



Button Guide

1. **Menu:** access the settings for your phone, such as changing the font and display or changing the configuration.
2. **Directory:** accesses the private, public and internal phone books.
3. **Mute:** mute the call so that the caller cannot hear your voice.
4. **Speed:** assign or use assigned speed dial numbers.
5. **DND (Do-Not-Disturb):** blocks incoming calls. You can also activate Do-Not-Disturb while the phone is ringing
- this terminates the call and the caller will get a busy tone.
6. **Hold:** place a call on hold – the caller will receive on- hold music or comfort music.
7. **Transfer:** transfer the current active call or access the Program menu while the phone is idle.
8. **Message:** access your voicemail box.
9. **Headset:** if a headset is plugged in this button allows you to toggle between the headset and handset.
10. **Volume control:** adjust the Ring, Headset, Handset, and Speaker volume.
11. **Speakerphone:** toggle the speakerphone On and Off during a call.
12. **Soft keys:** these buttons are interactive and have a changing function based on the phone's status
13. **Flex keys:** a line, feature or quick dial can be assigned to these buttons.

* The LIP-9030 has 8 programmable Flex keys
* The LIP-9040 has 12 programmable Flex keys

Phone Directory

Using the Phone Book Directory
Access the stored
telephone numbers in your system

Press the **Directory** button followed by one of the following options: 1 - for your PRIVATE saved numbers
2 - for the PUBLIC saved numbers
3 - for all INTERNAL extension numbers

Once selected you can then use the navigation keys to scroll through the list. To alpha dial, first press the button showing the letter you wish to dial – e.g. press 2 for the letter B. Then, press 1, 2 or 3 depending on whether it is the first, second, or third letter on the button - e.g for the letter B, press 2, then 2 again. For letter C, press 2 and then 3. Press **OK** to dial the number.

Voicemail

Accessing your Voicemail

Select the **Voice Mail** soft key (if configured) or press the **Message** button. Enter your password: this is your extension number followed by your pin number.

If you do not know your pin, contact your system administrator

Listening to Voicemail (Options)

Once you have accessed your voicemail inbox here are the options available to you:

Dial 1 – New messages (Dial 1 again to Replay Message)

Dial 2 – Next Message

Dial 3 – Delete Message (Confirm with #)

Dial 4 – Forward message to someone else

Dial 5 – Call back the person who left the message

Dial 6 – Skip the message

Dial 8 – Record/ re-record message

Hang up when finished.

Dealing with calls

Answering an Incoming Call	Lift the handset or press the PICKUP soft key. To answer a call on another extension that is programmed to one of the phones 10 flex keys, press the flashing flex key <i>before</i> lifting the handset.
Making an External Call	Lift the handset and press a free flex key allocated to a line, or 9 dial to pick up an outside line. Once you have an outside line, dial your number.
Making an Internal Call	Lift the handset. Dial the extension number or press the flex key assigned to the contact.
Rejecting a Call	Press the DND button when a call comes in.
Placing a call on hold	Press the Hold button. To reconnect the call, press the Green flashing flex key.

Parking a call

Parking a call	To park an active external call, press Transfer , dial the park code (i.e. #601 for Park 1), and hang up to return to idle. To retrieve a parked call from any handset, lift the handset and dial the park code.
Camp On (Call Waiting)	When dialling an extension that is engaged, the Camp On feature allows the station to be notified that there is a call waiting. Press * to wait off-hook or Message to request a call back.

Transferring a call

Transferring a Call	During an active call, press either the Transfer button or the TRANS soft key. Dial the extension number, external number or press the programmed flex key. Either speak to the recipient to announce the call, or simply hang up to complete the call transfer.
Returning to Caller from a Transfer	Press the Green flashing flex key.

Redialling a number

Call Log List of phone numbers called and received	Press the LOG soft key. Scroll through the list using the Navigation buttons. To redial a number press the SEND soft key To find out information on the call press the SELECT soft key. Press BACK to exit.
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Features

Do-Not-Disturb Makes your extension unavailable	Press DND key to activate. Press DND key again to deactivate. Please note that this is not available on the attendant handset.
Conference Calls 3 way calling	To call the first party, follow "Making an External/internal Call" above for instructions. Once connected press the CONF soft key once Call the second party (as above) Once connected, press the CONF soft key twice to connect the calls.
Programming Call Forward (Routes your calls to another extension/group/speed dial) All these features will override your voicemail functions.	Dial 554 then select one of the following options: 1- Immediate Call Forward (forwards all calls instantly) 2- Busy Call Forward (Only forward calls when you are on the phone) 3 - No Answer Call Forward (Only forwards calls if you don't answer) 4 - Busy / No Answer Call Forward (Mix of 2 & 3) Dial the extension number To disable all call forwarding, dial 554#

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