Message Wait Indication, the ring/message LED will flash.

To activate Message Waiting:

- When calling a number that is busy or in DND mode, press the **MSG** button and hang-up.

4.2 External Calls

4.2.1 Placing external CO/VoIP calls

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

88 + Line number (01-10 for iPECS SBG-1000, 01-42 for iPECS-50 & 100, 001-200 for iPECS-300, 001-400 for iPECS-600, or 001-600 for iPECS-1200).

or

88 + Line number (01-80 for iPECS-MG100, or 001-240 for iPECS-MG300).

CO/IP Group access—

801-805 for iPECS SBG-1000, 801-820 for iPECS- 50 & 100, 801-872 for iPECS-300 & 600, or 8900`-89100 for iPECS-1200

or

801-824 for iPECS-MG100, or 801-872 for iPECS-MG300

Any CO/IP Line access—

9

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

When placing an IP call, you must dial an IP address using the '*' key in place of the dot.

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

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

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

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

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

To place an external call:

- Lift the handset,
- Dial the CO/IP line/group,
- Dial the desired number.

4.2.2 Waiting for the next available CO/IP line

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

To activate a queue if the selected/dialed line is busy:

- Select the desired CO/IP line button; when the busy notification is returned, press the **MSG** button,
- Return to an idle state by going on-hook; when the line is available, the Station will be notified (ringing).

4.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an **Account Code**, which is output from the system to a printer in the **SMDR** report. You may have an **Account Code Flex** button (refer to *Assigning features to Flex buttons*).

To enter an Account Code before the call:

- Lift the handset,
- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *.

4.2.4 Disable dialing from your phone

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

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21(iPECS-LIK)/31(iPECS-MG) (User Program code),
- Dial your Authorization code(iPECS-MG),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22(iPECS-LIK)/32(iPECS-MG) (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

4.2.5 Temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **Flash** Soft button to regain CO/IP dial-tone.

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial 23(iPECS-LIK)/33(iPECS-MG) (User Program code),
- Dial your Authorization Code (station number and password),
- Dial '*' (iPECS-MG)
- Place call as normal.

4.3 Using Directory

4.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer. The iPECS Display Phone, the system will store

the numbers dialed on the last 15(iPECS-LIK)/100(iPECS-MG) calls.

In iPECS-LIK, iPECS SBG-1000

To dial the Last Number for an external call:

- Lift the handset, and/or press the DIR Soft button,
- Press Speed Soft button,
- Dial *,
- Press the Navigation up and down buttons to select from the last 15 numbers dialed,
- Press the Send Soft button or **HOLD/SAVE**.

In iPECS-MG

To dial the Last Number for an external call:

- Lift the handset,
- Press Speed Soft button,
- Dial *,
- or
- press the LOG Soft button,
- Press the Navigation up and down buttons to select from the last 100 numbers dialed or received,
- Press the Send Soft button or **HOLD/SAVE**.

4.3.2 Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing at a later time. The Saved number is stored until a new number is saved.

To place a call using Save Number Dial:

- Lift the handset, and/or press the DIR Soft button,
- Press Speed Soft button(iPECS-LIK & SBG)/Dial 1 for Station Speed(iPECS-MG),
- Dial #.

To store a number in the Save Number Dial:

- While on an outgoing external call, press the Save Soft button.

4.3.3 Using System Speed Dial Numbers

The iPECS SBG-1000 & Micro & 50 & 100 system has memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The iPECS-300 system has memory allocated for 3000 **System Speed Dial** numbers (bins 2000-4999). The iPECS-600 system has memory allocated for 6000 **System Speed Dial** numbers (bins 2000-7999). The iPECS-1200 system has memory allocated for 12000 **System Speed Dial** numbers (bins 20000-31999).

The iPECS-MG100 system has memory allocated for 1000 **System Speed Dial** numbers (bins 2000-2999). The iPECS-MG300 system has memory allocated for 2000 **System Speed Dial** numbers (bins 2000-3999). You may, if allowed, use **System Speed Dial** to call frequently dialed numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

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

To place a call using System Speed Dial:

- Lift the handset,
- Press the DIR Soft button,
- Press the speed button(iPECS-LIK & SBG)/Dial 2 for System Speed(iPECS-MG),
- Dial the desired System Speed Dial bin number (200-999 for iPECS SBG-1000 & Micro & 50 & 100, 2000-4999 for iPECS-300, 2000-7999 for iPECS-600, 20000-31999 for iPECS-12000 ,2000-2999 for iPECS-MG100 , or 2000-3999 for iPECS-MG300).

4.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS SBG-1000 & 50 & 100 System is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 23 digits. The iPECS-300 & 600 & 1200 support 100 **Station Speed Dial** numbers (bins 000-099). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins 000-049). These numbers are entered at the user's

station and may include several 'special' instructions. Special instructions and the corresponding button are:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a *flash on the CO line*.

MSG as 1st digit—Send digits as *ISDN Keypad Facility message*.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

****** not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

When entering a **Speed Dial**, a 16-character name may be associated with the number for *Dial by Name*. Characters are entered with two keystrokes as shown.

Dial Pad button	Letter Type									
	Uppercase (ABC)				Lowercase (ABC)				Num	
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

Character Entry Chart

To place a call using Station Speed Dial:

- Lift the handset, and/or press the DIR Soft button,
- Press the Speed Soft button(iPECS-LIK & SBG)/Dial '1' for station speed(iPECS-MG),
- Dial the desired Station Speed Dial bin number (00-19 or 000-099 or 000-049).

To enter a Station Speed Dial number with CO Line and Name:

- Lift the handset, and/or press the DIR Soft button,
- Press the Speed Soft button(iPECS-LIK & SBG)/Dial '1' for station speed(iPECS-MG),
- Press the ADD Soft button,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group, (Skip this step in iPECS SBG-1000)
- Dial the desired number to be stored,
- Press HOLD/SAVE,
- Enter the associated name if desired, using the Character Entry Chart,
- Press HOLD/SAVE.

To assign a Station Speed Dial number directly to a Flex button:

- Press TRANS/PGM,
- Press the desired Flex button,
- Select the Tel Num Soft button(iPECS-LIK)/Dial '1' for Number(iPECS-MG),
- Select/dial the CO/IP line/group, (Skip this step in iPECS SBG-1000)
- Dial the desired number,
- Press HOLD/SAVE,
- Enter the associated name if desired, using the Character Entry chart(iPECS-LIK),
- Press HOLD/SAVE.

4.3.5 Using Dial by Name and Entering Your Name

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

NOTE—To allow others to contact you via the Intercom directory, you must enter a name for your station (up to 12 characters).

Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30
G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60
P - 71 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90
*1 - Blank *2 - : *3 - ,	0-00	#

Character Entry Chart

To place a call using Dial by Name:

- Press **DIR** Soft button,
- Dial the desired directory, 1: Private directory, 2: Public directory, 3: Intercom directory, the LCD will display the names in alphabetical order,
- Scroll using the Navigation up/down keys, or enter search characters (refer to the above Character Entry Chart).
- Press **HOLD/SAVE** to place the call.

To enter your station user name:

- Press the **TRANS/PGM** button,
- Dial 74(iPECS-LIK)/34(iPECS SBG-1000)/12(iPECS-MG) (Station User Name code),
- Enter the Name, up to 12 characters (press DND button to backspace/delete a character):
 - To input alphabet
 1. Select ABC> or abc> mode by pressing 2nd Soft Button,
 2. To input 1st character in each dial button(2~9), press the button, once,
To input 2nd character, press the button, twice,
To input 3rd character, press the button, three times,
(Ex., To input 'K', press the '5' button, twice).
 3. To input a character in the same button, continuously press the button after 2 seconds.
(Ex., in case of KL, press the '5' button twice, then wait 2 seconds and press the '5' button three times).
- Press **HOLD/SAVE**.

4.3.6 Using Automatic Called Number Redial (ACNR)

When making an external call and a busy signal is received, the system can be set to retry the number until the call is connected, the feature is cancelled, or the maximum number of retries is attempted—this is Automatic Called Number Redial (ACNR).

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

To set up ACNR, while on an outgoing call:

- Use the Navigation button to display the next menu and select the ACNR Soft button,
- Hang-up handset.

To cancel the ACNR request:

- Press the Stop Soft button.

5. Call Handling

5.1 Call Transfer: Sending a call to a different destination

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

Transferred calls, internal or external, are placed in **Transfer Hold**. These calls will receive Music on Hold (**MOH**) and will recall if not answered in a timely manner. If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall at your Station. DSS/BLF buttons may be employed to transfer calls.

To Transfer an active call:

- Press **TRANS/PGM**,
- Call the transfer party,
- Unscreened Call Transfer- Hang-up,
- Screened Call Transfer- When call is answered or Splash tone is heard, announce the call then hang-up.

5.2 Call Hold: Placing a call in a waiting state

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

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

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

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

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

To place a call on Hold:

- Press **HOLD/SAVE**.

5.3 Broker Call: Switching between two calls

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

To switch between two calls (Broker Call):

- Press the desired **CO/IP line** button.

5.4 Joining Multiple People in a Conference

You can establish a **Conference** with up to 3 parties(iPECS-LIK)/13 parties(iPECS-MG), or 32 parties when using a Multi-Party Conference Interface Module (MCIM)(iPECS-LIK). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal **Hold Recall** operation.

To establish a Conference:

- Establish call with one of the desired conference parties,
- Select the Conf Soft button,
- Establish call with the other conference party,
- Select the Conf Soft button,
- Select the Conf Soft button again to establish the conference.

To place a Conference on Hold:

- Press the **HOLD/SAVE** button.

To retrieve the Conference from Hold:

- Select the **Conf** Soft button.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Select the **Conf** Soft button,
- Hang-up the handset.

To retrieve an Unsupervised Conference:

- Lift the handset,
- Select the **Conf** Soft button.

5.4.1 Setting up a Conference Room

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

In iPECS-LIK**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (Conference Room delete code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (Conference Room delete code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

5.5 Call Park: Placing a call on Hold to Page

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

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

In iPECS-LIK, iPECS SBG-1000**To park an active external call:**

- Press **TRANS/PGM**,
- Dial the Park Orbit (601-610 for iPECS SBG-1000 & 50 & 100, or 601-619 for iPECS-300 & 600 or 601-800 for iPECS-1200),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit.

In iPECS-MG**To park an active external call:**

- Press TRANS/PGM,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)

5.6 Two-Way Record: Recording a call

You may record an active external conversation in your *Voice Mail Box*.

To activate Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next Menu and select the Record Soft button, record warning tone is heard and recording starts.

To stop Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next menu, and select the Record Soft button or,
- Hang-up, return to idle.

6. Send & Retrieve Messages

6.1 Responding to a Station Message Waiting Indication

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

To review your Station messages:

- Press the **MSG** button, the LCD shows the Message Summary display:

```

1. ICM MWI(002)
2. VSF MSG(002)
3. VMS MSG(001)
4. UMS MSG(003)
5. ICM SMS(00)
BACK      OK

```

- Dial 1 to view Station messages,
- Press the navigation up/down button to scroll through the messages.

To return a call from the list of Intercom (MWI):

- Press the navigation up/down buttons to scroll through the Intercom messages,
- Press the **OK** Soft button to select and place the return call.

To delete a Station MWI:

- Press the navigation up/down buttons to scroll through the Station messages,
- Press the **Delete** Soft button to select,
- Dial 1 (Delete MWI).

To delete all Station MWIs:

- Press the Delete Soft button,
- Press 3 (Delete All MWIs).

6.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message, as part of the integrated **VMIM/VSF/VMIB** module, the **iPECS Feature Server** or an external Voice Mail system.

The Voice Mail system allows access to and management of received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station from the VMIM/VSF/VMIB. You will need to register an *Authorization Code* for your station to access the VMIM/VSF/VMIB Voice messages.

To retrieve Voice Mail locally using a Flex button:

- Press the programmed **VOICE MAIL** Flex button,
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally using the **MSG** button:

- Press the flashing **MSG** button, the LCD shows the Message Summary display:

1. ICM MWI(002) 2. VSF MSG(002) 3. VMS MSG(001) 4. UMS MSG(003) 5. ICM SMS(00) BACK OK
--

- Dial 2 for VMIM/VSF, 3 for external VM or 4 for Feature Server Voice Mail, etc.
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.
- Press the programmed **VOICE MAIL** Flex button,
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access your Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line answered by the VMIM/VSF/VMIB Auto Attendant,
- At answer, dial # to receive the 'Mail Box & Password' prompt (iPECS-LIK & SBG), dial 523 (VMIB Access Code)(iPECS-MG),,
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial '*' (iPECS-MG),
- Dial desired option codes,
- At completion of session, hang-up.

6.3 Sending and Receiving Short Text Messages

You can exchange short text messages (up to 100 alphanumeric characters) with other iPECS display phone users. If there are messages, the message icon will be displayed on the LCD screen in LIP-8024D. If the ring/message LED is set to Message Wait Indication (PGM111-FLEX10), the ring/message LED will flash.

In iPECS-LIK

To send an SMS message to another iPECS display Phone:

- Press the **TRANS/PGM** button,
- Dial 36 (SMS send code),
- Dial 1 to resend an existing message, or 2 to send a new or edit an existing message,
- Enter the station range to receive the message, to send to a single station enter the station number twice,
- Dial your message using 2 key strokes for each character (refer to Character Entry Chart(iPECS-LIK) in [Section 4.3.4](#)).
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the **MSG** button, the LCD will display the Message Summary display:

```

1. ICM MWI(002)
2. VSF MSG(002)
3. VMS MSG(001)
4. UMS MSG(003)
5. ICM SMS(003)
BACK      OK

```

- Dial 5; the first few SMS messages are shown in brief,
- Dial the Message number to view the entire SMS message.

To delete received Short text messages:

- Press the **DELETE** Soft button,
- Dial 1 to Delete the message, 2 to Cancel, or 3 to Delete all received Short text messages.

In iPECS-MG**To send an SMS message to another iPECS display Phone:**

- Press the **TRANS/PGM** button,
- Dial 43 (SMS send code),
- Dial the station number to receive the message,
- Press the **Add** Soft button to append the next station number and Dial the station number,
- Press the **Finish** Soft button,
- Enter your message (refer to Character Entry Chart(iPECS-MG) in **Section 4.3.4**),
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the **Msg** Soft button, the LCD will display the Message Summary display,

```

MWI(00) VMS(00) SMS(01)
ENTER (MWI:1, VMS:2, SMS:3)

```

- Dial 3 to view the SMS message.
- Press the **Next** Soft button to view the next SMS message.

To delete received Short text messages:

- Press the **Delete** Soft button.

7. Remote System Access

7.1 Direct Inward System Access (DISA)

DISA (Direct Inward System Access) allows remote users to gain access to the system's resources (remote users may be required to enter an *Authorization Code*). The system will recognize remote user dialed inputs (call other stations, place calls over CO/IP lines, review voice mails, etc). The iPECS SBG-1000 system does not support normal DISA service, but supports call to the station and remote voice mail access when answering by a VSF auto attendant.

In iPECS-LIK, iPECS-MG

To call to the station remotely:

- Call the telephone number of a CO line assigned for answer by a VSF auto attendant,
- Upon answer, dial station number.

In iPECS-LIK, iPECS-MG

To access system resources remotely:

- Call the system's DISA facility,
- Await answer and dial your authorization code (station number and password),
- Dial "*" for end mark (iPECS-MG)
- Dial as needed for the desired system resource.

7.2 Mobile Phone Extension

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

In iPECS-LIK, iPECS SBG-1000**To register a mobile phone number: (iPECS-LIK)**

- Press the **TRANS/PGM** button,
- Dial 37,
- Dial the mobile phone number,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone: (iPECS-LIK)

- Press the **TRANS/PGM** button,
- Dial 38,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial "*" while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.
- Reconnect to the transfer by pressing the # key.

NOTE— This feature is only effective with an ISDN CO line.

In iPECS-MG**To register a mobile phone number:**

- Press the **TRANS/PGM** button,
- Dial 51,
- Select Mobile Index 1 or 2,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 52,
- Select Mobile Index 1 or 2,
- Dial the mobile phone number with CO Access code,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit “*” while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer call by pressing the mobile flash digit(*).

8. Misc. Features

8.1 Call Log

Users can view a log of incoming, outgoing and missed calls on the display (up to 99 records). A LOG Soft button provides simple access to incoming (called), outgoing (dialed) and missed (lost) calls.

NOTE—if a call is missed, the **LOG** Soft button will be displayed as LOG(M); the missed call icon also will appear on the LCD.

To access the Call Log menu:

- Press the LOG Soft button,
- Use the Navigation up/down keys, to view items (Called, Dialed, or Lost),

```
01. ▶ C01 01112345678
02. ◀ 101
03. ☎ C02 LEE K D
04. ▶ KIM M J
05. ☎ 103
BACK  SELECT  SEND
▶
```

- Log codes include:
 - ◀ - Incoming call
 - ▶ - Outgoing call
 - ☎ - Missed call

To place a call using numbers stored in the Call Log:

- From the Call Log, use the Navigation up/down keys, to view items (Called, Dialed, or Lost),

```
01. ▶ C01 01112345678
02. ◀ 101
03. ☎ C02 LEE K D
04. ▶ KIM M J
05. ☎ 103
BACK  SELECT  SEND
▶
```

- Highlight the desired item, and press the Send Soft button to place the call.

To save an external call to the Station Speed dial:

- Use Navigation up/down buttons to highlight the desired external call item,
- Press the Select Soft button,
- Press the Save Soft button.

The CO code in a log item is used to seize the co line when placing an external call using the call log. Up to 5 CO codes can be saved.

The first CO code is sent from the system in the saved call log. Normally the first CO code is '9', but if the telephone number is equal to a number in the Speed Dial list, the first CO code will be the access code of the saved CO line of the speed dial. Therefore the first CO code of each call log can be different and is not be editable.

CO Codes 2 - 5 are the user-defined codes. If a code 2 - is selected, the selected code will be used in placing all of the external calls in the call log.

To select a CO Code:

- From the Call Log, use the right Navigation key, to advance to the next 3 Soft button items,

01.	▶	C01	01112345678
02.	◀	101	
03.	⊗	C02	LEE K D
04.	▶	KIM M J	
05.	⊗	103	
DEL		CO CODE	

- Press the CO CODE Soft button (code displaying the + symbol is the currently selected item),

1.	+88001
2.	
3.	
4.	
5.	
BACK	
EDIT	
SELECT	

To edit the CO code (positions 2-5 only):

- Use Navigation up/down buttons to highlight the desired item,
- Press the Edit Soft button to modify selection.

To select the CO code:

- Use Navigation up/down buttons to highlight the desired item,
- Press the Select Soft button.

8.2 Contrast (iPECS-LIK)

LCD contrast can be adjusted to enhance viewing ability.

To change the LCD Contrast:

- While in an idle state, press the **VOL ▲** **VOL ▼** buttons to adjust the brightness.
 - ▲- increase (darker)
 - ▼- decrease (brighter)

8.3 Background Music and Music on Hold (iPECS-LIK)

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on *Hold*.

There are eleven possible selections for BGM and MOH:

- 00: Off
- 01: Source BGM1
- 02: Source BGM2
- 03: VSF MOH 1
- 04: SLT MOH 1
- 05: SLT MOH 2
- 06: SLT MOH 3
- 07: SLT MOH 4
- 08: SLT MOH 5
- 09: VSF MOH 2
- 10: VSF MOH 3

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

8.4 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

In iPECS-LIK, Page Zone codes are:

Internal Page Zones 501-510 (iPECS SBG-1000 & 50 & 100), 501-535 (iPECS-300 & 600), 301-400 (iPECS-1200)

Internal All Call Page 543

External Page Zones 545-546

External All Call Page 548

All Call Page 549

In iPECS-MG, Page Zone codes are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zones 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received(iPECS-LIK & SBG):

- Press the **MSG** button,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial **544**(iPECS-LIK)/511(iPECS SBG-1000)/546(iPECS-MG) (Meet-Me-Page code).

8.5 Push-To-Talk (PTT) Page

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

To log-in to a PTT group:

- Dial #0(iPECS-LIK)/538(iPECS-MG),
- Dial the desired PTT group number (1-9 or 0 for all groups),

To log-out of the PTT group(s):

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code,
- Press the * key.

To place a page announcement to the active PTT group:

- Press and hold the **PTT** Flex button,
- After confirmation tone, make page announcement.

8.6 Wake-Up Alarm

iPECS supports an Alarm clock for each station in the system. The alarm clock can be set to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM will be provided.

To set the Wake Up Alarm clock:

- Press **TRANS/PGM**,
- Dial **41**(iPECS-LIK) /**21**(iPECS SBG-1000)/**13**(iPECS-MG) (Alarm Clock code),
- Dial 2-digit hour and minute (hh/mm) for alerting,
- For a **daily** (repeating alarm), press #,
- Press **HOLD/SAVE**.

To erase Wake-Up:

- Press **TRANS/PGM**,
- Dial **42**(iPECS-LIK)/**22**(iPECS SBG-1000)/**14**(iPECS-MG) (Alarm Clock delete code),
- Press **HOLD/SAVE**.

8.7 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a **Door Open** contact.

To terminate the Alarm signal:

- Dial 565(iPECS-LIK & MG)/65(iPECS SBG-1000) (Alarm Stop code).

To activate the Door Open contacts:

- Lift the handset,
- Dial Door Open code, #* and contact number 1-4.

NOTE—Contacts 3 & 4 are only available in the iPECS -300 & 600. Contacts 1 is available in the iPECS -MG.

8.8 Power Fail Transfer (PFT)

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided the station will operate normally. When **PFT** is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

8.9 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos are heard over the iPECS Phone speaker and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)

Station IP Address

Station Mac Address

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

Wake-Up Time (hh:mm)

Do Not Disturb

Forwarded to station xxx

Forwarded to speed bin xxx

Queued CO/IP line xxx

Locked (Temporary COS)

COS x

To hear Date & Time memo:

- Dial the Voice Memo code (661 for iPECS-50 & 100, or *661 for iPECS-300 & 600, or 675+1 for iPECS-MG),
- Date and Time memo is heard, "Date is May 2nd.Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo code (662 for iPECS-50 & 100, or *662 for iPECS-300 & 600, or 675+2 for iPECS-MG),
- The Station Number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo code (663 for iPECS-50 & 100, or *663 for iPECS-300 & 600, or 675+3 for iPECS-MG),
- Station Status Memo is heard.

NOTE—only activated features are announced.

8.10 Hot Desk

iPECS phones in the system may be assigned for **Hot Desk** operation. These Hot Desk phones let you log-on and use the Hot Desk phone as if it were your station.

Once logged-on, the Hot Desk station will take on the attributes assigned to your station number and you can make calls as normal. When logged-out, calls to your station number are forwarded to the chosen destination.

In iPECS-LIK**To Log on to a Hot Desk station:**

- Press the **TRANS/PGM** button,
- Dial *0,
- Dial your Authorization Code (Station Number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial * twice,
- Use the **VOL ▲ ▼** buttons to select a call forward destination for your calls, speed dial, joined mobile phone, VMIM/VSF, or VM group,
- Press the **HOLD/SAVE** button.

In iPECS-MG**To Log on to a Hot Desk station:**

- Lift the handset,
- Dial 525
- Dial your Authorization Code (Station Number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial 525,
- Input Call forward destination number optionally
- Press the **HOLD/SAVE** button.

9. PBX, Centrex & ISDN

9.1 Access PBX or Centrex features

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host.

The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Use the Navigation button to display the next menu, and select the Flash soft button,
- After receiving new dial tone, dial the PBX/Centrex feature code.

9.2 Access the ISDN Network

9.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the *Flex Button program* procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

To activate Keypad Facility operation:

- Press the programmed KEYPAD FACILITY button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press KEYPAD FACILITY,
OR
- Press a Feature or Flex button.

9.2.2 Using ISDN Supplementary Services

ISDN service providers may incorporate features similar to those of Centrex. These ISDN Supplementary services are provided on a subscription basis, and as with Centrex, are accessed using the *Flash* button on an iPECS phone.

Using supplementary services an ISDN line can be placed on Hold and a second call placed on the line. You may then alternate between the two held calls (Broker Call) using the hold button. An ISDN line conference can be established using the Flash and Conf Soft buttons. A conference can also be placed on hold.

While on an ISDN CO line, to access ISDN Supplementary services:

- Press Flash,
- Press HOLD/SAVE, Conf, or **CO line** button to activate the desired feature.

9.2.3 Activating ISDN Caller ID Restriction

iPECS Phone users can restrict the transmission of Caller ID to the far-end. This may be a subscription service of your carrier. Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLID) restriction.

To restrict Caller ID:

- Lift the handset,
- Press programmed CLIR/COLR button to place call.

10. Features & Flex Buttons

10.1 Entering Station Program Data

A special code set is available for iPECS Phone users to assign certain attributes such as Authorization Codes (Passwords). After entering the **User Program** mode, dial the codes to select the attribute and setting. Once selected, the setting is saved. A list of the User Program codes, the feature/function and any input required are given in [Appendix B](#). In some cases, you enter these codes as part of Flex button assignments.

To assign user programmable attributes to your station:

- Press **TRANS/PGM**,
- Dial desired User Program codes shown in [Appendix B](#),
- Press **HOLD/SAVE**.

10.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone (possibly CO/IP lines).

Flex buttons may be assigned for most features providing **One-Touch** feature activation (ex., a Flex button may be assigned to access the [Account Code](#) feature and may include the Account code digits).

Features that may be assigned to a Flex button include:
DSS/BLF—Enter station number.

[Speed Dial](#)—Enter Station/System Speed dial bin.

Flex Numbering Plan—Enter Flex Numbering Plan code (refer to [Appendix A](#)).

User Program Code—Press **TRANS/PGM** and enter a User Program code (refer to [Appendix B](#)).

CO/IP Line—Enter the CO/IP line or group number.

To assign a feature to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial desired code and required inputs; for User Program codes [Appendix B](#), first press the **TRANS/PGM**,
- Press **HOLD/SAVE**.

APPENDIX A FLEXIBLE NUMBERING PLAN

In iPECS-LIK, iPECS SBG-1000

Feature	iPECS -50	iPECS -100	iPECS -300	iPECS -600	iPECS -1200	iPECS SBG- 1000
Intercom Call	100 - 149	100 - 169	100 - 399	1000 - 1599	1000 - 2199	10-33
CO/IP Group Access	801 - 820	801 - 820	801 - 872	801 - 872	89001 - 89200	801 - 805
Individual CO/IP Line Access	8801 - 8842	8801 - 8842	88001 - 88200	88001 - 88400	88001 - 88600	8801 - 8810
Group Pilot Number	620 - 659	620 - 659	620 - 667	620 - 667	401 - 500	620 - 631
Internal Page Zone	501 - 510	501 - 510	501 - 535	501 - 535	301 - 400	501- 510
Call Parking Locations	601 - 610	601- 610	601 - 619	601 - 619	601 - 800	601 - 610
Station User VMIM/VSF Features	66	66	*66	*66	*66	
Door Open	#*1	#*1 - #*2	#*1 - #*4	#*1 - #*4	#*1 - #*4	#*

Feature	iPECS-LIK	iPECS SBG- 1000	Remark
Internal All Call Page	543		
Meet Me Page	544	511	
External Page Zone 1-2	545 - 546		
External All Call Page	548		
All Call Page (Internal/External)	549	500	
SMDR Account Code Enter	550		SLT use only
Flash Command to CO Line	551		SLT use only
Last Number Redial	552	52	SLT use only
DND	553	53	SLT use only; Toggle ON/OFF
Call Forward	554	54	
Speed Dial Programming	555	55	SLT use only
Message Wait/Callback Enable	556	56	SLT use only
Message Wait/Callback Return	557	57	SLT use only
Speed Dial Access	558	58	SLT use only

Feature	iPECS-LIK	iPECS SBG-1000	Remark
Cancel DND/FWD	559	59	SLT use only
CO System Hold	560	67	SLT use only
Program Mode Access	561		SLT use only
Attendant Unavailable	562		
Alarm Reset	565	65	
Group Call Pickup	566	**	
Universal Answer	567		
Account Code with bin	568		
Walking COS Code	569		
ACD Supervisor On/Off Duty	571		
ACD Supervisor Login	572		
ACD Supervisor Logout	573		
ACD Help Code	574		
ACD Calls In Queue Display	575		
ACD Supervisor Status Display	576		
ACD Supervisor Monitor	577		
ACD Reroute Queued Call w/answer	578		
ACD Reroute Queued Call w/o answer	579		
Enter Conference Room	59		
Camp-On Answer	600	66	SLT use only
Call Coverage button	67	*#	
Direct Call Pickup	7	7	
Retrieve Last Held CO/IP	8*	8*	
Retrieve Individual Held CO/IP	8#	8#	
Access CO Line in the 1st Available CO Group	9	9	
Attendant Call	0	0	
VM Message Wait Enabled	*8		
VM Message Wait Disable	*9		
MCID Request	*0		
Unsupervised Conference extend code	##		
PTT Group Login/Logout	#0		

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	

No	Feature Name	Code	Remark
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # (001 ~ 200 : MG-300 01 ~ 80 : MG-100)
42	VM MWI Enable	*8	
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group # *: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	

No	Feature Name	Code	Remark
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	
64	Command Call One way	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	
70	Mobile CLI Register	593	
71	Mobile Access	594	
72	CCR Access	670	
73	CCR Access And Drop	671	
74	System Hold	560	
75	Return Held CO	8**	
76	Sys Memo	675	
77	DISA Tone Service	678	
78	All Feature Cancel	679	
79	Add Conf Member	680	
80	System Alarm Reset	565	
81	Fault Alarm Reset	566	
82	Door Open	#*1	
83	Keypad Facility	##*	
84	T-Net Log-In/Out	586	
85	Universal Answer	587	
86	USB Call Record	588	
87	Delete All VM Message	681	
88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

APPENDIX B USER PROGRAM CODES

In iPECS-LIK

CODE	FUNCTION	REMARK
10	Enblock Mode Dialing	iPECS LIP-7000 only
11 x	<i>Differential Ring, Intercom</i>	Select Ring Tone 1-8
12 x	<i>Differential Ring, CO/IP line</i>	Select Ring Tone 1-8
13 x	<i>Intercom Answer Mode</i>	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
14 x	<i>Call Coverage Attribute Setting</i>	1+: ON/OFF, 2+: ring delay (0-9)
15 x	<i>Station Ring Download</i>	Select download Ring Tone 0-9
19	Ear&Mic Headset Usage	iPECS LIP-7000 only
21	<i>Knock Down Station COS</i>	
22	<i>Restore Station COS</i>	May require Authorization code
23	<i>Walking COS</i>	May require Authorization code
30	VM Mobile Notify	
31	<i>Station Message Wait Retrieve</i>	
32	<i>CLI/IP Message Wait Retrieve</i>	
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button
34	Assign <input type="text" value="DID CALL WAIT"/> Button	
35	Message Wait in Executive/Secretary pair	
36	<i>Send SMS Message</i>	
37	<i>Register Mobile Extension</i>	
38	<i>Activate Mobile Extension</i>	
39	Register Mobile Ext. CLI	
41 xx	<i>Set Wake-Up Time</i>	Input time, 24 hour clock
42	<i>Erase Wake-Up Time</i>	
51 xx	<i>Custom/Pre-defined Message Display</i>	Select Message 00-20
52 xx	<i>Register Custom Message</i>	Input up to 24 characters
53 x	<i>Create Conference Room</i>	Input Conf Room (1-9) & password
54 x	<i>Delete Conference Room</i>	Input Conf Room (1-9) & optional password
55	Monitor Conf. Room	
61 x	<i>Headset/Speakerphone Mode</i>	
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both
71	LCD Display Mode	

CODE	FUNCTION	REMARK
72	Version Display	
73	<i>Background Music</i>	
74 x	<i>Station User Name Registration</i>	Input up to 12 characters
75	Display Phone IP Address	
76	Change Phone IP Address	
77	Display Phone MAC IP Address	
78	Network Configuration	
79	Display Phone Version	
80	Assign RECORD Button	Requires VSF/External SMDI VM
81	Assign ISDN CLIR Button	
82	ISDN COLR Button	
84	Assign ACCOUNT CODE Button	
85	Assign LOOP Button	
86	Assign ATD INTRUSION Button	
87	ICM Button	
88	Assign CAMP-ON Button	
89	Assign KEYPAD FACILITY Button	
8#	Assign OHVO Button	
91	CONF Button Assignment	
92	CALL BACK Button Assignment	
93	DND Button Assignment	
94	FLASH Button Assignment	
95	MUTE Button Assignment	
96	MONITOR Button Assignment	
97	REDIAL Button Assignment	
98	FWD Button Assignment	
99	Assign PTT Button	
*0	<i>Hot Desk Login Code</i>	
**	<i>Hot Desk Log out Code</i>	
*7	Force Fwd to Dest.	
*8	Register Bluetooth	
*9	Bluetooth Usage	

In iPECS SBG-1000

Code	Function	Remarks
11	Intercom Answer Mode	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
12	Headset/Speakerphone Mode	0:Headset, 1:Speaker
13	Select Headset Ring Type	1: Speakerphone, 2: Headset, 3: both
21	Set Wake-Up Time	Input time, 24 hour clock
22	Erase Wake-Up Time	
31	LCD Display Language	
32	SBG Version Display	
33	Background Music	
34	Station User Name Registration	Input up to 12 characters
35	Display Phone IP Address	May require Authorization code
36	Display Phone MAC IP Address	
37	Display Phone Version	
38	Network Configuration	
41	Forced FWD to Destination	
42	Call Log Display	
43	CLIR Service	
44	COLR Service	
4*	Assign LOOP Button	
50	Assign CALL BACK Button	
51	Assign CONF Button	
52	Assign MUTE Button	
53	Assign ICM Button	
53	Assign REDIAL Button	

In iPECS-MG

Code	Function	Remarks
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	

Code	Function	Remarks
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both
71	Register Station ICLID	
72	View Station ICLID	
81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
80	Network Setting	LIP Series
91	System Version	
92	System IP Address	

Appendix C Useful Information : Open Source Software Notice

Open Source Software Notice

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

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

GPL License:

1. **u-boot**
2. **bash**
3. **linux**
4. **busybox**
5. **Alsa Libraries**
6. **udhcpc**
7. **ortp**
8. **Curl / LibCurl**
9. **libsrtplib**
10. **Expat xml parser**

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

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

iPECS

LIP-8002E/8002AE

User Guide

Please read this manual carefully before operating Phone. Retain it for future reference.

iPECS is an Ericsson-LG brand



Revision History

Issue	Date	Remark
1.0	Dec. 2011	Initial Release
1.1	Oct. 2012	Changed CI to Ericsson-LG
1.2	Dec. 2013	Changed Ericsson-LG to Ericsson-LG Enterprise



Disposal of your old appliance

1. When the crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2012/19/EC.
2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by government or the local authorities.
The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.
4. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

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All other brand and product names are trademarks or registered trademarks of their respective companies.

Important Safety Information

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



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



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



Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.
2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.
3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.
4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.
5. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.
6. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.



Caution

1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
 2. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep headset clear of such objects and check before use.
 3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.
 4. Choose a site for the phone that is well-ventilated and dry.
 5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.
 6. Do not put heavy things on the phone.
 7. Do not drop or throw the phone.
 8. Static electricity discharge will damage electronic components.
 9. Keep out of direct sunlight and away from heat.
 10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.
 11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.
-

[EU]

European Union Declarations of Conformity

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

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

[USA/CSA]

FCC/IC Interference Statement

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

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

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

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

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

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

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

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1. Introduction

1.1 General

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

1.2 Feature Information

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

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

Under certain operation conditions, this equipment cannot be relied upon to make emergency calls (loss of power, etc.). Alternative arrangements should be made for access to emergency services.

1.3 Feature Groupings

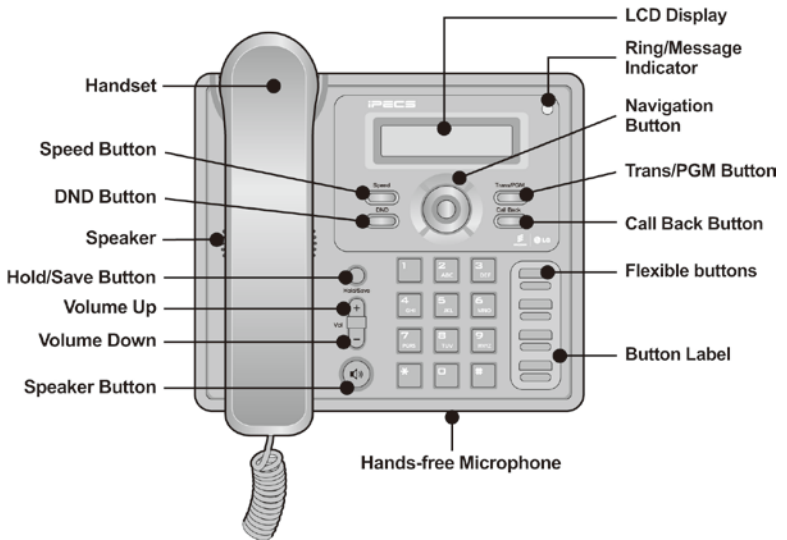
Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

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

1.4 iPECS LIP-8002E/2AE Phone Description

The iPECS LIP-8002E/2AE Phone incorporates the latest in VoIP technology and is intended for basic communications (ex., a lobby or limited use phone). The following image shows the LIP-8002E/2AE.

Features are generally accessed using programmed *fixed*, or *flexible buttons*, dial pad buttons, or dial codes entered from the dial pad. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON** designation. The following image shows the phone with button descriptions.



iPECS LIP-8002E/2AE Diagram

DND – Blocks all incoming calls.

Speed – Access speed dialing, speed programming.

Vol ▲ ▼ – Adjusts volume for ringing and speakerphone; adjusts LCD brightness.

Trans/PGM – Call transfer, or programming mode.

Hold – Places active call on hold or saves programming information.

Call Back – Initiates call back request when calling a busy station; call is completed when busy station returns to idle status.

Speaker – Allows User to place a call while on-hook. Toggle to activate.

Flexible – Some are system pre-programmed for line appearance, and some are user programmable.

Ring/MSG Indicator – Illuminates when ringing, or message waiting.

LCD Display – Phone interface for status, dialing directories, and text message information.

Hands-free Microphone – Used for hands-free speakerphone function.

Note: LIP-8002E/2AE does not support the exclusive use of Headset port.

1.5 LIP-8002E/2AE Phone Installation

The LIP-8002E/2AE can be connected to any standard 10/100 Base-T Ethernet switch port. When the LIP-8002AE is connected to an 802.3af compliant switch port (ex., POE8), The LIP-8002E/2AE obtains power from the Ethernet port. When LAN power is available, do not use AC/DC adaptor. When LAN power is not available, the AC/DC adaptor must be used. The following image shows how to connect the handset, power cord, and LAN cable to the phone.(The LIP-8002AE isn't support PoE and can use only the supplied adaptor)

1.5.1 Wiring Connectors

The LIP-8002E/2AE has a two Ethernet ports one is connected to the LAN using a RJ-45 plug terminated category 5 cable supplied with the Phone, the other can be connected to a desktop PC. Using the cable, one RJ-45 plug is inserted into the "LAN" jack. The other RJ-45 plug is inserted into the RJ-45 jack previously wired to an Ethernet switch port accessible by the iPECS system. To power the LIP Phone over the LAN, the switch port must support POE (Power over Ethernet) standard 802.3af.

