

## LDP7024LD Digital Telephone User Guide – Featuring Ez MENU

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- Do not drop or subject the phone to physical shock
- Do not immerse in water
- Do not disassemble or attempt to modify the phone in any way
- Use a damp or anti-static cloth to clean the phone. Do not use a dry or electrostatically charged cloth. Do not use chemical or abrasive cleaners as these could damage the phone.
- Retain the cardboard packaging supplied with this handset. It should be used if the phone has to be returned for service. The packaging can be recycled when no longer required.
- Do not place the phone in direct sunlight for prolonged periods

### Disclaimer

Crane Telecommunications Ltd and LG Electronics Inc. cannot be held responsible for any damage caused to your system through the improper installation of this phone and/or the failure to use the handset as described in this user guide.

### Service

The 7024LD digital telephones contain no user-serviceable parts. LG recommend that your 7024LD digital telephone is serviced or repaired by an LG authorised service centre

**Note: Information contained within this document is subject to change without prior notice. E&OE**  
**If you find any errors please email: [lgmarketing@cranetel.co.uk](mailto:lgmarketing@cranetel.co.uk)**

## Familiarise yourself with its features

### Handset

Contains a microphone and speaker to allow the user to speak to another party

### Dial Pad

Alpha-numeric keypad used to dial numbers and when storing speed dial numbers and names to memory

### Headset Port

Used for connection of a headset that has a 2.5mm jack type connector

### Speed

Used when accessing or storing personal or system speed dial numbers

### Speaker

Used to answer 'handsfree' and activate the speaker. Speaker is located under the handset

### User Navigation

Simple user programming access to 'Popular Features'. Quick Access to phonebook.



## Your digital telephone's keys



### (1) Speaker Key

This is for activating the phone's speaker whilst on hook. Useful when using a headset or if you wish to speak hands free. Red LED illuminated if off-hook without lifting the receiver.

### (2) Hold/Save Key

Dual purpose key. When in a call it is used to place a caller on hold. When programming it is for permanently updating changes to the system memory

### (3) Volume (+ / -) Key

Used for adjusting speaker, ringing and in-call volume

### (4) Speed Key

This key is used to access System and Personal speed dial numbers and the internal directory

### (5) Trans/Pgm Key

Dual purpose key. When in a call with an external party it is used to transfer. When programming features, speed dial numbers it is a programme key

### (6) Flexible Keys

These keys are for use as line keys or for storing regularly used features or speed dials under

## Familiarise yourself with its features

### LCD

3 Line, 48 Characters  
Displays inbound/outbound call information. Displays information based on user actions

### Context Sensitive Keys

These keys will perform different functions based on call state

### Hold/Save

For placing external callers on hold and to confirm programming changes

### DND/FWD

For placing station in DND or applying a Call Forward



### Transfer/PGM

Used for performing a transfer or user programming

### Flexible Buttons

Used for storing speed dials and features as well as accessing lines

### Microphone

For conversing with external parties when handsfree

### Call Back

For leaving and answering Message Wait notifications

### Volume +/-

Used for adjusting speaker, ring and in-call volume

## Your digital telephone's keys



### **(7) Call Back**

This key is used for leaving a message wait notification at a busy or unanswered station or for answering a message wait notification at your own station.

### **(8) DND/FWD**

Dual purpose key. When used 'On-hook' it is used for placing your station in DND. When 'Off-Hook' it is used for implementing a Call Forward.

### **(9) User Navigation**

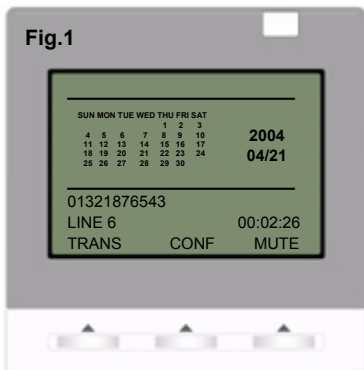
This key is used for Quick access to the phonebook and to access 'Popular' features from the handset. The centre of the button is used to confirm programming changes and confirm choices on-screen.

## GENERAL FUNCTIONS

- Making and Answering External Calls
- Making and Answering Internal Calls
- Placing an Internal/External Call on Hold
- Retrieving an Internal/External Call on Hold
- Parking a Call
- Retrieving a Parked Call
- Call Forward
- DDI Call Wait
- Call Wait (Camp On)
- Answering a Call Wait (Camp On)
- Call Pick Up (Directed/Group)
- Transfer (Screened/Unscreened)
- Using Speed Dial Numbers
- Queuing for an Outside Line
- Making A Page
- Flexible Button Programming
- Leaving a Message Wait
- Answering a Message Wait



Fig.1




## Making and Answering calls


Always ensure that external parties are informed if you intend to record a call.

### Making and Answering an external call

You can make an external call in the following ways:

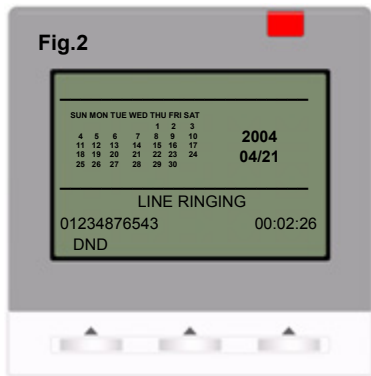
1. Lift the receiver and dial 9
2. Dial 9
3. Press the  button and dial 9

Once you have dialed a desired number the screen will look as in **Fig.1**

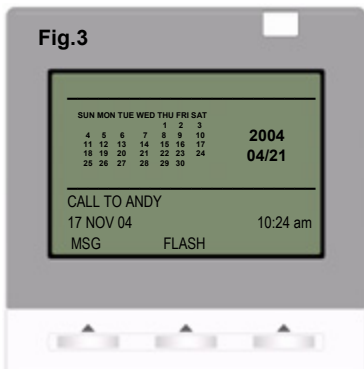
To answer a call press the  button or lift the receiver.

**Fig.2** shows how your display will appear if you are receiving an inbound external call.

Fig.2




**Fig.3**



### Making and Answering an internal call


You can make an internal call in the following ways:

1. Lift the receiver and dial an extension number.
2. Dial an extension number.
3. Press the  button an extension number.

Once you have dialled a desired number the screen will look as in **Fig.3**

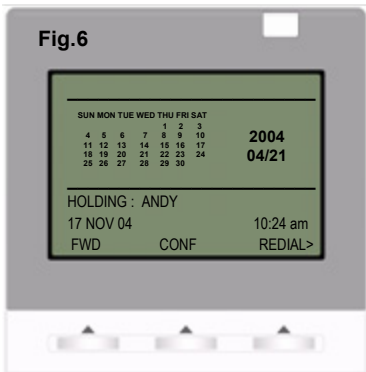
**Fig.4**




To answer a call press the  button or lift the receiver.

**Fig.4** shows how your display will appear if you are receiving an inbound internal call.

Fig.6



### Placing and External/Internal Call on hold

Whilst connected to another party (internal or external) press the  button.

A line key will be flashing to indicate that you have an external caller on hold.

**Fig.6** shows how your display will look when you have an internal caller on hold.

### Retrieving an External/Internal Call on hold

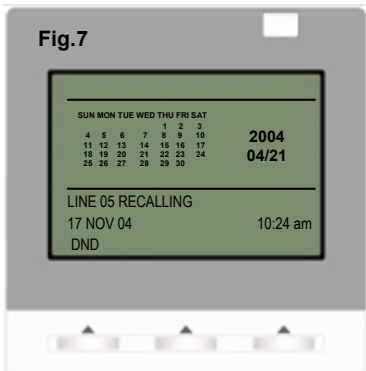
For an external call simply press the flashing line key button and the call that you placed on hold will recall to your phone.

For an internal call simply hang up (replace the handset) or dial the extension number of the station that you placed on hold and you will be reconnected.




**NOTE:** Calls will 'Recall' to your station after a pre-set time if you forget about them.

Fig.7



### Parking a Call

1. Whilst connected to an external party press the  button, dial a **Park Location (601-619)** or press a flexible button labelled as Park and hang up.
2. Once you have parked the caller you can contact another party to inform them that they have a caller waiting. Alternatively, make a page (See page 18 later in the user guide for information on paging).

### Retrieving a Parked Call

1. If retrieving a call that you have parked, dial the relevant digits for the parking bay used (**601-619**)
2. If responding to a page, dial the relevant digits (**601-619**) from the nearest available telephone.



