DIAMOND Communications

LDP-9208D Button Layout

1. LCD Screen

2. Flexible button ('Flex key')

9. Volume

10. Speaker

Button Guide

1. **LCD Screen:** displays your phones status, dialing directories, and text message information.
2. **Flexible Button ('Flex key'):** a line or feature can be assigned to these 8 flexible buttons - ask your system administrator for help.
3. **Speed:** assign or use assigned speed dial numbers.
4. **DND (Do-Not-Disturb):** blocks incoming calls. You can also activate Do-Not-Disturb while the phone is ringing. Use to allow you to forward all calls to another number.
5. **Mute:** mute the call so that the caller cannot hear your voice.
6. **Trans/PGM:** transfer the current active call or access the Program menu while the phone is idle.
7. **Call Back:** when a light shows on the call back button this indicates you have a message, use to access your Voice Mailbox.
8. **Hold/Save:** use to place a call on Hold. Also, use to access a held call. In menu mode, it saves your inputs.
9. **Volume control:** adjust the ring, headset, handset, and speaker volume.
10. **Speakerphone:** toggle the speakerphone on and off during a call. The button will automatically illuminate when the phone is in menu mode.

Dealing with calls

Answering an Incoming Call	Lift the handset or press the flashing Flex button (as needed), the call will be connected. You may also use pick up codes assigned by your installer engineer to answer other ringing handsets from your desk phone. To answer a call on another extension that is programmed to one of the phones 8 flex keys, press the flashing flex key *before* lifting the handset.
Making an External Call	Lift the handset and press a free flex key allocated to a line, or dial 9 to pick up an outside line. Once you have the 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 - the caller will get a busy tone.
Placing a call on hold	During a call, press the **Hold/Save** button. To reconnect the call, press the flashing line key.

Quick access call tools

Speed Dial

Lift the handset
Press the **Speed** button
Dial the desired System or Station Speed Dial number

Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the Last Number Redial (LNR) buffer. Register redial to a flex button.
Lift the handset.
Press the **speed** button
Dial *
or
Select the **Redial** flex key
Use the **Volume** keys to select from the last numbers dialed or received

Call waiting

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. If the called party is busy, you may activate Camp-On which allows you to wait off-hook for the called station to answer.
Press * and await an answer.

Transferring a call

Transferring a Call

During an active call, press the **Transfer** button
Press **TRANS/PGM**
Call the required recipients number
For **unscreened Call Transfer** simply hang-up
For **screened Call Transfer**, when the call is answered or splash tone is heard, announce the call and hang-up

Returning to Caller from a Transfer

Press the flashing line key.

Features

Do-Not-Disturb
Makes your extension unavailable for calls

Press the **DND** button to activate.
Press the **DND** button again to deactivate.

Conference Calls
3 way calling

Establish a call with one of the desired conference parties,
Press the programmed Conf button
Establish call with the other conference party,
Press the programmed Conf button to establish the conference.
To place a conference call on hold, press the **Hold/Save** button.
Press again to retrieve the conference.

Features and operations are based on number plan 1. Please consult your installer engineer for further details.

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