1.5.2 Power

The LIP-8002E/2AE can be powered by the AC/DC Adapter-K- (5 V @0.7A) or over the LAN cable using the POE8 or other 802.3af compliant switch. (The LIP-8002AE isn't support PoE and can use only the supplied adaptor)

If using the AC/DC Adapter, after connecting the Phone to the LAN, the Adapter's DC voltage plug is inserted into the power-input jack in the underside of the Phone. One end of the AC power cord is inserted into the mating receptacle of the AC Adapter, and the other end is inserted into the AC power outlet.

1.5.3 Wall Mount

The LIP-8002E/2AE can be wall mounted as needed. The following instructions detail how to perform a wall mount installation:

- Mark and drill two (2) 7mm holes for plastic wall anchors.
- Insert the two (2) anchors into the holes and insert and tighten each screw leaving about 2.5 mm (1/8-inch) of the screw exposed.
- Slide the LIP-8002E/2AE over the screws and assure the phone is secure.
- NOTE—It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.
- For the wall-mounting, sleeve of the CAT5 cable should be moved backward to prevent it protrude.

2. Receiving Calls

2.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ring Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-Free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

In iPECS-LIK, iPECS SBG-1000, iPECS-MG

To answer a call ringing at your phone:

- Lift the handset, the call will be connected.

To respond to an Intercom Voice Announce call:

- Lift the handset to respond.

2.2 Responding to a Call While Busy

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

of the existing call, as an indication of another call waiting.

While busy, certain stations can activate **Voice-Over** to your phone. When used audio is received from both the active call and the **Voice-Over** announcement.

Respond to any of these Off-hook Signals by: placing the existing call on Hold and responding to the new incoming call, activating **One-time DND**.

To answer a Call Waiting:

- Press **HOLD**, and/or
- Press the **FLEX** button.

To active One-time DND:

- Press the **DND** button.

2.3 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 8 Ring Tones available for differentiating one phone's ringing from another. Four of the tones are stored in the phone permanent memory; the remaining four tones are in the system memory. Four of these eight can be downloaded into the phone memory for use as the 5th to 8th Ring Tone.

In iPECS-LIK

To download a Ring Tone from System memory:

- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a sample tone is played downloading the selected one.
- Press **HOLD** to download and a confirmation tone is heard.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1-8 for the desired tone number; a sample tone is heard,
- Press **HOLD** to make the selection

In iPECS-MG**To download a Ring Tone from System memory:**

- Press **TRANS/PGM**,
- Dial 2 for Ring Tones,
- Dial 3 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a sample tone is played downloading the selected one.
- Press **HOLD** to download and a confirmation tone is heard.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 2 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1-8 for the desired tone number; a sample tone is heard,
- Press **HOLD** to make the selection

2.4 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code for one-touch access.

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

To answer a call ringing at another station:

- Lift the handset,
- Dial Directed Call Pick-Up code,
- Dial the Intercom Number of the ringing station; call is connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial Group Call Pick-Up code, the call is connected.

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

Activate Do-Not-Disturb (DND) when you wish not to be interrupted by pressing the DND button; the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while busy (One-Time DND); DND will be active only for the duration of the present call, and requires a DND button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

2.6 Forwarding Calls

2.6.1 Forwarding calls to another station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, Internal **Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: Unconditional—All calls to the station, except recalls, are forwarded.
- 2: Busy—Immediately forwards all calls, except recalls, when the station is busy.
- 3: No Answer—Forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: Busy/No Answer—Forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your **Authorization Code** (station number and password).

In iPECS-LIK, iPECS SBG-1000, iPECS-MG**To activate Call Forward from your phone to another phone or internal system resource:**

- Press **[SPEAKER]** on and **[DND]** button,
- Dial the type of forward code 1-4,
1= Unconditional, 2=Busy, 3=No Answer, 4=Busy/No Answer
- Dial the destination number.
- Press **[HOLD]** button or OK button to save.

To deactivate Call Forward from your phone:

- Press **[SPEAKER]** on,
- Press **[DND]** button
- Press the '#' key.

To activate Call Forward for your phone from a different phone (Call Forward, Remote):

- Press **[SPEAKER]** on and **[DND]** button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Dial the type of forward code 1-4,
- Dial the destination number,
- Press **[HOLD]** button or OK button to save.

To deactivate Call Forward, Remote:

- Press **[SPEAKER]** on,
- Press **[DND]** button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Press the '#' key.

2.6.2 Forwarding calls to an external number

Forward calls to an external CO/IP destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as below:

- 1: Unconditional—All calls to the station, except recalls, are forwarded internally or externally.

- 2: Busy—Immediately forwards all calls to the station, except recalls, when station is busy.
- 3: No Answer—Forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: Busy/No Answer—Forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your *Authorization Code* (station number and password). In addition, from a remote location, you must access the system through a *DISA* enabled CO line.

In iPECS-LIK, iPECS SBG-1000

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Press **[SPEAKER]** on and **[DND]** button,
- Dial the type of forward code 1-4,
1= Unconditional, 2=Busy, 3=No Answer, 4=Busy/No Answer,
- Press **[SPEED]**,
- Dial Speed Dial bin number.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Press **[SPEAKER]** on and **[DND]** button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Dial the type of forward code 1-4,
1= Unconditional, 2=Busy, 3=No Answer, 4=Busy/No Answer,
- Press **[SPEED]**,
- Dial Speed Dial bin number.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial the Call Forward feature code,
- Dial your Authorization code (Station number & Password),
- Dial the type of forward code 6-9,
- Dial Speed Dial bin number.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Press **[SPEAKER]** on and **[DND]** button,
- Dial the type of forward code 1-4,
1= Unconditional, 2=Busy, 3=No Answer, 4=Busy/No Answer,
- Dial Telephone number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Press **[SPEAKER]** on and **[DND]** button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Dial the type of forward code 1-4,
1= Unconditional, 2=Busy, 3=No Answer, 4=Busy/No Answer,
- Dial Telephone number,
- Replace the handset, return to idle.

2.6.3 Forwarding callers to a Text Message

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

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you, see [Station Speed Dial Character entry chart](#).

In addition, there are ten fixed Pre-defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

Message 1:	LUNCH RETURN AT hh:mm
Message 2:	ON VACATION RETURN AT DATE mm:dd
Message 3:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 4:	OUT OF OFFICE RETURN AT DATE mm:dd

Message 5:	OUT OF OFFICE RETURN UNKNOWN
Message 6:	CALL (enter up to 17 digits)
Message 7:	IN OFFICE STA xxxx
Message 8:	IN MEETING RETURN AT TIME hh:mm
Message 9:	AT HOME
Message 0:	AT BRANCH OFFICE
Message *:	User Custom Message
#:	Deactivate

In iPECS-LIK

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digits text Message code (01-10: Pre-Defined, 00: Customer),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD**, forward confirmed.

To cancel activated Message:

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial # and Press **HOLD**

To program the Station Custom Message (00) at your station:

- Press **TRANS**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30
G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60
P - 71 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90
Blank - *1 : - *2 , - *3	0-00	#

- Press **HOLD**, message saved.

In iPECS-MG

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the one-digits text Message code(0-9),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD**, forward confirmed.

To cancel activated Message:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial # and Press **HOLD**

To program the Station Custom Message (00) at your station:

- Press **TRANS**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Dial Pad button	Letter Type									
	Uppercase (ABC)				Lowercase(ABC)				Num	
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

3. Placing Calls

3.1 Internal Calls

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

You can assign a Flex button for **Direct Station Selection/Busy Lamp Field (DSS/BLF)**. The **DSS/BLF** button allows you to call another station with a single touch of the button.

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

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

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- When the call is answered or the Splash tone is heard, speak to the called party.

3.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On**, **Callback** or **Voice Over** at the station. **Camp-On** allows you to wait off-hook for the called station to answer. **Callback** allows you to hang-up, and when the busy station returns to an idle state, the system will call your Station; after you answer the callback, the system will call the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing just the last digit of the Intercom number.

In iPECS-LIK, iPECS SBG-1000, iPECS-MG**To Camp-On (wait off-hook) for a busy station:**

- Call a busy station and press '*',
- Wait for party to answer.

To Callback (wait on-hook) for a busy station:

- Press the **CALL BACK** button and hang-up.

To make a Voice Over announcement to a busy station:

- Press '#', and after the Splash tone is heard, begin speaking.

3.1.2 To leave a Message Wait

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

To activate Message Waiting:

- Press the **CALL BACK** button and hang-up.

3.2 External Calls**3.2.1 Placing external CO/VoIP calls**

External calls are placed on DN buttons are accessed by a button on the iPECS Phone assigned as DN.

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

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

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

To place an external call:

- Lift the Handset,
- Dial the CO access code,
- Dial the desired number.

3.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

To activate a queue if the selected/dialed line is busy:

- Select/dial a busy CO/IP line,
- Press the **CALL BACK** button,
- Return to an idle state by going on-hook; when the line becomes available, the Station will be notified with ringing.

3.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. When an **Account Code** is entered, it is output from the system to a printer in the **SMDR** report. An **Account Code Flex** button can be programmed (refer to *Assigning features to Flex buttons*).

In iPECS-LIK**To enter an Account Code before the call:**

- Lift the handset,
- Press the assigned Account Code button,
- Dial the Account Code (1-12 digits),
- Dial *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned Account Code button,
- Dial the Account Code (1-12 digits),
- Dial *.

In iPECS-MG**To enter an Account Code before the call:**

- Lift the handset,
- Dial 550,
- Dial the Account Code (1-12 digits),
- Dial *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

3.2.4 To disable dialing from your phone

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

In iPECS-LIK**To activate Temporary COS:**

- Press **TRANS/PGM**,
- Dial Extension Class Down code (21),
- Press **HOLD**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial Extension Class Recover code (22),
- Dial your Authorization code (station number and code),
- Press **HOLD**.

In iPECS-MG**To activate Temporary COS:**

- Press **TRANS/PGM**,
- Dial Extension Class Down code (31),
- Dial your Authorization code,
- Press **HOLD**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial Extension Class Recover code (32),

- Dial your Authorization code,
- Press **HOLD**.

- 3.2.5 To temporarily override dialing restrictions at a phone
- Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **FLASH** button to regain CO/IP dial-tone.

In iPECS-LIK

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial User Program code 23,
- Dial your Authorization Code (Station number and password),
- Place call as normal.

In iPECS-MG

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial User Program code 33,
- Dial your Authorization Code (Station number and password and *),
- Place call as normal.

3.3 Using Automated Dialing

3.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer.

In iPECS-LIK, iPECS SBG-1000

To dial the Last Number for an external call:

- Dial Last Number Redial code
Or
- Press **[SPEED]** button and ******,
- Use Vol Up/Vol Down or Navigation buttons to select the desired number,
- Press **[HOLD]**.

In iPECS-MG

To dial the Last Number for an external call:

- Dial Redial code
Or
- Press **[SPEED]** button and ******.

3.3.2 Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing at a later time. The Saved number is stored until a new number is saved.

In iPECS-LIK, iPECS SBG-1000

To place a call using Saved Number Dial:

- Lift the handset,
- Press **[SPEED]**.
- Dial #

To store a number in the Saved Number Dial:

- While on an outgoing external call, press **[SPEED]** twice.

In iPECS-MG**To place a call using Saved Number Dial:**

- Lift the handset,
- Press **[SPEED]**.
- Dial #

To store a number in the Saved Number Dial:

- While on an outgoing external call, press **[SPEED]** twice.

3.3.3 Using System Speed Dial Numbers

The iPECS-CM system has 3000 **System Speed Dial** numbers. The iPECS SBG-1000 & Micro & 50 & 100 system has 800 **System Speed Dial** numbers. The iPECS-300 has 3000 **System Speed Dial** numbers. The iPECS-600 system has 6000 **System Speed Dial** numbers. The iPECS-1200 system has 12000 **System Speed Dial** numbers. You may, if allowed, use **System Speed Dial** to call frequently dialed numbers.

In iPECS-LIK, iPECS SBG-1000, iPECS-MG**To place a call using System Speed Dial Bin:**

- Press **[SPEED]** button,
- Dial the desired System Speed dial bin number (200-999 for iPECS SBG-1000 & Micro & 50 & 100, 2000-4999 for iPECS-300, 2000-7999 for iPECS-600, 20000-31999 for iPECS-12000, 2000-2999 for iPECS-MG100 , or 2000-3999 for iPECS-MG300).
Or
- Press the assigned System Speed Dial button.

3.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS-CM System is allocated memory for 100 **Station Speed Dial** numbers. The iPECS SBG-1000 & Micro & 50 & 100 support 20 **Station Speed Dial** numbers. The iPECS-300 & 600 & 1200 support 100 **Station Speed Dial** numbers.

You can easily program each speed dial bin with telephone numbers, up to 23 digits, to meet your needs. The numbers may include several 'special' instructions:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a *flash on the CO line*.

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

In iPECS-LIK, iPECS SBG-1000, iPECS-MG

To place a call using Station Speed Dial Bin:

- Press **SPEED** button,
- Dial the desired Station Speed dial bin number.
- Or
- Press the assigned Station Speed Dial button,

To enter a Station Speed Dial number with CO Line and Name:

- Press **TRANS/PGM** and **SPEED** button,
- Dial Speed bin number,
- Dial CO Access Code, (Skip this step in iPECS SBG-1000)
- Dial the desired number you wish to store,
- Press **HOLD**,
- Enter the name associated the number, if desired, using the following Character Entry Chart,
- Press **HOLD**.

Dial Pad Button	Letter Type									
	Uppercase (ABC)				Lowercase (ABC)				Num	
	Number of Button depression									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	

7	P	Q	R	S	p	q	r	s	7
8	T	U	V		t	u	v		8
9	W	X	Y	Z	w	x	y	z	9
0	.	,	?	!	.	,	?	!	0
*	*				*				*
#	#				#				#

Character Entry Chart

3.3.5 Dial by Name and Entering Your Name

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

NOTE—To allow others to contact you via the Intercom directory, you must enter a name for your station (up to 12 characters).

Characters are entered with two keystrokes as in the chart below.

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - : *3 - ,		

Character Entry

3.3.6 ACNR: To retry a busy external number until answered

When making an external call and a busy signal is received, the system can be set to retry the number until the call is connected, the feature is cancelled, or the maximum number of retries is attempted—this is Automatic Called Number Redial (ACNR).

For each retry, the system will activate your speaker then place the call with the microphone muted. When the remote end answers, you must select the **SPEAKER** button or lift the handset. Either of these actions will cancel the ACNR request as well as connect you to the remote party. A Redial button must be assigned at the station.

In iPECS-LIK, iPECS SBG-1000, iPECS-MG

To set up an ACNR, while on an outgoing call:

- Press the assigned Redial button
- Hang-up handset.

To cancel the ACNR request:

- Press the assigned Redial button

4. Call Handling

4.1 Call Transfer: Sending a call to a different destination

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

Transferred calls, internal or external, are placed in **Transfer Hold**. These calls will receive Music on Hold (**MOH**) and will recall if not answered in a timely manner. If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall at your Station. DSS/BLF buttons may be used to transfer calls.

To Transfer an active call:

- While on an active call, press **TRANS/PGM**,
- Call the transfer party,
- Unscreened Call Transfer - Hang-up,
OR
- Screened Call Transfer - When call is answered or Splash tone is heard, announce the call and then hang-up.

4.2 Call Hold: Placing a call in a waiting state

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

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

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

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

To Place a call on Hold:

- Press **HOLD**,

4.3 Joining multiple people in a Conference

You can establish a **Conference** with up to 3 parties, 32 parties when using a MCIM (iPECS-LIK) or **128 parties** when using a Multi-Party Conference Interface Module (VPCM). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal Hold Recall operation.

A **CONF** button should be programmed at first.

In iPECS-LIK, iPECS SBG-1000

To establish an Conference:

- Establish first call,
- Press the assigned **CONF** button. The connected party is placed on exclusive hold and the user receives dial tone,
- Place second call,
- When connected, press the assigned **CONF** button, new call is placed on exclusive hold,
- Press the assigned **CONF** button to establish conference.

To set up an Unsupervised Conference:

- Establish normal conference,
- Press the assigned **CONF** button.

To retrieve an Unsupervised Conference:

- Lift the handset,
- Press the assigned **CONF** button.

4.3.1 Setting up a Conference Room

In addition to establishing a Conference, up to 9 (iPECS-LIK) **Conference Rooms** can be set up, letting up to 32 parties converse when using a MCIM or up to 128 parties converse when using a VPCM. When setting up a Conference Room, a password can be designated for invited parties (internal and external parties) to use for accessing the established Conference Room.

In iPECS-LIK**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1~9),
- If desired, enter a password for the Conference Room (must be exactly 5 digits),
- Press **HOLD**.

To join a Conference Room:

- Lift the handset,
- Dial the Conference Room entry code,
- Dial the Conference Room number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (Conference Room delete code),
- Dial the Conference Room number (1~9),
- Dial the Conference Room password.
- Press **HOLD**.

In iPECS-MG**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired, enter a password for the Conference Room (up to 12 digits),
- Press **HOLD**.

To join a Conference Room:

- Lift the handset,
- Dial 571-579(Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (Conference Room delete code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password.
- Press **HOLD**.

4.4 Call Park: Placing a call on hold to Page

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

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

In iPECS-LIK, iPECS SBG-1000

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Call Park Location code,
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Call Park Location code.

In iPECS-MG

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit (541),
- Dial the Park number (00~49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit (541),
- Dial the Park number (00~49).

5. Retrieving & Responding to Messages

5.1 Responding to a Station Message Waiting Indication

Another station can leave a Station **Message Waiting** indication when you do not answer or your phone is in *DND*. If Ring/Message Indicator LED is programmed to Message Wait Indication, then the Ring/Message indicator LED will be flashing to indicate a Message Waiting. As a further notification, a **Message Wait Reminder Tone** can be provided. You may respond with a call back.

In iPECS-LIK, iPECS SBG-1000

To respond to your Station messages:

- Press **CALL BACK**, either the message contents summary is shown or the station messages waiting is listed,
- If the message contents summary is shown, dial '1' to select ST (Station Message Wait),
- Press **CALL BACK** to return a call for the oldest station message.

In iPECS-MG

To respond to your Station messages:

- Press **CALL BACK** to return message.

5.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **Voice Mail** module, an external Voice Mail system.

These Voice Mail systems allow access to and management of the received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station to Voice Mail. You will need to register an *Authorization Code* (station number

and password) for your station to access VSF/VMIM/VPCM Voice messages.

In iPECS-LIK, iPECS SBG-1000

To retrieve Voice Mail locally using a Flex button:

- Press the assigned **VOICE MAIL** Flex button,
- Enter the authorization code(station number and password); the "Number of Messages" prompt is played,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally:

- Press **CALL BACK**, either the message contents summary is shown or the number of voice mails is shown,
- If the message contents summary is shown, dial '3' (iPECS-LIK) / '2' (iPECS SBG-1000) to select VSF messages,
- Press **CALL BACK**,
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a CO line assigned for answer by the VSF Auto Attendant,
- Upon answer, dial '#', "Enter your password" prompt is played,
- Enter the Authorization code(station number and password),
- Dial desired option codes,
- At completion of session, hang-up.

In iPECS-MG

To retrieve Voice Mail locally:

- Press **CALL BACK**,
- After the prompt enter your station number, password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line assigned for answer by the Auto Attendant,
- Upon answer, dial 523 (VMIB Access Code),
- Dial the Mail Box and password to receive the 'Number of Messages' prompt.
- Dial desired option codes,
- At completion of session, hang-up.

6. Remote System Access

6.1 Direct Inward System Access (DISA)

DISA (Direct Inward System Access) allows remote users to gain access to the system's resources (remote users may be required to enter an **Authorization Code**). The system will recognize remote user dialed inputs (call other stations, place calls over CO/IP lines, review voice mails, etc). The iPECS SBG-1000 system does not support normal DISA service, but supports call to the station and remote voice mail access when answering by a VSF auto attendant.

In iPECS SBG-1000

To call to the station remotely:

- Call the telephone number of a CO line assigned for answer by a VSF auto attendant,
- Upon answer, dial station number

In iPECS-LIK, iPECS-MG

To access system resources remotely:

- Call the system's DISA facility,
- Dial your Authorization code(station number and password),
- Dial '*' for end mark (iPECS-MG),
- Dial as needed for the desired system resource.

6.2 Mobile Phone Extension

When away from your desk or office you can place and receive calls on a registered mobile phone. Calls to your iPECS Phone will ring your Mobile Phone and you can place calls using the resources of the iPECS. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number.

This feature is activated through an ISDN/VOIP CO line.

In iPECS-LIK, iPECS SBG-1000**To register a mobile phone number: (iPECS-LIK)**

- Press the **TRANS/PGM** button,
- Dial 37,
- Dial the mobile phone number,
- Press the **HOLD** button.

To activate a registered mobile phone: (iPECS-LIK)

- Press the **TRANS/PGM** button,
- Dial 38,
- 1 to activate, 0 to deactivate,
- Press the **HOLD** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

In iPECS-MG**To register a mobile phone number:**

- Press the **TRANS/PGM** button,
- Dial 51,
- Select Mobile Index 1 or 2,
- 1 to activate, 0 to deactivate,
- Press the **HOLD** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 52,
- Select Mobile Index 1 or 2,
- Dial the mobile phone number with CO Access code,
- Press the **HOLD** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit “*” while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

7. Misc. Features

7.1 Background Music and Music on Hold (iPECS-LIK)

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on **Hold**.

There are eleven possible selections for BGM and MOH:

- 00: Off
- 01: Source BGM1
- 02: Source BGM2
- 03: VSF MOH 1
- 04: SLT MOH 1
- 05: SLT MOH 2
- 06: SLT MOH 3
- 07: SLT MOH 4
- 08: SLT MOH 5
- 09: VSF MOH 2
- 10: VSF MOH 3

To turn on Background Music:

- Press **TRANS/PGM**,
- Dial '73' to BGM code,
- Dial 00-10 to select hear and select the BGM,
- Press **HOLD** to save your selection.

7.2 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. Users can also request a paged party answer the Page using Meet-Me Paging. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

In iPECS-LIK, iPECS SBG-1000

To make a page:

- Lift the handset,
- Dial Page zone code,
- If assigned, after page warning tone, make announcement.

To answer a Meet-me-Page:

- Lift the handset.
- Dial Meet-Me-Page code.

In iPECS-MG,

To make a page:

- Lift the handset,
- Dial Page code and the desired Page zone,
- If assigned, after page warning tone, make announcement.

To answer a Meet-me-Page:

- Lift the handset.
- Dial 546(Meet-Me-Page code).

7.3 Push-To-Talk (PTT) Page (iPECS-LIK, iPECS-MG)

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

In iPECS-LIK

To log-in to a PTT group:

- Dial the PTT Log-in/out code.
- Dial the desired PTT group number (1-9, 0).

To log-out of the PTT group(s):

- Dial the PTT Log-in/out code.
- Press the * key.

To place a page to the active PTT group:

- Press and hold the **PTT** button.
- After confirmation tone make page announcement.

To assign a PTT Flex button:

- Press **TRANS/PGM**,
- Press the flexible button to be assigned.
- Dial '99'
- Press **HOLD**.

In iPECS-MG

To log-in to a PTT group:

- Dial the PTT Log-in/out code.
- Dial the desired PTT group number (1-9, 0).

To log-out of the PTT group(s):

- Dial the PTT Log-in/out code.
- Press the * key.

To place a page to the active PTT group:

- Press and hold the **PTT** button.
- After confirmation tone make page announcement.

To assign a PTT Flex button:

- Press **TRANS/PGM**,
- Press the flexible button to be assigned.
- Press program type 1 (1: Fixed button, 2: Number, 0:Delete)
- Choose the button type as PTT using **VOL ▲▼**,
- Press **HOLD**.

7.4 Wake-Up Alarm

iPECS supports an Alarm Clock for each station. You can set the alarm clock to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM or Wake-Up Alarm announcement (iPECS-LIK, iPECS SBG-1000) will be provided.

In iPECS-LIK, iPECS SBG-1000, iPECS-MG**To set the Wake Up Alarm clock:**

- Press **TRANS/PGM**,
- Dial the Station User program Code 41 (iPECS-LIK) / 21 (iPECS SBG-1000)/13(iPECS-MG),
- Dial hh/mm for time alarm should alert,
- Press # to have the alarm repeat daily,
- Press **HOLD**.

To erase Wake-Up:

- Press **TRANS/PGM**,
- Dial the Station User program code Code 42 (iPECS-LIK) / 22 (iPECS SBG-1000/14(iPECS-MG),
- Press **HOLD**.

7.5 System Voice Memo (iPECS-LIK, iPECS-MG)

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos can be heard over the speaker or handset of the iPECS Phone and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)

Station IP Address

Station Mac Address

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

Wake-Up Time (hh:mm)

Do Not Disturb

Forwarded to station xxx

Forwarded to speed bin xxx

Queued CO/IP line xxx

Locked (Temporary COS)

COS x

To hear Date & Time memo:

- Dial "Information voice announce" feature code and dial 1, date and Time memo is heard, "Date is May 2nd.Time is xx:xx pm".

To hear Station Number Prompt:

- Dial "Information voice announce" feature code and dial 2, the Station Number memo is heard, "This is station 1500".

To hear Station Settings:

- Dial "Information voice announce" feature code and dial 3, Station Status Memo is heard.

8. Set Features & Flex Buttons

8.1 Entering Station Program Data

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

To assign User Programmable station attributes:

- Press **TRANS/PGM**,
- Dial desired User Program code,
- Press **HOLD**.

8.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone. If allowed, you may even assign CO/IP lines to the Flex buttons.

Flex buttons may be assigned for most features providing **One-Touch** feature activation (e.g., a Flex button may be assigned to access the **Account Code** feature and may include the Account code digits, as a one-touch account code button).

Features that may be assigned to a Flex button include:
DSS/BLF—Enter station number.

Flex Numbering Plan—Enter Flex Numbering Plan code
see [Appendix A](#) (*Number Plan is not assigned by default*).

User Program Code – Dial “Program Mode” code or press [TRANS/PGM] button in iPECS-LIK, iPECS SBG-1000 and enter a User Program code, see [Appendix B](#),

(Program Mode code is programmed in feature numbering plan by Administrator)

CO Line—Enter the CO line access code.

In iPECS-LIK, iPECS SBG-1000, iPECS-MG**To assign a feature to a Flex button:**

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Input number to dial
- Press **HOLD**.

To assign Fixed button to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Press **TRANS/PGM** and user program code (Refer to the appendix B.)
- Press **HOLD**.

To delete feature:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Press **HOLD**.

8.3 Network configuration

You may review the current network configuration or modify a new phone network configuration.

To access Network settings:

- Press **TRANS/PGM** button and search (Network) or (Network Settings) – Dial '78'(iPECS-LIK) / '38'(iPECS SBG-1000) / '80'(iPECS-MG) or press **TRANS/PGM** button more than 2 seconds in iPECS-LIK or iPECS SBG-1000.
- Enter the password (default=147*); the following will display:

```
MFIM #[1/2] ?
MFIM #1 - CHANGE[#]
```

- Press the # key to toggle between multiple profiles (MFIM),
- Press the **VOL ▲ ▼** buttons to advance to the next network configuration item,
- Press the HOLD/SAVE button to save each setting.

To set LLDP:

- In Network Config. Menu, use **VOL ▲ ▼** buttons to locate the LLDP configuration screen (shown),

```
LLDP?
[ENABLED] – CHANGE [#]
```

- Enable in LLDP? menu and press the Hold/Save button.

To set default Config. settings:

- In Network Config. Menu, use **VOL ▲ ▼** buttons to locate the Default Config. Screen (shown),

```
SET DEFAULT CONFIG(DOT:*)
```

- Press the * key.

To exit Config. settings:

- Press the **SPEAKER** button,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new setting.

Appendix A User Program Codes

Code	Function	Code	Function
11	Answer Mode(H/T/P)	43	Send SMS MESSAGE
12	Station Name Program	44	Received SMS MESSAGE
13	Set Wake Up	51	Mobile-Ext. Enable
14	Reset Wake Up	52	Mobile-Ext. Number PGM
15	Language Program	53	Mobile-Ext. CLI PGM
16	LCD Date Mode Change	54	Create Conference Room
17	LCD Time Mode Change	55	Delete Conference Room
21	ICM Ring Type Program	61	Speaker/Headset PGM
22	CO Ring Type Program	62	Headset Ring Program
23	Ring Download	71	Register Station ICLID
31	Temporary COS Mode	72	View Station ICLID
32	Retrieve COS	80	Network Setting
33	Walking COS	81	View IP Address
34	Register Password	82	View Mac Address
35	Call Log Protect	83	View Keypad Version
36	SMS Message Protect		
41	Preselected MSG PGM		
42	Set User Message		

iPECS-LIK

Code	Function	Code	Function
10	Enblock Dial	73	Select BGM source
11	Intercom Differential Ring	74	User Name registration
12	CO/IP Differential Ring	75	Display Phone IP Address
13	Intercom Answer Mode	76	Change Phone IP Address
14	Call Coverage Attribute	77	Display Phone MAC Address
15	Station Ring Download	78	Network Configuration
19	Ear Mic Headset	79	Display Phone Version
21	Knock down Station COS	80	Record button
22	Restore Station COS	81	ISDN CLIR button
23	Walking COS	82	ISDN COLR button
24	ICR Scenario	83	ACD DND button
25	LIP Phone Statistics	84	Account Code button
31	Station Msg Wait Retrieve	85	LOOP button
32	CLI/IP Msg Wait Retrieve	86	Intrusion button
33	Register Authorization Code	87	ICM button
34	DID Call Wait	88	CAMP-ON button
35	Exec/Sec MWI	89	ISDN Keypad Facility button
36	Send SMS message	8#	Voice Over button
37	Register Mobile Extension	90	Speed button
38	Activate Mobile Extension	91	Conference button
39	Register Mobile Extension CLI	92	Callback button
41	Set Wake-Up Time	93	DND button
42	Erase Wake-Up Time	94	Flash button
51	Custom/Pre-selected Message	95	Mute button
52	Register Custom Message	96	Monitor button
53	Create Conference Room	97	Redial button

Code	Function	Code	Function
54	Delete Conference Room	98	Call Forward button
55	Monitor Conference Group	99	Push-To-Talk button
57	Call Log Display button	*0	Hot Desk Login
61	Headset/Speakerphone mode	**	Hot Desk Logout
62	Select Headset Ring type	*7	Hunt Forced Call Forward
67	Call Coverage button	*8	Register Bluetooth device
71	LCD Display Language	*9	Activate Bluetooth device
72	Sys version display		

iPECS SBG-1000

Code	Function	Code	Function
11	Intercom Answer Mode	38	Network Configuration
12	Headset/Speakerphone mode	41	Forced FWD to Destination
13	Select Headset Ring type	42	Call Log Display
21	Set Wake-Up Time	43	CLIR Service
22	Erase Wake-Up Time	44	COLR Service
31	LCD Display Language	4*	LOOP button
32	Sys version display	50	CALLBACK button
33	Select BGM source	51	CONF button
34	User Name registration	52	MUTE button
35	Display Phone IP Address	53	ICM button
36	Display Phone MAC Address	54	REDIAL button
37	Display Phone Version		

iPECS-MG

Code	Function	Remarks
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both

Code	Function	Remarks
71	Register Station ICLID	
72	View Station ICLID	
81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
80	Network Setting	LIP Series
91	System Version	
92	System IP Address	

Appendix B Useful Information : Open Source Software Notice

Open Source Software Notice

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

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

GPL License:

1. **u-boot**
2. **bash**
3. **linux**
4. **busybox**
5. **Alsa Libraries**
6. **udhcpc**
7. **ortp**
8. **Curl / LibCurl**
9. **libsrtp**
10. **Expat xml parser**

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

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

iPECS

LIP-8008E

User Guide

Please read this manual carefully before operating Phone. Retain it for future reference.

iPECS is an Ericsson-LG brand



Revision History

Issue	Date	Remark
1.0	Mar. 2012	Initial Release
1.1	Oct. 2012	Changed CI to Ericsson-LG
1.2	Dec. 2013	Changed Ericsson-LG to Ericsson-LG Enterprise



Disposal of your old appliance

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

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

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

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

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Important Safety Information

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



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



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



Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.
2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.
3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.
4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.
5. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.
6. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.



Caution

1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
 2. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep headset clear of such objects and check before use.
 3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.
 4. Choose a site for the phone that is well-ventilated and dry.
 5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.
 6. Do not put heavy things on the phone.
 7. Do not drop or throw the phone.
 8. Static electricity discharge will damage electronic components.
 9. Keep out of direct sunlight and away from heat.
 10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.
 11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.
-

[EU]

European Union Declarations of Conformity

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

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

[USA/CSA]

FCC/IC Interference Statement

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

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

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

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

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

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

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

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1. Introduction

1.1 General

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

1.2 Feature Information

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

The operations shown in this guide use the System's base default Numbering Plan. Your specific Numbering Plan may be different. Some features may not be available for you to access or may be subject to certain limitations based on the set-up of the System (refer to your System Administrator and/or iPECS Technical Manuals as needed).

NOTE—Under certain operation conditions, this equipment cannot be relied upon to make emergency calls (loss of power, etc.). Alternative arrangements should be made for access to emergency services.

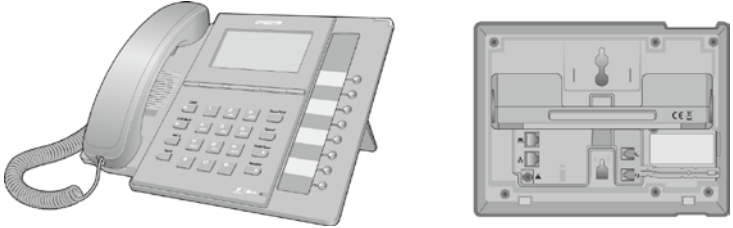
1.3 Feature Groupings

Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

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

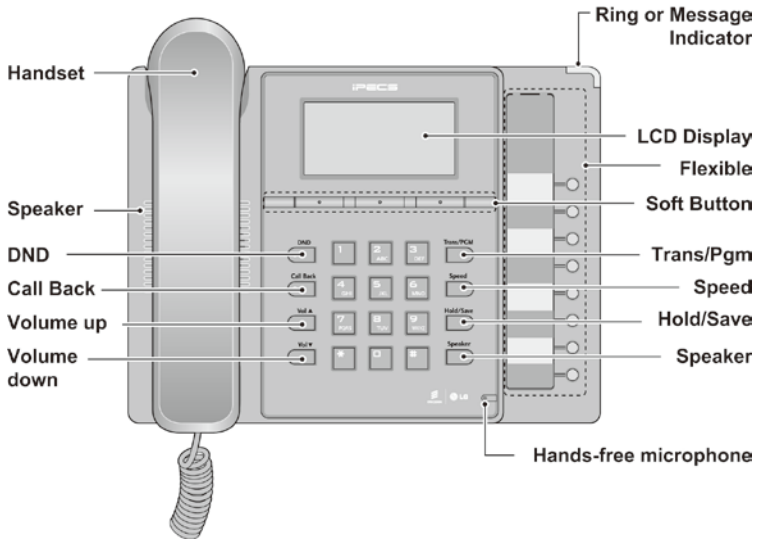
1.4 iPECS LIP-8008E Phone Description

The iPECS LIP-8008E Phone incorporates the latest in VoIP technology and is intended for basic communications (ex., a lobby or limited use phone). The following image shows the LIP-8008E.



LIP-8008E Front and Back

Features are generally accessed using programmed *fixed*, or *flexible buttons*, dial pad buttons, or dial codes entered from the dial pad. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON** designation. The following image shows the phone with button descriptions.



iPECS LIP-8008E Diagram

DND – Blocks all incoming calls; red LED illuminates.

Speed – Access speed dialing, speed programming.

Vol ▲ ▼ – Adjusts volume for ringing, headset, and speakerphone; adjusts LCD brightness (in idle state).

Trans/PGM – Call transfer, or programming mode.

Hold/Save – Places active call on hold or saves programming information.

Call Back – Initiates call back request when calling a busy station; call is completed when busy station returns to idle status.

Speaker – Allows User to place a call while on-hook. Toggle to activate; red LED illuminates.

Flexible – Some are system pre-programmed for line appearance, and some are user programmable.

Ring/MSG Indicator – Illuminates when ringing, or message waiting.

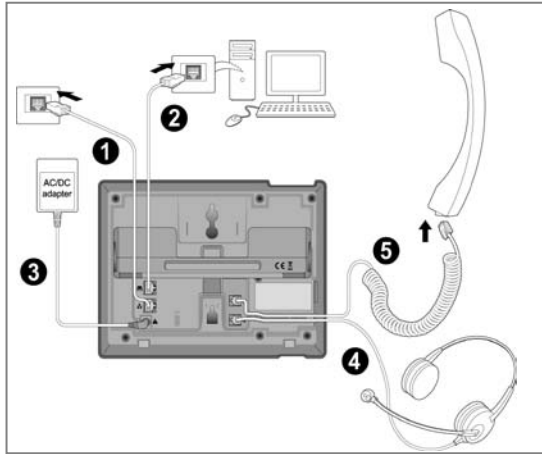
LCD Display – Phone interface for status, dialing directories, and text message information.

Soft Buttons – Used with fixed and flexible features; use changes in relation to LCD display.

Hands-free Microphone – Used for hands-free speakerphone function.

1.5 LIP-8008E Phone Installation

LIP Phones can be connected to any standard 10/100 Base-T Ethernet switch port (shown in graphic). When connected to an 802.3af compliant switch port (ex., POE8), LIP Phones obtain power from the Ethernet port. When LAN power is available, do not use AC/DC adaptor. When LAN power is not available, the AC/DC adaptor must be used. The following image shows how to connect the handset, power cord, and LAN cable to the phone.



iPECS LIP-8008E Connections

1.5.1 Wiring Connectors

The LIP-8008E has a two Ethernet ports one is connected to the LAN using a RJ-45 plug terminated category 5 cable supplied with the Phone, the other can be connected to a desktop PC. Using the cable, one RJ-45 plug is inserted into the "LAN" jack in the bottom of the Phone. The other RJ-45 plug is inserted into the RJ-45 jack previously wired to an Ethernet switch port accessible by the iPECS system. To power the LIP Phone over the LAN, the switch port must support POE (Power over Ethernet) standard 802.3af.

1.5.2 Power

All LIP-8000 series phones can be powered by the AC/DC Adapter-K- (48 VDC @0.3A) or over the LAN cable using the POE8 or other 802.3af compliant switch.

If using the AC/DC Adapter, after connecting the Phone to the LAN, the Adapter's DC voltage plug is inserted into the power-input jack in the underside of the Phone. One end of the AC power cord is inserted into the mating receptacle of the AC Adapter, and the other end is inserted into the AC power outlet.

1.5.3 Wall Mount

The LIP-8000 series phones can be wall mounted as needed. The following instructions detail how to perform a wall mount installation:

- Mark and drill two (2) 7mm holes for plastic wall anchors.
- Insert the two (2) anchors into the holes and insert and tighten each screw leaving about 2.5 mm (1/8-inch) of the screw exposed.
- Slide the LIP-8000 phone over the screws and assure the phone is secure.
- NOTE—It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.
- For the wall-mounting, sleeve of the CAT5 cable should be moved backward to prevent it protrude.