**NOTE:** Calls will recall to the original station after a pre-set timer if a call is left parked. In this circumstance the screen of your 7024LD Digital Handset will appear as in Fig.7

## Call Forward

It is possible to forward you phone in a number of ways. The options available are:

- 0** – Follow-Me (To forward calls from your extension to a temporary location. The forward is activated at the temporary location).
- 1** – Unconditional (This option allows you to forward all calls immediately to a Station, Hunt Group or the integral Voice Messaging card).
- 2** – Busy (Destination options are as per option 2. Calls will only forward when you are busy – on the phone).
- 3** – No Answer (Destination options as per option 1. Calls will only forward when a ‘No-Answer’ timer expires. The length of the time is determined by a qualified System Administrator).
- 4** – Busy/No Answer (Combines options 2 & 3. Most popular, especially where Voicemail is used).
- 5** – Off-Net (This allows you to forward your phone unconditionally to a remote location such as Mobile or home phone).
- 6** – No Answer Off-Net (As per option 6 but only after a no-answer timer)
- 7** – Access Not Permitted
- #** - Allows you to cancel any call forward.

Fig.8

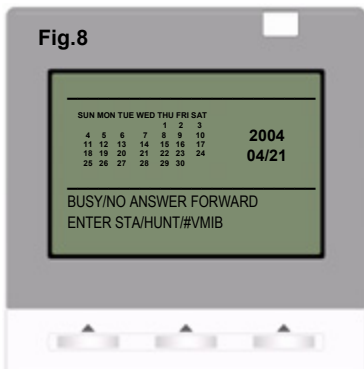
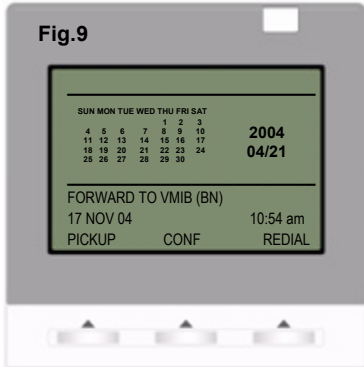


Fig.9



### Call Forward

1. Press the button and then press the button.
2. Alternatively dial **554** from your handset.
3. Select a forward option as per page 9. (Example: Select option 4, Busy/No Answer, and your display will look as per **Fig.8**)
4. Once you have selected an option such as # (As shown in **Fig.8**), your display will change as per **Fig.9**.
5. To cancel the call forward press the flashing button or dial **554**, # .




**Fig.10**

### DDI Call Waiting

If enabled, you will be able to see if you have a DDI call waiting whilst engaged in another call.

**Fig.10** shows what is displayed when a call is waiting. The top line shows current call status, the bottom line informs you that there is a waiting call.

1. To speak to the waiting caller hang up to finish your current conversation, press the  button or park the existing caller.
2. You will then be connected to the waiting party.

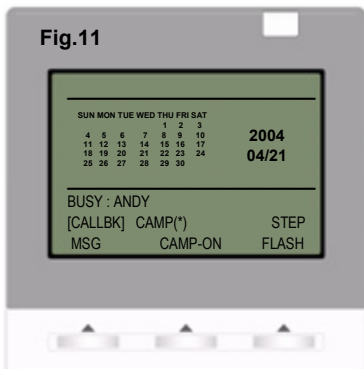


**TIP:** You can assign a flexible button to turn this feature on and off. (See user flexible key programming codes on page 56).



**Note:** This feature must be enabled for you to use it. Speak to your system administrator if you are not able to do what is described above.

Fig.11



### Call Wait (Camp On)



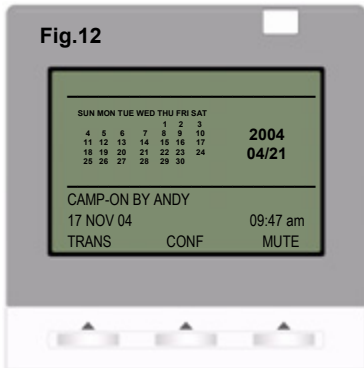

1. Dial an internal number
2. Get busy notification (**Fig.11** shows what you will see in the display of your 7016/24D digital telephone).
3. From the on-screen instructions press the  button or press  under **CAMP-ON**.
4. If the called party answers you can speak with them or simply transfer a call to them.

Fig.12

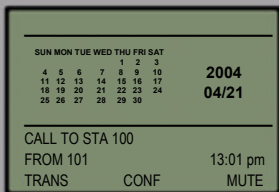


### Answer a Call Wait (Camp On)

1. After hearing Call Wait (Camp On) tone press the flashing  button. (**Fig.12** shows the screen)
2. Your existing caller is placed on hold.
3. When you have finished speaking you will return to the original caller when the second caller hangs up

**TIP:** It is possible to assign a flexible button as **CAMP ON**. See Page 56 for Flexible Key programming codes. 

Fig.13



### Call Pickup (Directed)


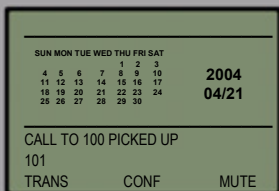

1. Press  under **PICKUP** or dial 7 followed by the extension number of the station that is ringing
2. You will then be connected to the calling party.
3. **Fig.13** shows that the display of your 7024LD Digital Telephone will display the number of the calling party and the station that the call was originally intended for

Fig.14



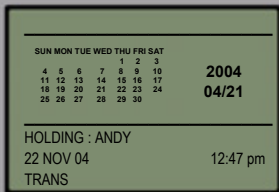
### Call Pickup (Group)

1. Pick up your handset or press the  button
2. Dial **566**.
3. You will be connected to the caller
4. **Fig.14** shows what you will see on the display of your 7016D/24D Digital Telephone

**Note:** You must be part of a Pickup Group to use this feature and it must be set up by you system administrator



Fig.15



### Transfer (Screened)



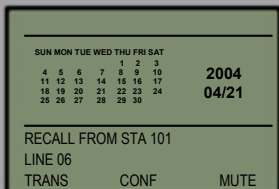
1. Whilst connected to a caller press the  button or  under **TRANS**.
2. If you are transferring an internal call your display will look as in **Fig.15**
3. Dial the appropriate extension number or press a flexible button that has been assigned with a station number
4. Wait for the called party to answer, announce the call and Hang Up

Fig.16



### Transfer (Unscreened)

1. Repeat steps 1 to 3 as described above
2. Hang up without announcing the call
3. Calls will 'recall' to your station after a pre-set timer for both types of transfer. See **Fig.16**

**TIP: Pre-set timer can be determined by a system administrator. By default this timer will be 30 secs**



Fig.17

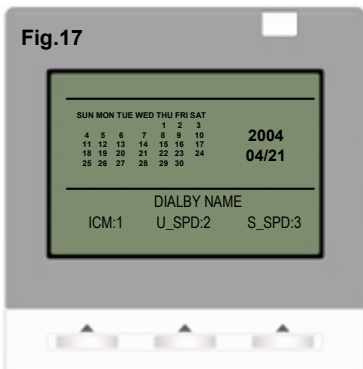
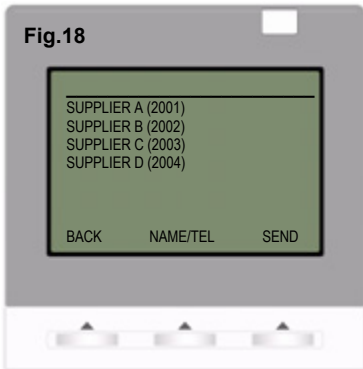





Fig.18



### Using Speed Dial Numbers

1. Press the  button twice
2. Your display will appear as in **Fig.17**
3. Select the option you require by dialling 1, 2 or 3
  1. INTERCOM
  2. STATION/USER SPEED DIAL
  3. SYSTEM SPEED DIAL
4. Use the UP/DOWN arrow to select the desired option then press the **OK** part of the Navigation Button or  under **OK**
5. Make a selection such as **SYSTEM SPEED DIAL** your display will appear as in **Fig.18**
6. Use the Navigation Button described on page 3 to scroll through the menu.
7. When you have found the number you want press the **OK** part of the Navigation Button or  under **SEND**.


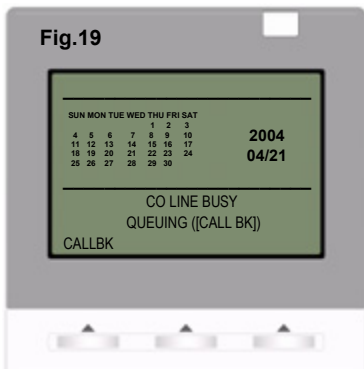
**Note:** Press  under **NAME/TEL** will toggle between customer names and numbers.

