



Fixed Feature button definition

Button	Description
Trans/PGM	This button is used to initiate a call transfer (TRANS) or to enter programming mode (PGM).
Speed	Used to access speed dialing, speed programming, saved number redial.
DND	The DND (Do Not Disturb) feature blocks all calls. When DND is active, the red LED in this button is illuminated. When pressed after the Speaker button it is used for setting call forwarding. Used by the attendant to set the Day/Night mode.
Call Back	A station can initiate a call back request to a busy station. Once that station becomes idle, the initiating station is signaled.
Mute	Toggle outgoing audio; red LED illuminates.
Volume	The volume button adjusts the audio levels for ringing, handset and speakerphone functions.
Speaker	Speaker toggles the speakerphone state, and the red LED is illuminated when the speakerphone is active.
Hold/Save	This button is used to put a call on hold or save information when programming.
8 Flexible Buttons	Some flexible buttons are pre-programmed in the system for line appearances, loop functions etc. The remaining flexible buttons can be user-programmed.
Visual Ringing LED	Illuminates when there is a message (in some cases when phone is ringing).
LCD Display	Displays information about telephone status, dialing directories, and message information.
Hands-free Microphone	Microphone is used for hands-free speakerphone function.

User Operation

Receiving calls _ Answering a Call While Idle :

1. Lift the handset and the call will be connected.

Responding to a Call While Busy

1. Press [**Hold/Save**] and/or
2. Press the flashing CO line button.

Answering Calls to Other Stations

To answer a call ringing at another station:

1. Lift the handset,
2. Dial *77 (Direct Call Pick-Up code),
3. Dial the Intercom Number of the ringing station; the call will be connected.

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

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

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

To toggle DND ON and OFF:

1. Press the [**DND**] button.

Forwarding calls to another Station or Voice Mail

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

1. Lift the handset, (or press Speaker)
2. Press the [**DND**] button,
3. Dial the type of forward code 1-4
4. Dial the destination number.

Placing Intercom calls

To place an Intercom call:

1. Lift the handset,
2. Dial the Intercom number of the desired station,
3. On answer or Splash tone, speak to the called party.

Using Camp-On when calling a busy station

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

1. Press [*] and wait an answer.

Using Last Number Redial (LNR)

To dial the Last Number for an external call:

1. Register [**Redial**] button to flexible button.
2. Lift the handset,
3. Select the [**Redial**] button,
4. Press [**▼ volume ▲**] to select from the last 100 numbers dialed,(non protected memory)
4. Press the [**Hold/Save**].

Using System Speed Dial Numbers

To place a call using System Speed Dial:

1. Lift the handset,
2. Press the [**Speed**] button,
3. Dial the desired System Speed Dial bin number

Using and Entering Station Speed Dial Numbers

To place a call using Station Speed Dial:

1. Lift the handset,
2. Press [**Speed**],
3. Dial the desired Station Speed Dial bin number

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

1. Press [**Trans/PGM**],
2. Press [**Speed**],
3. Dial the desired Station Speed Dial bin number,
4. Dial CO Line or Group Access Code
5. Dial the desired number to be stored,
6. Press [**Hold/Save**],
7. Enter the associated name if desired, using the alpha numeric entry chart,
8. Press [**Hold/Save**].

To assign a Station Speed Dial number directly to a Flex button:

1. Press [**Trans/PGM**],
2. Press the desired [**Flexible**] button,
3. Dial the desired number including CO Line/Group access code
4. Press [**Hold/Save**],
5. Enter the associated name if desired, using the Character Entry chart,
6. Press [**Hold/Save**].

ACNR: To retry a busy external number until answered

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

1. Press the [**CALL BACK**] button,
2. Hang-up handset.

To cancel the ACNR request:

1. Press the [**CALL BACK**] button.

Call Transfer: Sending a call to a different destination

To Transfer an active call:

1. Press [**Trans/Pgm**],
2. Call receiving party,
3. Hang-up with or without announcement.

Call Hold: Placing a call in a waiting state

To place a call on Hold:

1. Press [**Hold/Save**].

Joining Multiple People in a Conference

To establish a Conference:

1. Register [**Conference**] button to flexible button. (Press TRANS, Flex btn, TRANS 91, SAVE, Speaker to exit.)
2. Establish call with one of the desired conference parties,
3. Select the [**Conference**] button,
4. Establish call with the other conference party,
5. Select the [**Conference**] button,
6. Select the [**Conference**] button again to establish the conference.

To place a Conference on Hold:

1. Press the [**Hold/Save**] button.

To retrieve the Conference:

1. Select the [**Conference**] button.

To make an External-parties-only Conference:

1. Establish conference with two external parties,
2. Select the [**Conference**] button to exit.

To enter pre-opened Conference Room:

1. Dial *59 X where X is the conference room number.

User Program Codes

- ▶ Press the [Trans/PGM] button
- ▶ Enter the desired feature code below table

CODE	FUNCTION	CODE	FUNCTION
11	Station Ring Type	51	Set Preselected: Custom Message
12	CO Ring Type	52	PGM Custom Message
13	Answer Mode (Tone, H/free or Privacy)	53	Activate Conference Room
14	Call Coverage Attribute	54	De-activate Conference Room
15	Station Ring Download	55	Monitor Conference Group
19	EAR-Mic. Headset	61	Speaker, Headset, Bluetooth Mode
21	COS Down (Lock handset)	62	Headset Ring Mode
22	COS Restore (Unlock handset)	71	LCD Display Language
23	Walking COS	72	MPB Version Details
24	ICR Scenario	73	BGM (Background Music)
25	LIP Keypad Status	74	Register STATION Name
26	Call Profile	75	Display Phone IP Address
31	Message Retrieve Method	77	Display MAC Address
32	Message Retrieve Example	78	Network Configuration
33	User Authorization Register (Password)	79	Display Phone Version
34	DID DISA Call Wait	7*	Display Unlock Key & Add-On Package
35	Choice Executive/Secretary Message	*0	Hot Desk Login
36	Send SMS Message	*6	Set Forced Forward Destination
37	Register Mobile Extension	*7	Forced Forward to Destination
38	Active Mobile Extension	**	Hot Desk Log Out
39	Register Mobile CLI	10	Enblock Mode
30	VM Mobile Notify		
41	Set Wake Up Time		
42	Wake Up Disable		

• For ATD codes like time & date see the LDP-9030 Quick Guide.