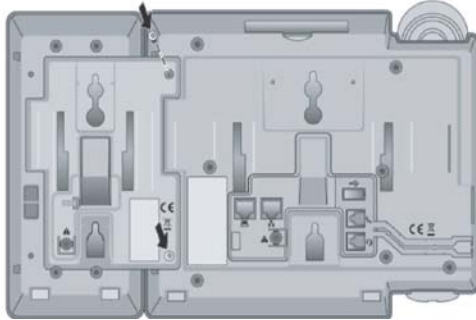
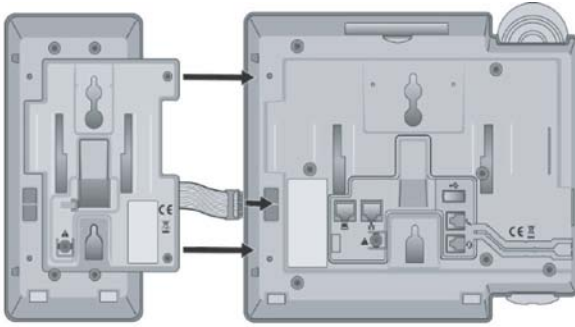
1.6 DSS(Direct Station Select) Console Installation

A DSS console can be installed with the LIP-8000E series phone as shown in Figure. Up to 3 consoles may be daisy chained as shown using the flat cable provided. Keep in mind the following conditions when installing LIP-8000 DSS consoles.

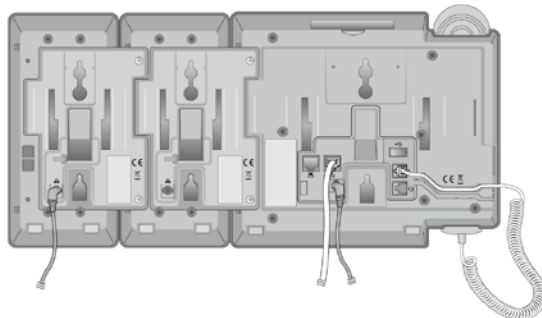
1. The AC/DC adapter must be used for LIP-8048DSS.
2. Up to two (2) LIP-8012LSS and/or LIP-8012DSS can be installed with LIP-8000E Phone.
3. The LIP-8048DSS must be separately powered.

The available DSS is as follows:

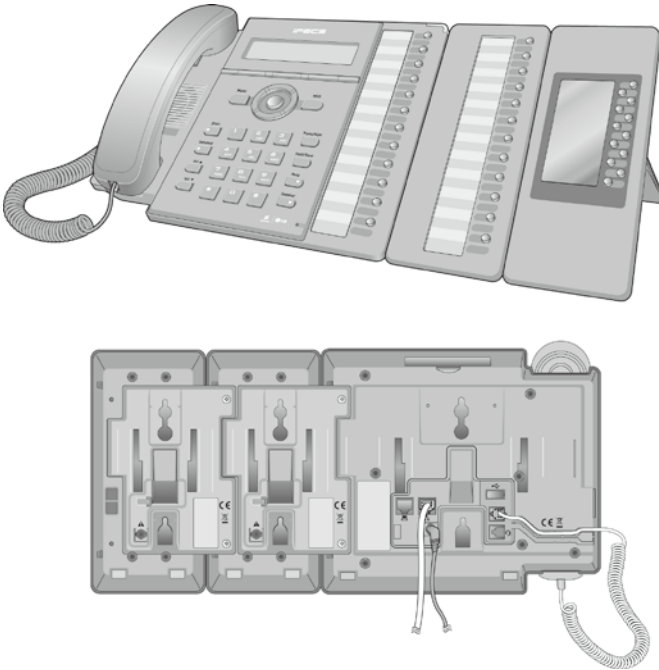
- 1) LIP-8012DSS
- 2) LIP-8012LSS
- 3) LIP-8048DSS



LIP-8000 DSS Installation



LIP-8000 DSS Installation (12DSS + 48DSS)

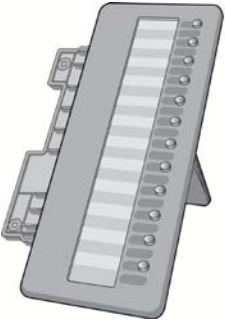


LIP-8000 DSS Installation (12DSS + 12LSS)

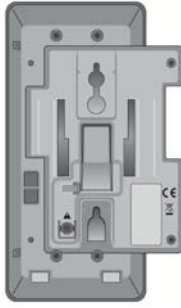
1.7 Using a Serial DSS

The LIP-8012ESS, LIP-8012LSS, and LIP-8048DSS can be connected with the LIP-8012E or LIP-8024E using the RS-232 cable. Be sure to verify the serial DSS and LSS capacities with the iPECS System to ensure usability (refer to iPECS Manual). The following graphics show the front and rear view of each.

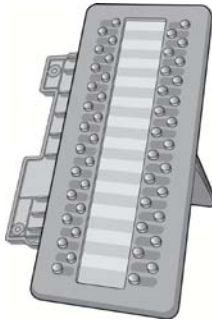
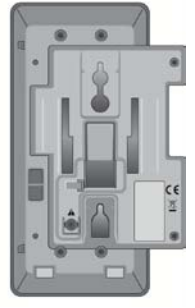
NOTE—A Linked Pair slave station cannot use a serial DSS. iPECS SBG-1000 does not support serial DSS.



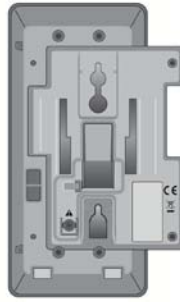
LIP-8012ESS



LIP-8012LDSS



LIP-8048DSS



In iPECS-LIK**To use a Serial DSS:**

- Verify the Station has Serial DSS Usage authority (Admin PGM111-Flex21),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM115,
- Edit LSS label from Admin PGM129 (default label is provided from MFIM).

To initialize Serial DSS Database:

- Enter Admin PGM111-Flex21,
- Select Station range to clear Serial DSS Database,
- Dial 0,
- Press the **HOLD/SAVE** button.

In iPECS-MG**To use a Serial DSS:**

- Set the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM126,
- Edit LSS label from Admin PGM126.

To initialize Serial DSS Database:

- Clear the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Admin PGM120-Felx3 to reset the phone.

2. Receiving Calls

2.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ring Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line button or a **LOOP** button. External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-Free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

To answer a call ringing at your phone:

- Lift the handset and, then press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- Lift the handset to respond.

2.2 Responding to a Call While Busy

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

of the existing call, as an indication of another call waiting.

While busy, certain stations can activate **Voice-Over** to your phone. When used audio is received from both the active call and the **Voice Over** announcement.

Respond to any of these Off-hook Signals by: placing the existing call on Hold and responding to the new incoming call, activating **One-time DND**, sending a **Silent Text Message**, or ignoring the new call.

Silent Text Message requires a **TEXT MESSAGE** button (not available on a SLT or other non-display terminal).

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

To answer a Call Waiting:

- Press **HOLD/SAVE** and/or
- Press the flashing **FLEX** button.

To activate One-time DND:

- Press the **DND** button.

To send a Silent Text Message:

- Press the programmed **TEXT MESSAGE** button,
- Select the desired message to send.

2.3 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 8 Ring Tones available for differentiating one phone's ringing from another. Four of the tones are stored in the phone permanent memory; the remaining four tones are in the system memory. Four of these eight can be downloaded into the phone memory for use as the 5th to 8th Ring Tone.

In iPECS-LIK**To download a Ring Tone from System memory:**

- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.
-

In iPECS-MG**To download a Ring Tone from System memory:**

- Press **TRANS/PGM**,
- Dial 2 for Ring Tones,
- Dial 3 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 2 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1 for Keypad Ring Source,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

2.4 Answering Calls at Night

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

To answer a call ringing during night mode:

- Lift the handset,
- Dial **567**(iPECS-LIK)/587(iPECS-MG) (UNA code).

2.5 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access.

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

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; call is connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial 566 (Group Call Pick-Up code), the call is connected.

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

Activate Do-Not-Disturb (DND) when you wish not to be interrupted by pressing the DND button; the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while busy (One-Time DND); DND will be active only for the duration of the present call, and requires a DND button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

To toggle DND ON and OFF:

- Press the **DND** button.

2.7 Forwarding Calls

2.7.1 Forwarding calls to another station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: Unconditional—All calls to the station, except recalls, are forwarded.
- 2: Busy—Immediately forwards all calls, except recalls, when the station is busy.
- 3: No Answer—Forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: Busy/No Answer—Forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your **Authorization Code**.

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

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press FWD soft button ,
- Dial the type of forward code 1-4,
- Dial the destination number.

To deactivate Call Forward from your phone:

- Lift the handset,
- Press FWD soft button ,
- Press the # key.

To activate Call Forward for your phone from a different phone (Call Forward, Remote):

- Lift the handset,
- Press FWD soft button ,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.

To deactivate Call Forward, Remote:

- Lift the handset,
- Press FWD soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Press the # key.

2.7.2 Forwarding calls to an external number

Forward calls to an external CO/IP destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as below:

- 1: Unconditional—All calls to the station, except recalls, are forwarded internally or externally.
- 2: Busy—Immediately forwards all calls to the station, except recalls, when station is busy.
- 3: No Answer—Forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: Busy/No Answer—Forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your *Authorization Code*. In addition, from a remote location, you must access the system through a *DISA* enabled CO line.

In IPECS-LIK, iPECS SBG-1000

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press FWD soft button,
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press FWD soft button,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial the Call Forward feature code 554,
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 6-9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Dial 554 (Call Forward Register Feature Code),
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Dial 554 (Call Forward Register Feature Code),
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

2.7.3 Forwarding callers to a Text Message

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

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you, see *Station Speed Dial Character entry chart*.

In addition, there are ten fixed Pre-defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01: LUNCH RETURN AT hh:mm

Message 02: ON VACATION

RETURN AT DATE mm:dd

Message 03: OUT OF OFFICE

RETURN AT TIME hh:mm

Message 04:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 05:	OUT OF OFFICE RETURN UNKNOWN
Message 06:	CALL (enter up to 17 digits)
Message 07:	IN OFFICE STA xxxx
Message 08:	IN MEETING RETURN AT TIME hh:mm
Message 09:	AT HOME
Message 10:	AT BRANCH OFFICE
In iPECS-MG	
Message 1:	LUNCH RETURN AT hh:mm
Message 2:	ON VACATION RETURN AT DATE mm:dd
Message 3:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 4:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 5:	OUT OF OFFICE RETURN UNKNOWN
Message 6:	CALL (enter up to 17 digits)
Message 7:	IN OFFICE STA xxxx
Message 8:	IN MEETING RETURN AT TIME hh:mm
Message 9:	AT HOME
Message 0:	AT BRANCH OFFICE
*	User Custom Message
#	Deactive

In iPECS-LIK

To activate Custom or Pre-defined Message Forward:

- Lift the handset,
- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial #.
- Press **HOLD/SAVE**

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart,

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry Chart

- Press **HOLD/SAVE**, message saved.

In iPECS-MG

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the one-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Press **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Dial Pad button	Letter Type									
	Uppercase (ABC)					Lowercase (ABC)				Num
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

3. Placing Calls

3.1 Internal Calls

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

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

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

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

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- When the call is answered or the Splash tone is heard, speak to the called party.

3.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On, Callback** or **Voice Over** at the station. **Camp-On** allows you to wait off-hook for the called station to answer. **Callback** allows you to hang-up, and when the busy station returns to an idle state, the system will call your Station; after you answer the callback, the system will call the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing just the last digit of the Intercom number.

To Camp-On (wait off-hook) for a busy station:

- While placing a call to a busy station, dial * and wait for an answer.

To Callback (wait on-hook) for a busy station:

- While placing a call to a busy station, press the **CALL BACK** button and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #, and after the Splash tone is heard, begin speaking.

3.1.2 To leave a Message Wait

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

To activate Message Waiting:

- Press the **CALL BACK** button and hang-up.

3.2 External Calls

3.2.1 Placing external CO/VoIP calls

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

Individual CO/IP line access

88 + Line number (01-10 for iPECS SBG-1000, 01-42 for iPECS-50 & 100, 001-200 for iPECS-300, 001-400 for iPECS-600, or 001-600 for iPECS-1200).

or

88 + Line number (01-80 for iPECS-MG100, or 001-240 for iPECS-MG300).

CO/IP Group access

801-805 for iPECS SBG-1000, 801-820 for iPECS- 50 & 100, 801-872 for iPECS-300 & 600, or 8900`-89100 for iPECS-1200

or

801-824 for iPECS-MG100, or 801-872 for iPECS-MG300

Any CO/IP Line access

9

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

When placing an IP call, you must dial an IP address using the '*' key in place of the dot.

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

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

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

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

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

To place an external call:

- Lift the handset,
- Select/dial the CO/IP line/group,
- Dial the desired number.

3.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

To activate a queue if the selected/dialed line is busy:

- Select/dial a busy CO/IP line,
- Press the **CALL BACK** button,
- Return to an idle state by going on-hook; when the line becomes available, the Station will be notified with ringing.

3.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. When an **Account Code** is entered, it is output from the system to a printer in the **SMDR** report. An **Account Code Flex** button can be programmed (refer to *Assigning features to Flex buttons*).

In iPECS-LIK**To enter an Account Code before the call:**

- Lift the handset,
- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *.

In iPECS-MG

To enter an Account Code before the call:

- Lift the handset,
- Dial 550,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

3.2.4 To disable dialing from your phone

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

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21(iPECS-LIK)/31(iPECS-MG) (User Program code),
- Dial your Authorization code(iPECS-MG),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22(iPECS-LIK)/32(iPECS-MG) (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

3.2.5 To temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **FLASH** button to regain CO/IP dial-tone.

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial 23(iPECS-LIK)/33(iPECS-MG) (User Program code),
- Dial your Authorization Code (Station number and password),
- Dial '*' (iPECS-MG),
- Place call as normal.

3.3 Using Automated Dialing

3.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer.

In iPECS-LIK, iPECS SBG-1000

To dial the Last Number for an external call:

- Lift the handset,
- Press **SPEED**,
- Dial *,
- Press the Vol Up/Vol Down to select the desired number,
- Press **HOLD/SAVE**.

In iPECS-MG

To dial the Last Number for an external call:

- Lift the handset,
- Press **SPEED**,
- Dial *.

3.3.2 Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing at a later time. The Saved number is stored until a new number is saved.

To place a call using Saved Number Dial:

- Lift the handset,
- Press **SPEED**.
- Dial #

To store a number in the Saved Number Dial:

- While on an outgoing external call, press **SPEED** twice.

3.3.3 Using System Speed Dial Numbers

The iPECS SBG-1000 & 50 & 100 systems each have memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The iPECS-300 system has memory allocated for 3000 **System Speed Dial** numbers (bins

2000-4999). The iPECS-600 system has memory allocated for 6000 **System Speed Dial** numbers (bins 2000-7999). The iPECS-1200 system has memory allocated for 12000 **System Speed Dial** numbers (bins 20000-31999). The iPECS-MG100 system has memory allocated for 1000 **System Speed Dial** numbers (bins 2000-2999). The iPECS-MG300 system has memory allocated for 2000 **System Speed Dial** numbers (bins 2000-3999).

You may, if allowed, use **System Speed Dial** to call frequently dialed numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

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

To place a call using System Speed Dial:

- Lift the handset,
- Press **SPEED**,
- Dial the desired System Speed Dial bin number (200-999 for iPECS SBG-1000 & 50 & 100, 2000-4999 for iPECS-300, 2000-7999 for iPECS-600, 20000-31999 for iPECS-12000, 2000-2999 for iPECS-MG100, or 2000-3999 for iPECS-

3.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS SBG-1000 & 50 & 100 System is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 23 digits. The iPECS-300 & 600 & 1200 each support 100 **Station Speed Dial** numbers (bins 000-099). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins 000-049). These numbers are entered at the user's station and may include several 'special' instructions. Special instructions and the corresponding button are:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a *flash on the CO line*.

CALL BACK as 1st digit—Send digits as *ISDN Keypad Facility message*.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

'*' not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

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

To place a call using Station Speed Dial:

- Lift the handset,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number (00-19 or 000-099 or 000-049).

To enter a Station Speed Dial number with CO Line and Name:

- Press **TRANS/PGM**,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group, (Skip this step in iPECS SBG-1000)
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- Enter the associated name, if desired,
- Press **HOLD/SAVE**.

4. Call Handling

4.1 Call Transfer: Sending a call to a different destination

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

Transferred calls, internal or external, are placed in **Transfer Hold**. These calls will receive Music on Hold (**MOH**) and will recall if not answered in a timely manner. If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall at your Station. DSS/BLF buttons may be used to transfer calls.

To Transfer an active call:

- Press **TRANS/PGM**,
- Call the transfer party,
- Unscreened Call Transfer - Hang-up,
OR
- Screened Call Transfer - When call is answered or Splash tone is heard, announce the call and then hang-up.

4.2 Call Hold: Placing a call in a waiting state

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

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

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

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

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

To place a call on Hold:

- Press **HOLD/SAVE**.

4.3 Broker Call: Switching between two calls

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

To switch between two calls, Broker Call:

- Press the desired **CO/IP line** button.

4.4 Joining multiple people in a Conference

You can establish a **Conference** with up to 3 parties(iPECS-LIK)/13 parties(iPECS-MG), or 32 parties when using a Multi-Party Conference Interface Module (MCIM)(iPECS-LIK). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal Hold Recall operation.

A **CONF** button is required.

To establish a Conference:

- Establish call with one of the desired conference parties,
- Press **CONF**.
- Establish call with the other conference party,
- Press **CONF**.
- Repeat to add additional parties to the conference
- Press **CONF**.

To place a Conference on Hold:

- Press the **HOLD/SAVE** button.

To retrieve the Conference from Hold:

- Press the **CONF** button.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Press the **CONF** button.
- Hand-up handset.
-

To retrieve an Unsupervised Conference:

- Lift the handset,
- Press the **CONF** button

4.4.1 Setting up a Conference Room

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

In iPECS-LIK**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (delete Conference Room code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (Conference Room delete code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

4.5 Call Park: Placing a call on hold to Page

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

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

In iPECS-LIK

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit code (601-610 for iPECS SBG-1000 & Micro & 50 & 100, 601-619 for iPECS-300 & 600 or 601-800 for iPECS-1200),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit code (601-610 for iPECS SBG-1000 & Micro & 50 & 100, 601-619 for iPECS-300 & 600 or 601-800 for iPECS-1200).

In iPECS-MG**To park an active external call:**

- Press **TRANS/PGM**,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)

5. Retrieving & Responding to Messages

5.1 Responding to a Station Message Waiting Indication

Another station can leave a Station **Message Waiting** indication when you do not answer or your phone is in *DND*. A flashing **CALL BACK** LED on the iPECS Phone indicates a Message Waiting. As a further notification, a **Message Wait Reminder Tone** can be provided. You may respond with a call back.

To respond to your Station messages:

- Press **CALL BACK** to return message.

5.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **Voice Mail** module, the **iPECS Feature Server** or an external Voice Mail system.

These Voice Mail systems allow access to and management of the received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station to Voice Mail. You will need to register an *Authorization Code* for your station to access VMIM/VSF Voice messages.

To retrieve Voice Mail locally:

- Press **CALL BACK**,
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line assigned for answer by the Auto Attendant,
- Upon answer,
- dial # to receive the 'Mail Box & Password' prompt(iPECS-LIK & SBG)
- Or
- dial 523 (VMIB Access Code)(iPECS-MG),
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up.

6. Remote System Access

6.1 Direct Inward System Access (DISA)

DISA (Direct Inward System Access) allows remote users to gain access to the system's resources (remote users may be required to enter an **Authorization Code**). The system will recognize remote user dialed inputs (call other stations, place calls over CO/IP lines, review voice mails, etc). The iPECS SBG-1000 system does not support normal DISA service, but supports call to the station and remote voice mail access when answering by a VSF auto attendant.

In iPECS SBG-1000

To call to the station remotely:

- Call the telephone number of a CO line assigned for answer by a VSF auto attendant,
- Upon answer, dial station number.

In iPECS-LIK, iPECS-MG

To access system resources remotely:

- Call the system's DISA facility,
- Await an answer and dial your authorization code (station number and password),
- Dial "*" for end mark (iPECS-MG),
- Dial as needed for the desired system resource.

6.2 Mobile Phone Extension

When away from your desk or office you can place and receive calls on a registered mobile phone. Calls to your iPECS Phone will ring your Mobile Phone and you can place calls using the resources of the iPECS. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number.

This feature is activated through an ISDN/VOIP CO line.

NOTE—The mobile extension may reconnect to the transfer by pressing the # key.

In iPECS-LIK, iPECS SBG-1000

To register a mobile phone number: (iPECS-LIK)

- Press the **TRANS/PGM** button,
- Dial 37.
- Dial the mobile phone number.
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone: (iPECS-LIK)

- Press the **TRANS/PGM** button.
- Dial 38.
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller ID, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS calls as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

In iPECS-MG**To register a mobile phone number:**

- Press the **TRANS/PGM** button,
- Dial 51,
- Select Mobile Index 1 or 2,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 52,
- Select Mobile Index 1 or 2,
- Dial the mobile phone number with CO Access code,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit “*” while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer call by pressing the mobile flash digit(*).

7. Misc. Features

7.1 Background Music and Music on Hold (iPECS-LIK)

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on **Hold**.

There are eleven possible selections for BGM and MOH:

- 00: Off
- 01: Source BGM1
- 02: Source BGM2
- 03: VSF MOH 1
- 04: SLT MOH 1
- 05: SLT MOH 2
- 06: SLT MOH 3
- 07: SLT MOH 4
- 08: SLT MOH 5
- 09: VSF MOH 2
- 10: VSF MOH 3

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

7.2 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

In iPECS-LIK, Page Zone codes are:

Internal Page Zones 501-510 (iPECS SBG-1000 & 50 & 100), 501-535 (iPECS-300 & 600), 301-400 (iPECS-1200)

Internal All Call Page 543

External Page Zones 545-546

External All Call Page 548

All Call Page 549

In iPECS-MG, Page Zone codes are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zones 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received(iPECS-LIK & SBG):

- Press **CALL BACK**,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial **544**(iPECS-LIK)/511(iPECS SBG-1000)/546(iPECS-MG) (Meet-Me-Page code).

7.3 Push-To-Talk (PTT) Page

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

To log-in to a PTT group:

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code.
- Dial the desired PTT group number (1-9 or 0 for all groups).

To log-out of the PTT group(s):

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code.
- Press the * key.

To place a page to the active PTT group:

- Press and hold the **PTT** button.
- After confirmation tone make page announcement.

7.4 Wake-Up Alarm

iPECS supports an Alarm Clock for each station. You can set the alarm clock to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM or Wake-Up Alarm announcement (iPECS-LIK, iPECS SBG-1000) will be provided.

To set the Wake Up Alarm clock:

- Press **TRANS/PGM**.
- Dial **41**(iPECS-LIK)/**21**(iPECS SBG-1000)/**13**(iPECS-MG) (Alarm Clock code).
- Dial hh/mm for time alarm should alert,
- Press **#** to have the alarm repeat daily,
- Press **HOLD/SAVE**.

To erase Wake-Up:

- Press **TRANS/PGM**.
- Dial **42**(iPECS-LIK)/ **22**(iPECS SBG-1000)/**14**(iPECS-MG) (Alarm Clock delete code)
- Press **HOLD/SAVE**.

7.5 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a **Door Open** contact.

To terminate the Alarm signal:

- Dial 565(iPECS-LIK & MG)/65(iPECS SBG-1000) (Alarm Stop code).

To activate the Door Open contacts:

- Lift the handset,
- Dial #* (Door Open code) and contact number 1 to 4.

NOTE—Contacts 3 & 4 are only available in the iPECS -300 & 600. Contact 1 is available in the iPECS -MG.

7.6 Power Fail Transfer

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided the station will operate normally. When **PFT** is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

7.7 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos can be heard over the speaker or handset of the iPECS Phone and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)
 Station IP Address
 Station Mac Address
 Number of messages x (x: number of all message waiting)
 Wake-Up Time (hh:mm)
 Do Not Disturb
 Forwarded to station xxx
 Forwarded to speed bin xxx
 Queued CO/IP line xxx
 Locked (Temporary COS)
 COS x

NOTE—Only activated features are announced.

To hear Date & Time memo:

- Dial the Voice Memo code (661 for iPECS-50 & 100, or *661 for iPECS-300 & 600 & 1200, or 675+1 for iPECS-MG),
- Date and Time memo is heard, "Date is May 2nd. Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo code (662 for iPECS-50 & 100, or *662 for iPECS-300 & 600 & 1200, or 675+2 for iPECS-MG),
- The Station Number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo code (663 for iPECS-50 & 100, or *663 for iPECS-300 & 600 & 1200, or 675+3 for iPECS-MG),
- Station Status Memo is heard.

7.8 Contrast (iPECS-LIK)

The Phone LCD brightness can be adjusted to your preference.

To change the Phone LCD Contrast:

- While the phone is idle, press the **VOL ▲▼** buttons.
- **VOL ▲** will increase darkness.
- **VOL ▼** will decrease dark (brightness).

7.9 Network Config.

The user can review the current network configuration or modify a new phone network configuration.

To access Network Config. Settings:

- Press **TRANS/PGM** button and Dial 78(iPECS-LIK)/38(iPECS SBG-1000)/80(iPECS-MG),
- Enter the password (default=147*), the following will display:

- MFIM #[1/2] ?
 - MFIM #1 –
CHANGE[#]
- Press the # key to toggle between multiple profiles (MFIM),
- Press the **VOL ▲** **VOL ▼** buttons to advance to the next network configuration item,
- Press the **HOLD/SAVE** button to save each setting.

To set default Config settings:

- In Network Config. Menu, use the **VOL ▲** **VOL ▼** buttons to locate the Default Config Screen (shown),
Set default – [*]
- Press the * key.

To exit Config. Settings:

- Press **SPEAKER**,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new settings.

8. PBX, Centrex & ISDN

8.1 Access PBX or Centrex

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host.

The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Press the **FLASH** button
- After receiving new dial tone, dial PBX/Centrex feature code.

8.2 Access the ISDN Network

8.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the **Flex Button program** procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

To activate Keypad Facility operation:

- Press the **KEYPAD FACILITY** button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,
- OR
- Press a Feature or Flex button.

8.2.2 Activating ISDN Caller ID restriction

iPECS Phone users can restrict the transmission of Caller ID to the receiving phone (may be a subscription service of your carrier). Separate Flex buttons are required to activate incoming, Connected Line (COL), and outgoing, Calling Line ID (CLID) restriction.

To restrict Caller ID:

- Lift the handset,
- Press the **CLIR/COLR** button and place the call.

9. Set Features & Flex Buttons

9.1 Entering Station Program Data

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

To assign User Programmable station attributes:

- Press **TRANS/PGM**.
- Dial desired User Program codes shown in *Appendix B*,
- Press **HOLD/SAVE**.

9.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone. If allowed, you may even assign CO/IP lines to the Flex buttons.

Flex buttons may be assigned for most features providing **One-Touch** feature activation (e.g., a Flex button may be assigned to access the **Account Code** feature and may include the Account code digits, as a one-touch account code button).

Features that may be assigned to a Flex button include:
DSS/BLF—Enter station number.

Speed Dial—Enter Station/System Speed dial bin number.

Flex Numbering Plan—Enter Flex Numbering Plan code (refer to *Appendix A*).

User Program Code—Press **TRANS/PGM** and enter a User Program code (refer to *Appendix B*).

CO/IP Line—Enter the CO/IP line or group number.

To assign a feature to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial desired code and required inputs. For User Program codes, first press the **TRANS/PGM**,
- Press **HOLD/SAVE**.

9.3 Network configuration

You may review the current network configuration or modify a new phone network configuration.

To access Network settings:

- Press **TRANS/PGM** button and dial 78(iPECS-LIK)/38(iPECS SBG-1000)/80(iPECS-MG),
- Enter the password (default=147*); the following will display:
 - MFIM #[1/2] ?
 - MFIM #1 - CHANGE[#]
- Press the **#** key to toggle between multiple profiles (MFIM),
- Press the **VOL ▲▼** buttons to advance to the next network configuration item,
- Press the **HOLD/SAVE** button to save each setting.

To set LLDP:

- In Network Config. Menu, use **[VOL ▲▼]** buttons to locate the 802.1x configuration screen (shown),

- LLDP?
- [ENABLED] – CHANGE [#]

- Enable in LLDP? menu and press the **Hold/Save** button.

To configure 802.1x:

- In Network Config. Menu, use **[VOL ▲▼]** buttons to locate the 802.1x configuration screen (shown),

- 802.1x ?
- [ENABLED] – CHANGE[#]
-

- Enable in 802.1x menu and press the **Hold/Save** button.
- Enter ID in **802.1x USER ID** menu (It appears when 802.1x is enabled.) and press the **Hold/Save** button.
- Enter Password in **802.1x PASSWORD** menu (It appears when 802.1x is enabled.) and press the **Hold/Save** button.

To set default Config. settings:

- In Network Config. Menu, use **[VOL ▲▼]** buttons to locate the Default Config. Screen (shown),

- SET DEFAULT CONFIG(DOT:*)
-
-

- Press the * key.

To exit Config. settings:

- Press the **[SPEAKER]** button,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new setting.

Appendix A Flexible Numbering Plan

In iPECS-LIK, iPECS SBG-1000

Feature	iPECS -50	iPECS -100	iPECS -300	iPECS -600	iPECS -1200	iPECS SBG- 1000
Intercom Call	100 - 149	100 - 169	100 - 399	1000 - 1599	1000 - 2199	10-33
CO/IP Group Access	801 - 820	801 - 820	801 - 872	801 - 872	89001 - 89200	801 - 805
Individual CO/IP Line Access	8801 - 8842	8801 - 8842	88001 - 88200	88001 - 88400	88001 - 88600	8801 - 8810
Group Pilot Number	620 - 659	620 - 659	620 - 667	620 - 667	401 - 500	620 - 631
Internal Page Zone	501 - 510	501 - 510	501 - 535	501 - 535	301 - 400	501- 510
Call Parking Locations	601 - 610	601- 610	601 - 619	601 - 619	601 - 800	601 - 610
Station User VMIM/VSF Features	66	66	*66	*66	*66	
Door Open	#*1	#*1 - #*2	#*1 - #*4	#*1 - #*4	#*1 - #*4	#*

Feature	iPECS-LIK	iPECS SBG- 1000	Remark
Internal All Call Page	543		
Meet Me Page	544	511	
External Page Zone 1-2	545 - 546		
External All Call Page	548		
All Call Page (Internal/External)	549	500	
SMDR Account Code Enter	550		SLT use only
Flash Command to CO Line	551		SLT use only
Last Number Redial	552	52	SLT use only
DND	553	53	SLT use only; Toggle ON/OFF
Call Forward	554	54	
Speed Dial Programming	555	55	SLT use only

Feature	iPECS-LIK	iPECS SBG-1000	Remark
Message Wait/Callback Enable	556	56	SLT use only
Message Wait/Callback Return	557	57	SLT use only
Speed Dial Access	558	58	SLT use only
Cancel DND/FWD	559	59	SLT use only
CO System Hold	560	67	SLT use only
Program Mode Access	561		SLT use only
Attendant Unavailable	562		
Alarm Reset	565	65	
Group Call Pickup	566	**	
Universal Answer	567		
Account Code with bin	568		
Walking COS Code	569		
ACD Supervisor On/Off Duty	571		
ACD Supervisor Login	572		
ACD Supervisor Logout	573		
ACD Help Code	574		
ACD Calls In Queue Display	575		
ACD Supervisor Status Display	576		
ACD Supervisor Monitor	577		
ACD Reroute Queued Call w/answer	578		
ACD Reroute Queued Call w/o answer	579		
Enter Conference Room	59		
Camp-On Answer	600	66	SLT use only
Call Coverage button	67	*#	
Direct Call Pickup	7	7	
Retrieve Last Held CO/IP	8*	8*	
Retrieve Individual Held CO/IP	8#	8#	
Access CO Line in the 1st Available CO Group	9	9	
Attendant Call	0	0	

Feature	iPECS-LIK	iPECS SBG-1000	Remark
VM Message Wait Enabled	*8		
VM Message Wait Disable	*9		
MCID Request	*0		
Unsupervised Conference extend code	##		
PTT Group Login/Logout	#0		

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	

No	Feature Name	Code	Remark
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # (001 ~ 200 : MG- 300 01 ~ 80 : MG- 100)

No	Feature Name	Code	Remark
42	VM MWI Enable	*8	
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group # *: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
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81	Fault Alarm Reset	566	
82	Door Open	#*1	
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88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

Appendix B User Program Codes

In iPECS-LIK

Code	Function	Remarks
10	Enblock Mode Dialing	
11 x	Differential Ring, Intercom	Select Ring Tone 1-8
12 x	Differential Ring, CO/IP line	Select Ring Tone 1-8
13 x	Intercom Answer Mode	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
14 x	Call Coverage Attribute Setting	1+: ON/OFF, 2+: ring delay (0-9)
15 x	Station Ring Download	Select download Ring Tone 0-9
19	Ear&Mic Headset Usage	
21	Knock Down Station COS	
22	Restore Station COS	May require Authorization code
23	Walking COS	May require Authorization code
30	VM Mobile Notify	
31	Station Message Wait Retrieve	
32	CLI/IP Message Wait Retrieve	
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button
34	Assign DID CALL WAIT Button	
35	Message Wait in Executive/Secretary pair	
36	Send SMS Message	
37	Register Mobile Extension	
38	Activate Mobile Extension	
39	Register Mobile Ext. CLI	
41 xx	Set Wake-Up Time	Input time, 24 hour clock
42	Erase Wake-Up Time	
51 xx	Custom/Pre-defined Message Display	Select Message 00-20
52 xx	Register Custom Message	Input up to 24 characters
53 x	Create Conference Room	Input Conf Room (1-9) & password
54 x	Delete Conference Room	Input Conf Room (1-9) & optional password
55	Monitor Conf. Room	
61 x	Headset/Speakerphone Mode	
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both
71	LCD Display Mode	
72	Version Display	
73	Background Music	
74 x	Station User Name Registration	Input up to 12 characters
75	Display Phone IP Address	

Code	Function	Remarks
76	Change Phone IP Address	
77	Display Phone MAC IP Address	
78	Network Configuration	
79	Display Phone Version	
80	Assign RECORD Button	Requires VSF/External SMDI VM
81	Assign ISDN CLIR Button	
82	ISDN COLR Button	
84	Assign ACCOUNT CODE Button	
85	Assign LOOP Button	
86	Assign ATD INTRUSION Button	
87	ICM Button	
88	Assign CAMP-ON Button	
89	Assign KEYPAD FACILITY Button	
8#	Assign OHVO Button	
91	CONF Button Assignment	
94	FLASH Button Assignment	
95	MUTE Button Assignment	
96	MONITOR Button Assignment	
97	REDIAL Button Assignment	
98	FWD Button Assignment	
99	Assign PTT Button	
9* xx	{IN-ROOM INDICATION} Button Assignment	(xx : 01~10)
*0	Hot Desk Login Code	
**	Hot Desk Log out Code	
*7	Force Fwd to Dest.	

In iPECS SBG-1000

Code	Function	Remarks
11	Intercom Answer Mode	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
12	<i>Headset/Speakerphone Mode</i>	0:Headset, 1:Speaker
13	Select Headset Ring Type	1: Speakerphone, 2: Headset, 3: both
21	Set Wake-Up Time	Input time, 24 hour clock
22	Erase Wake-Up Time	
31	LCD Display Language	
32	SBG Version Display	
33	Background Music	
34	Station User Name Registration	Input up to 12 characters
35	Display Phone IP Address	May require Authorization code

Code	Function	Remarks
36	Display Phone MAC IP Address	
37	Display Phone Version	
38	Network Configuration	
41	Forced FWD to Destination	
42	Call Log Display	
43	CLIR Service	
44	COLR Service	
4*	Assign LOOP Button	
50	Assign CALL BACK Button	
51	Assign CONF Button	
52	Assign MUTE Button	
53	Assign ICM Button	
53	Assign REDIAL Button	

In iPECS-MG

Code	Function	Remarks
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG	Set Pre-defined Message.	0-9, MSG

Code	Function	Remarks
number [xx]		*: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both
71	Register Station ICLID	
72	View Station ICLID	
81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
80	Network Setting	LIP Series
91	System Version	
92	System IP Address	

Appendix C Useful Information : Open Source Software Notice

Open Source Software Notice

This following GPL (General Public License) software used in this product are subject to the GPL License Agreements. You can obtain a copy of the GPL licenses from Ericsson-LG Enterprise Web Site (<http://www.ericssonlg-enterprise.com>).

GPL License:

1. **u-boot**
2. **bash**
3. **linux**
4. **busybox**
5. **Alsa Libraries**
6. **udhcpc**
7. **ortp**
8. **Curl / LibCurl**
9. **libsrtplib**
10. **Expat xml parser**

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

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

iPECS

LIP-8012E/8024E

User Guide

Please read this manual carefully before operating Phone. Retain it for future reference.

iPECS is an Ericsson-LG brand



Revision History

Issue	Date	Remark
1.0	Dec. 2011	Initial Release
1.1	Oct. 2012	Changed CI to Ericsson-LG
1.2	Dec. 2013	Changed Ericsson-LG to Ericsson-LG Enterprise

Disposal of your old appliance



1. When the crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2012/19/EC.
2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by government or the local authorities.
The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.
4. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

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iPECS is trademarks of Ericsson-LG Enterprise Co., Ltd.

All other brand and product names are trademarks or registered trademarks of their respective companies.

Important Safety Information

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



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



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



Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.
2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.
3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.
4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.
5. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.
6. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.



Caution

1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
 2. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep headset clear of such objects and check before use.
 3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.
 4. Choose a site for the phone that is well-ventilated and dry.
 5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.
 6. Do not put heavy things on the phone.
 7. Do not drop or throw the phone.
 8. Static electricity discharge will damage electronic components.
 9. Keep out of direct sunlight and away from heat.
 10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.
 11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.
-

[EU]

European Union Declarations of Conformity

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

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

[USA/CSA]

FCC/IC Interference Statement

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

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

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

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

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

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

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

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1. Introduction

1.1 General

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

1.2 Feature Information

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

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

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

1.3 Feature Groupings

Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

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

1.4 iPECS LIP-8012E & 8024E Gigabit Phone Description

The iPECS LIP-8012E and LIP-8024E Gigabit Phones (shown) incorporate the latest in VoIP technology and user interface to provide you with a cost effective, simple to use, productive communications tool. It includes a large 3-line (LIP-8012E) or 4-line (LIP-8024E) 24-character per line LCD (refer to Phone Diagrams, next page). The bottom line of the display is an interactive menu accessed with the 3 Soft buttons just below the display. The Navigation button in the lower center of the Phone allows you to move through the menu choices when more than three selections are available.

Features and functions of your iPECS are accessed either using the Fixed or Flexible buttons or by selecting a menu item using the Soft buttons. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON** designation while Soft button menu selections are shown with a double underline.