Fig.19



### Queuing for an Outside Line



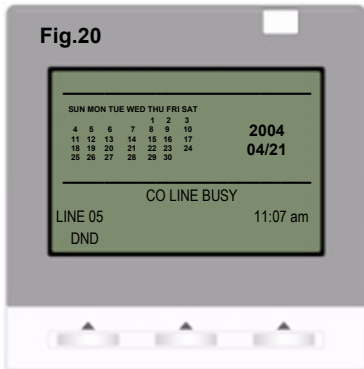
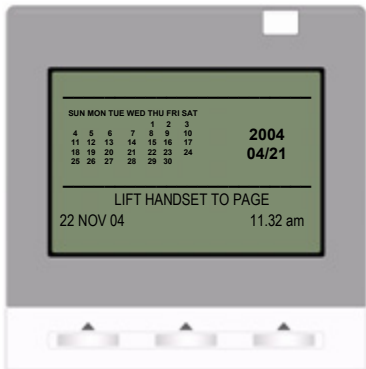
1. If no external lines are available when you attempt to make an outside line you will receive busy tone and your display will appear as in **Fig.19**
2. Press  or press  under **CALL BK**
3. When a line becomes available your handset will recall and your display will appear as in **Fig.20**
4. At this point, lift the receiver to get an outside line

Fig.20





**Fig.21**

### Making a Page

1. Dial the required paging code (see the list of codes on page 55)
2. Your display will look as in **Fig.21**
3. Hang up once you have finished the page.

#### Page Codes:

- 501-535 – Internal Page Zone
- 543 – Internal All Call
- 544 – Meet Me
- 545 – External Zone 1
- 546 – External Zone 2
- 547 – External Zone 3
- 548 – External All Call
- 549 – All Call



**TIP:** It is possible to assign a flexible button as a **PAGE Key**.



**Note:** You must have permission to make a page that must be set up in programming by a qualified system administrator.



Fig.22

### Conference Call

It is possible whilst on a call to set up a conference consisting of up to 6 parties. You will need a flexible button assigned as **CONFERENCE**.






1. Press  under **CONFERENCE**.
2. Your display will look as in **Fig.22**
3. Dial another extension or external number.
4. When the party answers press  under **CONFERENCE** once to enable you to add another party or twice to set up the conference and allow all parties to converse.

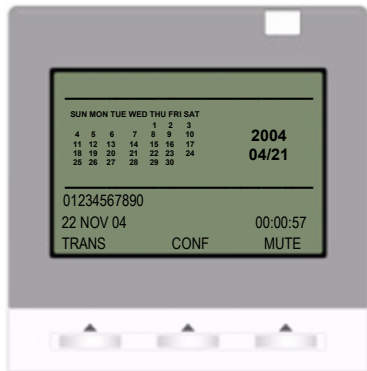


Fig.23

### Last Number Redial/Redial

1. Press  under **REDIAL**.
  - a) The display of you 7024LD Digital Handset will appear as in **Fig.23**
2. Use the User Navigation button as described on page 3 to find the number you require.
3. The first in the list is the last dialled number. The list contains the last 10 previously dialled numbers.
4. Press  under **SEND** or **OK** and the number you selected will be dialled.

**Note:** If you press  under **DETAIL** the screen will change to show the place in the dialled call list of the current highlighted number, the date and the time of the last call and the digits dialled. The screen shows 4 numbers. Arrow down to move to the next page.



**Fig.24**

### Saved Number Redial

It is possible to save a number that you have dialled whilst connected to the external party.




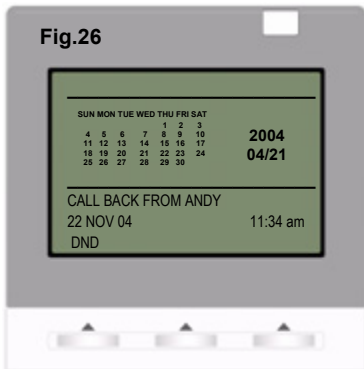
1. Press the  button twice whilst connected to the called party.
2. To dial the number when you have hung up press the  button followed by the  button.
3. Your screen will appear as in **Fig.24**

Fig.25



Fig.26






## Messaging



### Leaving a Message Wait Notification

It is possible to inform a called party (Internal) that you have tried to contact them).

### Calling a Busy Station

1. Your screen will appear as in **Fig.25**.
2. Press  under **MSG** or press  button.
3. When the busy part hangs up you will be notified with intermittent bursts of tone, a display as in **Fig.26** a flashing  button.

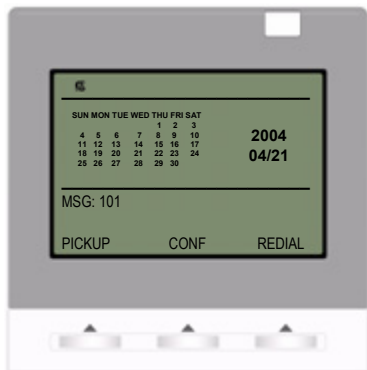
### Calling an Unanswered Station

Simply press  under **MSG** or press the  button and hang .

They will see from their display that you have tried to call.

**Note:** If voicemail is present for either scenario you will be invited to leave a voice message.






**Fig.27**

### Answering a Message Wait Notification

When somebody has left you a notification as described on the previous page your display will appear as in **Fig.27**.

If a Voice Message has been left the display will show **VMIB** or **HUNT 620** instead.

The  button will also be flashing.

1. Press the  button or dial the extension number shown in the display.

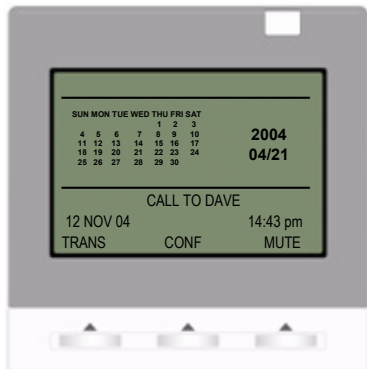


Fig.28

### Muting a Call

Whilst on a live call you may mute your Microphone so as the called or calling party cannot here any transmission from your telephone.




1. Press  under **MUTE** on your display.
2. This icon  will be displayed to show that you have muted your telephone.
3. Press  under **SPEAK** to switch your microphone back on.





Fig.28



### Do Not Disturb (DND)

You may place your telephone in DND when idle or when receiving calls.

#### IDLE

1. Press  .
2. This icon  will be displayed to show that you are in DND.

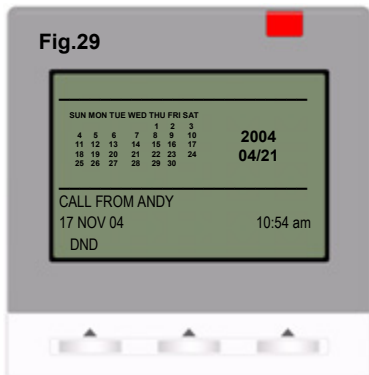
#### INCOMING CALL

1. Press  under **DND** and the call will be prevented from getting through to your handset.
2. This icon  will be displayed to show that you are in DND.

## USER PROGRAMMING



SAVING YOUR NAME TO YOU PHONE  
STORING PERSONAL SPEED DIALS  
CHARACTER ENTRY CHART










### Saving your name to your phone

This enables colleagues to identify you by your name instead of your extension number (**Fig.29**). You can store your name in one of two ways:



1. Press the  button and dial **74**.
2. You will then be prompted to enter your name. (See the character entry chart on page 27).
3. Press the  button to save your name to the system memory

### Navigation Button Method:

1. Select **MENU** option by pressing .
2. Use  to select option **4 – CUSTOMISE** and press **OK**.
3. Use  to select option **2 – REGISTER STATION NAME** and press **OK**.
4. Enter your name as per the Character Entry Chart.
5. Use  under **ABC** to toggle between numbers, upper and lower case.
5. Press **OK** or  under **OK** on screen to update the changes.

## Storing Personal Speed Dials


It is possible for you to store numbers that you use regularly to your personal speed dial directory.

- Press the  button.
- Press the  button.
- The screen will show the next available speed dial that can be programmed (Dial **001** for example)
- Enter the required speed dial number (You do not need to enter 9 for an outside line).
- Enter the name as per the character entry chart on page 23.
- Press **OK** within the user navigation button.

### Character Entry Chart – For Navigation Button menu entries

Please follow the chart below when entering characters.

Use the relevant  button to enter numbers.

For a space use  on the navigation button.

<b>A - 2</b> <b>B - 22</b> <b>C - 222</b>	<b>D - 3</b> <b>E - 33</b> <b>F - 333</b>	<b>G - 4</b> <b>H - 44</b> <b>I - 444</b>
<b>J - 5</b> <b>K - 55</b> <b>L - 555</b>	<b>M - 6</b> <b>N - 66</b> <b>O - 666</b>	<b>P - 7</b> <b>Q - 77</b> <b>R - 777</b> <b>S - 7777</b>
<b>T - 8</b> <b>U - 88</b> <b>V - 888</b>	<b>W - 9</b> <b>X - 99</b> <b>Y - 999</b> <b>Z - 9999</b>	

### Character Entry Chart

Please follow the chart below when the user guide specifies.

