

## LIP-9002 Button Layout



### Button Guide

1. **Transfer:** transfer the current active call or access the Program menu while the phone is idle.
2. **Speed:** assign or use assigned speed dial numbers.
3. **Message:** access your voicemail box.
4. **Headset:** if a headset is plugged in this button allows you to toggle between the headset and handset.
5. **Hold:** place a call on hold – the caller will receive on-hold music or comfort tones.
6. **Mute:** mute the call so that the caller cannot hear your voice.
7. **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.
8. **Volume control:** adjust the Ring, Headset, Handset, and Speaker volume.
9. **Speakerphone:** toggle the speakerphone On and Off during a call. The button will automatically illuminate when the phone is in menu mode.
10. **Flex keys:** a line or feature can be assigned to these buttons.
11. **LCD screen:** phone interface for status, dialing directories, and text message information.

## Dealing with calls

<b>Answering an Incoming Call</b>	Lift the handset. To answer a call on another extension, press the flashing flex key and <i>then</i> lift the handset.
<b>Making an External Call</b>	Lift the handset and press a free flex key allocated to a line, or the 9 key to pick up an outside line. Once you have the outside line, dial your number.
<b>Making an Internal Call</b>	Lift the handset. Dial the extension number or press the flex key assigned to the contact.
<b>Rejecting a Call</b>	Press the <b>DND</b> button when a call comes in.
<b>Call Pick Up</b>	Lift the handset and dial 566 to pick up any handset in your group, or dial *77 and the station number to pick up a handset that's not in your group.
<b>Placing a call on hold</b>	Press the <b>HOLD</b> button. To reconnect the call, press the Green flashing flex key.

## Quick access call tools

<b>Speed Dial</b>	Lift the handset Press the <b>Speed</b> button Dial the desired System or Station Speed Dial number
<b>Last Number Redial (LNR)</b>	Press the <b>Speed</b> button. Dial * Use the Volume keys to select from the last 15 numbers dialed Press <b>Hold</b> to dial

## Voicemail

### Accessing your Voicemail

Press the **Voicemail** softkey (if programmed) or press the **Message** button  
Select **option 3** (Voicemail)  
Enter **Station Number** followed by your **Password**

### Listening to Voicemail (Options)

Once you have accessed your voice mail box the following options are available;  
Main Menu:  
Press 1: New Messages  
Press 2: Saved Messages  
Press 8: Set personal greeting & password  
Press #: Disconnect  
Press 0: Operator  
Press 9: Repeat options  
New Message Menu (Based on pressing 1 from Main Menu)  
Press 1: Mew Messages (Press 1 to replay message)  
Press 2: Skip to next message  
Press 3: Delete current message  
Press 4: Forward message to another user  
Press 5: Call back the person who left the message  
Press 6: Skip the current message

## 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, lift the handset and dial the park code.

### Camp On

When dialing 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

Press the **Transfer** button, dial the extension number, external number or press the programmed flex key, then either speak to the recipient to announce the call or simply hang up.

### Returning to Caller from a Transfer

Press the Green flashing **Loop/Line** flex key.

## Features

### Do-Not-Disturb

Makes your extension unavailable for calls

Press **DND** button to activate.  
Press **DND** button again to deactivate.  
Please note that this is not available on the attendant handset.

### Ad Hoc Conference Calls

3 way calling

To call the first party, follow "Making an External/internal Call" above for instructions.  
Once connected press the pre-programmed **CONF** flex key\* once.  
Call the second party (as above).  
Once connected, press the **CONF** flex key twice to connect the calls.  
\*To program a flex key, press **Transfer** then the key you wish to assign, dial 91 and then press **OK**.

### Programming Call Forward

Routes your calls to another extension/group/speed dial - this will override your voice mail functions.

Lift the handset  
Press the **Speaker** button and the **DND** button  
Dial the type of forward code 0-5  
Dial the destination number  
To deactivate, follow the first two steps then Dial #.

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