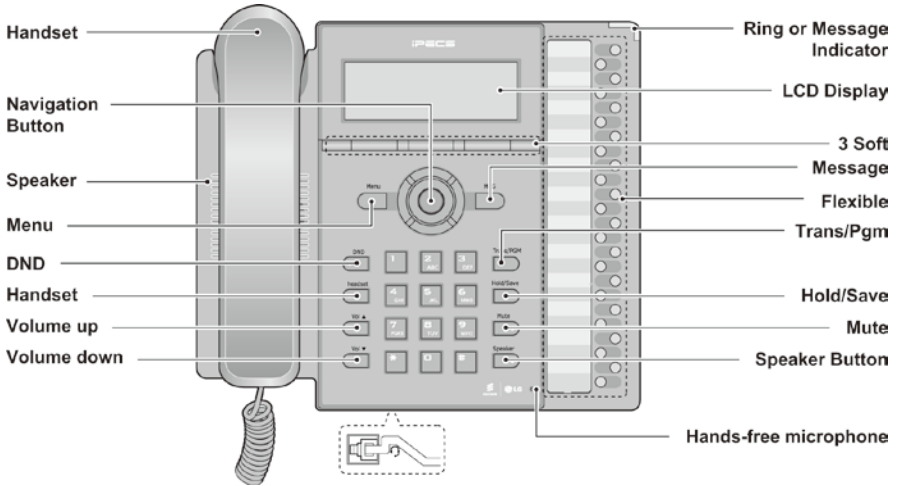
The LCD display screens shown in this User Guide are captured from the LIP-8024E. The screen may differ slightly in the LIP-8012E.



LIP-8012E Gigabit Phone



LIP-8024E Gigabit Phone



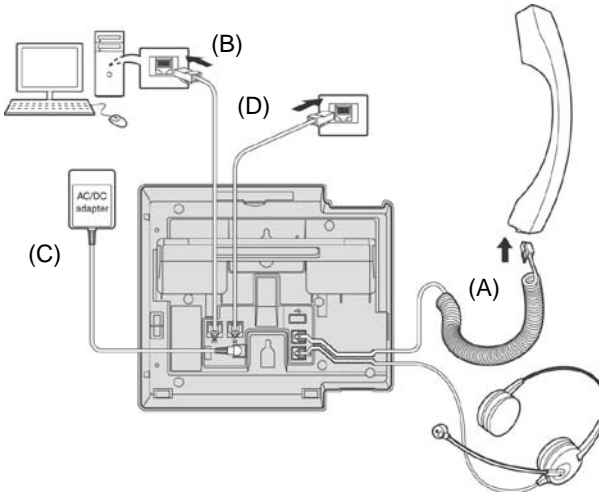
LIP-8024E Gigabit Phone Diagram

1.5 LIP-8012E & 8024E Phone Installation

LIP Gigabit Phones and Consoles can be connected to any standard 10/100/1000 Base-T Ethernet switch port (shown in graphic). When connected to an 802.3af compliant switch port (ex., POE8), LIP Gigabit Phones and series consoles can derive power from the Ethernet port. When LAN power is not available, the optional AC/DC adaptor must be used. The following image shows how to connect the handset, power cord, and LAN cable to the phone.

1.5.1 Phone Connections

The LIP-8012E and LIP-8024E each have 2 RJ-45 and 10/100/1000 Base-T LAN connection ports (refer to following graphic). One port is for connecting to the LAN ('D' in graphic), and the other can be connected to a desktop data device such as a PC ('B' in graphic), or another LAN interface terminal (refer to iPECS Hardware and Installation Manual).



iPECS LIP-8012E & 8024E Connections

1.5.2 Wiring Connectors

The LIP-8012E & LIP-8024E each have two (2) 10/100/1000 Base-T Ethernet ports, a “LAN” port and a “PC” port. An intelligent switch, which implements voice packet priority, connects the two (2) ports. This permits the LAN to be shared between the LIP Gigabit Phone and the desktop PC or other Ethernet terminal without significant affect on the voice or data traffic. The “LAN” port is connected to the LAN as described above for the single port Phones. The “PC” port is connected to a desktop device using any standard straight through category 5 cable.

1.5.3 Power

All LIP-8000 series phones can be powered by the AC/DC Adapter-K- (48 VDC @0.3A) or over the LAN cable using the POE8 or other 802.3af compliant switch.

If using the AC/DC Adapter, after connecting the Phone to the LAN, the Adapter's DC voltage plug is inserted into the power-input jack in the underside of the Phone. One end of the AC power cord is inserted into the mating receptacle of the AC Adapter, and the other end is inserted into the AC power outlet.

NOTE—LIP-8000 series consoles are powered through the flat cable used to connect the console to the IP

Gigabit phone (shown). Up to 2(without LIP-8048DSS) or 4(with LIP-8048DSS) consoles can be chain-link connected to the phone.

1.5.4 Wall Mount

The LIP-8000 series phones can be wall mounted as needed. The following instructions describe how to perform a wall mount installation. For more information on installing your LIP-8000 series phone, refer to the **iPECS Hardware Description and Installation Manual**.

- Mark and drill two (2) 7mm holes for plastic wall anchors.
- Insert the two (2) anchors into the holes and insert and tighten the each screw leaving about 2.5 mm (1/8-inch) of the screw exposed.
- Slide the LIP-8000 phone over the screws and assure the phone is secure.
- NOTE—It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.

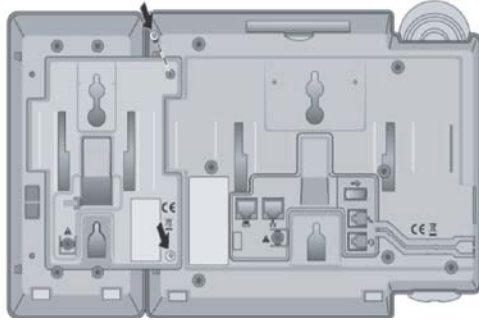
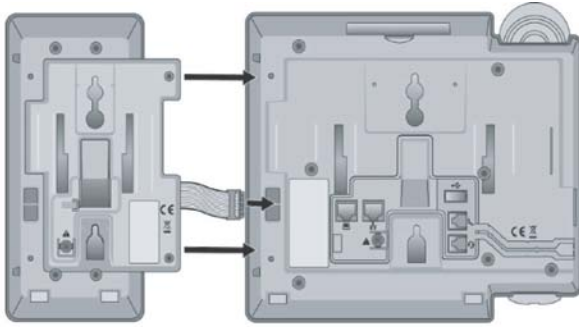
1.6 DSS(Direct Station Select) Console Installation

A DSS console can be installed with the LIP-8000E series phone as shown in Figure. Up to 3 consoles may be daisy chained as shown using the flat cable provided. Keep in mind the following conditions when installing LIP-8000 DSS consoles.

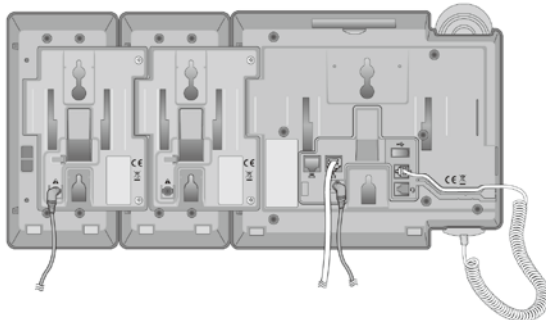
1. The AC/DC adapter must be used for LIP-8048DSS.
2. Up to two (2) LIP-8012LSS and/or LIP-8012DSS can be installed with LIP-8000E Phone.
3. The LIP-8048DSS must be separately powered.

The available DSS is as follows:

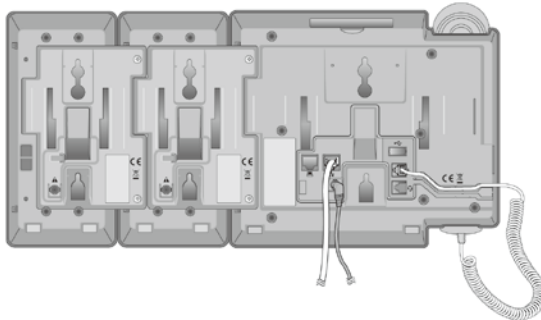
- 1) LIP-8012DSS
- 2) LIP-8012LSS
- 3) LIP-8048DSS



LIP-8000 DSS Installation



LIP-8000 DSS Installation (12DSS + 48DSS)



LIP-8000 DSS Installation (12DSS + 12LSS)

2. LCD, Speakerphone & Related Features

2.1 Using the Display Menu

The Liquid Crystal Display (LCD) of the iPECS LIP-8012E has three lines, and the LIP-8024E has four lines of 24 characters each. The LCD is used to convey information to you. It provides the date, time and station number on the display while idle. It will also provide called/calling name/number display, feature status and an interactive menu to guide you through feature access and *User Program* selections:

In iPECS-LIK

To activate the Display Menu:

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

1. PHONE SETTING	
2. CONFERENCE ROOM PGM	
3. ICM SMS	
BACK	OK
4. NETWORK CONFIG	
0. ATTENDANT	
• BACK	OK

In iPECS SBG-1000

To activate the Display Menu:

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

1. PHONE SETTING	
2. NETWORK CONFIG	
BACK	OK

In iPECS-MG**To activate the Display Menu:**

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

1. PHONE SETTING
2. NETWORK CONFIG
BACK OK EXIT

2.1.1 Phone Setting

In iPECS-LIK & iPECS SBG-1000**To configure the Phone:**

- Press **MENU** button and 1 (Phone Setting),
- The following menu displays:

1. STATION NAME PROGRAM
2. ICM RING
3. CO RING
BACK OK
4. PASSWORD PROGRAM
5. LANGUAGE PROGRAM
6. STA RING DOWNLOAD
• BACK OK
7. BACKLIGHT
8. FONT PROGRAM
BACK OK

- **Station Name Program**—Input up to 12 digits using the keypad (press DND button to backspace/delete a character), then press the **OK** Soft button. To input characters:
 - Press the second Soft button to select ABC> or abc> mode,
 - To input the first character of a button, press the button 1 time (ex., for 'a', press 2 button once),
 - To input the second character of a button, press the button 2 times (ex., for 'b', press the 2 button twice).
 - To input the third character of a button, press the button 3 times (ex., for 'f', press the 3 button three times).

- **ICM Ring/CO Ring**—Use Next Soft button to move through list of ring types, and press OK Soft button to select.
- **Password Program**—Enter the current password and press the OK Soft button, then enter the new password and press the OK Soft button.
- **Language Program**—Use Navigation up/down buttons to highlight available languages supported, and press OK Soft button to select.
- **Station Ring Download**—Select the ring position (5-8) and select the ring file; press the SAVE Soft button to select.
- **Backlight**—Use Navigation up/down buttons to select the operation of the backlight, and press the OK Soft button to select.
- **Font Program**— Use Navigation up/down buttons to select the LCD Font, and press the OK Soft button to select.

In iPECS-MG

- **Set Font Type**—Select the font type(0 for new roman, 1 for gothic), and press the OK Soft button to select.
- **Set Contrast**—Press the VOL ▲ ▼ buttons or Use Navigation up/down buttons to adjust the brightness, then press the OK Soft button to select.

2.1.2 Conference Room (iPECS-LIK)

The User can create and delete Conference rooms.

To configure a Conference Room:

- Press MENU button and 2 (Conference Room),
- The following menu displays:

```

1. CREATE CONF ROOM
2. DELETE CONF ROOM

```

- BACK OK
- Press the Navigation up/down keys to highlight and then press the OK Soft button to select,
OR
- Dial the number associated to the selection,
- Enter the room number and dial the password,
- Press the OK Soft button.

2.1.3 ICM SMS (iPECS-LIK)

The user can send SMS messages to other stations and retrieve received SMS messages.

To retrieve a SMS message:

- Press **MENU** button and 3 (ICM SMS),
- The following menu displays:

```
1. SEND MESSAGE
2. IN BOX(03)
```

```
BACK          OK
```

- Press the Navigation up/down keys to highlight and then press the **OK** Soft button to select,
OR
- Dial the number associated to the selection (2); the messages will display.

To send a SMS message:

- Select Mode - select 1 if resending a previous message, or select 2 if sending a new message,
- Enter the Station range (ex., 100-105=100105),
- Enter message (if in mode 2),
- Press the **OK** Soft button.

2.1.4 Network Config.

The User can review the current network configuration or modify a new phone network configuration.

To access Network Config. settings:

- Press **[MENU]** button and 4(iPECS-LIK)/2(iPECS SBG-1000, iPECS-MG),
- Enter the password (default=147*); the following will display:

```
MFIM #[1/2] ?
MFIM #1 - CHANGE[#]
```

- Press the # key to toggle between multiple profiles (MFIM),
- Press the **[VOL ▲ ▼]** buttons to advance to the next network configuration item,
- Press the **[HOLD/SAVE]** button to save each setting.

To configure 802.1x:

- In Network Config. Menu, use **[VOL ▲ ▼]** buttons to locate the 802.1x configuration screen (shown),

```
802.1x ?
[ENABLED] – CHANGE[#]
```

- Enable in 802.1x menu and press the **Hold** button.
- Enter ID in **802.1x USER ID** menu (It appears when 802.1x is enabled.) and press the **Hold** button.
- Enter Password in **802.1x PASSWORD** menu (It appears when 802.1x is enabled.) and press the **Hold** button.

To set LLDP:

- In Network Config. Menu, use **[VOL ▲ ▼]** buttons to locate the LLDP configuration screen (shown),

```
• LLDP?
• [ENABLED] – CHANGE [#]
```

- Enable in LLDP? menu and press the **Hold/Save** button.

To configure VPN:

- In Network Config. Menu, use **VOL ▲ ▼** buttons to locate the DNS Address menu.
- Enter DNS address in **DNS ADDRESS** menu
- Use **VOL ▲ ▼** buttons to locate the VPN configuration screen (shown),

```
VPN ?
[ENABLED] – CHANGE[#]
```

- Enable in VPN Menu and press the **Hold** button.
- Following steps are available when VPN is enabled.
- Enter VPN Server address in **VPN SERVER IP** menu and press the **Hold** button.
- Enter TCP/UDP port number for both local and remote in **VPN PORT** and press the **Hold** button. The default value is 1194.
- In **VPN USER ID**, enter ID and press the Hold button.
- In **VPN USER PASSWORD**, enter Password and press the **Hold** button.

To set default Config. settings:

- In Network Config. Menu, use **VOL ▲ ▼** buttons to locate the Default Config. Screen (shown),

```
SET DEFAULT CONFIG(DOT:*)
```

- Press the * key.

To exit Config. settings:

- Press the **SPEAKER** button,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new setting.

2.1.5 Attendant menu (iPECS-LIK & iPECS SBG-1000)

The Attendant menu is only available on the System Attendant phone.

In iPECS-LIK

To access the Attendant menu:

- Press **MENU** button and 0 (Attendant); the following will display:

1. DATE/TIME SET	
2. SET ICM ONLY MODE	
3. RESTORE COS	
BACK	OK
4. MONITOR CONF ROOM	
5. DELETE CONF ROOM	
BACK	OK

- Date/Time Set**—Enter mm/dd/yy, and press OK Soft button; enter hh/mm, and press OK Soft button.
- Set ICM Only Mode**—Dial the Station Range for ICM only calls (ex., 103-108=103108), and press the OK Soft button.
- Restore COS**—Dial the Station Range for COS restoring (ex., 103-108=103108), and press the OK Soft button.
- Monitor Conference Room**—Enter the Conference Room number to view the number of attendees in the Conference Room.
- Delete Conference Room**—Enter the Conference Room number and press the OK Soft button to delete.

In iPECS SBG-1000

To access the Attendant menu:

- Press **MENU** button and 0 (Attendant); the following will display:

1. SET ICM ONLY MODE	
2. RESTORE COS	
BACK	OK

- Set ICM Only Mode**—Dial the Station Range for ICM only calls (ex., 103-108=103108), and press the OK Soft button.
- Restore COS**—Dial the Station Range for COS restoring (ex., 103-108=103108), and press the OK Soft button.

2.2 Using the Speakerphone

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

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

While in a conversation using the Speakerphone, **Mute** the microphone using the **MUTE** button. When Mute is active, the **MUTE** button LED will be illuminated. To turn off **Mute**, press the **MUTE** button again..

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

When using a Headset, the **SPEAKER** button controls the ON/OFF-hook state for the phone.

To use the Speakerphone to answer or place a call:

- Press **SPEAKER**, the phone goes off-hook and sends audio to the speaker and the microphone.

To control the volume of the Speakerphone or handset:

- Press the **▼ VOLUME ▲** button.

To Mute the microphone:

- Select the **MUTE** button.

To turn off Mute (turn the microphone ON):

- Press the **MUTE** button.

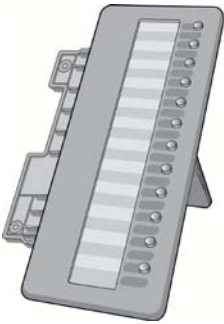
To activate Group Listen while on an active handset call:

- Press the **SPEAKER** button.

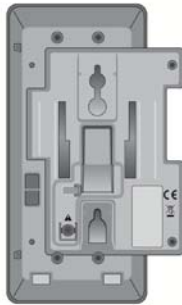
2.3 Using a Serial DSS

The LIP-8012ESS, LIP-8012LSS, and LIP-8048DSS can be connected with the LIP-8012E or LIP-8024E using the RS-232 cable. Be sure to verify the serial DSS and LSS capacities with the iPECS System to ensure usability (refer to iPECS Manual). The following graphics show the front and rear view of each.

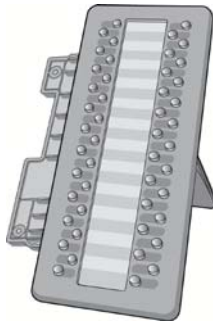
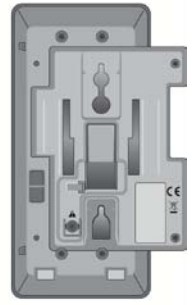
NOTE—A Linked Pair slave station cannot use a serial DSS. iPECS SBG-1000 does not support serial DSS.



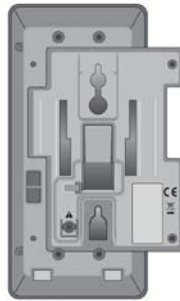
LIP-8012ESS



LIP-8012LDSS



LIP-8048DSS



In iPECS-LIK**To use a Serial DSS:**

- Verify the Station has Serial DSS Usage authority (Admin PGM111-Flex21),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM115,
- Edit LSS label from Admin PGM129 (default label is provided from MFIM).

To initialize Serial DSS Database:

- Enter Admin PGM111-Flex21,
- Select Station range to clear Serial DSS Database,
- Dial 0,
- Press the **HOLD/SAVE** button.

In iPECS-MG**To use a Serial DSS:**

- Set the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM126,
- Edit LSS label from Admin PGM126.

To initialize Serial DSS Database:

- Clear the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Admin PGM120-Felx3 to reset the phone.

3. Receiving Calls

3.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external ringing calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ringing Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line or a **LOOP** button.

External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

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

To answer a call ringing at your phone:

- Lift the handset or press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- In **HF** mode, simply speak as normal into the microphone,
- OR
- In **PV** mode, lift the handset to respond.

3.2 Responding to a Call While Busy

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

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

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

Silent Text Message requires a **TEXT MESSAGE** button (not available on a SLT or other non-display terminal). The Attendant or Secretary may use **Intrusion** to announce a call while you are busy.

To answer a Call Waiting:

- Press **HOLD/SAVE**, and/or
- Press the flashing **CO/IP LINE** button.

To activate One-time DND:

- Press the **DND** button.

To send a Silent Text Message:

- Press the programmed **TEXT MESSAGE** button,
- Select the desired message to send.

3.3 Using Answering Machine Emulation (AME)

When a call is connected to your voice mail, you can screen the call as with a normal Answering Machine. The caller's voice is played over your speaker while the message is being recorded. There are two methods of notification and call screening provided, LED blink mode or Speaker hearing mode.

Ring Mode (iPECS-LIK & SBG)/LED Blink Mode (iPECS-MG)—the Answering Machine Emulation (AME) Flex button will flash to notify you of a call. You may press the Flex button to hear the caller as the voice message is stored.

Speaker Mode (iPECS-LIK & SBG)/Speaker Hearing Mode (iPECS-MG)—when the call is sent to the voice mailbox, the caller's voice is automatically broadcast over the speaker of your iPECS Phone.

You may terminate screening, leaving the caller in voice mail to record a message, talk with the caller and record the conversation in the mailbox, or answer the call and disconnect the Voicemail. The AME feature is only available when using the iPECS VMIB Voice Mail; a **MUTE** and **AME** button should be programmed (refer to Appendix A User Program Codes).

To screen a call in Ring mode (iPECS-LIK & SBG)/LED blink mode (iPECS-MG):

- Press the flashing **AME** button, the caller's voice is broadcast over the station speaker and stored in the voice mailbox (in the Speaker hearing mode, broadcast is automatic).

To stop the voice broadcast and leave the caller in Voice Mail:

- Press the illuminated **SPEAKER** button.

To talk with the caller and record the conversation in Voice Mail:

- Press the **MUTE** button.

To answer the call and cancel the voice message recording:

- Press the illuminated **AME** button, the caller is connected and the Voice Mail disconnected.

3.4 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 8 Ring Tones available for differentiating one phone's ringing from another. Four of the tones are stored in the phone permanent memory; the remaining four tones are in the system memory. Four of these eight can be downloaded into the phone memory for use as the 5th to 8th Ring Tone.

In iPECS-LIK

To download a Ring Tone from System memory:

- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

In iPECS-MG

To download a Ring Tone from System memory:

- Press **TRANS/PGM**,
- Dial 2 for Ring Tones,
- Dial 3 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 2 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1 for Keypad Ring Source,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

3.5 Answering Calls at Night

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

To answer a call ringing during night mode:

- Lift the handset,
- Dial 567(iPECS-Lik)/587(iPECS-MG) (UNA code).

3.6 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access. **NOTE—Pick-Up will not answer calls on the ringing station Private Line unless the line appears on your phone.**

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; the call will be connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial **566** (Group Call Pick-Up code), the call is connected.

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

Activate Do-Not-Disturb when you wish to not be interrupted; the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while ringing (One-Time DND); Ringing terminates and the caller will get a fast busy tone and it requires a DND button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

To toggle DND ON and OFF:

- Press the **DND** button.

3.8 Forwarding Calls

3.8.1 Forwarding calls to another Station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls, except recalls, when the station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your *Authorization Code*.

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

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial the type of forward code 1-4,
- Dial the destination number.

To deactivate Call Forward from your phone:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial #.

To activate Call Forward for your phone from a different phone within the System (Call Forward, Remote):

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.

To deactivate Call Forward, Remote:

- Lift the handset,
- Press the **Fwd** Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Press the # key.

3.8.2 Forwarding calls to an external number

Forward calls to an external destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as listed below:

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls to the station, except recalls, when station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your *Authorization Code*. In addition, from a remote location, you must access the system through a *DISA* enabled CO line.

In iPECS-LIK & iPECS SBG-1000

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the Fwd Soft button,
- Dial the type of Forward code (1-4),
- Press Speed Soft button,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone within the System:

- Lift the handset,
- Press the Fwd Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Press Speed Soft button,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial 554 (Call Forward feature code),
- Dial your Authorization Code (your Station number + Password),
- Dial the type of Forward code (6-9),
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

3.8.3 Forwarding callers to a Text Message

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

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you.

In addition, there are ten fix Pre-Defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01:	LUNCH RETURN AT hh:mm
Message 02:	ON VACATION RETURN AT DATE mm:dd
Message 03:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 04:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 05:	OUT OF OFFICE RETURN UNKNOWN

Message 06: CALL (enter up to 17 digits)
Message 07: IN OFFICE STA xxxx
Message 08: IN MEETING
RETURN AT TIME hh:mm
Message 09: AT HOME
Message 10: AT BRANCH OFFICE

In iPECS-MG

Message 1: LUNCH RETURN AT hh:mm
Message 2: ON VACATION
RETURN AT DATE mm:dd
Message 3: OUT OF OFFICE
RETURN AT TIME hh:mm
Message 4: OUT OF OFFICE
RETURN AT DATE mm:dd
Message 5: OUT OF OFFICE
RETURN UNKNOWN
Message 6: CALL (enter up to 17 digits)
Message 7: IN OFFICE STA xxxx
Message 8: IN MEETING
RETURN AT TIME hh:mm
Message 9: AT HOME
Message 0: AT BRANCH OFFICE
* User Custom Message
Deactive

In iPECS-LIK**To activate Custom or Pre-Defined Message Forward:**

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

•

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

In iPECS-MG

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the one-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Press **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Dial Pad button	Letter Type									
	Uppercase (ABC)				Lowercase (ABC)				Num	
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

4. Placing Calls

4.1 Internal Calls

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

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

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

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

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- When the call is answered or the Splash tone is heard, begin speaking with the called party.

4.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On, Callback** or **Voice Over** at the station. **Camp-On** allows you to wait off-hook for the called station to answer. **Callback** allows you to hang-up, and when the busy station returns to an idle state, the system will call your Station; after you answer the callback, the system will call the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing the last digit of the Intercom number.

To Camp-On (wait off-hook) for a busy station:

- Press * and await an answer.

To request a Callback (wait on-hook) for a busy station:

- Press the **MSG** button and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #,
- After the Splash tone is heard, begin speaking.

4.1.2 Leaving a Message Wait

If the called user does not answer or is in DND mode, you may leave a **Message Wait**. The called user will receive a Message Wait indication; the message icon will be displayed in the LIP-8024E. If the ring/message LED is set to Message Wait Indication, the ring/message LED will flash.

To activate Message Waiting:

- Press the **MSG** button and hang-up.

4.2 External Calls

4.2.1 Placing external CO/VoIP calls

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

88 + Line number (01-10 for iPECS SBG-1000, 01-42 for iPECS-50 & 100, 001-200 for iPECS-300, 001-400 for iPECS-600, or 001-600 for iPECS-1200).

or

88 + Line number (01-80 for iPECS-MG100, or 001-240 for iPECS-MG300).

CO/IP Group access—

801-805 for iPECS SBG-1000, 801-820 for iPECS- 50 & 100, 801-872 for iPECS-300 & 600, or 8900-89100 for iPECS-1200

or

801-824 for iPECS-MG100, or 801-872 for iPECS-MG300

Any CO/IP Line access—

9

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

When placing an IP call, you must dial an IP address using the '*' key in place of the dot.

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

You may be assigned **Dialing** and/or **CO/IP Line Access Restrictions**, in which case you will receive error tone if you attempt to dial or access a restricted number/CO/IP line. **CO/IP line** and **Station Class Of Service (COS)**, which establish dialing restrictions, may vary during Day and Night operation (**Day/Night COS**). You may need to enter an *Authorization code* before placing calls, in which case you will receive a second dial tone.

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

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

To place an external call:

- Lift the handset,
- Dial the CO/IP line/group,
- Dial the desired number.

4.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

To activate a queue if the selected/dialed line is busy:

- Select the desired CO/IP line button; when the busy notification is returned, press the **MSG** button,
- Return to an idle state by going on-hook; when the line is available, the Station will be notified (ringing).

4.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an **Account Code**, which is output from the system to a printer in the **SMDR** report. You may have an **Account Code Flex** button (refer to *Assigning features to Flex buttons*).

In iPECS-LIK**To enter an Account Code before the call:**

- Lift the handset,
- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *.

In iPECS-MG**To enter an Account Code before the call:**

- Lift the handset,
- Dial 550,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

4.2.4 Disable dialing from your phone

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

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21(iPECS-LIK)/31(iPECS-MG) (User Program code),
- Dial your Authorization code(iPECS-MG),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22(iPECS-LIK)/32(iPECS-MG) (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

4.2.5 Temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **FLASH** button to regain CO/IP dial-tone.

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial 23(iPECS-LIK)/33(iPECS-MG) (User Program code),
- Dial your Authorization Code (station number and password),
- Dial '*' (iPECS-MG),
- Place call as normal.

4.3 Using Directory

4.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer. The iPECS Display Phone, the system will store the numbers dialed on the last 15(iPECS-LIK)/100(iPECS-MG) calls.

In iPECS-LIK & iPECS SBG-1000

To dial the Last Number for an external call:

- Lift the handset, and/or press the DIR Soft button,
- Press Speed Soft button,
- Dial *,
- Press the Navigation up and down buttons to select from the last 15 numbers dialed,
- Press the Send Soft button or HOLD/SAVE.

In iPECS-MG

To dial the Last Number for an external call:

- Lift the handset,
- Press Speed Soft button,
- Dial *,
- or
- press the LOG Soft button,
- Press the Navigation up and down buttons to select from the last 100 numbers dialed or received,
- Press the Send Soft button or HOLD/SAVE.

4.3.2 Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing at a later time. The Saved number is stored until a new number is saved.

To place a call using Save Number Dial:

- Lift the handset, and/or press the DIR Soft button,
- Press Speed Soft button(iPECS-LIK & SBG)/Dial 1 for Station Speed(iPECS-MG),
- Dial #.

To store a number in the Save Number Dial:

- While on an outgoing external call, press the Save Soft button.

4.3.3 Using System Speed Dial Numbers

The iPECS SBG-1000 & Micro & 50 & 100 systems each have memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The iPECS-300 system has memory allocated for 3000 **System Speed Dial** numbers (bins 2000-4999). The iPECS-600 system has memory allocated for 6000 **System Speed Dial** numbers (bins 2000-7999). The iPECS-1200 system has memory allocated for 12000 **System Speed Dial** numbers (bins 20000-31999). The iPECS-MG100 system has memory allocated for 1000 **System Speed Dial** numbers (bins 2000-2999). The iPECS-MG300 system has memory allocated for 2000 **System Speed Dial** numbers (bins 2000-3999).

You may, if allowed, use **System Speed Dial** to call frequently dialed numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

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

To place a call using System Speed Dial:

- Lift the handset,
- Press the DIR Soft button,
- Press the speed button(iPECS-LIK & SBG)/Dial 2 for System Speed(iPECS-MG),
- Dial the desired System Speed Dial bin number (200-999 for iPECS SBG-1000 & Micro & 50 & 100, 2000-4999 for iPECS-300, 2000-7999 for iPECS-600, 20000-31999 for iPECS-12000, 2000-2999 for iPECS-MG100 , or 2000-3999 for iPECS-MG300).

4.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS SBG-1000 & 50 & 100 System is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 23 digits. The iPECS-300 & 600 & 1200 support 100 **Station Speed Dial** numbers (bins 000-099). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins 000-049). These numbers are entered at the user's station and may include several 'special' instructions. Special instructions and the corresponding button are:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a *flash on the CO line*.

MSG as 1st digit—Send digits as *ISDN Keypad Facility message*.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

****** not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

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

Dial Pad button	Letter Type									
	Uppercase(ABC)				Lowercase(ABC)				Num	
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

Character Entry Chart

To place a call using Station Speed Dial:

- Lift the handset, and/or press the DIR Soft button,
- Press the Speed Soft button(iPECS-LIK, & SBG)/Dial '1' for station speed(iPECS-MG),
- Dial the desired Station Speed Dial bin number (00-19 , 000-099 or 000-049).

To enter a Station Speed Dial number with CO Line and Name:

- Lift the handset, and/or press the DIR Soft button,
- Press the Speed Soft button(iPECS-LIK & SBG)/Dial '1' for station speed(iPECS-MG),
- Press the ADD Soft button,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group, (Skip this step in iPECS SBG-1000)
- Dial the desired number to be stored,
- Press HOLD/SAVE,
- Enter the associated name if desired, using the Character Entry Chart,
- Press HOLD/SAVE.

To assign a Station Speed Dial number directly to a Flex button:

- Press TRANS/PGM,
- Press the desired Flex button,
- Select the Tel Num Soft button(iPECS-LIK)/Dial '1' for Number(iPECS-MG),
- Select/dial the CO/IP line/group, (Skip this step in iPECS SBG-1000)
- Dial the desired number,
- Press HOLD/SAVE,
- Enter the associated name if desired, using the Character Entry chart(iPECS-LIK),
- Press HOLD/SAVE.

4.3.5 Using Dial by Name and Entering Your Name

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

NOTE—To allow others to contact you via the Intercom directory, you must enter a name for your station (up to 12 characters).

Characters are entered with two keystrokes as in the chart below.

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - : *3 - ,		

Character Entry Chart

To place a call using Dial by Name:

- Press **DIR** Soft button,
- Dial the desired directory, 1: Private directory, 2: Public directory, 3: Intercom directory, the LCD will display the names in alphabetical order,
- Scroll using the Navigation up/down keys, or enter search characters (refer to the above Character Entry Chart).
- Press **HOLD/SAVE** to place the call.

To enter your station user name:

- Press the **TRANS/PGM** button,
- Dial 74(iPECS-LIK)/34(iPECS SBG-1000)/12(iPECS-MG) (Station User Name code),
- Enter the Name, up to 12 characters (press DND button to backspace/delete a character). To input characters:
- Press the second Soft button to select ABC> or abc> mode,
- To input the first character of a button, press the button 1 time (ex., for 'a', press 2 button once),
- To input the second character of a button, press the button 2 times (ex., for 'b', press the 2 button twice).
- To input the third character of a button, press the button 3 times (ex., for 'f', press the 3 button three times).
- Press **HOLD/SAVE**.

4.3.6 Using Automatic Called Number Redial (ACNR)

When making an external call and a busy signal is received, the system can be set to retry the number until the call is connected, the feature is cancelled, or the maximum number of retries is attempted—this is Automatic Called Number Redial (ACNR).

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

To set up ACNR, while on an outgoing call:

- Use the Navigation button to display the next menu and select the **ACNR** Soft button,
- Hang-up handset.

To cancel the ACNR request:

- Press the **Stop** Soft button.

5. Call Handling

5.1 Call Transfer: Sending a call to a different destination

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

Transferred calls, internal or external, are placed in **Transfer Hold**. These calls will receive Music on Hold (**MOH**) and will recall if not answered in a timely manner. If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall at your Station. DSS/BLF buttons may be employed to transfer calls.

To Transfer an active call:

- Press **TRANS/PGM**,
- Call the transfer party,
- Unscreened Call Transfer- Hang-up,
- Screened Call Transfer- When call is answered or Splash tone is heard, announce the call and hang-up.

5.2 Call Hold: Placing a call in a waiting state

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

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

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

There are also user operations such as pressing a **DSS/BLF** button that will place a call in **Automatic Hold**. Calls will remain in the held state for a period and then recall the user. This **Hold Recall** is provided with a different ring signal. If not answered in a timely manner, the Attendant will receive **Attendant Hold Recall**.

To place a call on Hold:

- Press **HOLD/SAVE**.

5.3 Broker Call: Switching between two calls

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

To switch between two calls (Broker Call):

- Press the desired **CO/IP line** button.

5.4 Joining Multiple People in a Conference

You can establish a **Conference** with up to 3 parties(iPECS-LIK)/13 parties(iPECS-MG), or 32 parties when using a Multi-Party Conference Interface Module (MCIM)(iPECS-LIK). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal **Hold Recall** operation.

To establish a Conference:

- Establish call with one of the desired conference parties,
- Select the Conf Soft button,
- Establish call with the other conference party,
- Select the Conf Soft button,
- Select the Conf Soft button again to establish the conference.

To place a Conference on Hold:

- Press the **HOLD/SAVE** button.

To retrieve the Conference from Hold:

- Select the Conf Soft button.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Select the Conf Soft button,
- Hand-up handset.

To retrieve an Unsupervised Conference:

- Lift the handset,
- Select the Conf Soft button.

5.4.1 Setting up a Conference Room

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

In iPECS-LIK**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (Conference Room delete code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (Conference Room delete code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

5.5 Call Park: Placing a call on Hold to Page

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

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

In iPECS-LIK & iPECS SBG-1000

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit (601-610 for iPECS SBG-1000 & 50 & 100, 601-619 for iPECS-300 & 600 or 601-800 for iPECS-1200),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit.

In iPECS-MG

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)

5.6 Two-Way Record: Recording a call

You may record an active external conversation in your *Voice Mail Box*.

To activate Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next Menu and select the **Record** Soft button, record warning tone is heard and recording starts.

To stop Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next menu, and select the **Record** Soft button or,
- Hang-up, return to idle.

6. Send & Retrieve Messages

6.1 Responding to a Station Message Waiting Indication

Another station can leave a Station **Message Waiting** indication (MWI) when you do not answer or your phone is in **DND** mode. The message icon will be displayed on the LCD screen in LIP-8024E. If programmed, a flashing MSG LED on the iPECS Phone also will indicate when there is a Message Waiting. As a further notification, a **Message Wait Reminder Tone** can be provided. You may review and delete messages as well as respond with a call back.

To review your Station messages:

- Press the **MSG** button, the LCD shows the Message Summary display:

1. ICM MWI(002)	
2. VSF MSG(002)	
3. VMS MSG(001)	
BACK	OK

- Dial 1 to view Station messages,
- Press the navigation up/down button to scroll through the messages.

To return a call from the list of Intercom (MWI):

- Press the navigation up/down buttons to scroll through the Intercom messages,
- Press the **OK** Soft button to select and place the return call.

To delete a Station MWI:

- Press the navigation up/down buttons to scroll through the Station messages,
- Press the **Delete** Soft button to select,
- Dial 1 (Delete MWI).

To delete all Station MWIs:

- Press the Delete Soft button,
- Press 3 (Delete All MWIs).

6.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **VMIM/VSF/VMIB** module, the **iPECS Feature Server** or an external Voice Mail system.

The Voice Mail system allows access to and management of received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station from the VMIM/VSF/VMIB. You will need to register an *Authorization Code* for your station to access the VMIM/VSF/VMIB Voice messages.

To retrieve Voice Mail locally using a Flex button:

- Press the programmed **VOICE MAIL** Flex button,
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally using the **MSG** button:

- Press the flashing **MSG** button, the LCD shows the Message Summary display:

```

1. ICM MWI(002)
2. VSF MSG(002)
3. VMS MSG(001)
BACK      OK
  
```

- Press the Navigation down key, to display additional items:

```

4. UMS MSG(003)
5. ICM SMS(003)

BACK      OK
  
```

- Dial 2 for VMIM/VSF, 3 for external VM or 4 for Feature Server Voice Mail,
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access your Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *D/SA* CO line answered by the VMIM/VSF/VMIB Auto Attendant,
- At answer,
- dial # to receive the 'Mail Box & Password' prompt(iPECS-LIK & SBG),
- Or
- dial 523 (VMIB Access Code)(iPECS-MG),
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial '*' (iPECS-MG),
- Dial desired option codes,
- At completion of session, hang-up.

6.3 Sending and Receiving Short Text Messages

You can exchange short text messages (up to 100 alphanumeric characters) with other iPECS display phone users. These messages will activate the message icon on the LCD (LIP-8024E). If the ring/message LED is set to Message Wait indication, the ring/message LED will flash.

In iPECS-LIK

To send an SMS message to another iPECS display Phone:

- Press the **TRANS/PGM** button,
- Dial 36 (SMS send code),
- Dial 1 to resend an existing message, or 2 to send a new or edit an existing message,
- Enter the station range to receive the message, to send to a single station enter the station number twice,
- Dial your message using 2 key strokes for each character (refer to Character Entry Chart(iPECS-LIK) in [Section 4.3.4](#)).
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the **MSG** button, and press the Navigation down key four times (LIP-8012E) or three times (LIP-8024E), the LCD will display the Message Summary display,

4. UMS MSG(003)
5. ICM SMS(003)

- BACK OK

- Dial 5; the first two (LIP-8012E) or three (LIP-8024E) SMS messages are shown in brief,
- Dial the Message number to view the entire SMS message.