. - 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 Q - 72 R - 73 S - 74 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 94 9 - 90
Space - *1 : - *2 , - *3	0-00	#

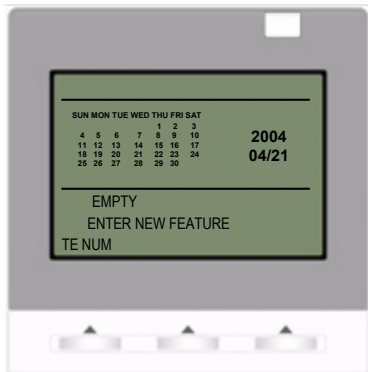


Fig.30







**Note:** Users do not have permission to over write a flexible key that is assigned as a line key.

See page 56 for details of all user programming codes.

### Storing information under a flexible button

Flexible buttons can be programmed as line, extension, feature or speed dial buttons.

To assign a feature to a flexible button follow the instructions below:

1. Press the  button and select the button you wish to assign.
2. The display of you 7016D/24D Digital Telephone will then display what is already programmed or if it is empty as per **Fig.30**
3. You may then assign the button in on of the following ways:
  - a. Press the  button followed by a user programming code
  - b. Press the  button followed a speed dial number.
  - c. Enter the relevant extension number.
  - d. Press  under **TEL NUM**.
4. Press **OK** in the User Navigation button.

### [1] Ez MENU

- 1.1 DIALED CALLS
- 1.2 RECEIVED CALLS
- 1.3 SPEED DIAL
- 1.4 CALL FORWARD
- 1.5 ABSENT MESSAGE
- 1.6 PAGE
- 1.7 DO NOT DISTURB
- 1.8 WAKE UP

### [2] PHONE BOOK

- 2.1 NEW ENTRY
- 2.2 SEARCH BY NAME
- 2.3 SEARCH BY NUMBER
- 2.4 SEARCH BY GROUP
- 2.5 EDIT CO ACCESS CODE
- 2.6 DELETE ALL ENTRY

### [3] SCHEDULE

- 3.1 SCHEDULE ADD/DEL/EDIT
- 3.2 FIND SCHEDULE
- 3.3 DELETE PAST SCHEDULE
- 3.4 VIEW ALARM SCHEDULE
- 3.5 DELET ALL SCHEDULE

### [4] CUSTOMISE

- 4.1 CHANGE LANGUAGE
- 4.2 REGISTER NAME
- 4.3 RING TYPE
- 4.4 SPKR/HEADSET
- 4.5 EAR-MIC HEADSET
- 4.6 BRIGHT LEVEL

### [5] SETTING

- 5.1 ENBLOCK MODE
- 5.2 STATION COS
- 5.3 PASSWORD
- 5.4 SPEED PGM
- 5.5 ANSWER MODE

### [6] VOICE MAIL

- 6.1 INTERNAL VOICE MAIL
- 6.2 EXTERNAL VOICE MAIL

## 1. Ez MENU

- 1.1 DIALLED CALLS
- 1.2 RECEIVED CALLS
- 1.3 SPEED DIAL
- 1.4 CALL FORWARD
- 1.5 ABSENT MESSAGE
- 1.6 PAGE
- 1.7 DO NOT DISTURB
- 1.8 WAKE UP






**Fig.31**

## Dialed Calls

This option allows you to see the last 10 dialed numbers.

To access follow the instructions below:

1. Select **MENU** option by pressing ▲
2. Press **OK** to select option 1 – **Ez MENU**.
3. Press **OK** to select option 1 – **DIALED CALLS**.
4. Your screen should appear as per **Fig.31**
5. If you wish to call one of the numbers press **OK** or  under **SEND** when a number appears in **bold**.
6. Use ▼ to scroll down the list.

**Note:** If you press  under **DETAIL** the screen will change to show the place in the dialed call list of the current highlighted number, the date and the time of the last call and the digits dialed. The screen shows 4 numbers. Arrow down to move to the next page


**Fig.32**

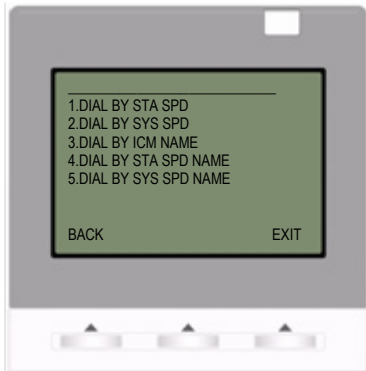
## Received Calls

This option allows you to see the last 10 received DDI calls.

To access follow the instructions below:

1. Select **MENU** option by pressing ▲
2. Press **OK** to select option 1 – **Ez MENU**.
3. Use ▼ to scroll down the list to option 2 – **RECEIVED CALLS**.
4. Press **OK**.
5. Your screen should appear as per **Fig.32**
6. If you wish to call one of the numbers press **OK** or ▲ under **SEND** when a number appears in **bold**.
7. Use ▼ to scroll down the list.

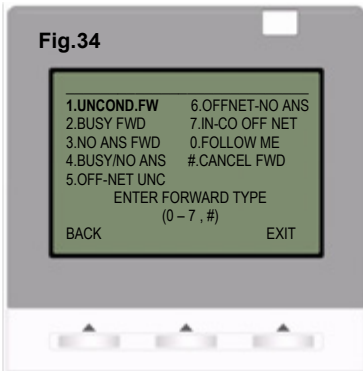
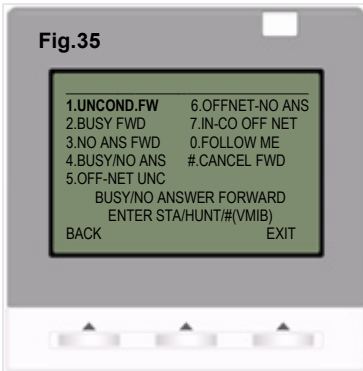
**Note:** If you press ▲ under **DETAIL** the screen will change to show the place in the received call list of the current highlighted number, the date and the time of the last call and the callers number. The screen shows 4 numbers. Arrow down to move to the next page


**Fig.33**

## Speed Dial

This option allows you access various speed dial numbers. To access follow the instructions below:

1. Select **MENU** option by pressing ▲
2. Press **OK** to select option **1 – Ez MENU**.
3. Use ▼ to scroll down the list to option **3 – SPEED DIAL**.
4. Press **OK**.
5. Your screen should appear as per **Fig.33**
6. Use ▼ to scroll down the list and press **OK** to chose the relevant Speed Dial type such as **DIAL BY ICM NAME**.
7. Use ▼ to scroll down the list to the name you wish to call and press **OK** or ▲ under **SEND** to initiate the call.

**Fig.34**

**Fig.35**


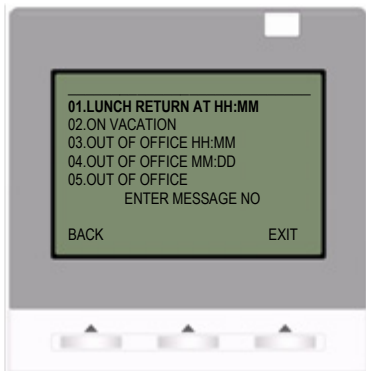
## Call Forward

This option allows you to implement a call forward to your handset. See page 10 for a list of Forward Types.

To access follow the instructions below:

1. Select **MENU** option by pressing ▲
2. Press **OK** to select option 1 – **Ez MENU**.
3. Use ▼ to scroll down the list to option 4 – **CALL FORWARD**.
4. Press **OK**.
5. Your screen should appear as per **Fig.35**
6. Use ▼ ▲ ► ◀ to move around the list and press **OK** to chose the relevant forward type such as **BUSY/NO ANS**.
7. Your screen will then look as per **Fig.34**
8. Enter the desired location and your screen will return to normal but will show that you are forwarded by a message and an icon –


**Note:** Press the  ring  button

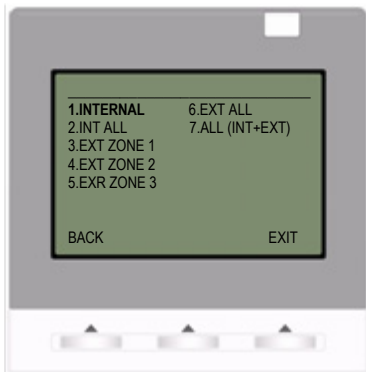

**Fig.36**

## Absent Message

This option allows you to implement a call forward to your handset. See page 90 for a list of Messages.

