

LG-Ericsson LDKP-7224D and LDP-7208D

Quick reference guide

Call Transfer

To transfer a call:

1. While on a live call, press the TRANS/PGM button.
2. Enter the extension number you are transferring to (or press a pre-programmed DSS key for the extension).
3. Hang up the phone.

If you want to announce the transfer to the extension stay on the line, the call will not transfer until the transferring party hangs up.

To transfer directly to voice mail:

1. While on a live call, press TRANS/PGM.
2. Press Callback.
3. Enter the extension number (ex. 222).
4. Hang up the receiver.

Programming Speed Dial (Personal)

1. Press TRANS/PGM and then Speed.
2. Enter the bin # (001- 100) for personal speed dial numbers.
3. Enter the telephone number and press Hold/Save.
4. Enter the name and press Hold/Save. (Reference the user guide for instructions on how to type names.)

To program a speed dial number to a DSS key:

1. While on hook (set hung up), press TRANS/PGM.
2. Press the Flex Button (DSS Key) that you want to program or change.
3. Press the far left button below the display (Up Arrow) below the words in the display "Tel Num".
4. Enter the telephone number that you want as a speed dial.
5. Press Hold/Save.
6. Enter the name.
7. Press Hold/Save.

Changing Ring Tones

1. Press TRANS/PGM
2. Press 1.
3. Press 8 for intercom ring or 9 for CO ring type.
4. Enter ring type (01-15).
5. Once you have the ring you want press the Hold/Save key.

Conference

1. When on a call, press the Conference button. You will hear dial tone.
2. Dial the second telephone number.
3. While the phone is ringing, or after the second call is established, press the Conference key twice.

Notes:

- The telephone installer must assign a conference key to the set.
- The conference key will flash while the second call is being established and it will go solid red when the second party is connected to the conference.
- The system also allows you to set up conference rooms if you need more than 3 parties. All calls must be transferred to the conference room from the attendant.

Call park

To park a call:

1. Press TRANS/PGM.
2. Dial the Park location 601-610.
3. Replace the handset or go on-hook.
4. Page the desired user to retrieve the call if applicable.

OR

1. While on a live call, press Park.
2. Verify parking location before announcing the waiting call.

Note: The telephone installer will need to program a "call parking location" key for this to work.

To retrieve the parked call from a system phone:

1. Lift the handset or press the On/Off button.
2. Dial the Park location to retrieve the call.

Transferring Calls Externally

1. While on a live call, press Trans/PGM.
2. Dial 9 and then the telephone number or press the pre-programmed DSS key.

Hang up to transfer the call or stay on the line to announce the call before the transfer.

Forwarding Calls

You can forward calls internally or externally. Internally, calls can be forwarded to another station, a hunt group, or to the user's mailbox.

To call forward a set internally:

1. Lift the handset or press the On/Off button.
2. Press the [DND/FOR] button or dial the Forward code 5 5 4.
3. Dial the Call Forward type code (1-4)
 - 1) Unconditional, all calls forward immediately.
 - 2) Busy, calls forward if the station is busy.
 - 3) No answer, calls forward if not answered in the Call Forward No- Answer time.
 - 4) Busy/No-answer, calls forward if busy or not answered after Call Forward No answer time.
4. Dial the station or Group number, or '#' for the VMIB to receive calls

To forward calls externally:

1. Lift the handset or press the On/Off button.
2. Press the [DND/FOR] button or dial the Forward code 5 5 4.
3. Dial the Call Forward type code 5 - 6 and 8 - 9
 - 5) Unconditional, all calls forward immediately to a Speed Dial number.
 - 6) No answer, calls forward if not answered in the Call Forward No-Answer time to a Speed Dial number.
 - 8) Unconditional, all calls forward immediately to a user dialed telephone number, which is temporarily stored as the last available Speed bin.
 - 9) No-answer, calls forward if not answered after Call Forward No-answer time to: the number in a Speed Dial bin [seize a CO Line, optional].
4. Dial the Speed Dial bin or telephone number

Notes:

- If you are forwarding an individual station to an external number using option #5, you must program that telephone number into the caller's personal speed dial list first.
- If you are providing a selection through the CCR tree to forward to an external number you must first program that number into the system speed dial list.
- Any stations wanting to forward externally must "enable" OffNet Forwarding in Station Attributes 1 (PGM 111). To be programmed by telephone installer.

Paging

How the user is able to make pages is dependent on how the telephone installer sets the system up. For instance, If no external paging equipment is present (amp, speakers, etc) then external paging will not operate.

Also, any of the paging options can be programmed to a DSS key by the telephone installer. The following options are based on the assumption no paging keys have been set up.

To initiate a page announcement:

1. Lift the handset.
2. Dial the desired Page Zone code.
3. After the Page Warning tone, if assigned, make the desired announcement.

Page zone code

ITEM

501-505	Internal Page Zones
543	Internal All Call Page
545	External Page Zone
549	All Call Page (Internal & External)

To page to one set:

1. Dial the extension number or press the appropriate DSS key.
2. While the set is ringing press the "#" key.

This will force the called party into hands free answer back mode; they can then have a hands free conversation with the calling party.

Call log

1. Press the Call Log button and dial the desired log
 - 1) Received
 - 2) Dialed
 - 3) Lost
2. Use the Volume Up/Down buttons to scroll through the list.
3. To call a displayed number, press the OK soft key.

To program a call log key on the set:

1. Press TRANS/PGM.
2. Press the Flexible button to be assigned.
3. Press TRANS/PGM.
4. Dial 5 7, the Call Log code.
5. Press Hold/Save.