To delete received Short text messages:

- Press the **Delete** Soft button,
- Dial 1 to Delete the message, 2 to Cancel, or 3 to Delete all received Short text messages.

In iPECS-MG**To send an SMS message to another iPECS display Phone:**

- Press the **TRANS/PGM** button,
- Dial 43 (SMS send code),
- Dial the station number to receive the message,
- Press the **Add** Soft button to append the next station number and Dial the station number,
- Press the **Finish** Soft button,
- Enter your message (refer to Character Entry Chart(iPECS-MG) in **Section 4.3.4**),
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the **Msg** Soft button, the LCD will display the Message Summary display,

```
MWI(00) VMS(00) SMS(01)
ENTER (MWI:1, VMS:2, SMS:3)
•
```

- Dial 3 to view the SMS message.
- Press the **Next** Soft button to view the next SMS message.

To delete received Short text messages:

- Press the **Delete** Soft button.

7. Remote System Access

7.1 Direct Inward System Access (DISA)

DISA (Direct Inward System Access) allows remote users to gain access to the system's resources (remote users may be required to enter an *Authorization Code*). The system will recognize remote user dialed inputs (call other stations, place calls over CO/IP lines, review voice mails, etc). The iPECS SBG-1000 system does not support normal DISA service, but supports call to the station and remote voice mail access when answering by a VSF auto attendant.

In iPECS SBG-1000

To call to the station remotely:

- Call the telephone number of a CO line assigned for answer by a VSF auto attendant,
- Upon answer, dial station number.

In iPECS-LIK, iPECS-MG

To access system resources remotely:

- Call the system's DISA facility,
- Await answer and dial your authorization code (station number and password),
- Dial "*" for end mark (iPECS-MG),
- Dial as needed for the desired system resource.

7.2 Mobile Phone Extension

When away from your desk or office you can place and receive iPECS calls on a registered mobile phone. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number. This feature is only effective with an ISDN/VOIP CO line.

In iPECS-LIK & iPECS SBG-1000**To register a mobile phone number: (iPECS-LIK)**

- Press the **TRANS/PGM** button,
- Dial 37,
- Dial the mobile phone number,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone: (iPECS-LIK)

- Press the **TRANS/PGM** button,
- Dial 38,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial "*" while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile may reconnect to the transfer call by pressing the # key.

In iPECS-MG**To register a mobile phone number:**

- Press the **TRANS/PGM** button,
- Dial 51,
- Select Mobile Index 1 or 2,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 52,
- Select Mobile Index 1 or 2,
- Dial the mobile phone number with CO Access code,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit "*" while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer call by pressing the mobile flash digit(*).

8. Misc. Features

8.1 Call Log

Users can view a log of incoming, outgoing and missed calls on the display (up to 99 records). A LOG Soft button provides simple access to incoming (called), outgoing (dialed) and missed (lost) calls.

NOTE—if a call is missed, the **LOG** Soft button will be displayed as LOG(M); the missed call icon also will appear on the LCD (LIP-8024E).

To access the Call Log menu:

- Press the LOG Soft button,
- Using the Navigation up/down keys, to view items (Called, Dialed, or Lost),



- Log codes include:
 - ◀ – Incoming call
 - – Outgoing call
 - ? – Missed call

To place a call using numbers stored in the Call Log:

- From the Call Log, use the Navigation up/down keys, to view items (Called, Dialed, or Lost),



- Highlight the desired item, and press the Send Soft button to place the call.

To save an external call to the Station Speed Dial:

- Use the Navigation up/down buttons to highlight the desired external call item,
- Press the Select Soft button,
- Press the Save Soft button.

The CO code in a log item is used to seize the co line when placing an external call using the call log. Up to 5 CO codes can be saved.

The first CO code is sent from the system in the saved call log. Normally the first CO code is '9', but if the telephone number is equal to a number in the Speed Dial list, the first CO code will be the access code of the saved CO line of the speed dial. Therefore the first CO code of each call log can be different and is not be editable.

CO Codes 2 - 5 are the user-defined codes. If a code 2 - is selected, the selected code will be used in placing all of the external calls in the call log.

To select a CO Code:

- From the Call Log, use the right Navigation key, to advance to the next 3 Soft button items,

```
01. ► CO1 01112345678
02. ◀ 101
03. ☎ CO2 LEE K D
    • DEL CO CODE
```

- Press the CO CODE Soft button (code displaying the + symbol is the currently selected item),

-

```
1. +88001
2.
   • 3.
   • BACK EDIT
     SELECT
```

To edit the CO code (positions 2-5 only):

- Use Navigation up/down buttons to highlight the desired item,
- Press the Edit Soft button to modify selection.

To select the CO code:

- Use Navigation up/down buttons to highlight the desired item,
- Press the Select Soft button.

8.2 Contrast (iPECS-LIK)

LCD contrast can be adjusted to enhance viewing ability.

To change the LCD Contrast:

- While in an idle state, press the **VOL ▲ ▼** buttons to adjust the brightness.
 - ▲ - increase (darker)
 - ▼ - decrease (brighter)

8.3 Background Music and Music on Hold (iPECS-LIK)

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on *Hold*.

There are eleven possible selections for BGM and MOH:

- 00: Off
- 01: Source BGM1
- 02: Source BGM2
- 03: VSF MOH 1
- 04: SLT MOH 1
- 05: SLT MOH 2
- 06: SLT MOH 3
- 07: SLT MOH 4
- 08: SLT MOH 5
- 09: VSF MOH 2
- 10: VSF MOH 3

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

8.4 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

In iPECS-LIK, Page Zone codes are:

Internal Page Zones 501-510 (iPECS SBG-1000 & 50 & 100), 501-535 (iPECS-300 & 600), 301-400 (iPECS-1200)

Internal All Call Page 543

External Page Zones 545-546

External All Call Page 548

All Call Page 549

In iPECS-MG, Page Zone codes are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zones 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received(iPECS-LIK & SBG):

- Press the **MSG** button,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial 544(iPECS-LIK)/511(iPECS SBG-1000)/546(iPECS-MG) (Meet-Me-Page code).

8.5 Push-To-Talk (PTT) Page

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

To log-in to a PTT group:

- Dial #0(iPECS-LIK)/538(iPECS-MG),
- Dial the desired PTT group number (1-9 or 0 for all groups),

To log-out of the PTT group(s):

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code,
- Press the * key.

To place a page announcement to the active PTT group:

- Press and hold the **PTT** Flex button,
- After confirmation tone, make page announcement.

8.6 Wake-Up Alarm

iPECS supports an Alarm clock for each station in the system. The alarm clock can be set to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM or Wake-Up Alarm announcement (iPECS-LIK & iPECS SBG-1000) will be provided.

To set the Wake Up Alarm clock:

- Press **TRANS/PGM**,
- Dial **41**(iPECS-LIK)/**21**(iPECS SBG-1000)/**13**(iPECS-MG) (Alarm Clock code),
- Dial 2-digit hour and minute for alerting,
- For a daily (repeating alarm), press #,
- Press **HOLD/SAVE**.

To erase Wake-Up:

- Press **TRANS/PGM**,
- Dial **42**(iPECS-LIK)/**22**(iPECS SBG-1000)/**14**(iPECS-MG) (Alarm Clock delete code),
- Press **HOLD/SAVE**.

8.7 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a **Door Open** contact.

To terminate the Alarm signal:

- Dial 565(iPECS-LIK & MG)/65(iPECS SBG-1000) (Alarm Stop code).

To activate the Door Open contacts:

- Lift the handset,
- Dial Door Open code, #* and contact number 1-4.

NOTE—Contacts 3 & 4 are only available in the iPECS-300 & 600. Contacts 1 is available in the iPECS -MG.

8.8 Power Fail Transfer (PFT)

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided the station will operate normally. When **PFT** is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

8.9 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos are heard over the iPECS Phone speaker and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)
Station IP Address
Station Mac Address
Number of messages x (x: number of all message waiting)
Wake-Up Time (hh:mm)
Do Not Disturb
Forwarded to station xxx
Forwarded to speed bin xxx
Queued CO/IP line xxx
Locked (Temporary COS)
COS x

To hear Date & Time memo:

- Dial the Voice Memo code (661 for iPECS-50 & 100, *661 for iPECS-300 & 600 & 1200, or 675+1 for iPECS-MG),
- Date and Time memo is heard, "Date is May 2nd.Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo code (662 for iPECS-50 & 100, *662 for iPECS-300 & 600 & 1200, or 675+2 for iPECS-MG),
- The Station Number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo code (663 for iPECS-50 & 100, *663 for iPECS-300 & 600 & 1200, or 675+3 for iPECS-MG),
- Station Status Memo is heard.

NOTE—only activated features are announced.

8.10 Hot Desk

iPECS phones in the system may be assigned for **Hot Desk** operation. These Hot Desk phones let you log-on and use the Hot Desk phone as if it were your station.

Once logged-on, the Hot Desk station will take on the attributes assigned to your station number and you can make calls as normal. When logged-out, calls to your station number are forwarded to the chosen destination.

In iPECS-LIK**To Log on to a Hot Desk station:**

- Press the **TRANS/PGM** button,
- Dial *0,
- Dial your Authorization Code (Station Number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial * twice,
- Use the **VOL ▲ ▼** buttons to select a call forward destination for your calls, speed dial, joined mobile phone, VMIM/VSF, or VM group,
- Press the **HOLD/SAVE** button.

In iPECS-MG**To Log on to a Hot Desk station:**

- Lift the handset,
- Dial 525
- Dial your Authorization Code (Station Number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial 525,
- Input Call forward destination number optionally
- Press the **HOLD/SAVE** button.

9. PBX, Centrex & ISDN

9.1 Access PBX or Centrex features

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host. The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Use the Navigation button to display the next menu, and select the Flash soft button,
- After receiving new dial tone, dial the PBX/Centrex feature code.

9.2 Access the ISDN Network

9.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the *Flex Button program* procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

To activate Keypad Facility operation:

- Press the **KEYPAD FACILITY** button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,
OR
- Press a Feature or Flex button.

9.2.2 Using ISDN Supplementary Services

ISDN service providers may incorporate features similar to those of Centrex. These ISDN Supplementary services are provided on a subscription basis, and as with Centrex, are accessed using the *Flash* button on an iPECS phone.

Using supplementary services an ISDN line can be placed on Hold and a second call placed on the line. You may then alternate between the two held calls (Broker Call) using the hold button. An ISDN line conference can be established using the Flash and Conf Soft buttons. A conference can also be placed on hold.

While on an ISDN CO line, to access ISDN Supplementary services:

- Press Flash,
- Press **HOLD/SAVE**, Conf, or **CO line** button to activate the desired feature.

9.2.3 Activating ISDN Caller ID Restriction

iPECS Phone users can restrict the transmission of Caller ID to the far-end. This may be a subscription service of your carrier. Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLID) restriction.

To restrict Caller ID:

- Lift the handset,
- Press programmed **CLIR**/**COLR** button to place call.

10. Features & Flex Buttons

10.1 Entering Station Program Data

A special code set is available for iPECS Phone users to assign certain attributes such as Authorization Codes (Passwords). After entering the **User Program** mode, dial the codes to select the attribute and setting. Once selected, the setting is saved. A list of the User Program codes, the feature/function and any input required are given in [Appendix B](#). In some cases, you enter these codes as part of Flex button assignments.

To assign user programmable attributes to your station:

- Press **TRANS/PGM**,
- Dial desired User Program codes shown in [Appendix B](#),
- Press **HOLD/SAVE**.

10.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone (possibly CO/IP lines). Flex buttons may be assigned for most features providing **One-Touch** feature activation (ex., a Flex button may be assigned to access the [Account Code](#) feature and may include the Account code digits).

Features that may be assigned to a Flex button include:
DSS/BLF—Enter station number.

[Speed Dial](#)—Enter Station/System Speed dial bin.

Flex Numbering Plan—Enter Flex Numbering Plan code (refer to [Appendix A](#)).

User Program Code—Press **TRANS/PGM** and enter a User Program code (refer to [Appendix B](#)).

CO/IP Line—Enter the CO/IP line or group number.

To assign a feature to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial desired code and required inputs; for User Program codes [Appendix B](#), first press the **TRANS/PGM**,
- Press **HOLD/SAVE**.

APPENDIX A FLEXIBLE NUMBERING PLAN**In iPECS-LIK & iPECS SBG-1000**

Feature	iPECS -50	iPECS -100	iPECS -300	iPECS -600	iPECS -1200	iPECS SBG- 1000
Intercom Call	100 - 149	100 - 169	100 - 399	1000 - 1599	1000 - 2199	10-33
CO/IP Group Access	801 - 820	801 - 820	801 - 872	801 - 872	89001 - 89200	801 - 805
Individual CO/IP Line Access	8801 - 8842	8801 - 8842	88001 - 88200	88001 - 88400	88001 - 88600	8801 - 8810
Group Pilot Number	620 - 659	620 - 659	620 - 667	620 - 667	401 - 500	620 - 631
Internal Page Zone	501 - 510	501 - 510	501 - 535	501 - 535	301 - 400	501- 510
Call Parking Locations	601 - 610	601- 610	601 - 619	601 - 619	601 - 800	601 - 610
Station User VMIM/VSF Features	66	66	*66	*66	*66	
Door Open	#*1	#*1 - #*2	#*1 - #*4	#*1 - #*4	#*1 - #*4	#*

Feature	iPECS-LIK	iPECS SBG- 1000	Remark
Internal All Call Page	543		
Meet Me Page	544	511	
External Page Zone 1-2	545 - 546		
External All Call Page	548		
All Call Page (Internal/External)	549	500	
SMDR Account Code Enter	550		SLT use only
Flash Command to CO Line	551		SLT use only
Last Number Redial	552	52	SLT use only
DND	553	53	SLT use only; Toggle ON/OFF
Call Forward	554	54	
Speed Dial Programming	555	55	SLT use only
Message Wait/Callback Enable	556	56	SLT use only
Message Wait/Callback Return	557	57	SLT use only
Speed Dial Access	558	58	SLT use only
Cancel DND/FWD	559	59	SLT use only

Feature	iPECS-LIK	iPECS SBG-1000	Remark
CO System Hold	560	67	SLT use only
Program Mode Access	561		SLT use only
Attendant Unavailable	562		
Alarm Reset	565	65	
Group Call Pickup	566	**	
Universal Answer	567		
Account Code with bin	568		
Walking COS Code	569		
ACD Supervisor On/Off Duty	571		
ACD Supervisor Login	572		
ACD Supervisor Logout	573		
ACD Help Code	574		
ACD Calls In Queue Display	575		
ACD Supervisor Status Display	576		
ACD Supervisor Monitor	577		
ACD Reroute Queued Call w/answer	578		
ACD Reroute Queued Call w/o answer	579		
Enter Conference Room	59		
Camp-On Answer	600	66	SLT use only
Call Coverage button	67	*#	
Direct Call Pickup	7	7	
Retrieve Last Held CO/IP	8*	8*	
Retrieve Individual Held CO/IP	8#	8#	
Access CO Line in the 1st Available CO Group	9	9	
Attendant Call	0	0	
VM Message Wait Enabled	*8		
VM Message Wait Disable	*9		
MCID Request	*0		
Unsupervised Conference extend code	##		
PTT Group Login/Logout	#0		

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination

No	Feature Name	Code	Remark
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # (001 ~ 200 : MG-300 01 ~ 80 : MG- 100)
42	VM MWI Enable	*8	
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group # *: Log out

No	Feature Name	Code	Remark
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	
64	Command Call Oneway	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	
70	Mobile CLI Register	593	
71	Mobile Access	594	
72	CCR Access	670	
73	CCR Access And Drop	671	
74	System Hold	560	
75	Return Held CO	8**	
76	Sys Memo	675	
77	DISA Tone Service	678	
78	All Feature Cancel	679	
79	Add Conf Member	680	
80	System Alarm Reset	565	
81	Fault Alarm Reset	566	

No	Feature Name	Code	Remark
82	Door Open	#*1	
83	Keypad Facility	##*	
84	T-Net Log-In/Out	586	
85	Universal Answer	587	
86	USB Call Record	588	
87	Delete All VM Message	681	
88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

APPENDIX B USER PROGRAM CODES**In iPECS-LIK**

CODE	FUNCTION	REMARK
10	Enblock Mode Dialing	iPECS LIP-7000 only
11 x	<i>Differential Ring, Intercom</i>	Select Ring Tone 1-8
12 x	<i>Differential Ring, CO/IP line</i>	Select Ring Tone 1-8
13 x	<i>Intercom Answer Mode</i>	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
14 x	<i>Call Coverage Attribute Setting</i>	1+: ON/OFF, 2+: ring delay (0-9)
15 x	<i>Station Ring Download</i>	Select download Ring Tone 0-9
19	Ear&Mic Headset Usage	iPECS LIP-7000 only
21	<i>Knock Down Station COS</i>	
22	<i>Restore Station COS</i>	May require Authorization code
23	<i>Walking COS</i>	May require Authorization code
30	VM Mobile Notify	
31	<i>Station Message Wait Retrieve</i>	
32	<i>CLI/IP Message Wait Retrieve</i>	
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button
34	Assign <input type="text" value="DID CALL WAIT"/> Button	
35	Message Wait in Executive/Secretary pair	
36	<i>Send SMS Message</i>	
37	<i>Register Mobile Extension</i>	
38	<i>Activate Mobile Extension</i>	
39	Register Mobile Ext. CLI	
41 xx	<i>Set Wake-Up Time</i>	Input time, 24 hour clock
42	<i>Erase Wake-Up Time</i>	
51 xx	<i>Custom/Pre-defined Message Display</i>	Select Message 00-20
52 xx	<i>Register Custom Message</i>	Input up to 24 characters
53 x	<i>Create Conference Room</i>	Input Conf Room (1-9) & password
54 x	<i>Delete Conference Room</i>	Input Conf Room (1-9) & optional password
55	Monitor Conf. Room	
61 x	<i>Headset/Speakerphone Mode</i>	
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both
71	LCD Display Mode	
72	Version Display	

CODE	FUNCTION	REMARK
73	<i>Background Music</i>	
74 x	<i>Station User Name Registration</i>	Input up to 7 characters
75	Display Phone IP Address	
76	Change Phone IP Address	
77	Display Phone MAC IP Address	
78	Network Configuration	
79	Display Phone Version	
80	Assign RECORD Button	Requires VSF/External SMDI VM
81	Assign ISDN CLIR Button	
82	ISDN COLR Button	
84	Assign ACCOUNT CODE Button	
85	Assign LOOP Button	
86	Assign ATD INTRUSION Button	
87	ICM Button	
88	Assign CAMP-ON Button	
89	Assign KEYPAD FACILITY Button	
8#	Assign OHVO Button	
90	SPEED Button Assignment	iPECS LIP-7000 only
91	CONF Button Assignment	iPECS LIP-7000 only
92	CALL BACK Button Assignment	iPECS LIP-7000 only
93	DND Button Assignment	iPECS LIP-7000 only
94	FLASH Button Assignment	iPECS LIP-7000 only
95	MUTE Button Assignment	iPECS LIP-7000 only
96	MONITOR Button Assignment	iPECS LIP-7000 only
97	REDIAL Button Assignment	iPECS LIP-7000 only
98	FWD Button Assignment	iPECS LIP-7000 only
99	Assign PTT Button	
*0	<i>Hot Desk Login Code</i>	
**	<i>Hot Desk Log out Code</i>	
*7	Force Fwd to Dest.	
*8	Register Bluetooth	
*9	Bluetooth Usage	

In iPECS SBG-1000

Code	Function	Remarks
11	Intercom Answer Mode	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
12	Headset/Speakerphone Mode	0:Headset, 1:Speaker
13	Select Headset Ring Type	1: Speakerphone, 2: Headset, 3: both
21	Set Wake-Up Time	Input time, 24 hour clock
22	Erase Wake-Up Time	
31	LCD Display Language	
32	SBG Version Display	
33	Background Music	
34	Station User Name Registration	Input up to 12 characters
35	Display Phone IP Address	May require Authorization code
36	Display Phone MAC IP Address	
37	Display Phone Version	
38	Network Configuration	
41	Forced FWD to Destination	
42	Call Log Display	
43	CLIR Service	
44	COLR Service	
4*	Assign LOOP Button	
50	Assign CALL BACK Button	
51	Assign CONF Button	
52	Assign MUTE Button	
53	Assign ICM Button	
53	Assign REDIAL Button	

In iPECS-MG

Code	Function	Remarks
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	
23	Ring Download	LIP-Series Only

Code	Function	Remarks
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both
71	Register Station ICLID	
72	View Station ICLID	
81	View IP Address	IP Gigabit Phone/ DTIM/SLTM
82	View Mac Address	IP Gigabit Phone/ DTIM/SLTM
83	View IP Phone version	
80	Network Setting	LIP Series
91	System Version	
92	System IP Address	

Appendix C Useful Information : Open Source Software Notice

Open Source Software Notice

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

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

GPL License:

1. **u-boot**
2. **bash**
3. **linux**
4. **busybox**
5. **Alsa Libraries**
6. **udhcpc**
7. **ortp**
8. **Curl / LibCurl**
9. **libsrtplib**
10. **Expat xml parser**

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

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

iPECS

LIP-8040E

User Guide

Please read this manual carefully before operating Phone. Retain it for future reference.

iPECS is an Ericsson-LG brand



Revision History

Issue	Date	Remark
1.0	Dec. 2011	Initial Release
1.1	Oct. 2012	Changed CI to Ericsson-LG
1.2	Dec. 2013	Changed Ericsson-LG to Ericsson-LG Enterprise

Disposal of your old appliance



1. When the crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2012/19/EC.
2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by government or the local authorities.
The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.
4. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

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All other brand and product names are trademarks or registered trademarks of their respective companies.

Important Safety Information

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



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



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



Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.
2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.
3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.
4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.
5. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.
6. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.



Caution

1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
 2. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep headset clear of such objects and check before use.
 3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.
 4. Choose a site for the phone that is well-ventilated and dry.
 5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.
 6. Do not put heavy things on the phone.
 7. Do not drop or throw the phone.
 8. Static electricity discharge will damage electronic components.
 9. Keep out of direct sunlight and away from heat.
 10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.
 11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.
-

[EU]

European Union Declarations of Conformity

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

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

[USA/CSA]

FCC/IC Interference Statement

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

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

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

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

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

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

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

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1. Introduction

1.1 General

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

1.2 Feature Information

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

The operations shown in this guide use the System's base default Numbering Plan. Your specific Numbering Plan may be different. Some features may not be available for you to access or may be subject to certain limitations based on the set-up of the System (refer to your System Administrator, or the iPECS Technical Manuals for further information).

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

1.3 Feature Groupings

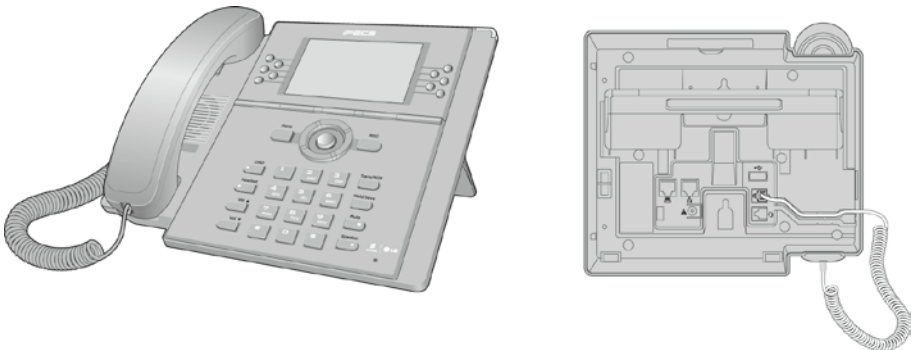
Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

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

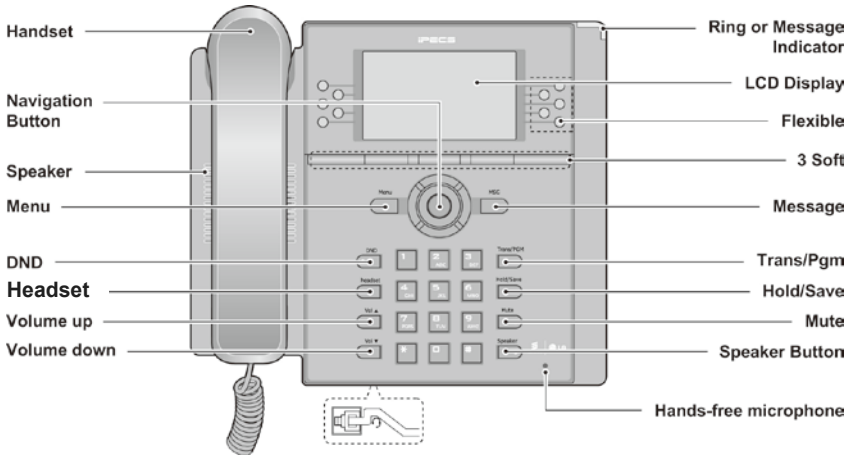
1.4 iPECS LIP-8040E Gigabit Phone Description

The iPECS LIP-8040E Gigabit Phone (shown) incorporate the latest in VoIP technology and user interface to provide you with a cost effective, simple to use, productive communications tool. It includes a large 9-line 24-character per line LCD (refer to Phone Diagrams, next page). The bottom line of the display incorporates an interactive menu accessed with the 3 Soft buttons just below the display. The Navigation button in the lower center of the Phone allows you to move through the menu choices when more than three selections are available.

Features and functions of your iPECS are accessed either using the Fixed or Flexible buttons or by selecting a menu item using the Soft buttons. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON** designation while Soft button menu selections are shown with a double underline.



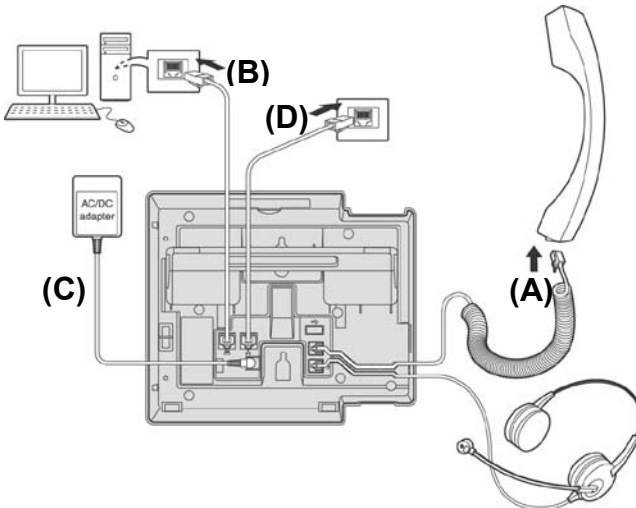
LIP-8040E Gigabit Phone Front and Back View



LIP-8040E Gigabit Phone Diagram

1.5 LIP-8040E Gigabit Phone Installation

The phone handset is attached as shown (A). The LIP-8040E has 2 RJ-45 and 10/100/1000 Base-T LAN connection ports (shown). One port is for connecting to the LAN (D), and the other can be connected to a desktop data device or PC (B), or another LAN interface terminal.



LIP-8040E Gigabit Phone Connections

1.5.1 Power

All LIP-8000 series phones can be powered by the AC/DC Adapter-K- (48 VDC @0.3A; shown “C” in previous graphic) or over the LAN cable using the POE8 or other 802.3af compliant switch.

If using the AC/DC Adapter, after connecting the Phone to the LAN, the Adapter’s DC voltage plug is inserted into the power-input jack in the underside of the Phone. One end of the AC power cord is inserted into the mating receptacle of the AC Adapter, and the other end is inserted into the AC power outlet.

NOTE—LIP-8000 series consoles are powered through the flat cable used to connect the console to the IP Gigabit phone (shown). Up to 2 (without LIP-8048DSS) or 4 (with LIP-8048DSS) consoles can be chain-link connected to the phone.

1.5.2 Wall Mount

The LIP-8000 series phones can be wall mounted as needed. The following instructions describe how to perform a wall mount installation. For more detailed instruction, refer to the **iPECS Hardware Description and Installation Manual**.

- Mark and drill two (2) 7mm holes for plastic wall anchors.
- Insert the two (2) anchors into the holes and insert and tighten the each screw leaving about 2.5 mm (1/8-inch) of the screw exposed.
- Slide the LIP-8000 phone over the screws and assure the phone is secure.
- **NOTE—**It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.

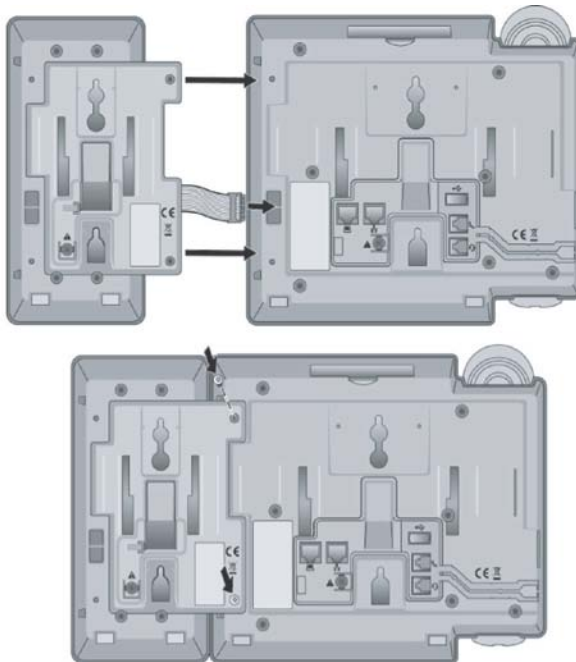
1.6 DSS (Direct Station Select) Console Installation

A DSS console can be installed with the LIP-8000E series phone as shown in Figure. Up to 3 consoles may be daisy chained as shown using the flat cable provided. Keep in mind the following conditions when installing LIP-8000 DSS consoles.

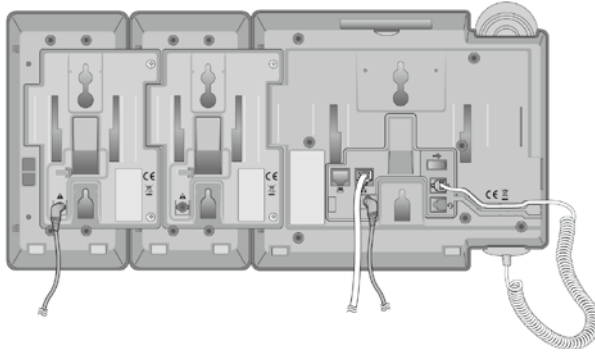
1. The AC/DC adapter must be used for LIP-8048DSS.
2. Up to two (2) LIP-8012LSS and/or LIP-8012DSS can be installed with LIP-8000E Phone.
3. The LIP-8048DSS must be separately powered.

The available DSS is as follows:

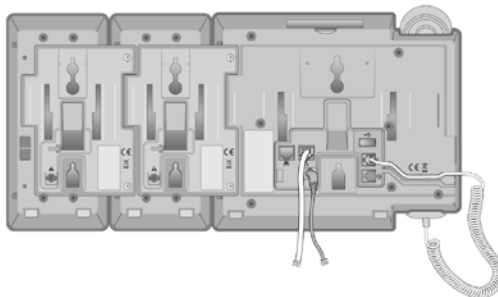
- 1) LIP-8012DSS
- 2) LIP-8012LSS
- 3) LIP-8048DSS



LIP-8000 DSS Installation



LIP-8000 DSS Installation (12DSS + 48DSS)



LIP-8000 DSS Installation (12DSS + 12LSS)

**2. LCD,
Speakerphone
& Related
Features**

2.1 Using the LCD

The iPECS LIP-8040E has a large 9-line, 24 character across Liquid Crystal Display (LCD) which is divided into 3 sections. The upper section consists of 3 lines. The first line displays various icons. The 2nd and 3rd line are used to convey information to you. They provide the date, time and station number display while idle. It will also provide called/calling name/number display, feature status, etc.

The middle section displays the string of flex button or a monthly calendar. The user can select by pressing CALENDR Soft button of next page in idle state.

The lower section, which consists of a single line, is an interactive menu to guide you through feature access and *User Program* selections. The Navigation button is used to move through Display Menu items.

STATION 1003 (T)	
JUL 31 06	12:41 pm
CO 001	CO
CO 002	006
CO 003	CO
CO 004	007
CO 005	CO
	008
	CO
	009
	CO
	010
FWD	DIR LOG ►

2.2 Display Menu

With the Display Menu, you can access the Network Configuration menu as well as other phone features through simple menu trees. The Display Menu is activated using the Menu button.

In iPECS-LIK**To activate the Display Menu:**

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

SELECT (0 - 4)
1. PHONE SETTING
2. CONFERENCE ROOM PGM
3. ICM SMS
4. NETWORK CONFIG
0. ATTENDANT
BACK OK

NOTE—The '0. Attendant' selection will only display on the System Attendant phone.

In iPECS SBG-1000**To activate the Display Menu:**

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

SELECT (1 - 2)
1. PHONE SETTING
2. NETWORK CONFIG
BACK OK

In iPECS-MG**To activate the Display Menu:**

- Press **MENU** button,
- Press the Navigation up/down buttons and press the **OK** Soft button to select,
OR
- Dial the associated digit (Menu selections shown):

1. PHONE SETTING		
2. NETWORK CONFIG		
BACK	OK	EXIT

2.2.1 Phone Setting**In iPECS-LIK, iPECS SBG-1000****To configure the Phone:**

- Press **MENU** button and 1 (Phone Setting),
- The following menu displays:

SELECT (1 - 8)	
1. STATION NAME PROGRAM	
2. ICM RING	
3. CO RING	
4. PASSWORD PROGRAM	
5. LANGUAGE PROGRAM	
BACK	OK

SELECT (1 - 8)	
6. STA RING DOWNLOAD	
7. BACKLIGHT	
8. FONT PROGRAM	
BACK	OK

- **Station Name Program**—Input up to 12 digits using the keypad (press DND button to backspace/delete a character), then press the OK Soft button. To input characters:
 - Press the second Soft button to select ABC> or abc> mode,
 - To input the first character of a button, press the button 1 time (ex., for 'a', press 2 button once),
 - To input the second character of a button, press the button 2 times (ex., for 'b', press the 2 button twice).
 - To input the third character of a button, press the button 3 times (ex., for 'f', press the 3 button three times).
- **ICM Ring/CO Ring**—Use Next Soft button to move through list of ring types, and press OK Soft button to select.
- **Password Program**—Enter the current password and press the OK Soft button, then enter the new password and press the OK Soft button.
- **Language Program**—Use Navigation up/down buttons to highlight available languages supported, and press OK Soft button to select.
- **Station Ring Download**—Select the ring position (5-8) and select the ring file; press the SAVE Soft button to select.
- **Backlight**—Use Navigation up/down buttons to select the operation of the backlight, and press the OK Soft button to select.
- **Font Program**— Use Navigation up/down buttons to select the LCD Font, and press the OK Soft button to select.

In iPECS-MG

- **Set Font Type**—Select the font type(0 for new roman, 1 for gothic), and press the OK Soft button to select.
- **Set Contrast**—Press the VOL ▲ ▼ buttons or Use Navigation up/down buttons to adjust the brightness, then press the OK Soft button to select.

2.2.2 Conference Room (iPECS-LIK)

The User can create and delete Conference rooms.

To configure a Conference Room:

- Press **MENU** button and 2 (Conference Room),
- The following menu displays:



A screenshot of a menu displayed on a phone screen. The menu is enclosed in a rectangular border and contains the following text: "SELECT (1-2)" at the top, followed by two numbered options: "1. CREATE CONF ROOM" and "2. DELETE CONF ROOM". At the bottom of the menu, there are two soft key labels: "BACK" on the left and "OK" on the right.

- Press the Navigation up/down keys to highlight and then press the **OK** Soft button to select,
OR
- Dial the number associated to the selection,
- Enter the room number and dial the password,
- Press the **OK** Soft button.

2.2.3 ICM SMS (iPECS-LIK)

The user can send SMS messages to other stations and retrieve received SMS messages.

To send a SMS message:

- Press **MENU** button and 3 (ICM SMS),
- The following menu displays:

```
SELECT (1-2)

1. SEND MESSAGE
2. IN BOX(03)

BACK      OK
```

- Press the Navigation up/down keys to highlight and then press the **OK** Soft button to select,
OR
- Dial 1 to send a message,
- Dial 1 if resending, or 2 to send a new message (edit),
- Enter the Station number and message (if sending message),
- Press the **OK** Soft button.

To retrieve a SMS message:

- Press **MENU** button and 3 (ICM SMS),
- The following menu displays:

```
SELECT (1-2)

1. SEND MESSAGE
2. IN BOX(03)

BACK      OK
```

- Press the Navigation up/down keys to highlight and then press the **OK** Soft button to select,
OR
- Dial 2 to retrieve a message.
- Dial 1 to send a message,
- Dial 1 if resending, or 2 to send a new message (edit),
- Enter the Station number and message (if sending message),
- Press the **OK** Soft button.

2.2.4 Network Configuration

The User can review the current network configuration or modify a new phone network configuration.

To access Network Config. settings:

- Press **MENU** button and 4(iPECS-LIK)/2(iPECS SBG-1000, iPECS-MG),
- Enter the password (default=147*); the following will display:

```
MFIM #[1/2] ?
MFIM #1 - CHANGE[#]
```

- Press the # key to toggle between multiple profiles (MFIM),
- Press the **VOL ▲ ▼** buttons to advance to the next network configuration item,
- Press the **HOLD/SAVE** button to save each setting.

To configure 802.1x:

- In Network Config. Menu, use **VOL ▲ ▼** buttons to locate the 802.1x configuration screen (shown),

```
802.1x ?
[ENABLED] – CHANGE[#]
```

- Enable in 802.1x menu and press the **Hold** button.
- Enter ID in **802.1x USER ID** menu (It appears when 802.1x is enabled.) and press the **Hold** button.
- Enter Password in **802.1x PASSWORD** menu (It appears when 802.1x is enabled.) and press the **Hold** button.

To set LLDP:

- In Network Config. Menu, use **VOL ▲ ▼** buttons to locate the LLDP configuration screen (shown),

```
LLDP?
[ENABLED] – CHANGE [#]
```

- Enable in LLDP? menu and press the **Hold/Save** button.

To set default Config. settings:

- In Network Config. Menu, use **[VOL ▲ ▼]** buttons to locate the Default Config. Screen (shown),

SET DEFAULT CONFIG(DOT:*)

•

- Press the * key.

To exit Config. settings:

- Press the **[SPEAKER]** button,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new setting.

To configure VPN:

- In Network Config. Menu, use **[VOL ▲ ▼]** buttons to locate the DNS Address menu.
- Enter DNS address in **DNS ADDRESS** menu
- Use **[VOL ▲ ▼]** buttons to locate the VPN configuration screen (shown),

VPN ?
[ENABLED] – CHANGE[#]

- Enable in VPN Menu and press the **Hold** button.
- Following steps are available when VPN is enabled.
- Enter VPN Server address in **VPN SERVER IP** menu and press the **Hold** button.
- Enter TCP/UDP port number for both local and remote in **VPN PORT** and press the **Hold** button. The default value is 1194.
- In **VPN USER ID**, enter ID and press the Hold button.
- In **VPN USER PASSWORD**, enter Password and press the **Hold** button.

2.2.5 Attendant menu (iPECS-LIK, iPECS SBG-1000)

The Attendant menu is only available on the System Attendant phone.