To access follow the instructions below:

1. Select **MENU** option by pressing ▲
2. Press **OK** to select option 1 – **Ez MENU**.
3. Use ▼ to scroll down the list to option 5 – **ABSENT MESSAGE**.
4. Press **OK**.
5. Your screen should appear as per **Fig.36**
6. Use ▼ to scroll down to the next page.
7. Select the message that is relevant such as **OUT OF OFFICE HH:MM**
8. Follow the prompts, enter the time and press  under **SAVE**.
9. The message will now be on your display and will be seen on the display of other digital telephones that call your extension.


**Fig.37**

## Page

This option allows you to implement a call forward to your handset. See page 10 for a list of Forward Types.

To access follow the instructions below:


1. Select **MENU** option by pressing ▲
2. Press **OK** to select option 1 – **Ez MENU**.
3. Use ► to scroll across to option 6 – **PAGING**.
4. Press **OK**.
5. Your screen should appear as per **Fig.37**
6. Use ▼ ▲ ► ◀ to scroll around the screen for the option you require.
7. Select the page the you require such as **7.ALL (INT+EXT)**
8. You will then be prompted to lift the handset to make a page.
9. Replace the handset when you have finished speaking.


**Fig.38**

## Do Not Disturb

This option allows you to place your handset in a state of Do Not Disturb.

To access follow the instructions below:


1. Select **MENU** option by pressing ▲
2. Press **OK** to select option 1 – **Ez MENU**.
3. Use ▼▶ to scroll across to option 7 – **DO NOT DISTURB**.
4. Press **OK**.
5. Your phone will go into a state of **DND** and your screen will look as per **Fig.38**.
6. Your screen will also show the following icon: 


**Fig.39**

## Wake Up

This option allows you to set an alarm as a reminder for a meeting or important appointment.

To access follow the instructions below:

1. Select **MENU** option by pressing ▲
2. Press **OK** to select option 1 – **Ez MENU**.
3. Use ►▼ to scroll across to option 8 – **WAKE UP**.
4. Press **OK**.
5. Enter your wake up time as prompted on-screen and press ▲ under **SAVE**.
6. Press ▲ under **EXIT** and your screen will look as per **Fig.39**.
7. Your screen will also show the following icon: 
8. Follow points 1 to 4 and press ▲ under **SAVE** to erase the alarm.

## 2. PHONE BOOK

2.1 NEW ENTRY

2.2 SEARCH BY NAME

2.3 SEARCH BY NUMBER

2.4 SEARCH BY GROUP

2.5 EDIT CO ACCESS CODE

2.6 DELETE ALL ENTRY



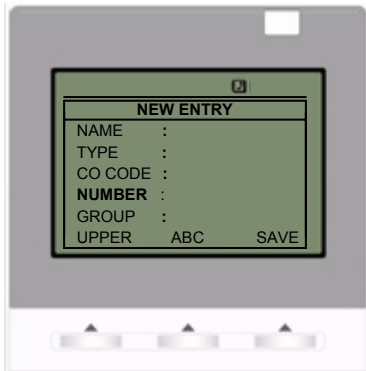


Fig.40

Phone book is an on-board contact manager. The pages that follow describe how to administer this application.

## New Entry

This option allows you to create a new contact record. Follow the instructions below:

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down and select option **2 – PHONE BOOK**.
3. Press **OK**.
4. Select option **1 – NEW ENTRY** and press **OK**.
5. Your screen should appear as per **Fig.40**
6. Enter the name as per a mobile phone (See character entry chart on page 29).
7. Use ▼ to scroll down to the next line (**TYPE**) and use ► to set the type (**OFFICE, HOME, FAX, E-MAIL, ADDRESS, MEMO, MOBILE**).
8. Continue down the list entering relevant information. Press ▲ under **SAVE** to store permanently.



Fig.41

## Edit Entry

This option allows you to edit a contact record. Follow the instructions below:

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down and select option **2 – PHONE BOOK**.
3. Press **OK**.
4. Select option **2 – SEARCH BY NAME** and press **OK**.
5. Enter the name or first characters of the contact you wish to edit and press **OK**. Your screen should appear as per **Fig.41**
6. Press ▲ under **EDIT** to change just this entry. To add more detail use ◀▶ to scroll to a new type such as **EMAIL** and then press ▲ under **EDIT**.
7. Your screen will go back to that shown in **Fig.40**.
8. Use ▼ to scroll down to the **EMAIL** line, enter the relevant information and press ▲ under **SAVE** to store the information.
9. Repeat the above to change/add other contact info.

## Search by Name

This option allows you to search for a contact record by name.

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **2 – PHONE BOOK** and press **OK**.
3. Use ▼ to scroll down to option **2 – SEARCH BY NAME** and press **OK**.
4. When prompted enter as many characters of the contact name that you feel you need to and press **OK**.
5. You should now see the desired contact name, number and any other details on your display.
6. Press ▲ under **EDIT** to amend any details or press ▲ under **SEND** to call the contact.

## Search by Number

This option allows you to search for a contact record by number.

1. Follow instructions for Search by Name selecting option **3 – SEARCH BY NUMBER** on point 3.

## Search by Group

This option allows you to search for a contact record by number.

1. Follow instructions for Search by Name selecting option **4 – SEARCH BY GROUP** on point 3.

## Edit CO Access Code

You do not need to change any settings here as the system will automatically enter the correct access code for an outside line.

## Delete All Entry

This option allows you to delete all contact record data (BE VERY SURE YOU WISH TO DO THIS BEFORE PROCEEDING!).

1. Select **MENU** option by pressing **▲**
2. Use **▼** to scroll down to option **2 – PHONE BOOK** and press **OK**.
3. Use **▼** to scroll down to option **6 – DELETE ALL ENTRY** and press **OK**.
4. You will be prompted to confirm this selection before all data is deleted. Use **▼▲** to select YES or NO.
5. Press **OK** to confirm your choice.

### 3. SCHEDULE

- 3.1 SCHEDULE ADD/DEL/EDIT
- 3.2 FIND SCHEDULE
- 3.3 DELETE PAST SCHEDULE
- 3.4 VIEW ALARM SCHEDULE
- 3.5 DELETE ALL SCHEDULE



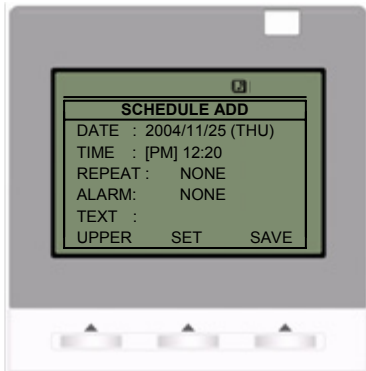


Fig.42

This is an on-board scheduling application. The following pages show you how to manage the application.



### Schedule ADD/DEL/EDIT

This option allows you administer schedule entries:

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **3 – SCHEDULE**.
3. Press **OK**.
4. Select option **1 – SCHEDULE ADD/DEL/EDIT** and press **OK**. Your screen will look similar to **Fig.42**.
5. Use ▼▲▶◀ to locate the day to add/delete/edit a schedule entry for and press **OK**.
6. Press ▲ under **ADD** to enter a new schedule activity.
7. Use ▼ list using you keypad and ▶◀ as you go to edit the relevant information.
8. Press ▲ under **SAVE** to update the schedule.
9. There are 50 entries that can be made.


## Find Schedule

This option allows you to search for a scheduled item.

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **3 – SCHEDULE** and press **OK**.
3. Use ▼ to scroll down to option **2 – FIND SCHEDULE** and press **OK**.
4. You can search by Year, Month and Text.
5. Use ▼ to select one of the options in point 4 and press **OK**.
6. Your display will show all scheduled items for that month.
7. Use ▼ ▲ to find the scheduled item you need and press **OK**.
8. Press either  under **DELETE** or  under **EDIT**.
9. If you select **DELETE** your screen will prompt you to confirm by selecting YES or NO.
10. If you select edit please follow point 7 onwards on the previous page.

## Delete Past Schedule

This option allows you to search for a contact record by number.

1. Follow instructions for Find Schedule selecting option **3 – DELETE PAST SCHEDULE** at point 3.
2. All old schedule items will be displayed.
3. Press  under **DEL** and select **YES** to clear the item and you will return to the schedule menu.

## View Alarm Schedule

This option allows you to view all scheduled alarms.

1. Follow instructions for Find Schedule selecting option **4 – VIEW ALARM SCHEDULE** at point 3.
2. Your alarm schedule will be displayed.

## Delete All Schedule

This option allows you to delete all scheduled items.

