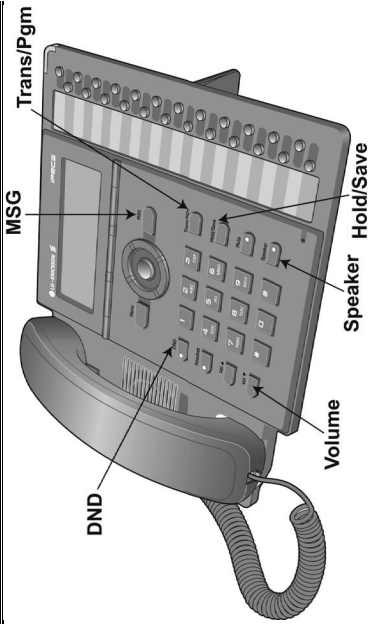


# LIP-8024D User Quick Guide



## Fixed Feature button definition

- ▶ **Trans/Pgm** – Transfer sends calls to other users. PGM (Program) activates the User and Flex Button Program Mode.
- ▶ **DND** – DND (Do Not Disturb) prevent calls from ringing at your station. Forward diverts incoming calls to another destination.
- ▶ **MSG** – Message Wait retrieves Msg Wait
- ▶ **Volume** – Volume and scroll control buttons control handset & speakerphone volumes and scrolls menus and Speed and Redial databases.
- ▶ **Speaker** – Speaker button activates Speakerphone in place using the handset.
- ▶ **Hold/Save** – Hold calls & retrieve held calls. Save stores user program input and store Save Number Redial.

## Character Entry chart

1-10 ‘-13 0-11 Z-12	2-20 A-21 B-22 C-23	3-30 D-31 E-32 F-33
4-40 G-41 H-42 I-43	5-50 J-51 K-52 L-53	6-60 M-61 N-62 O-63
7-70 P-71 Q-72 R-73 S-74	8-80 T-81 U-82 V-83	9-90 W-91 X-92 Y-93 Z-94
* .#0 Blank-#1 ‘-#2 ‘-#3	0-00	#

- 1=10
- 2=20
- 3=30
- 4=40
- 5=50
- 6=60
- 7=70
- 8=80
- 9=90
- 0=00

## Using Speed Dial:

- Lift handset or press **[SPEAKER]** button,
- Press the DIR 9directory softkey
- Press the Speed softkey,
- Dial speed bin number, Station Speed dial (000-099) or System Speed Dial (2000-2499).

## Using Last Number Redial:

- Lift handset or press **[SPEAKER]** button,
- Press Dir softkey,
- Press the Speed softkey and dial \*
- Scroll last 10 numbers with **[VOLUME▲]** buttons,
- Press Send softkey or **[HOLD/SAVE]** button.

## Using Auto Called Number Redial (ACNR):

- Press ACNR softkey while on an outside call,
- Hang-up.

## Using Save Number Redial:

- To store, press the SAVE softkey while on the call.
- To dial saved number, press the DIR (directory) softkey
- Press the Speed softkey and dial #.

## Paging through the system:

- Lift handset,
- Dial page zone (see Flex Number Plan chart on reverse side).

## Using Do-Not Disturb (DND):

- Press the **[DND]** button.

## Using Dial-by-Name,

- Press the DIR (directory) softkey,
- Select the directory 1- Private, 2- Public, 3- Intercom.
- Use **[VOLUME▲]** button to scroll, or
- Dial first character of Name (See Character Entry chart),
- Press **[HOLD/SAVE]** button.

## Assigning Flex buttons,

- Press **[TRANS/PGM]** button,
- Press the Flex button,
- Dial Number Plan code or **[TRANS/PGM]** button and Flex button or User Program Menu code (see reverse side),
- Press **[HOLD/SAVE]** button.

## Using the User Program Menu

- Press **[TRANS/PGM]** button,
- Use **[VOLUME▲]** to scroll,
- Dial Menu code (see reverse side),
- Dial sub-menu codes & input as required,
- Press **[HOLD/SAVE]** button.

## LIP-8024 Keypad User Operation

### Receiving a call:

- Lift handset or press **[SPEAKER]** button.

### Placing an external call:

- Lift handset or press **[SPEAKER]** button
- Select/dial CO/IP line,
- Dial desired number.