In iPECS-LIK

To access the Attendant menu:

- From the Attendant Station phone, press the **MENU** button,
- Press 0 (Attendant); the following will display:

SELECT (1 - 5)	
1. DATE/TIME SET	
2. SET ICM ONLY MODE	
3. RESTORE COS	
4. MONITOR CONF ROOM	
5. DELETE CONF ROOM	
BACK	OK

- **Date/Time Set**—Enter mm/dd/yy, and press OK Soft button; enter hh/mm, and press OK Soft button.
- **Set ICM Only Mode**—Dial the Station Range for ICM only calls (ex., 103-108=103108), and press the OK Soft button.
- **Restore COS**—Dial the Station Range for COS restoring (ex., 103-108=103108), and press the OK Soft button.
- **Monitor Conference Room**—Enter the Conference Room number to view the number of attendees in the Conference Room.
- **Delete Conference Room**—Enter the Conference Room number and press the OK Soft button to delete.

In iPECS SBG-1000

To access the Attendant menu:

- From the Attendant Station phone, press the **MENU** button,
- Press 0 (Attendant); the following will display:

SELECT (1 - 2)	
1. SET ICM ONLY MODE 2. RESTORE COS	
BACK	OK

- **Set ICM Only Mode**—Dial the Station Range for ICM only calls (ex., 103-108=103108), and press the **OK** Soft button.
- **Restore COS**—Dial the Station Range for COS restoring (ex., 103-108=103108), and press the **OK**

2.3 Using the Speakerphone

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

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

While in a conversation using the Speakerphone, **Mute** the microphone using the **MUTE** button. When Mute is active, the **MUTE** button LED will be illuminated. To turn off Mute, press the **MUTE** button again.

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

When using a Headset, the **SPEAKER** button controls the ON/OFF-hook state for the phone.

To use the Speakerphone to answer or place a call:

- Press **SPEAKER**, the phone goes off-hook and sends audio to the speaker and the microphone.

To control the volume of the Speakerphone or handset:

- Press the **VOL▲** **VOL▼** button.

To Mute the microphone:

- Select the **MUTE** button.

To turn off Mute (turn the microphone ON):

- Press the **MUTE** button.

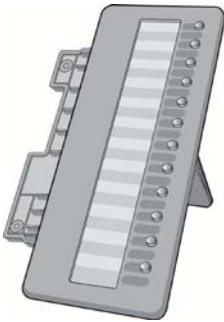
To activate Group Listen while on an active handset call:

- Press the **SPEAKER** button.

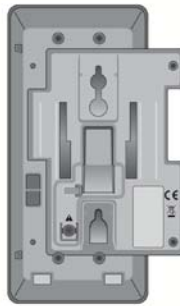
2.4 Using a Serial DSS

The LIP-8012DSS, LIP-8012LSS, and LIP-8048DSS can be connected with the LIP-8040E using the RS-232 cable. Be sure to verify the serial DSS and LSS capacities with the iPECS System to ensure usability (refer to iPECS Manual). The following graphics show the front and rear view of each.

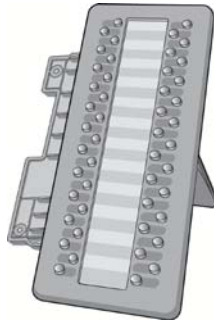
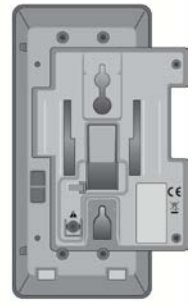
NOTE—A Linked Pair slave station cannot use a serial DSS. iPECS SBG-1000 does not support serial DSS.



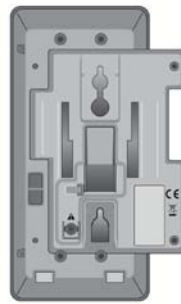
LIP-8012DSS



LIP-8012LDSS



LIP-8048DSS



In iPECS-MG**To use a Serial DSS:**

- Set the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM126,
- Edit LSS label from Admin PGM126.

To initialize Serial DSS Database:

- Clear the Station's Serial DSS Usage Map (Admin PGM120-Flex2),
- Admin PGM120-Flex3 to reset the phone.

In iPECS-LIK**To use a Serial DSS:**

- Verify the Station has Serial DSS Usage authority (Admin PGM111-Flex21),
- Verify the DSS power is OFF (LIP-8048DSS only),
- Power-OFF the phone,
- Connect the serial DSS to the phone,
- Power-ON the phone and the DSS (LIP-8048DSS only),
- Program the DSS button using Web Admin Programming or PGM115,
- Edit LSS label from Admin PGM129 (default label is provided from MFIM).

To initialize Serial DSS Database:

- Enter Admin PGM111-Flex21,
- Select Station range to clear Serial DSS Database,
- Dial 0, and press the **HOLD/SAVE** button.

3. Receiving Calls

3.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external ringing calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ring Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line or a **LOOP** button.

External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

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

To answer a call ringing at your phone:

- Lift the handset or press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- In **HF** mode, simply speak as normal into the microphone,
OR
- In **PV** mode, lift the handset to respond.

3.2 Responding to a Call While Busy

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

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

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

Silent Text Message requires a TEXT MESSAGE button (not available on a SLT or other non-display terminal).

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

To answer a Call Waiting:

- Press HOLD/SAVE and/or
- Press the flashing CO/IP LINE button.

To activate One-time DND:

- Press the DND button.

To send a Silent Text Message:

- Press the programmed TEXT MESSAGE button,
- Select the desired message to send.

3.3 Using Answering Machine Emulation (AME)

When a call is connected to your voice mail, you can screen the call as if using a normal Answering Machine. The caller's voice is played over your speaker while the message is being recorded. There are two methods of notification and call screening provided, Ring or Speaker mode.

Ring mode (iPECS-LIK & SBG)/LED Blink Mode (iPECS-MG)—the Answering Machine Emulation (AME) Flex button will flash to notify you of a call. You may

press the Flex button to hear the caller as the voice message is stored.

Speaker mode (iPECS-LIK & SBG)/Speaker Hearing Mode (iPECS-MG)—when the call is sent to the voice mailbox, the caller's voice is automatically broadcast over the speaker of your iPECS Phone.

You may terminate screening, leaving the caller in voice mail to record a message, talk with the caller and record the conversation in the mailbox, or answer the call and disconnect the Voicemail. The AME feature is only available when using the iPECS VMIM/VSF Voice Mail; a **MUTE** and **AME** button should be programmed (refer to Appendix A User Program Codes).

To screen a call in Ring mode(iPECS-LIK & SBG)/LED blink mode(iPECS-MG):

- Press the flashing **AME** button, the caller's voice is broadcast over the station speaker and stored in the voice mailbox (in the Speaker mode, broadcast is automatic).

To stop the voice broadcast and leave the caller in Voice Mail:

- Press the illuminated **SPEAKER** button.

To talk with the caller and record the conversation in Voice Mail:

- Press the **MUTE** button.

To answer the call and cancel the voice message recording:

- Press the illuminated **AME** button, the caller is connected and the Voice Mail disconnected.

3.4 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The iPECS Phone has 8 Ring Tones available for differentiating one phone's ringing from another. Four of the tones are stored in the phone permanent memory; the remaining four tones are in the system memory. Four of these eight can be downloaded into the phone memory for use as the 5th to 8th Ring Tone.

In iPECS-LIK**To download a Ring Tone from System memory:**

- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

In iPECS-MG**To download a Ring Tone from System memory:**

- Press **TRANS/PGM**,
- Dial 2 for Ring Tones,
- Dial 3 for Ring Tone download,
- Dial the phone's memory location to receive the tone (5-8),
- Dial 0-9 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to download.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 2 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1 for Keypad Ring Source,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

3.5 Answering Calls at Night

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

To answer a call ringing during night mode:

- Lift the handset,
- Dial **567** (iPECS-Lik)/ 587(iPECS-MG) (UNA code).

3.6 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access. **NOTE—Pick-Up will not answer calls on the ringing station Private Line unless the line appears on your phone.**

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; the call will be connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial **566** (Group Call Pick-Up code), the call is connected.

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

Activate Do-Not-Disturb when you wish to not be interrupted; the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while ringing(One-Time DND); Ringing terminates and the caller will get a fast busy tone and it requires a DND button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

To toggle DND ON and OFF:

- Press the **DND** button.

3.8 Forwarding Calls

3.8.1 Forwarding calls to another Station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

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

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls, except recalls, when the station is busy.
- 3: **No A nswer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No A nswer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your *Authorization Code*.

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

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press the Fwd Soft button,
- Dial the type of forward code 1-4,
- Dial the destination number.

To deactivate Call Forward from your phone:

- Lift the handset,
- Press the Fwd Soft button,
- Dial #.

To activate Call Forward for your phone from a different phone within the System (Call Forward, Remote):

- Lift the handset,
- Press the Fwd Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.

To deactivate Call Forward, Remote:

- Lift the handset,
- Press the Fwd Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (Station number & Password),
- Press the # key.

3.8.2 Forwarding calls to an external number

Forward calls to an external destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as listed below:

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls to the station, except recalls, when station is busy.

- 3: **No A nswer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No A nswer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, enter your *Authorization Code*. In addition, from a remote location, you must access the system through a *DISA* enabled CO line.

In iPECS-LIK, iPECS SBG-1000

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the Fwd Soft button,
- Dial the type of Forward code (1-4),
- Press Speed Soft button,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone within the System:

- Lift the handset,
- Press the Fwd Soft button,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Press Speed Soft button,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial 554 (Call Forward feature code),
- Dial your Authorization Code (your Station number + Password),
- Dial the type of Forward code (6-9),
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

3.8.3 Forwarding callers to a Text Message

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

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you.

In addition, there are ten fix Pre-Defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01:	LUNCH RETURN AT hh:mm
Message 02:	ON VACATION RETURN AT DATE mm:dd
Message 03:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 04:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 05:	OUT OF OFFICE RETURN UNKNOWN

Message 06: CALL (enter up to 17 digits)
Message 07: IN OFFICE STA xxxx
Message 08: IN MEETING
RETURN AT TIME hh:mm
Message 09: AT HOME
Message 10: AT BRANCH OFFICE

In iPECS-MG

Message 1: LUNCH RETURN AT hh:mm
Message 2: ON VACATION
RETURN AT DATE mm:dd
Message 3: OUT OF OFFICE
RETURN AT TIME hh:mm
Message 4: OUT OF OFFICE
RETURN AT DATE mm:dd
Message 5: OUT OF OFFICE
RETURN UNKNOWN
Message 6: CALL (enter up to 17 digits)
Message 7: IN OFFICE STA xxxx
Message 8: IN MEETING
RETURN AT TIME hh:mm
Message 9: AT HOME
Message 0: AT BRANCH OFFICE
* User Custom Message
Deactive

In iPECS-LIK**To activate Custom or Pre-Defined Message Forward:**

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

In iPECS-MG

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the one-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Press **FWD** button or dial 554,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 42,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Dial Pad button	Letter Type									
	Uppercase (ABC)					Lowercase (ABC)				Num
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

4. Placing Calls

4.1 Internal Calls

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

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

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

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

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- When the call is answered or the Splash tone is heard, begin speaking with the called party.

4.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On, Callback** or **Voice Over** at the station. **Camp-On** allows you to wait off-hook for the called station to answer. **Callback** allows you to hang-up, and when the busy station returns to an idle state, the system will call

your Station; after you answer the callback, the system will call the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing the last digit of the Intercom number.

To Camp-On (wait off-hook) for a busy station:

- Press * and await an answer.

To request a Callback (wait on-hook) for a busy station:

- Press the **MSG** button and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #,
- After the Splash tone is heard, begin speaking.

4.1.2 Leaving a Message Wait

If the called user does not answer or is in DND mode, you may leave a **Message Wait**. The called user will receive a Message Wait indication; the message icon will be displayed. If the ring/message LED is set to Message Wait Indication, the ring/message LED will flash.

To activate Message Waiting:

- When calling a number that is busy or in DND mode, press the **MSG** button and hang-up.

4.2 External Calls

4.2.1 Placing external CO/VoIP calls

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

Individual CO/IP line access—

88 + Line number (01-10 for iPECS SBG-1000, 01-42 for iPECS-50 & 100, 001-200 for iPECS-300, 001-400 for iPECS-600, or 001-600 for iPECS-1200).

or

88 + Line number (01-80 for iPECS-MG100, or 001-240 for iPECS-MG300).

CO/IP Group access—

801-805 for iPECS SBG-1000, 801-820 for iPECS- 50 & 100, 801-872 for iPECS-300 & 600, or 8900`-89100 for iPECS-1200

or

801-824 for iPECS-MG100, or 801-872 for iPECS-MG300

Any CO/IP Line access—

9

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

When placing an IP call, you must dial an IP address using the '*' key in place of the dot.

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

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

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

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

NOTE—In t he e vent o f an em ergency, assi gned Emergency numbers (ex., a 911 cal l) may be dialed from a ny s tation in t he S ystem, r egardless o f a Station's dialing restrictions (COS).

To place an external call:

- Lift the handset,
- Dial the CO/IP line/group,
- Dial the desired number.

4.2.2 Waiting for the next available CO/IP line

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

To activate a queue if the selected/dialed line is busy:

- Select the desired CO/IP line button; when the busy notification is returned, press the **MSG** button,
- Return to an idle state by going on-hook; when the line is available, the Station will be notified (ringing).

4.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an **Account Code**, which is output from the system to a printer in the **SMDR** report. You may have an **Account Code Flex** button (refer to *Assigning features to Flex buttons*).

To enter an Account Code before the call:

- Lift the handset,
- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *.

4.2.4 Disable dialing from your phone

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

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21(iPECS-LIK)/31(iPECS-MG) (User Program code),
- Dial your Authorization code(iPECS-MG),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22(iPECS-LIK)/32(iPECS-MG) (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

4.2.5 Temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the Flash Soft button to regain CO/IP dial-tone.

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial 23(iPECS-LIK)/33(iPECS-MG) (User Program code),
- Dial your Authorization Code (station number and password),
- Dial '*' (iPECS-MG)
- Place call as normal.

4.3 Using Directory

4.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer. The iPECS Display Phone, the system will store

the numbers dialed on the last 15(iPECS-LIK)/100(iPECS-MG) calls.

In iPECS-LIK, iPECS SBG-1000

To dial the Last Number for an external call:

- Lift the handset, and/or press the DIR Soft button,
- Press Speed Soft button,
- Dial *,
- Press the Navigation up and down buttons to select from the last 15 numbers dialed,
- Press the Send Soft button or HOLD/SAVE.

In iPECS-MG

To dial the Last Number for an external call:

- Lift the handset,
- Press Speed Soft button,
- Dial *,
- or
- press the LOG Soft button,
- Press the Navigation up and down buttons to select from the last 100 numbers dialed or received,
- Press the Send Soft button or HOLD/SAVE.

4.3.2 Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing at a later time. The Saved number is stored until a new number is saved.

To place a call using Save Number Dial:

- Lift the handset, and/or press the DIR Soft button,
- Press Speed Soft button(iPECS-LIK & SBG)/Dial 1 for Station Speed(iPECS-MG),
- Dial #.

To store a number in the Save Number Dial:

- While on an outgoing external call, press the Save Soft button.

4.3.3 Using System Speed Dial Numbers

The iPECS SBG-1000 & Micro & 50 & 100 system has memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The iPECS-300 system has memory allocated for 3000 **System Speed Dial** numbers (bins 2000-4999). The iPECS-600 system has memory allocated for 6000 **System Speed Dial** numbers (bins 2000-7999). The iPECS-1200 system has memory allocated for 12000 **System Speed Dial** numbers (bins 20000-31999).

The iPECS-MG100 system has memory allocated for 1000 **System Speed Dial** numbers (bins 2000-2999). The iPECS-MG300 system has memory allocated for 2000 **System Speed Dial** numbers (bins 2000-3999). You may, if allowed, use **System Speed Dial** to call frequently dialed numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

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

To place a call using System Speed Dial:

- Lift the handset,
- Press the **DIR** Soft button,
- Press the **speed** button(iPECS-LIK & SBG)/Dial 2 for System Speed(iPECS-MG),
- Dial the desired System Speed Dial bin number (200-999 for iPECS SBG-1000 & Micro & 50 & 100, 2000-4999 for iPECS-300, 2000-7999 for iPECS-600, 20000-31999 for iPECS-12000 ,2000-2999 for iPECS-MG100 , or 2000-3999 for iPECS-MG300).

4.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS SBG-1000 & 50 & 100 System is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 23 digits. The iPECS-300 & 600 & 1200 support 100 **Station Speed Dial** numbers (bins 000-099). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins 000-049). These numbers are entered at the user's

station and may include several 'special' instructions. Special instructions and the corresponding button are:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a *flash on the CO line*.

MSG as 1st digit—Send digits as *ISDN Keypad Facility message*.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

***** not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

When entering a **Speed Dial**, a 16-character name may be associated with the number for *Dial by Name*. Characters are entered with two keystrokes as shown.

Dial Pad button	Letter Type									
	Uppercase (ABC)				Lowercase (ABC)				Num	
	Button depressions									
	1	2	3	4	1	2	3	4	1	
1	@	:	/	<	@	:	/	<	1	
2	A	B	C		a	b	c		2	
3	D	E	F		d	e	f		3	
4	G	H	I		g	h	i		4	
5	J	K	L		j	k	l		5	
6	M	N	O		m	n	o		6	
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V		t	u	v		8	
9	W	X	Y	Z	w	x	y	z	9	
0	.	,	?	!	.	,	?	!	0	
*	*				*				*	
#	#				#				#	

Character Entry Chart

To place a call using Station Speed Dial:

- Lift the handset, and/or press the DIR Soft button,
- Press the Speed Soft button(iPECS-LIK & SBG)/Dial '1' for station speed(iPECS-MG),
- Dial the desired Station Speed Dial bin number (00-19 or 000-099 or 000-049).

To enter a Station Speed Dial number with CO Line and Name:

- Lift the handset, and/or press the DIR Soft button,
- Press the Speed Soft button(iPECS-LIK & SBG)/Dial '1' for station speed(iPECS-MG),
- Press the ADD Soft button,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group, (Skip this step in iPECS SBG-1000)
- Dial the desired number to be stored,
- Press HOLD/SAVE,
- Enter the associated name if desired, using the Character Entry Chart,
- Press HOLD/SAVE.

To assign a Station Speed Dial number directly to a Flex button:

- Press TRANS/PGM,
- Press the desired Flex button,
- Select the Tel Num Soft button(iPECS-LIK)/Dial '1' for Number(iPECS-MG),
- Select/dial the CO/IP line/group, (Skip this step in iPECS SBG-1000)
- Dial the desired number,
- Press HOLD/SAVE,
- Enter the associated name if desired, using the Character Entry chart(iPECS-LIK),
- Press HOLD/SAVE.

4.3.5 Using Dial by Name and Entering Your Name

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

NOTE—To allow others to contact you via the Intercom directory, you must enter a name for your station (up to 12 characters).

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry Chart

To place a call using Dial by Name:

- Press **DIR** Soft button,
- Dial the desired directory, 1: Private directory, 2: Public directory, 3: Intercom directory, the LCD will display the names in alphabetical order,
- Scroll using the Navigation up/down keys, or enter search characters (refer to the above Character Entry Chart).
- Press **HOLD/SAVE** to place the call.

To enter your station user name:

- Press the **TRANS/PGM** button,
- Dial 74(iPECS-LIK)/34(iPECS SBG-1000)/12(iPECS-MG) (Station User Name code),
- Enter the Name, up to 12 characters (press DND button to backspace/delete a character):
 - To input alphabet
 1. Select ABC> or abc> mode by pressing 2nd Soft Button,
 2. To input 1st character in each dial button(2~9), press the button, once,
To input 2nd character, press the button, twice,
To input 3rd character, press the button, three times, (Ex., To input 'K', press the '5' button, twice).
 3. To input a character in the same button, continuously press the button after 2 seconds.
(Ex., in case of KL, press the '5' button twice, then wait 2 seconds and press the '5' button three times).
- Press **HOLD/SAVE**.

4.3.6 Using Automatic Called Number Redial (ACNR)

When making an external call and a busy signal is received, the system can be set to retry the number until the call is connected, the feature is cancelled, or the maximum number of retries is attempted—this is Automatic Called Number Redial (ACNR).

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

To set up ACNR, while on an outgoing call:

- Use the Navigation button to display the next menu and select the ACNR Soft button,
- Hang-up handset.

To cancel the ACNR request:

- Press the Stop Soft button.

5. Call Handling

5.1 Call Transfer: Sending a call to a different destination

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

Transferred calls, internal or external, are placed in **Transfer Hold**. These calls will receive Music on Hold (**MOH**) and will recall if not answered in a timely manner. If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall at your Station. DSS/BLF buttons may be employed to transfer calls.

To Transfer an active call:

- Press **TRANS/PGM**,
- Call the transfer party,
- Unscreened Call Transfer- Hang-up,
- Screened Call Transfer- When call is answered or Splash tone is heard, announce the call then hang-up.

5.2 Call Hold: Placing a call in a waiting state

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

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

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

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

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

To place a call on Hold:

- Press **HOLD/SAVE**.

5.3 Broker Call: Switching between two calls

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

To switch between two calls (Broker Call):

- Press the desired **CO/IP line** button.

5.4 Joining Multiple People in a Conference

You can establish a **Conference** with up to 3 parties(iPECS-LIK)/13 parties(iPECS-MG), or 32 parties when using a Multi-Party Conference Interface Module (MCIM)(iPECS-LIK). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal **Hold Recall** operation.

To establish a Conference:

- Establish call with one of the desired conference parties,
- Select the Conf Soft button,
- Establish call with the other conference party,
- Select the Conf Soft button,
- Select the Conf Soft button again to establish the conference.

To place a Conference on Hold:

- Press the **HOLD/SAVE** button.

To retrieve the Conference from Hold:

- Select the **Conf** Soft button.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Select the **Conf** Soft button,
- Hang-up the handset.

To retrieve an Unsupervised Conference:

- Lift the handset,
- Select the **Conf** Soft button.

5.4.1 Setting up a Conference Room

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

In iPECS-LIK**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (Conference Room delete code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG**To set-up a Conference Room:**

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (Conference Room delete code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

5.5 Call Park: Placing a call on Hold to Page

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

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

In iPECS-LIK, iPECS SBG-1000**To park an active external call:**

- Press **TRANS/PGM**,
- Dial the Park Orbit (601-610 for iPECS SBG-1000 & 50 & 100, or 601-619 for iPECS-300 & 600 or 601-800 for iPECS-1200),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit.

In iPECS-MG**To park an active external call:**

- Press **TRANS/PGM**,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)

5.6 Two-Way Record: Recording a call

You may record an active external conversation in your *Voice Mail Box*.

To activate Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next Menu and select the Record Soft button, record warning tone is heard and recording starts.

To stop Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next menu, and select the Record Soft button or,
- Hang-up, return to idle.

6. Send & Retrieve Messages

6.1 Responding to a Station Message Waiting Indication

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

To review your Station messages:

- Press the **MSG** button, the LCD shows the Message Summary display:

1. ICM MWI(002)
2. VSF MSG(002)
3. VMS MSG(001)
4. UMS MSG(003)
5. ICM SMS(00)
BACK OK

- Dial 1 to view Station messages,
- Press the navigation up/down button to scroll through the messages.

To return a call from the list of Intercom (MWI):

- Press the navigation up/down buttons to scroll through the Intercom messages,
- Press the **OK** Soft button to select and place the return call.

To delete a Station MWI:

- Press the navigation up/down buttons to scroll through the Station messages,
- Press the **Delete** Soft button to select,
- Dial 1 (Delete MWI).

To delete all Station MWIs:

- Press the Delete Soft button,
- Press 3 (Delete All MWIs).

6.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message, as part of the integrated **VMIM/VSF/VMIB** module, the **iPECS Feature Server** or an external Voice Mail system.

The Voice Mail system allows access to and management of received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station from the VMIM/VSF/VMIB. You will need to register an *Authorization Code* for your station to access the VMIM/VSF/VMIB Voice messages.

To retrieve Voice Mail locally using a Flex button:

- Press the programmed **VOICE MAIL** Flex button,
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To retrieve Voice Mail locally using the **MSG** button:

- Press the flashing **MSG** button, the LCD shows the Message Summary display:

1. ICM MWI(002) 2. VSF MSG(002) 3. VMS MSG(001) 4. UMS MSG(003) 5. ICM SMS(00) BACK OK
--

- Dial 2 for VMIM/VSF, 3 for external VM or 4 for Feature Server Voice Mail, etc.
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.
- Press the programmed **VOICE MAIL** Flex button,
- Dial your Mail Box number and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access your Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line answered by the VMIM/VSF/VMIB Auto Attendant,
- At answer, dial # to receive the 'Mail Box & Password' prompt (iPECS-LIK & SBG), dial 523 (VMIB Access Code)(iPECS-MG),,
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial '*' (iPECS-MG),
- Dial desired option codes,
- At completion of session, hang-up.

6.3 Sending and Receiving Short Text Messages

You can exchange short text messages (up to 100 alphanumeric characters) with other iPECS display phone users. If there are messages, the message icon will be displayed on the LCD screen in LIP-8024D. If the ring/message LED is set to Message Wait Indication (PGM111-FLEX10), the ring/message LED will flash.

In iPECS-LIK**To send an SMS message to another iPECS display Phone:**

- Press the **TRANS/PGM** button,
- Dial 36 (SMS send code),
- Dial 1 to resend an existing message, or 2 to send a new or edit an existing message,
- Enter the station range to receive the message, to send to a single station enter the station number twice,
- Dial your message using 2 key strokes for each character (refer to Character Entry Chart(iPECS-LIK) in [Section 4.3.4](#)).
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the **MSG** button, the LCD will display the Message Summary display:

```

1. ICM MWI(002)
2. VSF MSG(002)
3. VMS MSG(001)
4. UMS MSG(003)
5. ICM SMS(003)
BACK      OK

```

- Dial 5; the first few SMS messages are shown in brief,
- Dial the Message number to view the entire SMS message.

To delete received Short text messages:

- Press the **DELETE** Soft button,
- Dial 1 to Delete the message, 2 to Cancel, or 3 to Delete all received Short text messages.

In iPECS-MG**To send an SMS message to another iPECS display Phone:**

- Press the **TRANS/PGM** button,
- Dial 43 (SMS send code),
- Dial the station number to receive the message,
- Press the **Add** Soft button to append the next station number and Dial the station number,
- Press the **Finish** Soft button,
- Enter your message (refer to Character Entry Chart(iPECS-MG) in **Section 4.3.4**),
- Press **HOLD/SAVE** to send your message.

To view your received Short text messages:

- Press the **Msg** Soft button, the LCD will display the Message Summary display,

```

MWI(00) VMS(00) SMS(01)
ENTER (MWI:1, VMS:2, SMS:3)

```

- Dial 3 to view the SMS message.
- Press the **Next** Soft button to view the next SMS message.

To delete received Short text messages:

- Press the **Delete** Soft button.

7. Remote System Access

7.1 Direct Inward System Access (DISA)

DISA (Direct Inward System Access) allows remote users to gain access to the system's resources (remote users may be required to enter an *Authorization Code*). The system will recognize remote user dialed inputs (call other stations, place calls over CO/IP lines, review voice mails, etc). The iPECS SBG-1000 system does not support normal DISA service, but supports call to the station and remote voice mail access when answering by a VSF auto attendant.

In iPECS-LIK, iPECS-MG

To call to the station remotely:

- Call the telephone number of a CO line assigned for answer by a VSF auto attendant,
- Upon answer, dial station number.

In iPECS-LIK, iPECS-MG

To access system resources remotely:

- Call the system's DISA facility,
- Await answer and dial your authorization code (station number and password),
- Dial "*" for end mark (iPECS-MG)
- Dial as needed for the desired system resource.

7.2 Mobile Phone Extension

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

In iPECS-LIK, iPECS SBG-1000**To register a mobile phone number: (iPECS-LIK)**

- Press the **TRANS/PGM** button,
- Dial 37,
- Dial the mobile phone number,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone: (iPECS-LIK)

- Press the **TRANS/PGM** button,
- Dial 38,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial "*" while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.
- Reconnect to the transfer by pressing the # key.

NOTE— This feature is only effective with an ISDN CO line.

In iPECS-MG**To register a mobile phone number:**

- Press the **TRANS/PGM** button,
- Dial 51,
- Select Mobile Index 1 or 2,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 52,
- Select Mobile Index 1 or 2,
- Dial the mobile phone number with CO Access code,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit "*" while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer call by pressing the mobile flash digit(*).

8. Misc. Features

8.1 Call Log

Users can view a log of incoming, outgoing and missed calls on the display (up to 99 records). A LOG Soft button provides simple access to incoming (called), outgoing (dialed) and missed (lost) calls.

NOTE—if a call is missed, the **LOG** Soft button will be displayed as LOG(M); the missed call icon also will appear on the LCD.

To access the Call Log menu:

- Press the LOG Soft button,
- Use the Navigation up/down keys, to view items (Called, Dialed, or Lost),

```
01. ▶ C01 01112345678
02. ◀ 101
03. ☎ C02 LEE K D
04. ▶ KIM M J
05. ☎ 103
BACK  SELECT  SEND
▶
```

- Log codes include:
 - ◀ - Incoming call
 - ▶ - Outgoing call
 - ☎ - Missed call

To place a call using numbers stored in the Call Log:

- From the Call Log, use the Navigation up/down keys, to view items (Called, Dialed, or Lost),

```
01. ▶ C01 01112345678
02. ◀ 101
03. ☎ C02 LEE K D
04. ▶ KIM M J
05. ☎ 103
BACK  SELECT  SEND
▶
```

- Highlight the desired item, and press the Send Soft button to place the call.

To save an external call to the Station Speed dial:

- Use Navigation up/down buttons to highlight the desired external call item,
- Press the Select Soft button,
- Press the Save Soft button.

The CO code in a log item is used to seize the co line when placing an external call using the call log. Up to 5 CO codes can be saved.

The first CO code is sent from the system in the saved call log. Normally the first CO code is '9', but if the telephone number is equal to a number in the Speed Dial list, the first CO code will be the access code of the saved CO line of the speed dial. Therefore the first CO code of each call log can be different and is not be editable.

CO Codes 2 - 5 are the user-defined codes. If a code 2 - is selected, the selected code will be used in placing all of the external calls in the call log.

To select a CO Code:

- From the Call Log, use the right Navigation key, to advance to the next 3 Soft button items,

01.	▶	C01	01112345678
02.	◀	101	
03.	⊗	C02	LEE K D
04.	▶	KIM M J	
05.	⊗	103	
DEL		CO CODE	

- Press the CO CODE Soft button (code displaying the + symbol is the currently selected item),

1.	+88001	
2.		
3.		
4.		
5.		
BACK	EDIT	SELECT

To edit the CO code (positions 2-5 only):

- Use Navigation up/down buttons to highlight the desired item,
- Press the Edit Soft button to modify selection.

To select the CO code:

- Use Navigation up/down buttons to highlight the desired item,
- Press the Select Soft button.

8.2 Contrast (iPECS-LIK)

LCD contrast can be adjusted to enhance viewing ability.

To change the LCD Contrast:

- While in an idle state, press the **VOL ▲** **VOL ▼** buttons to adjust the brightness.
 - ▲- increase (darker)
 - ▼- decrease (brighter)

8.3 Background Music and Music on Hold (iPECS-LIK)

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on *Hold*.

There are eleven possible selections for BGM and MOH:

- 00: Off
- 01: Source BGM1
- 02: Source BGM2
- 03: VSF MOH 1
- 04: SLT MOH 1
- 05: SLT MOH 2
- 06: SLT MOH 3
- 07: SLT MOH 4
- 08: SLT MOH 5
- 09: VSF MOH 2
- 10: VSF MOH 3

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

8.4 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

In iPECS-LIK, Page Zone codes are:

Internal Page Zones 501-510 (iPECS SBG-1000, iPECS-50 & 100), 501-535 (iPECS-300 & 600), 301-400 (iPECS-1200)

Internal All Call Page 543

External Page Zones 545-546

External All Call Page 548

All Call Page 549

In iPECS-MG, Page Zone codes are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zones 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received(iPECS-LIK & SBG):

- Press the **MSG** button,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial **544**(iPECS-LIK)/511(iPECS SBG-1000)/546(iPECS-MG) (Meet-Me-Page code).

8.5 Push-To-Talk (PTT) Page

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

To log-in to a PTT group:

- Dial #0(iPECS-LIK)/538(iPECS-MG),
- Dial the desired PTT group number (1-9 or 0 for all groups),

To log-out of the PTT group(s):

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code,
- Press the * key.

To place a page announcement to the active PTT group:

- Press and hold the **PTT** Flex button,
- After confirmation tone, make page announcement.

8.6 Wake-Up Alarm

iPECS supports an Alarm clock for each station in the system. The alarm clock can be set to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM will be provided.

To set the Wake Up Alarm clock:

- Press **TRANS/PGM**,
- Dial **41**(iPECS-LIK) /**21**(iPECS SBG-1000)/**13**(iPECS-MG) (Alarm Clock code),
- Dial 2-digit hour and minute (hh/mm) for alerting,
- For a **daily** (repeating alarm), press #,
- Press **HOLD/SAVE**.

To erase Wake-Up:

- Press **TRANS/PGM**,
- Dial **42**(iPECS-LIK)/**22**(iPECS SBG-1000)/**14**(iPECS-MG) (Alarm Clock delete code),
- Press **HOLD/SAVE**.

8.7 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts:

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

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a **Door Open** contact.

To terminate the Alarm signal:

- Dial 565(iPECS-LIK & MG)/65(iPECS SBG-1000) (Alarm Stop code).

To activate the Door Open contacts:

- Lift the handset,
- Dial Door Open code, #* and contact number 1-4.

NOTE—Contacts 3 & 4 are only available in the iPECS-300 & 600 . Contacts 1 i s a vailable i n t he iPECS-MG.

8.8 Power Fail Transfer (PFT)

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided the station will operate normally. When **PFT** is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

8.9 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos are heard over the iPECS Phone speaker and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)

Station IP Address

Station Mac Address

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

Wake-Up Time (hh:mm)

Do Not Disturb

Forwarded to station xxx

Forwarded to speed bin xxx

Queued CO/IP line xxx

Locked (Temporary COS)

COS x

To hear Date & Time memo:

- Dial the Voice Memo code (661 for iPECS-50 & 100, or *661 for iPECS-300 & 600, or 675+1 for iPECS-MG),
- Date and Time memo is heard, "Date is May 2nd.Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo code (662 for iPECS-50 & 100, or *662 for iPECS-300 & 600, or 675+2 for iPECS-MG),
- The Station Number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo code (663 for iPECS-50 & 100, or *663 for iPECS-300 & 600, or 675+3 for iPECS-MG),
- Station Status Memo is heard.

NOTE—only activated features are announced.

8.10 Hot Desk

iPECS phones in the system may be assigned for **Hot Desk** operation. These Hot Desk phones let you log-on and use the Hot Desk phone as if it were your station.

Once logged-on, the Hot Desk station will take on the attributes assigned to your station number and you can make calls as normal. When logged-out, calls to your station number are forwarded to the chosen destination.

In iPECS-LIK**To Log on to a Hot Desk station:**

- Press the **TRANS/PGM** button,
- Dial *0,
- Dial your Authorization Code (Station Number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial * twice,
- Use the **VOL ▲ ▼** buttons to select a call forward destination for your calls, speed dial, joined mobile phone, VMIM/VSF, or VM group,
- Press the **HOLD/SAVE** button.

In iPECS-MG**To Log on to a Hot Desk station:**

- Lift the handset,
- Dial 525
- Dial your Authorization Code (Station Number and Password).

To Log out of the Hot Desk station:

- Press the **TRANS/PGM** button,
- Dial 525,
- Input Call forward destination number optionally
- Press the **HOLD/SAVE** button.

9. PBX, Centrex & ISDN

9.1 Access PBX or Centrex features

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host.

The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Use the Navigation button to display the next menu, and select the Flash soft button,
- After receiving new dial tone, dial the PBX/Centrex feature code.

9.2 Access the ISDN Network

9.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the *Flex Button program* procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

To activate Keypad Facility operation:

- Press the programmed KEYPAD FACILITY button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press KEYPAD FACILITY,
OR
- Press a Feature or Flex button.

9.2.2 Using ISDN Supplementary Services

ISDN service providers may incorporate features similar to those of Centrex. These ISDN Supplementary services are provided on a subscription basis, and as with Centrex, are accessed using the *Flash* button on an iPECS phone.

Using supplementary services an ISDN line can be placed on Hold and a second call placed on the line. You may then alternate between the two held calls (Broker Call) using the hold button. An ISDN line conference can be established using the Flash and Conf Soft buttons. A conference can also be placed on hold.

While on an ISDN CO line, to access ISDN Supplementary services:

- Press Flash,
- Press HOLD/SAVE, Conf, or **CO line** button to activate the desired feature.

9.2.3 Activating ISDN Caller ID Restriction

iPECS Phone users can restrict the transmission of Caller ID to the far-end. This may be a subscription service of your carrier. Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLID) restriction.

To restrict Caller ID:

- Lift the handset,
- Press programmed CLIR/COLR button to place call.

10. Features & Flex Buttons

10.1 Entering Station Program Data

A special code set is available for iPECS Phone users to assign certain attributes such as Authorization Codes (Passwords). After entering the **User Program** mode, dial the codes to select the attribute and setting. Once selected, the setting is saved. A list of the User Program codes, the feature/function and any input required are given in [Appendix B](#). In some cases, you enter these codes as part of Flex button assignments.

To assign user programmable attributes to your station:

- Press **TRANS/PGM**.
- Dial desired User Program codes shown in [Appendix B](#),
- Press **HOLD/SAVE**.

10.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone (possibly CO/IP lines).

Flex buttons may be assigned for most features providing **One-Touch** feature activation (ex., a Flex button may be assigned to access the [Account Code](#) feature and may include the Account code digits).

Features that may be assigned to a Flex button include:
DSS/BLF—Enter station number.

[Speed Dial](#)—Enter Station/System Speed dial bin.

Flex Numbering Plan—Enter Flex Numbering Plan code (refer to [Appendix A](#)).

User Program Code—Press **TRANS/PGM** and enter a User Program code (refer to [Appendix B](#)).

CO/IP Line—Enter the CO/IP line or group number.

To assign a feature to a Flex button:

- Press **TRANS/PGM**.
- Press the desired Flex button,
- Dial desired code and required inputs; for User Program codes [Appendix B](#), first press the **TRANS/PGM**.
- Press **HOLD/SAVE**.