1. Follow instructions for Find Schedule selecting option **5 – DELETE ALL SCHEDULE** at point 3.
2. Select **YES** to clear all items and you will return to the schedule menu.

## 4. CUSTOMISE

4.1 CHANGE LANGUAGE

4.2 REGISTER NAME

4.3 RING TYPE

4.4 SPKR/HEADSET

4.5 EAR-MIC HEADSET

4.6 BRIGHT LEVEL



## Change Language

This option allows you to switch your display to a second language if it has been setup by a qualified system administrator.

1. Select **MENU** option by pressing **▲**
2. Use **▼** to scroll down to option **4 – CUSTOMISE** and press **OK**.
3. Press **OK** on option **1 – CHANGE LANGUAGE**.
4. Your screen language will change and your telephone display will return to idle.

## Register Name

This option allows you to register your name so as others can see who is calling them.

Please refer to page 27 for further instructions.

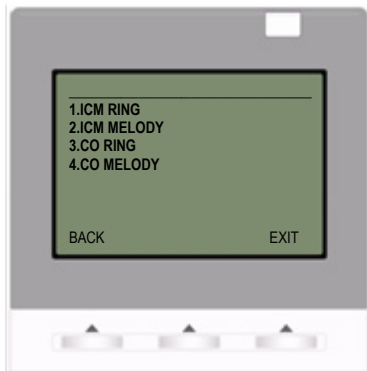



Fig.43

## Ring Type

This option allows you to change the ring type of your 7024LD digital telephone for incoming internal and external calls.

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **4 – CUSTOMISE** and press **OK**.
3. Use ▼ to scroll to option **3 – RING TYPE** and press **OK**.
4. Your screen will look similar to **Fig.43**. ( Please note that options 2 & 4 are not supported in the UK).
5. Use ▼ to select to Ring type (**1** or **3**) that you wish to change and press **OK**.
6. Select option **01-15** and press  under **SAVE**.

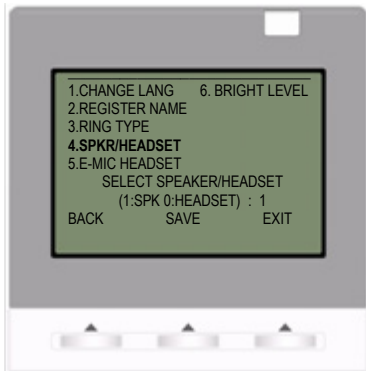



Fig.44

## Speaker/Headset

This option allows you to set your 7024LD digital telephone up to utilise a headset.

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **4 – CUSTOMISE** and press **OK**.
3. Use ▼ to scroll to option **4 – SPKR/HEADSET** and press **OK**.
4. Your screen will look similar to **Fig.43**.
5. Dial 0 to select headset and press  under **SAVE**.



## Ear-Mic Headset

This option allows you to use a 2.5mm Jack-type headset directly from the headset port of your 7024LD digital telephone.

1. Follow the above instructions (1-5) selecting option **5 – E-MIC HEADSET** at point 3.

## Bright Level

This option allows minor changes to the brightness or the LCD of your 7024LD Digital Telephone.

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **4 – CUSTOMISE** and press **OK**.
3. Use ► to scroll to option **6 – BRIGHT LEVEL** and press **OK**.
4. Use the **[Volume + / -]** button to adjust the brightness.
5. Press  under **BACK** or  once you have made the adjustments.

## 5. SETTING

- 5.1 ENBLOCK MODE
- 5.2 STATION COS
- 5.3 PASSWORD
- 5.4 SPEED PGM
- 5.5 ANSWER MODE



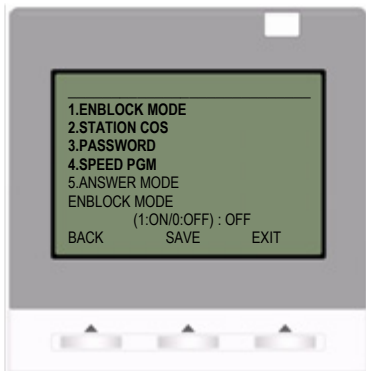


Fig.45

### Enblock Mode

This option changes the dialling style of your phone to be more like a mobile. If you use this option you will dial the number before it is dialled. In default a number is dialled as digits are pressed.


1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **5 – SETTING** and press **OK**.
3. Select option **1 – ENBLOCK MODE** and press **OK**.
4. Your screen will look similar to **Fig.45**.
5. Enter 1 to turn the feature on and press  under **SAVE**.



Fig.46

## Station COS

COS refers to the types of numbers that you are able to dial from your extension

There are two options:

**TEMPORARY** – effectively 'locks' your extension preventing other users from making unauthorised calls.

**WALKING** – Allows a user with a valid authorisation code to make a call from your extension when you have 'locked' it.

To access either option:

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **5 – SETTING** and press **OK**.
3. Select option **2 – STATION COS** and press **OK**.
4. Your screen will look similar to **Fig.46**.
5. Enter **1** or **2**

**Note:** You will need a valid authorisation code to use either type of COS.

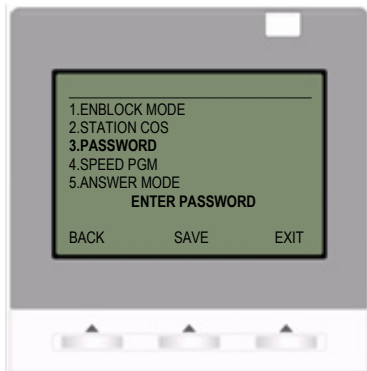



Fig.47

## Password

This option allows you to set a valid authorisation code. This is often required for various features as per the previous page.

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **5 – SETTING** and press **OK**.
3. Use ▼ to scroll down to option **3 – PASSWORD** and press **OK**.
4. Your screen will look similar to **Fig.47**.
5. Enter a 5 digit password
6. You will be prompted to press  under **SAVE**.
7. You have now registered a valid authorisation code.

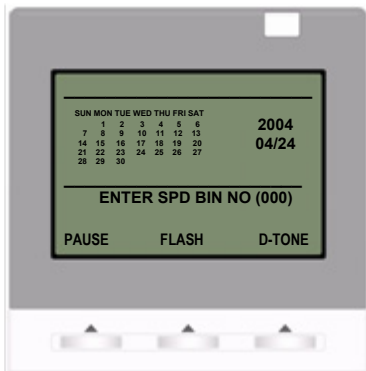




Fig.48

## Speed Programme

This option allows you programme personal speed dials.

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **5 – SETTING** and press **OK**.
3. Use ▼ to scroll down to option **4 – SPEED PGM** and press **OK**.
4. Your screen will look similar to **Fig.48**.
5. Enter the speed bin number as prompted on-screen.
6. Enter a valid telephone number and press **OK**.
7. Enter a name as per the character entry chart on page 29 and press  under **OK** or **OK**.
8. Your screen will return to the next speed bin number that you can programme. If you do not wish to programme anymore speed dial numbers simply press .

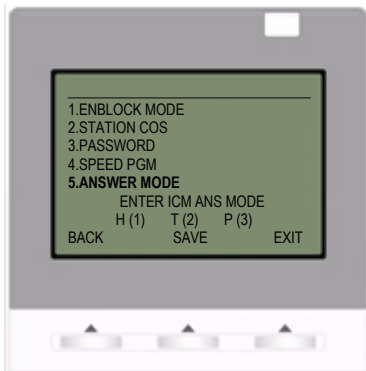


Fig.49

### Answer Mode

This option allows you alter the way that your 7024LD will ring on inbound internal calls.

The three options are:

- 1 – Handsfree (H): 3 short bursts of tone followed by full handsfree conversation.
- 2 – Tone (T): Normal ringing.
- 3 – Privacy (P): 3 Short bursts of tone and the caller can only announce themselves to you.

1. Select **MENU** option by pressing ▲
2. Use ▼ to scroll down to option **5 – SETTING** and press **OK**.
3. Your display will look as per **Fig.49**.
4. Use ▼ to scroll down to option **5 – ANSWER MODE** and press **OK**.
5. Enter the relevant digit (1,2 or 3) and press under **SAVE**.

## 6. VOICEMAIL

6.1 INTERNAL VOICE MAIL


6.2 EXTERNAL VOICE MAIL



This option allows you to quickly check whether you have voice messages

## Internal Voice Mail

This option allows you to see how many voice messages have been left on the integral voice messaging card.

1. Select **MENU** option by pressing ▲
2. Use ► to scroll to option **6 – VOICE MAIL** and press **OK**.
3. Press **OK** on option **1 – INTERNAL VOICE MAIL**.
4. Messages will then be played in the order they were received.
5. Follow on-screen instructions above  buttons for more flexibility.

## External Voice Mail

This option is not supported in the UK.

### [1] RING

- 1.1 TYPE
- 1.2 ANSWER MODE
  - 1.2.1 HANDSFREE (H)
  - 1.2.2 TONE (T)
  - 1.2.3 PRIVACY (P)
- 1.3 SMS MSG DISPLAY
- 1.4 ENBLOCK MODE
- 1.5 SMS/NOTICE DISPLAY
- 1.6 SCROLL SPEED
- 1.7 EAR-MIC HEADSET
- 1.8 ICM RING
- 1.9 CO RING

### [2] COS

- 2.1 COS DOWN
- 2.2 COS RESTORE
- 2.3 WALKING COS
- 2.4 COS CHANGE

### [3] AUTH / MOBILE EXTN

- 3.1 AUTH REGISTER
- 3.2 AUTH CHANGE
- 3.3 REG MOBILE-EXT
- 3.4 ACTIVE MOBILE-EXT

### [4] TIME / CONF-ROOM

- 4.1 SET WAKE-UP TIME
- 4.2 WAKE-UP DISABLE
- 4.3 ACTIVE CONF-ROOM
- 4.4 DEACTIVE-CONF ROOM

### [5] MESSAGE

- 5.1 SET PRESELECTED MSG
- 5.2 SET CUSTOM MSG

### [6] ANNOUNCEMENT

- 6.1 REC USER GREETING
- 6.2 LISTEN TIME/DATE
- 6.3 LISTEN STA NUMBER
- 6.4 LISTEN STA STATUS
- 6.5 REC PAGE MSG
- 6.6 ERASE USER GREETING
- 6.7 ERASE PAGE MESSAGE

### [7] SUPPLEMENTARY

- 7.1 LCD DISPLAY LANGUAGE
- 7.2 MPB VERSION DISPLAY
- 7.3 BGM
- 7.4 REGISTER STA NAME
- 7.5 SPK/HEADSET
- 7.6 HEADSET RING MODE
- 7.7 WTU STA NUM RCVR
- 7.8 SERIAL NUMBER
- 7.9 PC-PHONE LOCK KEY

### [\*] SYSTEM (DO NOT USE)

## 1. RING

- 1.1 TYPE
- 1.2 ANSWER MODE
- 1.3 SMS MSG DISPLAY
- 1.4 ENBLOCK MODE
- 1.5 SMS/NOTICE DISPLAY
- 1.6 SCROLL SPEED
- 1.7 EAR-MIC HEADSET
- 1.8 ICM RING
- 1.9 CO RING



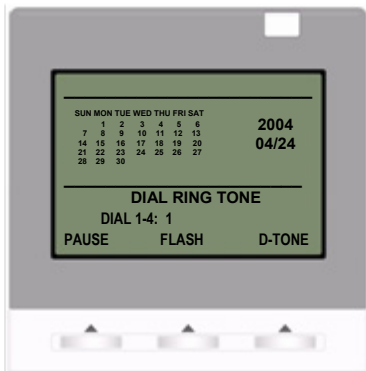



Fig.50

## Type

1. Press the  button and select option **[1] RING** followed by option **[1] TYPE**. (Your display should look as per **Fig.50**).
2. The screen shows the current active ring
3. Choose options **1-4** to change to general ring cadence for your 7024LD Digital Telephone.
4. Press **OK** in the User Navigation button to confirm the change.

## Answer Mode

Please see page 59 for details on this option and how to change it.

## SMS MSG Display

Display short text-based messages that have been sent from users of the EVOLUTION Call Manager Advanced and Call Manager Attendant applications.

Press the  button and select option **[1] RING** followed by option **[3] SMS MSG DISPLAY**.



**Note:** You are not able to reply to these messages from your telephone

## Enblock Mode

See page 55 for more details on this option and how to change it.

## SMS/Notice Display

Reserved for future development

## Ear-Mic Headset

See page 52 for more details on this option and how to change it.

## ICM Ring

See page 51 for more details on this option and how to change it.

## CO Ring

See page 51 for more details on this option and how to change it.

## 2. COS (Class Of Service)

2.1 COS DOWN

2.2 COS RESTORE

2.3 WALKING COS

2.4 COS CHANGE



### COS Down


See page 56 for details on Temporary COS



Fig.51

### COS Restore

This option returns your phone to normal service, taking off the lock applied above.

1. Press the  button and select option **[2] COS** followed by option **[2] COS RESTORE**. (Your screen should look as per **Fig.51**)

2. Enter your password and the screen should change as per.

3. Press the **OK** button.

### Walking COS

See page 60 for further details on this option and how to change it.

### COS Change

Reserved for future development

### 3. AUTH CODE MOBILE EXTENSION

3.1 AUTH CODE REGISTER

3.2 AUTH CODE CHANGE

3.3 REGISTER MOBILE EXTENSION

3.4 ACTIVATE MOBILE EXTENSION



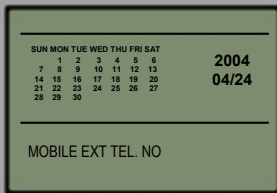
## **Auth Code Register**

See page 57 for more details on this option and how to change it.

## **Auth Code Change**


See page 57 for more details on this option and how to change it.

Fig.52




### Register Mobile Extension

This feature allows to set your mobile or other valid telephone number to receive DDI calls simultaneously to your desk phone.

1. Press the  button and select option [3] **AUTH/MOBILE-EXT** followed by option [3] **REG MOBILE-EXT.** (Your screen should look as per Fig.52)
2. Enter your mobile number and press the **OK** button.

### Activate Mobile Extension

This allows you to activate the feature that you have set up above.

1. Press the  button and select option [3] **AUTH/MOBILE-EXT** followed by option [4] **ACTIVE MOBILE-EXT.** (Your screen should look as per Fig.53)
2. Dial 1 and press the **OK** button.


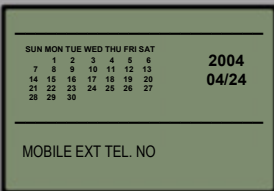
**Note:** Permission to use this feature must be set up by a qualified system administrator in order for you to access this user programming. 

Fig.53



## 4. WAKE UP TIME / CONFERENCE ROOM

4.1 SET WAKE UP TIME

4.2 WAKE UP DISABLE

4.3 ACTIVE CONF-ROOM

4.4 DEACTIVE CONF-ROOM



### Set Wake Up Time

See page 40 for more details on this option and how to change it.

### Wake Up Disable


See page 40 for more details on this option and how to change it.



Fig.54


### Activate Conference Room

Conference Room allows external callers to dial into a multi-party conference. As a user you can set up and deactivate a conference room.

1. Press the  button and select option **[4] TIME/CONF ROOM** followed by option **[3] ACTIVE CONF-ROOM**. (Your screen should look as per **Fig.54**)
2. Enter the number of the conference room you wish to activate, followed by your authorisation code and press the **OK** button.
3. Callers can now dial into this conference (Internal or external via DDI, transfer from reception or auto-attendant).

### Deactivate Conference Room

A conference room, as set up above, will stay active until you deactivate it.

1. Press the  button and select option **[4] TIME/CONF ROOM** followed by option **[4] DEACTIVATE CONF-ROOM**. (Your screen should look as per **Fig.53**)
2. Enter the relevant number and press the **OK** button.

## 5. MESSAGE

5.1 SET PRE-SELECTED MESSAGE

5.2 SET CUSTOM MESSAGE



## Set Pre-Set Message


See page 37 for more details on this option and how to change it.



Fig.55

## Set Custom Message

By selecting option 00 above you will chose your own personal message. You set you own message as below:

1. Press the  button and select option **[5] TIME/CONF ROOM** followed by option **[2] SET CUSTOM MSG**. (Your screen should look as per **Fig.55**)
2. Enter the relevant text as per the character entry chart on page 30 and press the **OK** button.



## **6. ANNOUNCEMENT**

- 6.1 RECORD USER GREETING**
- 6.2 LISTEN TO TIME/DATE**
- 6.3 LISTEN TO STATION NUMBER**
- 6.4 LISTEN TO STATION STATUS**
- 6.5 RECORD PAGE MESSAGE**
- 6.6 ERASE USER GREETING**
- 6.7 ERASE PAGE MESSAGE**




## Record User Greeting

If you have permission you may record a greeting that users will hear based on a forward type set on your extension. (See page 10 for Call Forward Settings).

1. Press the  button and select option **[6] ANNOUNCEMENT** followed by option **[1] REC USER GREETING**.
2. You will prompted to press  to start recording.
3. When you have finished recording press **OK**.
4. Record a message appropriate to the type of forward on your Digital Telephone.