APPENDIX A FLEXIBLE NUMBERING PLAN**In iPECS-LIK, iPECS SBG-1000**

Feature	iPECS -50	iPECS -100	iPECS -300	iPECS -600	iPECS -1200	iPECS SBG- 1000
Intercom Call	100 - 149	100 - 169	100 - 399	1000 - 1599	1000 - 2199	10-33
CO/IP Group Access	801 - 820	801 - 820	801 - 872	801 - 872	89001 - 89200	801 - 805
Individual CO/IP Line Access	8801 - 8842	8801 - 8842	88001 - 88200	88001 - 88400	88001 - 88600	8801 - 8810
Group Pilot Number	620 - 659	620 - 659	620 - 667	620 - 667	401 - 500	620 - 631
Internal Page Zone	501 - 510	501 - 510	501 - 535	501 - 535	301 - 400	501- 510
Call Parking Locations	601 - 610	601- 610	601 - 619	601 - 619	601 - 800	601 - 610
Station User VMIM/VSF Features	66	66	*66	*66	*66	
Door Open	#*1	#*1 - #*2	#*1 - #*4	#*1 - #*4	#*1 - #*4	#*

Feature	iPECS-LIK	iPECS SBG- 1000	Remark
Internal All Call Page	543		
Meet Me Page	544	511	
External Page Zone 1-2	545 - 546		
External All Call Page	548		
All Call Page (Internal/External)	549	500	
SMDR Account Code Enter	550		SLT use only
Flash Command to CO Line	551		SLT use only
Last Number Redial	552	52	SLT use only
DND	553	53	SLT use only; Toggle ON/OFF
Call Forward	554	54	
Speed Dial Programming	555	55	SLT use only
Message Wait/Callback Enable	556	56	SLT use only
Message Wait/Callback Return	557	57	SLT use only
Speed Dial Access	558	58	SLT use only
Cancel DND/FWD	559	59	SLT use only

Feature	iPECS-LIK	iPECS SBG-1000	Remark
CO System Hold	560	67	SLT use only
Program Mode Access	561		SLT use only
Attendant Unavailable	562		
Alarm Reset	565	65	
Group Call Pickup	566	**	
Universal Answer	567		
Account Code with bin	568		
Walking COS Code	569		
ACD Supervisor On/Off Duty	571		
ACD Supervisor Login	572		
ACD Supervisor Logout	573		
ACD Help Code	574		
ACD Calls In Queue Display	575		
ACD Supervisor Status Display	576		
ACD Supervisor Monitor	577		
ACD Reroute Queued Call w/answer	578		
ACD Reroute Queued Call w/o answer	579		
Enter Conference Room	59		
Camp-On Answer	600	66	SLT use only
Call Coverage button	67	*#	
Direct Call Pickup	7	7	
Retrieve Last Held CO/IP	8*	8*	
Retrieve Individual Held CO/IP	8#	8#	
Access CO Line in the 1st Available CO Group	9	9	
Attendant Call	0	0	
VM Message Wait Enabled	*8		
VM Message Wait Disable	*9		
MCID Request	*0		
Unsupervised Conference extend code	##		
PTT Group Login/Logout	#0		

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination

No	Feature Name	Code	Remark
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # (001 ~ 200 : MG- 300 01 ~ 80 : MG- 100)
42	VM MWI Enable	*8	

No	Feature Name	Code	Remark
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group # *: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	
64	Command Call Oneway	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	
70	Mobile CLI Register	593	
71	Mobile Access	594	
72	CCR Access	670	

No	Feature Name	Code	Remark
73	CCR Access And Drop	671	
74	System Hold	560	
75	Return Held CO	8**	
76	Sys Memo	675	
77	DISA Tone Service	678	
78	All Feature Cancel	679	
79	Add Conf Member	680	
80	System Alarm Reset	565	
81	Fault Alarm Reset	566	
82	Door Open	#*1	
83	Keypad Facility	##*	
84	T-Net Log-In/Out	586	
85	Universal Answer	587	
86	USB Call Record	588	
87	Delete All VM Message	681	
88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

APPENDIX B USER PROGRAM CODES

In iPECS-LIK

CODE	FUNCTION	REMARK
10	Enblock Mode Dialing	iPECS LIP-7000 only
11 x	<i>Differential Ring, Intercom</i>	Select Ring Tone 1-8
12 x	<i>Differential Ring, CO/IP line</i>	Select Ring Tone 1-8
13 x	<i>Intercom Answer Mode</i>	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
14 x	<i>Call Coverage Attribute Setting</i>	1+: ON/OFF, 2+: ring delay (0-9)
15 x	<i>Station Ring Download</i>	Select download Ring Tone 0-9
19	Ear&Mic Headset Usage	iPECS LIP-7000 only
21	<i>Knock Down Station COS</i>	
22	<i>Restore Station COS</i>	May require Authorization code
23	<i>Walking COS</i>	May require Authorization code
30	VM Mobile Notify	
31	<i>Station Message Wait Retrieve</i>	
32	<i>CLI/IP Message Wait Retrieve</i>	
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button
34	Assign <input type="text" value="DID CALL WAIT"/> Button	
35	Message Wait in Executive/Secretary pair	
36	<i>Send SMS Message</i>	
37	<i>Register Mobile Extension</i>	
38	<i>Activate Mobile Extension</i>	
39	Register Mobile Ext. CLI	
41 xx	<i>Set Wake-Up Time</i>	Input time, 24 hour clock
42	<i>Erase Wake-Up Time</i>	
51 xx	<i>Custom/Pre-defined Message Display</i>	Select Message 00-20
52 xx	<i>Register Custom Message</i>	Input up to 24 characters
53 x	<i>Create Conference Room</i>	Input Conf Room (1-9) & password
54 x	<i>Delete Conference Room</i>	Input Conf Room (1-9) & optional password
55	Monitor Conf. Room	
61 x	<i>Headset/Speakerphone Mode</i>	
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both
71	LCD Display Mode	

CODE	FUNCTION	REMARK
72	Version Display	
73	<i>Background Music</i>	
74 x	<i>Station User Name Registration</i>	Input up to 12 characters
75	Display Phone IP Address	
76	Change Phone IP Address	
77	Display Phone MAC IP Address	
78	Network Configuration	
79	Display Phone Version	
80	Assign RECORD Button	Requires VSF/External SMDI VM
81	Assign ISDN CLIR Button	
82	ISDN COLR Button	
84	Assign ACCOUNT CODE Button	
85	Assign LOOP Button	
86	Assign ATD INTRUSION Button	
87	ICM Button	
88	Assign CAMP-ON Button	
89	Assign KEYPAD FACILITY Button	
8#	Assign OHVO Button	
91	CONF Button Assignment	
92	CALL BACK Button Assignment	
93	DND Button Assignment	
94	FLASH Button Assignment	
95	MUTE Button Assignment	
96	MONITOR Button Assignment	
97	REDIAL Button Assignment	
98	FWD Button Assignment	
99	Assign PTT Button	
*0	<i>Hot Desk Login Code</i>	
**	<i>Hot Desk Log out Code</i>	
*7	Force Fwd to Dest.	
*8	Register Bluetooth	
*9	Bluetooth Usage	

In iPECS SBG-1000

Code	Function	Remarks
11	Intercom Answer Mode	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
12	Headset/Speakerphone Mode	0:Headset, 1:Speaker
13	Select Headset Ring Type	1: Speakerphone, 2: Headset, 3: both
21	Set Wake-Up Time	Input time, 24 hour clock
22	Erase Wake-Up Time	
31	LCD Display Language	
32	SBG Version Display	
33	Background Music	
34	Station User Name Registration	Input up to 12 characters
35	Display Phone IP Address	May require Authorization code
36	Display Phone MAC IP Address	
37	Display Phone Version	
38	Network Configuration	
41	Forced FWD to Destination	
42	Call Log Display	
43	CLIR Service	
44	COLR Service	
4*	Assign LOOP Button	
50	Assign CALL BACK Button	
51	Assign CONF Button	
52	Assign MUTE Button	
53	Assign ICM Button	
53	Assign REDIAL Button	

In iPECS-MG

Code	Function	Remarks
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	
22	TRK Ring Type	
23	Ring Download	LIP-Series Only

Code	Function	Remarks
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both
71	Register Station ICLID	
72	View Station ICLID	
81	View IP Address	IP Gigabit Phone/ DTIM/SLTM
82	View Mac Address	IP Gigabit Phone/ DTIM/SLTM
83	View IP Phone version	
80	Network Setting	LIP Series
91	System Version	
92	System IP Address	

Appendix C Useful Information : Open Source Software Notice

Open Source Software Notice

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

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

GPL License:

1. **u-boot**
2. **bash**
3. **linux**
4. **busybox**
5. **Alsa Libraries**
6. **udhcpc**
7. **ortp**
8. **Curl / LibCurl**
9. **libsrtplib**
10. **Expat xml parser**

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

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

iPECS

LIP-8050V

User Guide

Please read this manual carefully before operating Phone.
Retain it for future reference.

iPECS is an Ericsson-LG Brand



Revision History

Issue	Date	Remark
1.0	July, 09	Initial Release
1.1	July, 10	Change New CI (LG-Ericsson)
1.2	Dec., 13	Updated Web and contents and Changed Ericsson-LG to Ericsson-LG Enterprise

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Disposal of your old appliance



1. When the crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2012/19/EC.
 2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by government or the local authorities.
The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.
 4. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.
-

Important Safety Information

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



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



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



Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.
2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.
3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.
4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.
6. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.
7. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.



Caution

1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
2. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep headset clear of such objects and check before use.
3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.
4. Choose a site for the phone that is well-ventilated and dry.
5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.
6. Do not put heavy things on the phone.
7. Do not drop or throw the phone.
8. Static electricity discharge will damage electronic components.
9. Keep out of direct sunlight and away from heat.
10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.
11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.

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I. Introduction

1.1 General

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

1.2 Feature Information

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

The operations shown in this guide use the System's base default Numbering Plan. Your specific Numbering Plan may be different. Some features may not be available for you to access or may be subject to certain limitations based on the set-up of the System (refer to your System Administrator, or the iPECS Technical Manuals for further information).

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

1.3 Feature Groupings

Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

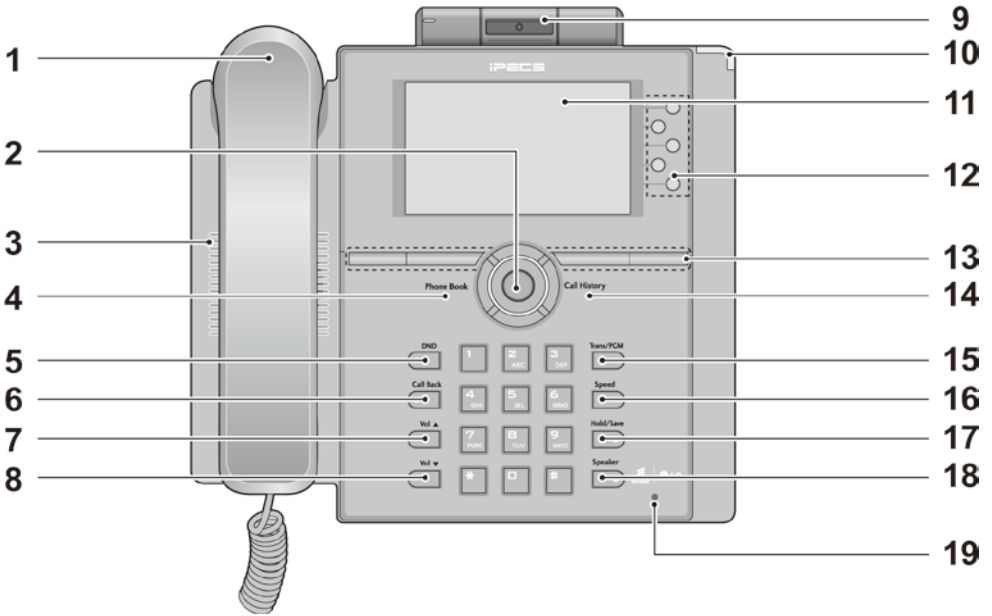
Features have been divided into groups, *Receiving Calls*, *Placing Calls*, etc. Within each group, features are arranged according to the difficulty of operation and frequency of use.

1.4 iPECS LIP-8050V Phone Description

The iPECS LIP-8050DV Phone incorporates the latest in VoIP technology and user interface to provide you with a cost effective, simple to use, productive communications tool. It includes a 4.3" (480 x 272 - pixel) color graphic LCD, refer to Phone Diagrams which follow. The bottom line of the LCD incorporates an interactive menu accessed with the 3 Soft buttons just below the display. The Navigation button in the lower center of the Phone allows you to move through the menu choices when more than three selections are available.



Features and functions of your iPECS are accessed either using the Fixed or Flexible buttons or by selecting a menu item using the Soft buttons. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON** designation while Soft button menu selections are shown with a double underline. When additional Soft buttons are available, use the navigation buttons to display the additional items.

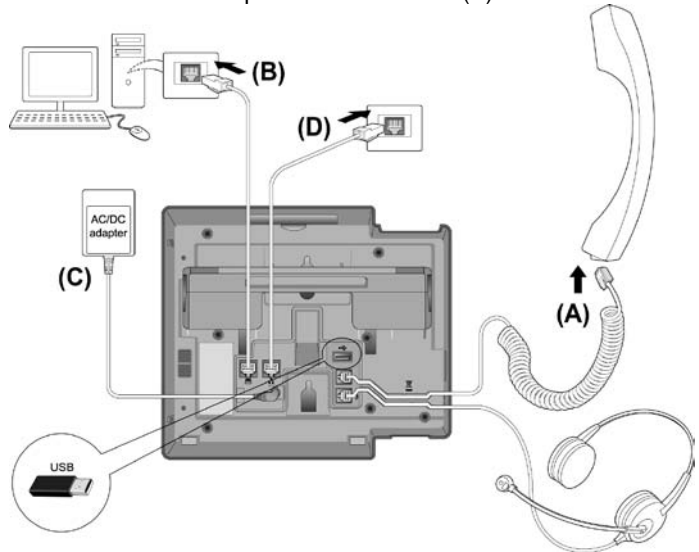


1	Handset	11	LCD Display
2	Navigation Button	12	Flexible button
3	Speaker	13	Soft button
4	Phone book button	14	Call History button
5	DND button	15	Trans / PGM button
6	Call Back button	16	Speed button
7	Volume up button	17	Hold/Save button
8	Volume down button	18	Speaker button
9	Camera	19	Microphone
10	Ring/MWI LED		

iPECS LIP-8050V Button Diagram

1.5 LIP-8050V Phone Installation

The phone handset is attached as shown (A). The LIP-8050V has two RJ-45 and 10/100 Base-T LAN connection ports. One port is for connecting to the LAN (D), and the other can be connected to a desktop data device or PC (B).



iPECS LIP-8050V Connections

1.5.1 Power

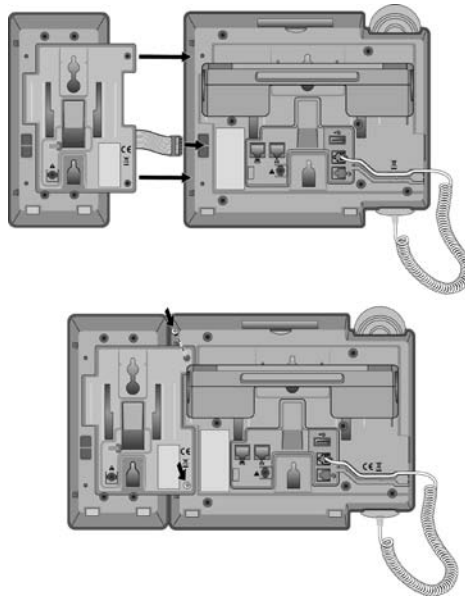
All LIP-8000 series phones can be powered by the AC/DC Adapter-K- (48 VDC @ 0.3A; shown as "C" in the previous graphic) or over the LAN cable using the POE8 or other 802.3af compliant switch.

An optional AC/DC adapter is available for use when the network connection does not support IEEE 802.3af class 3 PoE (Power over Ethernet).

If using the AC/DC Adapter, after connecting the Phone to the LAN, the Adapter's DC voltage plug is inserted into the power-input jack on the underside of the Phone. One end of the AC power cord is inserted into the mating receptacle of the AC Adapter, and the other end is inserted into the AC power outlet.

NOTE—LIP-8000 series consoles are powered through the flat cable used to connect the console to the IP phone. **Up to 2(without LIP-8048DSS) or 4(with LIP-8048DSS) consoles can be chain-link connected to the phone.**

DSS Connection to IP Phone



1.5.2 Wall Mount

The LIP-8000 series phones can be wall mounted as needed. The following instructions describe how to perform a wall mount installation. For more detailed instruction, refer to the **iPECS Hardware Description and Installation Manual**.

- Mark and drill two (2) 7mm holes for plastic wall anchors.
- Insert the two (2) anchors into the holes and insert and tighten the each screw leaving about 2.5 mm (1/8-inch) of the screw exposed.
- Slide the LIP-8000 phone over the screws and assure the phone is secure. It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.
- Remove the Handset hook from the phone as shown in the figure below. Reverse the hook and re-install in the LIP-8000 phone so that the hook catches the groove in the handset receiver.

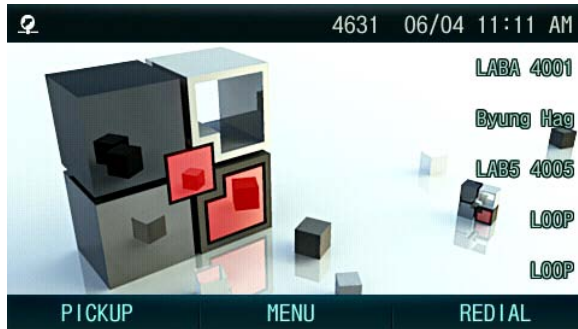
2. LCD & the Display Menu

2.1 Using the LCD

The iPECS LIP-8050V has a 4.3" (480 x 272 pixel) color graphic LCD which is divided into 3 sections. The upper section consists of a line to display various icons, date, time and station number display.

The middle section includes designations for the five Flexible buttons and information on the active call (called/calling party Id, feature status, etc).

The lower section, which consists of a single line, is an interactive menu to guide you through feature access, *User Program* selections, and the Display Menu discussed below.



2.2 Display Menu

The MENU button accesses the Display Menu.

Use the Navigation button to highlight an item.

Use the center Navigation button to select the item.

When inputting a character string use the DND button to delete a character.



2.2.1 Preference

You can configure the Call Preference menu and flexible button label.



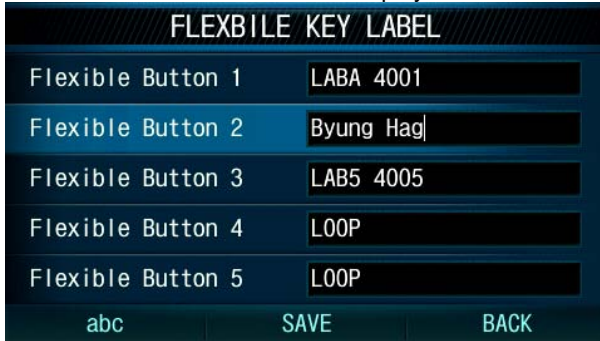
2.2.1.1 Call preference

You can configure the call preference items.



2.2.1.2 Flexible button label

You can set the label (name) for each flexible button. If the label is not set then the feature name displays.



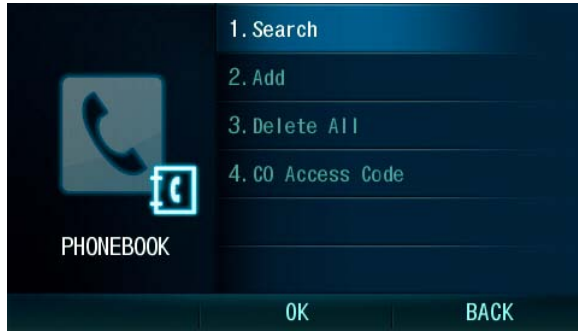
2.2.2 Contacts

You can configure call history and phone book in the contacts menu.



2.2.2.1 Phonebook

You can access the Phonebook menu from the Display Menu or, while idle, with the left navigation button. In the Phone Book, you can search and call contacts by the name.



Press the CALL button, to call the Main number (in yellow) or MENU to select a different number available for the contact (Mobile/Home/Office/Station).



To add or edit a contact record in the Phonebook, select Add from the Phonebook menu or Edit from the Search menu.

EDIT CONTACT		
Name	Dave	
Main Number	Mobile Number	CO Code
Mobile Number	01122334455	9
Home Number	44556677	801
Office Number	88997744	802
abc	SAVE	BACK

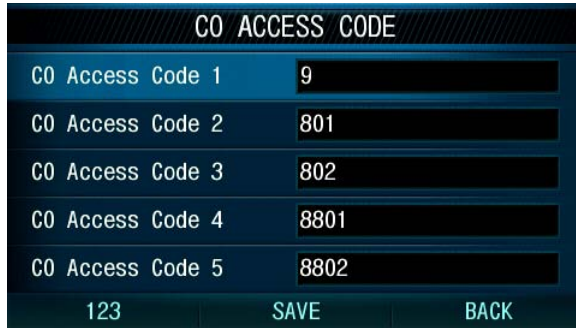
You can enter various telephone numbers, identify the Main number and select the CO line for calling the contact. use [LIST](#) for available CO codes.

EDIT CONTACT		
Name	Dave	
Main Number	Mobile Number	CO Code
801	01122334455	
802		
8801	44556677	801
8802		
9	88997744	802
CLOSE	OK	BACK

Scroll down; you can assign a ring tone and photo image that displays if the incoming Call ID matches an assigned contact.

ADD CONTACT		
Station Number		
Ring Group	Basic Sounds	
Ring Type	BabyDoll.mp3	
Photo Group	Taken Images	
Photo Type	Photo001.jpg	
LIST	SAVE	BACK

You can assign the CO line to use when calling a contact number.



2.2.2.2 Call History

You can go to the Call History from the Display Menu or, while idle, with the right navigation button.



The Call History includes several call categories, incoming calls, outgoing calls, missed calls and all calls. The display indicates time and date for the call as well as any photo assigned and the duration of the call.

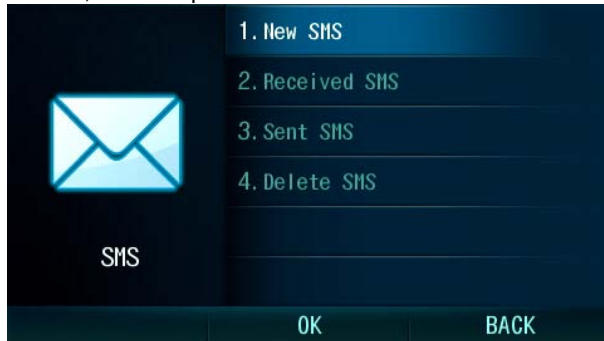
You can scroll and call a record from selected in the Call History. Records are sorted by category and time, most recent first.

From the MENU button pop-up you can add a record from the Call History to the Phonebook, and delete a call or all Call History records.



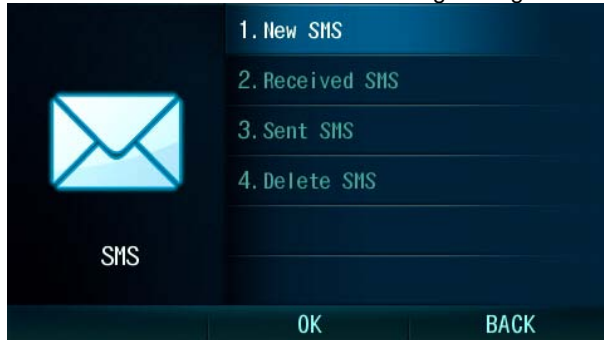
2.2.3 SMS Short Message Service

You can send SMS messages to internal stations or, with SMS service, over the public network.



2.2.3.1 New SMS

You can enter and send an SMS message using edit box.



To edit new message:

Enter your message in the text box and check the box for recipients you desire and select **SEND**.



2.2.3.2 Received SMS

You can check and view your received messages.

The navigation button is used to move message. If you press **OK** button then you can view the message in detail.



Select the highlighted message for the message time and number stamp.

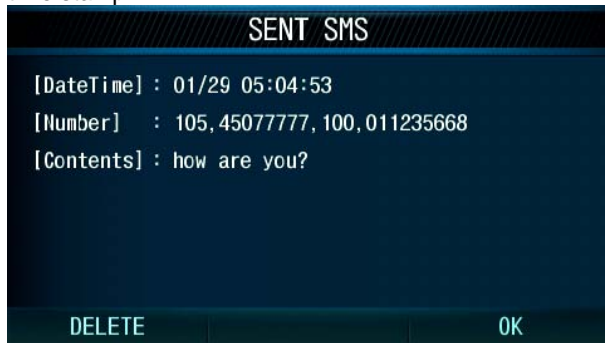


2.2.3.3 Send SMS

You can check and view sent messages.

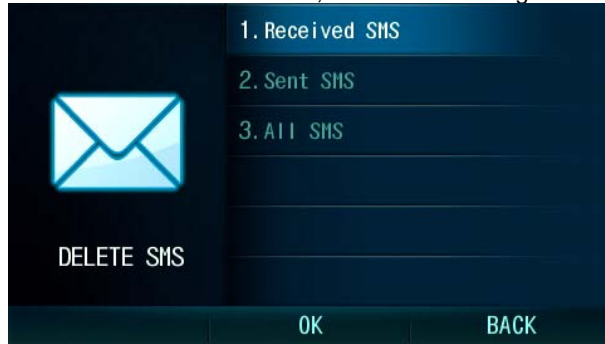


Select the highlighted message to view the recipient list and time stamp.



2.2.3.4 Delete SMS

You can delete the Received, Sent or all messages.



2.2.4 Organizer

You can set the alarm clock and organize your schedule.



2.2.4.1 Alarm

You can configure the local phone Alarm Clock with up to ten (10) different alarm times.



For each alarm, set the condition as once or repeated daily, the time, the alarm notification interval, the Ring tone group and ring tone for notification. If you lift the handset the alarm notification will cease.

The screenshot shows the 'ADD ALARM' screen with the following settings:

Condition	Once	
Time	11:55	
Interval	30 sec	
Ring Group	Basic Sounds	
Ring Type	BabyDoll.mp3	
123	SAVE	BACK

2.2.4.2 Schedule

You can configure your schedule from the Organizer menu to notify you of a scheduled event.

The screenshot shows the 'SCHEDULE' screen with a calendar for January 2011. The days of the week are listed at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in a grid. The date 29 is highlighted with a yellow background. At the bottom, there are three buttons: MENU, ADD, and BACK.

2011. 01						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
MENU	ADD		BACK			

You can assign up to 30 event schedules. If you press the ADD button the new schedule screen appears. The event date and time is set along with a name and ring tone group and tone for notification.

ADD SCHEDULE

Date 2011/01/29

Time 12:12

Yearly

Memo conference

Ring Group Basic Sounds ▾

abc SAVE BACK

To show saved schedules use the MENU pop-up to see the list of all or today's schedules.

SCHEDULE

2011. 01

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
List All		25	26	27	28	29
Today		1	2	3	4	5

CLOSE SELECT BACK

Today's scheduled events are displayed in yellow.

SCHEDULE [3]

- 2011/02/29 01:00 [adjmjm]
- 2011/01/29 12:12 [conference]
- 2011/01/29 11:11 []

SELECT MENU BACK

2.2.5 Tools

You can record and play video and audio files and also copy from/to USB memory.



2.2.5.1 Camera

You can take pictures and configure it in the photo album. You can record video and configure it in the video album.



Take photo

You can adjust resolution using the navigation button before you Capture a picture. Supported Resolution are: 120 x 90 320 x 240 352 x 288 480 x 272 640 x 480



Record video

You can adjust resolution using the navigation button before you Record a video. Supported resolutions are: 176 x 144 352 x 288



Image gallery

You can manage photo files. There are three categories Basic Images (photos stored in the phone at the factory), Taken Images (photos captured by you) and Received Images.



Select a category to display the list of images and a thumb nail of the highlighted image. The highlighted can be stored as the background screen for the phone.



Video album

You can manage video files. There are two categories, Recorded Videos and Received Videos.



Select a category to display the list of videos and a thumb nail of the highlighted video.

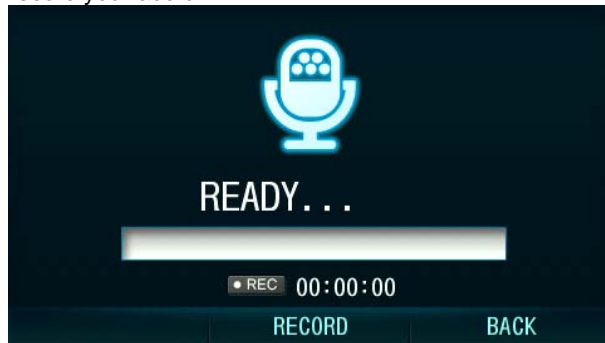


2.2.5.2 Audio

You can record and play audio files.



To record sound, select 1. Record Audio then select record to record your audio.



In the Audio Gallery, you can view and manage your recorded audio files.



2.2.5.3 Internal memory

You can review the internal memory status.

MEMORY INFORMATION	
Total Memory	114276 KB
Free Memory	21368 KB
Image Size	756 KB / 5120 KB
Audio Size	3586 KB / 20480 KB
Video Size	16 KB / 20480 KB
BACK	

2.2.5.4 External memory

You can review the external memory status and copy some files from/to USB memory.

	1. Status
	2. Copy From USB
	3. Copy To USB
EXTERNAL MEMORY	
OK BACK	

You can review the external memory status.

USB MEMORY STATUS	
Total USB Memory	1013120 KB
Use USB Memory	292672 KB
Free USB Memory	720448 KB
BACK	

Copy from USB

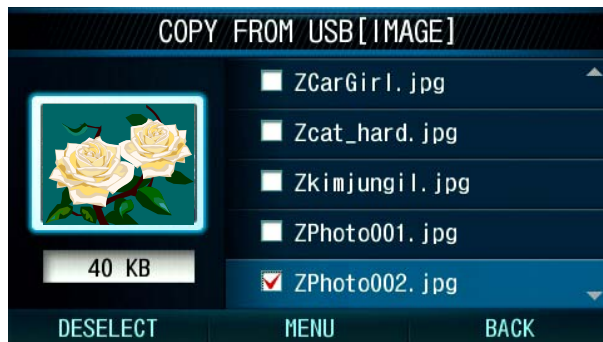
You can copy files from USB memory card that you connect to the back of the phone.



You can copy image (photo) files from USB.
The supported formats are jpg and png.



1. Please do not remove USB while in use.
2. If image size is over 200 Kbyte then it could not copy.



You can copy audio files from USB.
Support formats are MP3, AMR and WAV (CCITT u-law 8,000 kHz, 8bit, mono).



You can copy video files from USB.
Support formats are MP4 and 3GP.



Copy to USB

You can copy files to the USB memory card that you connect to the back of the phone.



2.2.6 Sound

You can assign tone for intercom ring and CO ring as well as the alert tone for received SMS messages.



2.2.6.1 ICM-CO Ring

You can assign ICM and CO ring type. The sound files available are divided into four categories. These include basic audio (MP3), main ring (wav), received audio and system ring files. If you select system ring then the designated ring that is assigned in the system will be used.

The basic and main ring will be provided by default.



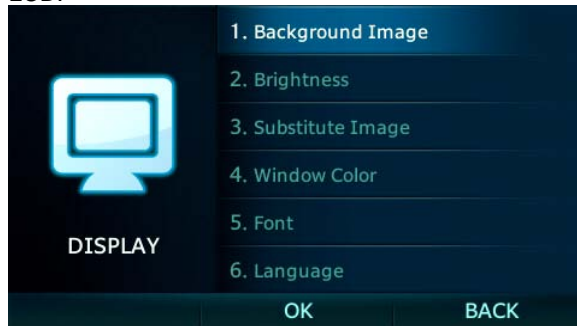
2.2.6.2 SMS Alert sound

You can assign SMS alert tone, the selected tone is played when new SMS message is received.



2.2.7 Display

You can assign a picture for background image or video substitute image. You can also configure characteristics off the LCD.



2.2.7.1 Background image

You can select a picture for background image from one of three categories, Basic Images, Taken Photos or Received Images.



2.2.7.2 Brightness

You can adjust the LCD brightness.



2.2.7.3 Substitute image

You can select a picture for the video substitute image from one of three categories, Substitute images, Taken photos and Received images.



2.2.7.4 Window color



2.2.7.5 Font



2.2.7.6 Language



2.2.8 Settings

From the Settings menu you can manage the Phone settings, configure network and initialize the LIP-8050.

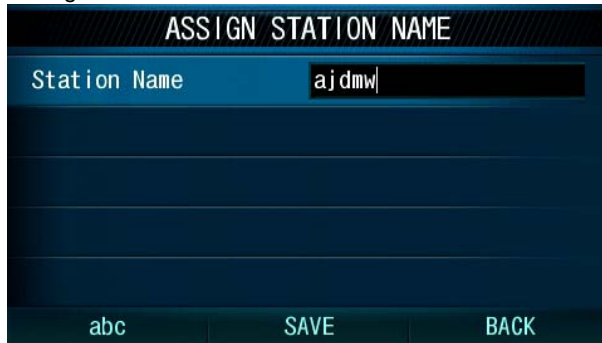


2.2.8.1 Phone Management

Under Phone management you can assign a station name, password, station number and maximum video frame rate.



To register name:



To change password:



You can request a station number:



You can assign the maximum video frame rate.



2.2.8.2 Network Configuration

You can review and set some items related to your LAN and VLAN.



LAN information

You can review the network mode (static or DHCP), IP address, Subnet mask, Default gateway, DNS address, MAC address.

NETWORK INFORMATION	
Network Mode	Static
IP Address	10.192.113.21
Subnet Mask	255.255.255.0
Default Gateway	0.0.0.0
1st DNS Address	0.0.0.0
BACK	

LAN Configuration

You can set the network mode (static or DHCP), IP address, Subnet mask, Default gateway and primary and secondary DNS address.

LAN	
Network Mode	◀ Static ▶
IP Address	10.192.113.21
Subnet Mask	255.255.255.0
Default Gateway	0.0.0.0
1st DNS Address	0.0.0.0
LIST SAVE BACK	

VLAN Configuration

You can set the VLAN ID and priority for both LAN port and PC port of the phone.

Diffserv	
Signal & Voice	4
Video	0
123 SAVE BACK	

DIFFSERV Configuration

You can set the DiffServ value for voice, signals and video.

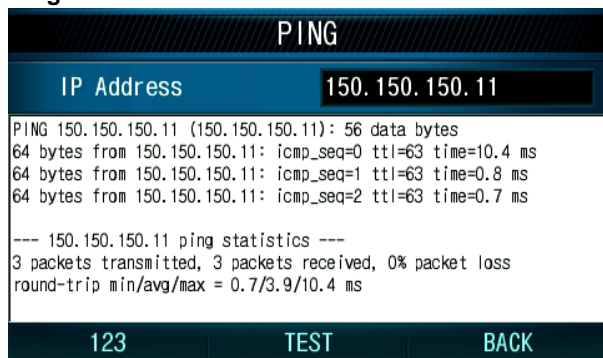


Check network

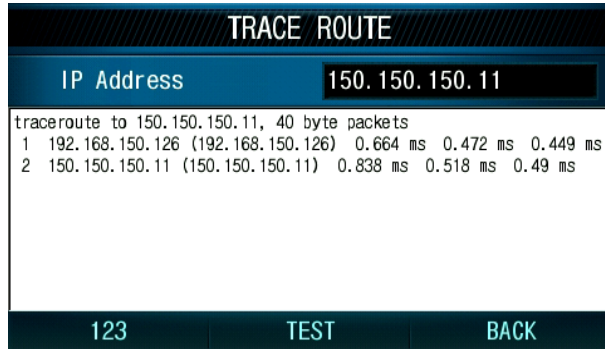
You can ping and trace the route to an IP address.



Ping

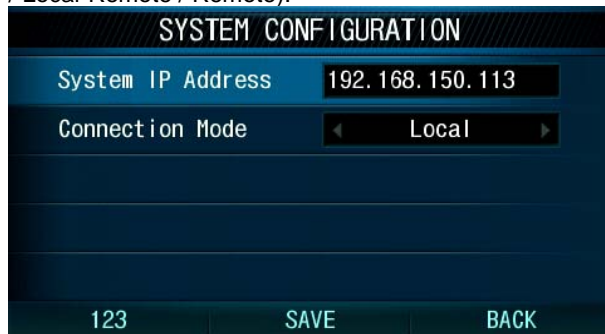


Trace route



2.2.8.3 System Configuration

You can set the system IP address and connection mode (Local / Local-Remote / Remote).



2.2.8.4 Initialization

You can initialize some configuration and restart phone itself.



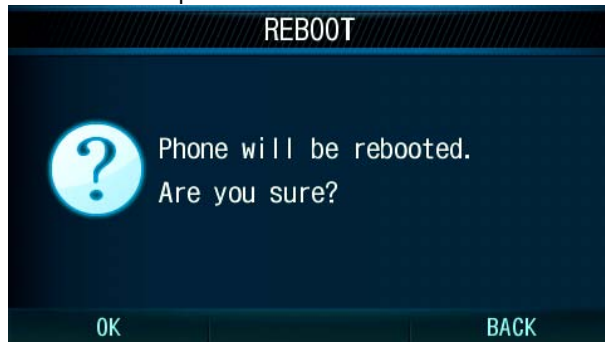
Set to default

You can initialize the Call History, PhoneBook, Multimedia data, Alarm clock and schedule and configuration Settings.



Reboot

You can restart phone from the Reboot menu.



3. LCD, Speakerphone & Related Features

3.1 Using the Speakerphone

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

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

While in a conversation using the Speakerphone, **Mute** the microphone using the MUTE button. When Mute is active, the display selection changes to SPEAK. To turn the microphone on, press the SPEAK soft button.

With **Auto Speaker Select**, activating or accessing a feature by pressing its button will activate the Speakerphone automatically. When using a Headset, the SPEAKER button controls the ON/OFF-hook state for the phone.

To use the Speakerphone to answer or place a call:

- Press SPEAKER, the phone goes off-hook and sends audio to the speaker and the microphone.

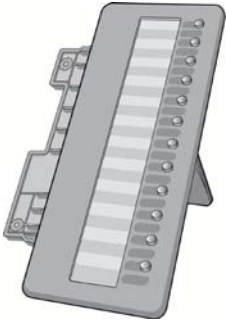
To control the volume of the Speakerphone or handset:

- Press the VOL▲ VOL▼ button.

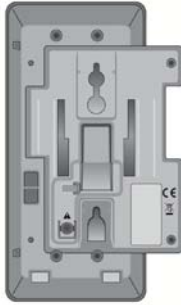
3.2 Using a Serial DSS

The LIP-8012DSS, LIP-8012LSS, and LIP-8048DSS can be connected with the LIP-8050V using the RS-232 cable. Be sure to verify the serial DSS and LSS capacities with the iPECS System to ensure usability (refer to iPECS Manual). The following graphics show the front and rear view of each.

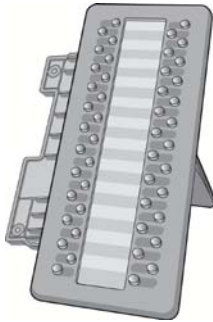
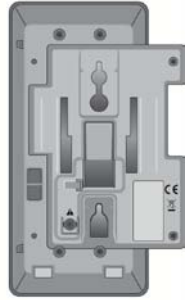
NOTE—A Linked Pair slave station cannot use a serial DSS.



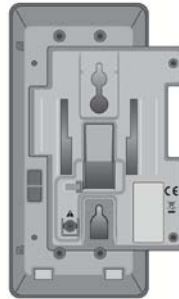
LIP-8012DSS



LIP-8012LDSS



LIP-8048DSS



4. Receiving Calls

4.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external ringing calls, **Intercom Voice Announce** calls, and *Hold* recalls. Your phone may be assigned **Ringing Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line or a **LOOP** button.

External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

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

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

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

To answer a call ringing at your phone:

- Lift the handset or press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- In **HF** mode, simply speak as normal into the microphone, OR
- In **PV** mode, lift the handset to respond.