## Listen to Time/Date

To check the time and date:

1. Press the  button and select option **[6] ANNOUNCEMENT** followed by option **[2] LISTEN TIME/DATE**.
2. The date and time will then be heard. (Integral messaging must be present to use this feature).


## Listen to Station Number

To check your station number:

1. Press the  button and select option **[6] ANNOUNCEMENT** followed by option **[3] LISTEN STA NUMBER**.
2. You will then hear a system message telling you the number of your station.



## Listen to Station Status

To listen to your current status (Station Number, COS, Call Forwards):

1. Press the  button and select option **[6] ANNOUNCEMENT** followed by option **[4] LISTEN STA STATUS**.
2. You will then hear the current status of your extension.

## Record Page Message


It is possible to record a page that you may use on a regular basis. This can be stored, together with a page code, under a flexible button

1. Press the  button and select option **[6] ANNOUNCEMENT** followed by option **[5] REC PAGE MSG**.
2. You will prompted to press  to start recording.

When you have finished recording press


## Erase User Greeting

To erase your personal greeting:

1. Press the  button and select option **[6] ANNOUNCEMENT** followed by option **[6] ERASE USER GREETING**.
2. Your personal greeting will be erased.

## Erase Page Message

To erase your page message:

1. Press the  button and select option **[6] ANNOUNCEMENT** followed by option **[7] ERASE PAGE MESSAGE**.
2. Your page message will be erased.

## 7. SUPPLEMENTARY

7.1 LCD LANGUAGE DISPLAY

7.2 MPB VERSION DISPLAY

7.3 BGM

7.4 REGISTER STATION NAME

7.5 SPEAKER/HEADSET

7.6 HEADSET RING MODE

7.7 WTU STA NUM RCVR

7.8 SERIAL NUMBER

7.9 PC-PHONE LOCK KEY



## LCD Display Language


See page 52 for more information on this options and how to change it.



Fig.56

## MPB Version Display

This allows you to the level of software that your system is running.

1. Press the  button and select option [7] **SUPPLEMENTARY** followed by option [2] **MPB VERSION DISPLAY**. (Your screen should look as per Fig.56)

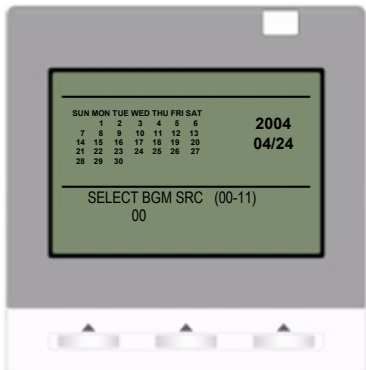



Fig.57

## BGM

You can chose to listen to background music through your handset. There are 11 possible music sources. You should check with a qualified system administrator for details of which sources are active.

1. Press the  button and select option [7] **SUPPLEMENTARY** followed by option [3] **BGM**. (Your screen should appear as in **Fig.57**).
2. Select the appropriate source (**00-11**).
3. Press the **OK** button.
4. Music will then be heard through the handset.
5. Repeat steps 1 to 4 to cancel the background music.

## Register Station Name

See page 29 for more information on this option and how to change it.

## Speaker/Headset Mode

See page 54 for more information on this option and how to change it.

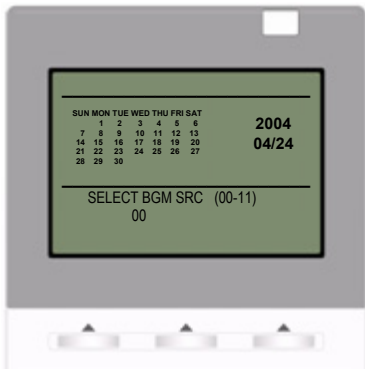



Fig.58

## Headset Ring Mode

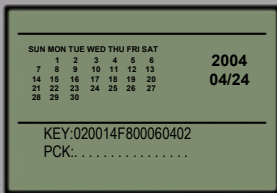
To complement the above setting you can chose whether your headset, your phone or both devices ring on inbound calls.

1. Press the  button and select option **[7] SUPPLEMENTARY** followed by option **[6] HEADSET RING MODE**. (Your screen should look as per **Fig.58**)
2. Dial **1** for Speaker, **2** for Headset, **3** for Both. (Your display will show the current active setting.
3. Press the **OK** button.

## WTU Station Number RCVR

Do not use. Reserved for future development

Fig.59



### Serial Number

This is only required when advanced features need to be activated (VoIP, CTI, IP Phones, PC Attendant)


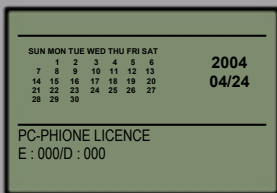

1. Press the  button and select option [7] **SUPPLEMENTARY** followed by option [8] **SERIAL NUMBER**. (Your screen should look as per Fig.59)

Fig.60



### PC Phone Lock Key


This option is used to determine how many PC Phone licences are on the system

1. Press the  button and select option [7] **SUPPLEMENTARY** followed by option [9] **SERIAL NUMBER**. (Your screen should look as per Fig.60)

**USER PROGRAMMING CODES  
PRE SET MESSAGES  
GLOSSARY  
INDEX**



### Codes for programming Flexible Buttons

Precede all of these codes by pressing the  button.

Differential Ring: **11**

Enblock Mode: **14**

SMS Notice/Display: **15**

Headset Port On/Off: **17**

ICM Ring Tone: **18**

CO Ring Tone: **19**

COS Down: **21**

Walking COS: **23**

Authorisation Code Register: **31**

Authorisation Code Change: **32**

Set Wakeup Time: **41**

Conference Room Activate: **43**

Conference Room Deactivate: **44**

Preset Message Activation: **51**

Set Custom Message: **52**

Record User Greeting: **61**

Play Date and Time: **62**

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Erase User Greeting: **66**

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BGM (Background Music): **73**

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Account Code: **80**

DDI Call Wait Activate: **81**

Intercom (ICM) Hold: **83**

Camp On: **85**

UCD (Call Centre) DND: **87**

Conference: **91**

DND: **93**

Flash: **94**

Mute: **95**

Redial: **97**

## Preset Messages

Preset messages that can be left in the display of your handset are as follows:

00 **PERSONAL/CUSTOMISABLE** Message.

01 **LUNCH, RTN HH:MM** – Use this message if you are away from your desk at lunch. The internal calling party will see this message on their display when the call you.

02 **ON VACATION/RTN DATE (MM:DD)** – This message will inform internal callers that you are on holiday and your expected return date.

03 **OUT OF OFFICE/RTN TIME (HH:DD)** – If you are out of the office for a period of the day internal callers can see your expected return time.

04 **OUT OF OFFICE/RTN DATE (MM:DD)** – As per message 03 but you should use this if you are away from the office for a day or more.

05 **OUT OF OFFICE/RTN UNKNOWN** – This message should really be used in emergencies where you have been called away from the office unexpectedly.

06 **CALL: XX.....(17 DIGITS)** – If you are away from your desk/office and cannot take calls this is a way of informing internal callers that they should ring an alternative number.

07 **IN OFFICE/STA XXXX** – You may have to work at another colleagues station. This informs internal callers where to redirect their call to.

08 **IN A MEETING/RTN TIME (HH:MM)** – If you are not contactable in a meeting you should use this message.

09 **AT HOME** – If you are to be working from home for a day leave this message on you phone before leaving the office.

10 **AT BRANCH OFFICE**

11-20 – These options are available to be custom set to your organisation's requirements.

## Glossary

### **LCD**

Liquid Crystal Display

### **DDI**

Direct Dial Inward – Allows an external callers to be routed directly to your extension, bypassing reception

### **Hunt Group**

Feature to allow a number of extension to be group together to answer inbound calls. Used in call centres.

### **Handset**

The part of the phone that you pick up to answer calls. Also commonly know as the receiver.

### **CTI**

Computer Telephony Integration. This is the ability to move call handling and general telephony functions onto the PC.

### **ISDN**

Integrated Services Digital Network. Available as ISDN2e or ISDN30. Higher Speed more flexible medium of carrying voice traffic than traditional Analogue lines.

### **COS**

Class Of Service. Your COS determines the types of numbers you may dial such as National, Local or International.

**IPLDK**

IP enabled, LG Digital Keysystem

**BGM**

Background Music. You may select a number of different music sources to play through your handset.

**MPB**

Main Processor Board. The 'brains' of the phone system. MPB contains all system software and controls all system functions.

**CO**

Central Office. American term now widely adopted in the telecommunications industry to describe the local telephone exchange.

**VMIB**

Voice Mail Interface Board. Integral Voice Messaging application for the IPLDK telephone system.

**Flexible Button**

This is a button that can be assigned as a Line, Feature, Speed Dial or Extension button.

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