4.2 Responding to a Call While Busy

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

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

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

Silent Text Message requires a button (not available on a SLT or other non-display terminal).

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

To answer a Call Waiting:

- Press and/or
- Press the flashing button.

To activate One-time DND:

- Press the button.

To send a Silent Text Message:

- Press the programmed button,
- Select the desired message to send.

4.3 Using Answering Machine Emulation (AME)

When a call is connected to your voice mail, you can screen the call as if using a normal Answering Machine. The caller's voice is played over your speaker while the message is being recorded. There are two methods of notification and call screening provided, Ring or Speaker mode.

Ring mode—the Answering Machine Emulation (AME) Flex button will flash to notify you of a call. You may press the Flex button to hear the caller as the voice message is stored.

Speaker mode—when the call is sent to the voice mailbox, the caller's voice is automatically broadcast over the speaker of your iPECS Phone.

You may terminate screening, leaving the caller in voice mail to record a message, talk with the caller and record the conversation in the mailbox, or answer the call and disconnect the Voicemail. The AME feature is only available when using the iPECS VMIM/VSF Voice Mail; a **MUTE** and **AME** button should be programmed (refer to Appendix A User Program Codes).

To screen a call in Ring mode:

- Press the flashing **AME** button, the caller's voice is broadcast over the station speaker and stored in the voice mailbox (in the Speaker mode, broadcast is automatic).

To stop the voice broadcast and leave the caller in Voice Mail:

- Press the illuminated **SPEAKER** button.

To talk with the caller and record the conversation in Voice Mail:

- Press the **MUTE** button.

To answer the call and cancel the voice message recording:

- Press the illuminated **AME** button, the caller is connected and the Voice Mail disconnected.

4.4 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. With the LIP-8050V, 12 ring tones are available for differentiating one phone's ringing from another. These tones are stored on the phone's permanent memory.

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 01-12 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

To select a Ring Tone from the Main Menu:
Select Sounds,
Select ICM/CO Ring
For each ring select a Ring Tone.

ASSIGN RING	
ICM. RING GROUP	◀ System_Ring ▶
RING TYPE	System_Ring
CO. RING GROUP	◀ System_Ring ▶
RING TYPE	System_Ring
LIST SAVE BACK	

4.5 Answering Calls at Night

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

To answer a call ringing during night mode:

- Lift the handset,
- Dial **567** (UNA code).

4.6 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access.

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

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; the call will be connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial **566** (Group Call Pick-Up code), the call is connected.

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

Activate Do-Not-Disturb when you wish not to be interrupted by pressing the DND button; the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while busy (One-Time DND); DND will be active for the duration of the present call. One-Time DND requires using a DND button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

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

To toggle DND ON and OFF:

- Press the **DND** button.

4.8 Forwarding Calls

4.8.1 Forwarding calls to another Station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, VMIM/VSF Voice Mail, External Voice Mail and external number (speed).

Call Forward can be activated or deactivated from your phone or from a different station (**Call Forward, Remote**).

You may define the conditions or 'type of forward' as below:

- 1: **Unconditional**—all calls to the station, except recalls, are forwarded.
- 2: **Busy**—Immediately forwards all calls, except recalls, when the station is busy.
- 3: **No Answer**—forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: **Busy/No Answer**—forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your *Authorization Code*.

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

Press the Forward button.



Highlight the Forward type desired and select OK.



Select forward destination. (Station, VM(VSF) group, Hunt group or Speed Dial number.

The forward status will be updated on your LCD.



When you forward calls from a different station or a remote location, you may need to enter your **Authorization Code**. In addition, from a remote location, you must access the system through a **DISA** enabled CO line.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial the Call Forward feature code 554,
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 6-9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

4.8.2 Forwarding callers to a Text Message

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

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you, see **Station Speed Dial Character entry chart**.

In addition, there are ten fixed Pre-Defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

- Message 01: LUNCH RETURN AT hh:mm
- Message 02: ON VACATION
RETURN AT DATE mm:dd
- Message 03: OUT OF OFFICE
RETURN AT TIME hh:mm
- Message 04: OUT OF OFFICE
RETURN AT DATE mm:dd
- Message 05: OUT OF OFFICE
RETURN UNKNOWN
- Message 06: CALL (enter up to 17 digits)
- Message 07: IN OFFICE STA xxxx
- Message 08: IN MEETING
RETURN AT TIME hh:mm
- Message 09: AT HOME
- Message 10: AT BRANCH OFFICE

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Dial #.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart:

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

Character Entry Chart

- Press **HOLD/SAVE**, to save the message.

5. Placing Calls

5.1 Internal Calls

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

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

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

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

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- When the call is answered or the Splash tone is heard, begin speaking with the called party.

5.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On**, **Callback** or **Voice Over** at the station. **Camp-On** allows you to wait off-hook for the called station to answer. **Callback** allows you to hang-up, and when the busy station returns to an idle state, the system will call your Station; after you answer the callback, the system will call the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing the last digit of the Intercom number.

To Camp-On (wait off-hook) for a busy station:

- Press * and await an answer.

To request a Callback (wait on-hook) for a busy station:

- Press the **CALL BACK** button and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #,
- After the Splash tone is heard, begin speaking.

5.1.2 Leaving a Message Wait

If the called user does not answer or is in DND mode, you may leave a **Message Wait**. The called user will receive a Message Wait indication; the message icon will be displayed. If the Ring/Message LED is set to Message Wait, the LED will flash.

To activate Message Waiting:

- When calling a number that is busy or in DND mode, press the **CALL BACK** button and hang-up.

5.2 External Calls

5.2.1 Placing external CO/VoIP calls

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

Individual CO/IP line access

88 + Line number (01-42 for iPECS-50 & 100, 001-200 for iPECS-300, 001-400 for iPECS-600, or 001-600 for iPECS-1200).

CO/IP Group access—
801-820 for iPECS-50 & 100, 801-872 for iPECS-300 & 600, or
8001-8200 for iPECS-1200.

Any CO/IP Line access—
9

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

When placing an IP call, you must dial an IP address using the ‘*’ key in place of the dot.

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

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

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

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

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

To place an external call:

- Lift the handset,
- Dial the CO/IP line/group,
- Dial the desired number.

5.2.2 Waiting for the next available CO/IP line

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

To activate a queue if the selected/dialed line is busy:

- Select/dial CO/IP line; when the busy tone is returned, press the **CALL BACK** button,
- Return to an idle state by going on-hook; when the line is available, the Station will be notified with ringing.

5.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an **Account Code**, which is output from the system to a printer in the **SMDR** report. You may have an **Account Code** Flex button (refer to *Assigning features to Flex buttons*).

To enter an Account Code before the call:

- Lift the handset,
- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an Account Code during a call:

- Press the assigned **ACCOUNT CODE** button,
- Dial the Account Code (1-12 digits),
- Press *.

5.2.4 Disable dialing from your phone

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

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21 (User Program code),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22 (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

5.2.5 Temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **Flash** Soft button to regain CO/IP dial-tone.

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial 23 (User Program code),
- Dial your Authorization Code (station number and password),
- Place call as normal.

5.3 Using Automated Dialing

5.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer. The LIP-8050 phone will display the last 15 numbers.

Press the **SPEED**.



Use the Navigation button to highlight the desired number Press **SEND**.

User can make call using CALL HISTORY button.



5.3.2 Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing at a later time. The Saved number is stored until a new number is saved.

To place a call using Save Number Dial:

- Press **[SPEED]** button,
- Dial #.

To store a number in the Save Number Dial:

- While on an outgoing external call, press the **[SAVE]** button.

5.3.3 Using System Speed Dial Numbers

The iPECS-100 system has memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The iPECS-300 system has memory allocated for 3000 **System Speed Dial** numbers (bins 2000-4999). The iPECS-600 system has memory allocated for 6000 **System Speed Dial** numbers (bins 2000-7999). The iPECS-1200 system has memory allocated for 12000 **System Speed Dial** numbers (bins 20000-31999). You may, if allowed, use **System Speed Dial** to call frequently dialed numbers. In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

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

To place a call using System Speed Dial:

- Lift the handset,
- Press the **[SPEED]** button,
- Dial the desired System Speed Dial bin number

5.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS-100 System is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 48 digits. The iPECS-300 & 600 & 1200 support 100 **Station Speed Dial** numbers (bins 000-099). These numbers are entered at the user's station and may include several 'special' instructions. Special instructions and the corresponding button are:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a *flash on the CO line*.

CALL BACK as 1st digit—Send digits as *ISDN Keypad Facility message*.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

***** not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

When entering a **Speed Dial**, a 16-character name may be associated with the number for *Dial by Name*. Characters are entered with two keystrokes as shown in the following chart.

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - : *3 - ,		

Character Entry Chart

To place a call using Station Speed Dial:

- Lift the handset,
- Press the **SPEED** button,
- Dial the desired Station Speed Dial bin number (00-19 or 000-099).

To enter a Station Speed Dial number with CO Line and Name:

- Press **TRANS/PGM**,
- Press the **SPEED** button,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group,
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- If desired, enter the associated name, see Character Entry Chart,
- Press **HOLD/SAVE**.

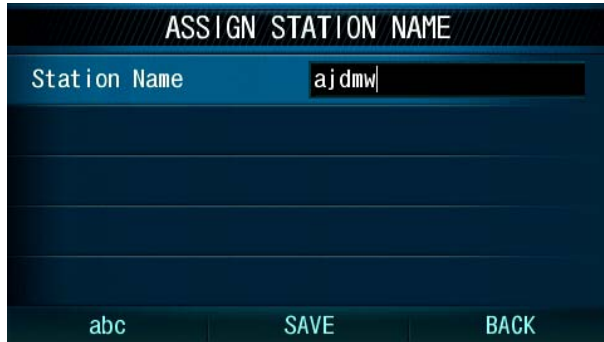
To assign a Station Speed Dial number directly to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Select the **Tel Num**,
- Select/dial the CO/IP line/group,
- Dial the desired number,
- Press **HOLD/SAVE**,
- If desired, enter the associated name, see Character Entry chart,
- Press **HOLD/SAVE**.

5.3.5 Using Dial by Name and Entering Your Name

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

NOTE—To allow others to contact you via the Intercom directory, you must enter a name for your station (up to 12 characters).



To make call by name, Press **SPEED** button twice.



Select a type (ICM, Station speed or system speed).



Select a person and press SEND button to place the call.

5.3.6 Using Automatic Called Number Redial (ACNR)

When making an external call and a busy signal is received, the system can be set to retry the number until the call is connected, the feature is cancelled, or the maximum number of retries is attempted—this is **Automatic Called Number Redial** (ACNR).

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

To set up ACNR, while on an outgoing call:

- Use the Navigation button to display the next menu and select the **ACNR** button,
- Hang-up handset.

To cancel the ACNR request:

- Press the **Stop** button.

6. Call Handling

6.1 Call Transfer: Sending a call to a different destination

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

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

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

DSS/BLF buttons may be employed to transfer calls.

To Transfer an active call:

- Press **[TRANS/PGM]**,
- Call the transfer party,
- Unscreened Call Transfer- Hang-up,
- Screened Call Transfer- When call is answered or Splash tone is heard, announce the call then hang-up.

6.2 Call Hold: Placing a call in a waiting state

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

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

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

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

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

To place a call on Hold:

- Press **HOLD/SAVE**.

6.3 Broker Call: Switching between two calls

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

To switch between two calls (Broker Call):

- Press the desired **CO/IP line** button.

6.4 Joining Multiple People in a Conference

You can establish a **Conference** with up to 3 parties, or 24 parties when using a Multi-Party Conference Interface Module (MCIM). The other parties in the **Conference** may be internal or external.

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

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal **Hold Recall** operation.

To establish a Conference:

- Establish call with one of the desired conference parties,
- Select the **Conf** button,
- Establish call with the other conference party,
- Select the **Conf** button,
- Repeat above for additional parties
- Select the **Conf** button again to establish the conference.

To establish a Conference:

- Establish call with one of the desired conference parties,
- Select the **Conf** button,
- Establish call with the other conference party,
- Select the **Conf** button,
- Repeat above for additional parties
- Select the **Conf** button again to establish the conference.

6.4.1 Setting up a Conference Room

In addition to establishing a Conference, up to 9 **Conference Rooms** can be set up, letting up to 24 parties converse when using a MCIM. When setting up a Conference Room, a password can be designated for invited parties (internal and external parties) to use for accessing the established Conference Room.

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (Conference Room delete code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

6.5 Call Park: Placing a call on Hold to Page

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

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

To place a Conference on Hold:

- Press the **HOLD/SAVE** button.

To retrieve the Conference from Hold:

- Select the **Conf** button.

To establish an Unsupervised Conference:

- Establish conference with external parties,
- Select the **Conf** button,
- Hang-up the handset.

To retrieve an Unsupervised Conference:

- Lift the handset,
- Select the **Conf** button.

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit (601-610 for iPECS-50 & 100, 601-619 for iPECS-300, 601-699 for iPECS-600, 6001-6200 for iPECS-1200),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit.

6.6 Two-Way Record: Recording a call

You may record an active external conversation in your *Voice Mail Box*.

To activate Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next Menu and select the **Record** button, record warning tone is heard and recording starts.

To stop Two-Way Record while on a CO/IP call:

- Use the Navigation button to display the next menu, and select the **Record** button or,
- Hang-up, return to idle.

7. Send & Retrieve Messages

7.1 Responding to a Station Message Waiting Indication

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

Press the **CALL BACK** button.



Select 1. ICM MWI.



Press **OK** button to return the call.

7.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message, as part of the integrated **VMIM/VSF** module, the **iPECS Feature Server** or an external Voice Mail system.

These Voice Mail systems allow access to and management of received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station to Voice Mail. You will need to register an *Authorization Code* for your station to access the VMIM/VSF Voice messages.

Press the **CALL BACK** button.



Select the desired Voice Mail (3, 4, 5)
Follow the Voice Mail voice prompts.
Hang-up to complete the session

To access your Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a **DISA** CO line answered by the VMIM/VSF Auto Attendant,
- At answer, dial # to receive the 'Mail Box & Password' prompt,
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up.

8. Remote System Access

8.1 Direct Inward System Access (DISA)

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

To access system resources remotely:

- Call the system's DISA facility,
- Await answer and dial your authorization code (station number and password),
- Dial as needed for the desired system resource.

8.2 Mobile Phone Extension

When away from your desk or office you can place and receive iPECS calls on a registered mobile phone. Calls to your iPECS Phone will ring your Mobile Phone and you can place calls using the resources of the iPECS. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number.

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 37,
- Dial the mobile phone number,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone:

- Press the **TRANS/PGM** button,
- Dial 38,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS calls as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial "*" while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.
- Reconnect to the transfer by pressing the # key.

**NOTE—The mobile extension may reconnect to the transfer by pressing the # key.
This feature is only effective with an ISDN CO line.**

9. Misc. Features

9.1 Call Log

Users can view a log of incoming, outgoing and missed calls on the display (up to 100 records). A **CALL HISTORY** button provides simple access to all calls (incoming (called), outgoing (dialed) and missed (lost) calls) at any time. The right navigation button will access the Call Logs while idle.

Press the **CALL HISTORY** button or the right navigation button.



Select the call type (Incoming, Outgoing, or Missed) with the Navigation button.

Scroll through the Call Log with the Navigation button.

To call the number:

Press **CALL** button to call the highlighted number.



Select **MENU** button to add the number to the Phone Book, delete the record or delete all records in the Call Log.

9.2 Background Music and Music on Hold

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music on Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on *Hold*.

There are eleven possible selections for BGM and MOH:

- 00: Off
- 01: Source BGM1 (INT 1 or EXT 1)
- 02: Source BGM2 (EXT 2)
- 03: 1st VSF/VMIM message
2nd VSF/VMIM message
3rd VSF/VMIM message
- 04 1st SLTM message
2nd SLTM message
3rd SLTM message
4th SLTM message
5th SLTM message

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

9.3 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

Page Zone codes are:

Internal Page Zones :

501-510 (iPECS 100)

501-535 (iPECS 300 & 600)

5001-5100 (iPECS 1200)

Internal All Call Page 543

External Page Zones 545-546

External All Call Page 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after Page warning tone, make announcement.

To queue for a page when busy is received:

- Press the **CALL BACK** button,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial **544** (Meet-Me-Page code).

9.4 Push-To-Talk (PTT) Page

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

To log-in to a PTT group:

- Dial #0, the PTT Log-in/out code,
- Dial the desired PTT group number (1-9 or 0 for all groups),

To log-out of the PTT group(s):

- Dial #0, the PTT Log-in/out code,
- Press the * key.

To place a page announcement to the active PTT group:

- Press and hold the **PTT** button,
- After confirmation tone, make page announcement.

9.5 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts: **Alarm Monitor**—should the external contact activate, a unique Alarm Ring signal and LCD display may be received. To restart the monitor circuit, the external contacts must be deactivated and the Alarm Ring signal terminated.

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a **Door Open** contact.

To terminate the Alarm signal:

- Dial 565 (Alarm Stop code).

To activate the Door Open contacts:

- Lift the handset,
- Dial Door Open code, #* and contact number 1-4.

NOTE—Contacts 3 & 4 are only available in the iPECS-300, 600 and 1200.

9.6 Power Fail Transfer (PFT)

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided the station will operate normally. When **PFT** is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

9.7 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos are heard over the iPECS Phone speaker and over the handset for SLTs.

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

ICM Signaling Mode (Handsfree/Tone/Privacy)

Station IP Address

Station Mac Address

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

Wake-Up Time (hh:mm)

Do Not Disturb

Forwarded to station xxx

Forwarded to speed bin xxx
Queued CO/IP line xxx
Locked (Temporary COS)
COS x

To hear Date & Time memo:

- Dial the Voice Memo code (661 for iPECS-100, or *661 for iPECS-300 & 600 & 1200),
- Date and Time memo is heard, "Date is May 2nd.Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo code (662 for iPECS-100, or *662 for iPECS-300 & 600 & 1200),
- The Station Number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo code (663 for iPECS-100, or *663 for iPECS-300 & 600 & 1200)),
- Station Status Memo is heard.

NOTE—only activated features are announced.

10. PBX, Centrex, & ISDN Features

10.1 Access PBX or Centrex features

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host.

The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Use the Navigation button to display the next menu, and select the Flash button,
- After receiving new dial tone, dial the PBX/Centrex feature code.

10.2 Access the ISDN Network

10.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the *Flex Button program* procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

To activate Keypad Facility operation:

- Press the programmed **KEYPAD FACILITY** button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,
- OR
- Press a Feature or Flex button.

10.2.2 Using ISDN Supplementary Services

ISDN service providers may incorporate features similar to those of Centrex. These ISDN Supplementary services are provided on a subscription basis, and as with Centrex, are accessed using the *Flash* button on an iPECS phone.

Using supplementary services, an ISDN line can be placed on Hold and a second call placed on the line. You may then alternate between the two held calls (Broker Call) using the **HOLD** button. An ISDN line conference can be established using the **Flash** and **Conf** buttons. A conference can also be placed on hold.

While on an ISDN CO line, to access ISDN Supplementary services:

- Press **Flash**,
- Press **HOLD/SAVE**, **Conf**, or **CO line** button to activate the desired feature.

10.2.3 Activating ISDN Caller ID Restriction

iPECS Phone users can restrict the transmission of Caller ID to the far-end. This may be a subscription service of your carrier. Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLID) restriction.

To restrict Caller ID:

- Lift the handset,
- Press programmed **CLIR/COLR** button to place call.

II. Features & Flex Buttons

11.1 Entering Station Program Data

A special code set is available for iPECS Phone users to assign certain attributes such as Authorization Codes (Passwords). After entering the **User Program** mode, dial the codes to select the attribute and setting. Once selected, the setting is saved. A list of the User Program codes, the feature/function and any input required are given in *Appendix B*. In some cases, you enter these codes as part of Flex button assignments.

To assign user programmable attributes to your station:

- Press **TRANS/PGM**,
- Dial desired User Program codes shown in *Appendix B*,
- Press **HOLD/SAVE**.

11.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone (possibly CO/IP lines as well).

Flex buttons may be assigned for most features providing **One-Touch** feature activation (ex., a Flex button may be assigned to access the *Account Code* feature and may include the Account code digits).

Features that may be assigned to a Flex button include:

DSS/BLF—Enter station number.

Speed Dial—Enter Station/System Speed dial bin.

Flex Numbering Plan—Enter Flex Numbering Plan code (refer to *Appendix A*).

User Program Code—Press **TRANS/PGM** and enter a User Program code (refer to *Appendix B*).

CO/IP Line—Enter the CO/IP line or group number.

To assign a feature to a Flex button:

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial desired code and required inputs; for User Program codes (*Appendix B*), first press the **TRANS/PGM**,
- Press **HOLD/SAVE**.

Appendix A Flexible Numbering Plan

FEATURE	iPECS-50	iPECS-100	iPECS-300	iPECS-600	iPECS-1200
<i>Intercom Call</i>	100-149	100-169	100-399	1000-1599	1000-2199
<i>Internal Page Zone</i>	501-510	501-510	501-535	501-535	301-400
<i>Internal All Call Page</i>	543	543	543	543	543
<i>Meet Me Page</i>	544	544	544	544	544
<i>External Page Zone 1~2</i>	545	545-546	545-546	545-546	545-546
<i>External All Call Page</i>	548	548	548	548	548
<i>All Call Page (Internal/External)</i>	549	549	549	549	549
<i>SMDR Account Code Enter</i>	550	550	550	550	550
<i>Flash Command to CO Line</i>	551	551	551	551	551
<i>Last Number Redial</i>	552	552	552	552	552
<i>DND (Toggle On/Off)</i>	553	553	553	553	553
<i>Call Forward</i>	554	554	554	554	554
<i>Speed Dial Programming</i>	555	555	555	555	555
<i>Message Wait/Callback Enable</i>	556	556	556	556	556
<i>Message Wait/Callback Return</i>	557	557	557	557	557
<i>Speed Dial Access</i>	558	558	558	558	558
<i>Cancel DND/FWD/Pre MSG</i>	559	559	559	559	559
<i>CO System Hold</i>	560	560	560	560	560
<i>Program Mode Access</i>	561	561	561	561	561
<i>Attendant Unavailable</i>	562	562	562	562	562
<i>Answering Machine Emulation</i>	564	564	564	564	564
<i>Alarm Reset</i>	565	565	565	565	565
<i>Group Call Pickup</i>	566	566	566	566	566
<i>Universal Night Answer</i>	567	567	567	567	567
<i>Account Code with bin</i>	568	568	568	568	568
<i>Walking COS Code</i>	569	569	569	569	569
<i>ACD Supervisor On/Off Duty</i>	571	571	571	571	571
<i>ACD Supervisor Login</i>	572	572	572	572	572
<i>ACD Supervisor Logout</i>	573	573	573	573	573
<i>ACD Help Code</i>	574	574	574	574	574
<i>ACD Calls In Queue Display</i>	575	575	575	575	575
<i>ACD Supervisor Status Display</i>	576	576	576	576	576
<i>ACD Supervisor Monitor</i>	577	577	577	577	577

FEATURE	iPECS-50	iPECS-100	iPECS-300	iPECS-600	iPECS-1200
ACD Reroute Queued Call w/answer	578	578	578	578	578
ACD Reroute Queued Call w/o answer	579	579	579	579	579
Enter Conference Room	59	59	59	59	59
<i>Camp-On Answer</i>	600	600	600	600	600
<i>Call Parking Locations</i>	601-610	601-610	601-619	601-619	#601-#800
Group Pilot Number	620-659	620-659	620-667	620-667	401-500
<i>Station User VMIM/VSF Features</i>	66	66	*66	*66	*66
<i>Call Coverage button</i>	67	67	67	67	76
<i>Direct Call Pickup</i>	7	7	7	7	*77
<i>CO/IP Group Access</i>	8xx 01-20	8xx 01-20	8xx 01-72	8xx 01-72	89xxx 001-200
<i>Individual CO/IP Line Access</i>	88xx 01-42	88xx 01-42	88xxx 001-200	88xxx 001-400	88xxx 001-600
<i>Retrieve Last Held CO/IP</i>	8*	8*	8*	8*	8*
<i>Retrieve Individual Held CO/IP</i>	8#xx	8#xx	8#xxx	8#xxx	8#xxx
<i>Access CO Line in the 1st available CO Group</i>	9	9	9	9	9
Attendant Call	0	0	0	0	0
VM Message Wait Enabled	*8	*8	*8	*8	*8
VM Message Wait Disable	*9	*9	*9	*9	*9
<i>Door Open (1st Door)</i>	#*1	#*1	#*1	#*1	#*1
<i>Door Open (2nd Door)</i>	#*2	#*2	#*2	#*2	#*2
<i>Door Open (3rd Door)</i>		#*3	#*3	#*3	#*3
<i>Door Open (4th Door)</i>		#*4	#*4	#*4	#*4
MCID Request	*0	*0	*0	*0	*0
<i>AME Feature</i>	564	564	564	564	564
Unsupervised Conference Timer Extension code	##	##	##	##	##
<i>PTT Group Login/Logout</i>	#0	#0	#0	#0	#0

Appendix B User Program Codes

CODE	FUNCTION	REMARK
10	Enblock Mode Dialing	iPECS LIP-7000 only
11 x	<i>Differential Ring, Intercom</i>	Select Ring Tone 1-8
12 x	<i>Differential Ring, CO/IP line</i>	Select Ring Tone 1-8
13 x	<i>Intercom Answer Mode</i>	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
14 x	<i>Call Coverage Attribute Setting</i>	1+: ON/OFF, 2+: ring delay (0-9)
15 x	<i>Station Ring Download</i>	Select download Ring Tone 0-9
19	Ear & Mic Headset Usage	iPECS LIP-7000 only
21	<i>Knock Down Station COS</i>	
22	<i>Restore Station COS</i>	May require Authorization code
23	<i>Walking COS</i>	May require Authorization code
24	ICR SCENARIO	
30	VM Mobile Notify	
31	<i>Station Message Wait Retrieve</i>	
32	<i>CLI/IP Message Wait Retrieve</i>	
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button
34	Assign DID CALL WAIT Button	
35	Message Wait in Executive/Secretary pair	
36	<i>Send SMS Message</i>	
37	<i>Register Mobile Extension</i>	
38	<i>Activate Mobile Extension</i>	
39	Register Mobile Ext. CLI	
41 xx	<i>Set Wake-Up Time</i>	Input time, 24 hour clock
42	<i>Erase Wake-Up Time</i>	
51 xx	<i>Custom/Pre-defined Message Display</i>	Select Message 00-20
52 xx	<i>Register Custom Message</i>	Input up to 24 characters
53 x	<i>Create Conference Room</i>	Input Conf Room (1-9) & password
54 x	<i>Delete Conference Room</i>	Input Conf Room (1-9) & optional password
55	Monitor Conf. Room	
61 x	<i>Headset/Speakerphone Mode</i>	
62 x	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both
71	LCD Display Mode	
72	Version Display	
73	<i>Background Music</i>	
74 x	<i>Station User Name Registration</i>	Input up to 12 characters
75	Display Phone IP Address	

CODE	FUNCTION	REMARK
76	Change Phone IP Address	
77	Display Phone MAC IP Address	
78	Change Mode	
79	Display Phone Version	
7*	Display Serial number/Package for SMEMU	
80	Assign RECORD Button	Requires VSF/External SMDI VM
81	Assign ISDN CLIR Button	
82	ISDN COLR Button	
84	Assign ACCOUNT CODE Button	
85	Assign LOOP Button	
86	Assign ATD INTRUSION Button	
87	ICM Button	
88	Assign CAMP-ON Button	
89	Assign KEYPAD FACILITY Button	
8#	Assign OHVO Button	
91	CONF Button Assignment	
92	CALL BACK Button Assignment	
93	DND Button Assignment	
94	FLASH Button Assignment	
95	MUTE Button Assignment	
96	MONITOR Button Assignment	
97	REDIAL Button Assignment	
98	FWD Button Assignment	
99	Assign PTT Button	
*0	Hot Desk Login Code	
**	Hot Desk Log out Code	
*7	Force Fwd to Dest.	
*8	Register Bluetooth	
*9	Bluetooth Usage	

SLT User Guide for iPECS-MG System

Placing an Outside Call

- Lift handset.
- Dial **9**.
- **(In the following countries, dial 0 to access CO line : Italy/Norway.**
In the New Zealand, dial 1 to access CO line)
- Dial the desired number.

Placing an Intercom Call

- Lift handset.
- Dial intercom number.

Placing an Outside Call on Hold

- While connected to an extension call, press hook switch.
- Dial **5 6 0**, the System Hold feature code.

Retrieving a Held Outside Call

- Lift handset.

Placing an Outside Call via CO Group Access

- Lift handset.
- Dial **8** and CO group number.
- iPECS-MG 100: 01~24
- iPECS-MG 300: 01~72
- Dial the desired number.

Placing an Outside Call via CO Individual Access

- Lift handset.
- Dial **8 8** and CO line number.
- iPECS-MG 100 : 01~80
- iPECS-MG 300: 01~240
- Dial the desired number.

Re-directing an Incoming Call (Call Pick-up)

When you hear a phone ringing in your area,

- Lift handset.
- Dial **7**.
- Dial the extension number of the ringing phone.

Answering an Waiting Call

- You will receive warning tone in handset.
- Hang up the present call to take a new one.

Call Wait (Camp-on)

- After receiving intercom busy tone, dial *.
- Camp-on tone is heard in the called station.
- When called party answers, talk or hang up to transfer the call.

Making a Screened Transfer

- While connected to an outside line, press hook switch.
- Dial the desired extension number and wait to be answered.
- Announce the call.
- Hang up to complete call transfer.

Making an Unscreened Transfer

- While connected to an outside line, press hook switch.
- Dial the desired extension number
- Hang up to complete call transfer.

Last Number Redial

- Lift handset.
- Dial **5 5 2**, the SLT Last Number Redial code.

Storing Station Speed Dial Numbers

- Dial **5 5 3**.
- Dial speed dial number.
(000~049 in iPECS-MG 100/300)
- Dial the CO/IP line/group access code.
- Dial speed dial number you wish to store.
- Press hook switch two times.
- You will hear confirmation tone and hang up.

Using Station Speed Dial Numbers

- Lift handset.
- Dial **5 5 5**.
- Dial the desired speed dial number.
(000~049 in iPECS-MG 100/300)

Group Call Pick-up

When hearing an unattended phone ringing in your area,

- Lift handset.
- Dial **5 6 6**.
- You will be connected to an incoming extension or outside line call. (You should be in the same pick-up group.)

Establishing a Conference

The system allows you to set up a 3-way conference.

- Lift handset.
- Call the desired party. (outside or internal)
- Press hook switch.
- Dial **6 8 0**.
- Dial the internal extension number.
- When the other party answers, press hook switch twice in 2 seconds.
(All three parties are now connected.)

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Message Waiting

- Lift handset.
- Dial the desired extension number.
- No reply from a key station or extension busy tone from a SLT key station.
- Press hook switch.
- Dial **5 1 8**, the Message Wait/Call Back code.
- Hang up.

Call Forward

- Lift handset.
- Dial **5 5 4**.
- Dial the desired call forward number.
 - 1 - Unconditional, 2 - Busy calls
 - 3 - No answer calls, 4 - Busy/no answer calls
- Dial the station number to forward incoming calls to.
- Hang up.
- To cancel Call Forward, lift handset and dial **5 5 4** and #.

For Follow Me call forward

- Go to the forwarding station and lift handset.
- Dial **5 5 4**.
- Dial **0**.
- Dial the station number that calls are to be forwarded.
- Dial the authorization code of forwarded station. (The authorization code should be registered before "Follow Me" Call Forward can be set.)
- Dial the Forward condition.
- Dial the destination station, station group . or dial CO access code (9, 8xx, 88xx) and desired external phone number.
- Press the hook-switch, receive confirmation tone.
- Hang up.

Do Not Disturb (DND)

- Lift handset.
- Dial **5 1 6**.
- Place the handset.

To cancel Do Not Disturb,

- Lift handset.
- Dial **5 1 7**.
- Hang up.

Broker Call

- An extension user engaged in an internal or external call, should briefly press hook switch to hold a call.
- The holding party hears music on hold. (If equipped)
- Dial the second number of another internal or external call.
- When the second call is connected, the extension user may alternate the call between holding parties by pressing hook switch.
- Then, you may make a conference by pressing hook switch twice in 2 seconds.

Universal Night Answer

When hearing an incoming signal on other phone or night bell,

- Lift handset.
- Dial UNA Access Code **5 8 7**.
- You will be connected to an incoming call if it was programmed as an UNA line.

Returning Call to Host System

If your iPECS system is connected to another system, you can use this feature to transfer a call back to an extension on the other system.

(Your installer will tell you need the feature.)

- While connected to an extension call, press hook switch.
- Dial **5 5 1**, Flash Command To CO Line Code.
- Hearing new dial tone from the other system, dial the extension number on the required system.
- When the station answers, (See Screened Transfer) speak or hang up (See Unscreened Transfer) to transfer the call.

Paging

- Lift handset.
- Dial the desired page zone number.
- Give your message.
- Hang up to complete paging.

Page Zones

Call all zones : 5 4 9
Call internal zones : 5 4 3
Call all internal zones : 5 4 3 + 00
iPECS-MG 100 : 5 4 3 + 01 ~ 15
iPECS-MG 300 : 5 4 3 + 01 ~ 30
Call all external zones : 5 4 8

Meet Me Paging

When hearing a paging announcement,

- Dial **5 4 6**.

Queuing

If you access a busy line, you may request the system to place you on hold, until the next line becomes idle.

- Lift handset.
- Press hook switch.
- Dial **5 5 6**, the Callback feature code.
- You will hear confirmation tone when the call is accepted.
- Hang up.

Call Park

While connected to an outside call,

- Lift handset.
- Press hook switch.
- Dial parking location(5 4 1)+Parking number (00 ~ 49).
- Hang up.
- To retrieve a parked call, dial parking location.

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Pre-selected Messages

You can choose a pre-selected message to be displayed on the LCD of the phone calling your station.

- Lift handset.
- Dial **5 2 1**, the SLT Programming code.
- Dial **4 1**, the Display Message code.
- Dial the following number to leave your message. (00~20)

Dial * : User Custom Message
 Dial 1 + (Time) LUNCH, RETURN HH:MM
 Dial 2 + (Date) ON VACATION, RETURN AT DATE MM:DD
 Dial 3 + (Time) OUT OF OFFICE RETURN AT TIME HH:MM
 Dial 4 + (Date) OUT OF OFFICE RETURN AT DATE MM:DD
 Dial 5 OUT OF OFFICE RETURN UNKNOWN
 Dial 6 + (External no.) CALL XX.... (17 digits)
 Dial 7 + (Extension you can be called) IN OFFICE, STA XXXX
 Dial 8 + (Time) IN A MEETING, RETURN AT TIME HH:MM
 Dial 9 AT HOME
 Dial 0 AT BRANCH OFFICE

- Press hook switch.
- Hang up.
- To erase a pre-selected message, lift handset and dial **5 2 1 + 4 1 + #**.

Voice Announcement

Date & Time Prompt;

- Lift handset.
- Dial **6 7 5 + 1**.
 You'll hear time prompt,
 "Date is July, 20th. & Time is 00:00."

Station Number Prompt;

- Lift handset.
- Dial **6 7 5 + 2**.
 You'll hear station number prompt,
 "This is station XXXX."

Station Setting Prompt;

- Lift handset.
- Dial **6 7 5 + 3**.
 You'll hear station status prompt like below item,
 Station number
 Station IP Address
 Station Mac Address
 Station ICM Mode Handsfree/Tone/Privacy)
 Listed message x (the number of all message waiting)
 Wake-Up Time (hh:mm)
 Do not disturb
 Forwarded to station xxx
 Forwarded to speed bin xxx
 Queued CO/IP xx
 Locked (temporary COS change)
 COS x

Recording Your Message;

- Lift handset.
- Dial **5 2 3**.
- Dial the station number and authorization code.
- Press '8', for Mailbox settings.
- Press '1', for Edit Greeting.
- Press '7', for Recording Greeting Message.
- Record your message.
- Place the handset.

Playing Back Your Message;

- Lift handset.
- Dial **5 2 3**.
- Dial the station number and authorization code.
- Press '8', for Mailbox settings.
- Press '1', for Edit Greeting.
- Press '5', for Listening Greeting Message.
 (Your recorded message is heard.)

Deleting Your Message;

- Lift handset.
- Dial **5 2 3**.
- Dial the station number and authorization code.
- Press '8', for Mailbox settings.
- Press '1', for Edit Greeting.
- Press '7', for Recording Greeting Message.
- Hang up immediately.
 (Your message has now been deleted.)

To activate Call Forward to Voice Mail Group,

- Lift handset.
- Dial **5 5 4**.
- Dial Call Forward type number (1~4)
- Dial **5 2 3**.
- Hang up.

To deactivate Call Forward to VMIB,

- Lift handset.
- Dial **5 5 4**.
- Dial # .
- Hang up.

To hear the recorded voice Message,

- Lift handset.
- Dial **5 2 3**.
 to receive the "Mailbox & Password" prompt.
- Dial the station number and authorization code to receive the "Number of Messages" prompt.
- Dial '1', for hearing voice message.
- To hear current voice message again, dial 1.
- To save current voice message and hear next message, dial 2.
- To delete current voice message, dial 3.
- To forward current voice message, dial 4.
- To call sender of voice message, dial 5.
- To skip current voice message and hear next message, dial 6.
- To add preamble memo on voice message, dial 7.

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Programming Authorization Code

- Lift handset.
- Dial **5 2 1**, the SLT Programming code.
- Dial **3 4**, the Station User Program code.
- Dial Authorization Code (1 to 12 digits) .
- Momentarily press the Hook-switch receive confirmation tone

Programming Your Name

- Lift handset.
- Dial **5 2 1**, the SLT Programming code.
- Dial **1 2**, the SLT Name Program Code.
- Enter name, refer Alphanumeric Chart.
- Momentarily press the Hook-switch receive confirmation tone

Entering an Account Code

To identify a call, system provides the user with an account code field in the Call Logging printout by entering an account code while on an outside call.

After dialing or during a conversation with an external party,

- Press hook switch.
- Dial **550** and account code.
(An account code can be up to 12 digits.)
- Press ******.
- Continue conversation and hang up to finish the call.

Handset Off-hook Alarm

Should the handset be left off the cradle unattended, for any length of time, the user will receive a high pitched signal.

- To cancel the signal, hang up.

Following features are only available with iPECS Hotel S/W.

Baby Listening

This feature allows a guest to monitor his room from any other party of the hotel. You can hear the room which is set baby listening but the room will not be disturbed.

To activate baby listening at guest's room,

- Lift the handset.
- Dial the guest's own room number.
(Confirmation tone is heard.)

To cancel baby listening at guest's room,

- Replace the handset.

To operate baby listening from any other phone in the system,

- Lift the handset.
- Dial the guest's own room number.
- DND tone will be heard and dial the guest's own room number again.
- After confirmation tone, baby listening is operated.

Maid Status

The Maid can update the maid status of any room.

To register "Cleaned" at a guest station,

- Dial SLT PGM code.
- Dial **6 4**.
(Confirmation tone is heard.)

To register "Dirty" at a guest station,

- Dial SLT PGM code.
- Dial **6 5**.
(Confirmation tone is heard.)