### Placing an internal call:

- Lift handset or press **[SPEAKER]** button,
- Select/dial station number.

### Placing a call on Hold:

- Press the **[HOLD/SAVE]** button.

### Transfer a call:

- Press **[TRANS/PGM]** button,
- Select/dial station number,
- Announce call or hang-up.

### To conference up to 15 parties: (requires CONF Flex button)

- Place first call,
- Press CONF softkey,
- Place second call,
- Press CONF softkey
- Repeat to add parties
- Press CONF softkey twice when adding the last party.

### Forward calls to another destination:

- Lift handset or press **[SPEAKER]** button,
- Press FWD softkey,
- Dial type of forward code (1~9),
- Dial destination station or group number or speed dial bin number.

### CO Queue/TCM Callback when receiving busy:

- Dial **[MSG]** button,
- Hang-up.

### Intercom Camp-on when receiving busy:

- Dial ‘\*’ and await answer.

### Access to Voice Mail:

- Lift handset or press **[SPEAKER]** button,
- Press **[MSG]** button.

### Program a Speed Dial bin:

- Press the **[TRANS/PGM]** button,
- Press the DIR(directory) softket
- Press the Speed softkey
- Press the ADD softkey,
- Dial Speed Dial bin number,
- Select/dial external line,
- Dial desired telephone number,
- Press **[HOLD/SAVE]** button,
- Input name (See Character Entry chart),
- Press **[HOLD/SAVE]** button.

### Flexible Number Plan

Feature	Code
Station number	100-147
Virtual Mailbox	200-249
Internal Page Zone 1-10	501-510
Internal All Call Page	543
Meet Me Page	544
External Page Zone	545
All Call Page (Internal/External)	549
SMDR Account Code Enter	550
Flash Command to CO Line	551
Last Number Redial	552
DND (Toggle On/Off)	553
Call Forward	554
Speed Dial Access	558
Cancel DND/FWD/Pre MSG	559
Alarm Reset	565
Group Call Pickup	566
Universal Answer	569
Walking COS Code	569
Call Parking Locations	601-610
Group Pilot Number	620 - 629
Direct Call Pickup	7
CO/IP Group Access (Group 01-24)	8xx
Individual CO/IP Line Access (01-24)	88xx
Retrieve Last Held CO/IP	8*
Retrieve Individual Held CO/IP (01-24)	8#
Access CO Line in the 1st available CO Group	9
Attendant Call	0
Door Open (1st Door)	#*1
Door Open (2nd Door)	#*2
Door Open (3rd Door)	#*3
Door Open (4th Door)	#*4

### User Program Menu Codes

Menu Code	Sub-Menu	Function
	1	Type, Ring Tone 1 - 4
	2	Answer Mode, H-T-P
	3	SMS display
	4	Enblock Mode
1	5	SMS
Ring	6	Scroll Speed, not used
	7	Headset
	8	ICM Bell, 1 - 10
	9	CO Bell, 1 - 10
	#	PTT Group
	1	COS Down
	2	COS Restore
	3	Walking COS
2	4	COS Change
COS & SMS	5	SMS Inbox
	6	Delete All SMS
	1	Auth Register
	2	Auth Change
	3	Register Mobile
3	4	Activate Mobile
Auth & Mobile	5	Register Mobile Ext CLI
	6	Activate Mobile Hunt
	7	MW to Mobile
	1	Set Wake-Up Time
4	2	Wake-Up Disable
Time & Conf Room	3	Activate Conf Room
	4	Deactivate Conf Room
	5	Call Coverage Attribute
	1	Set Pre-select Message Display
5	2	Set Custom Message
Message	1	Record User Greeting
	2	Listen Time/Date
	3	Listen Station Number
	4	Listen Station Status
	5	Record Page Message
6	6	Erase User Greeting
Annc.	7	Erase Page Message
	8	Outbound Message Notify Menu
	9	Outbound Number
	0	E-Mail Notification
	*	Record User Name
	#	Erase User Name

### User Program Menu Codes (cont'd)

Menu Code	Sub-Menu	Function
	1	LCD Display Language
	2	MPB Version Display
	3	Background Music
7	4	Register Station Name, Display
Supple-mentary	5	Speaker/Headset
	6	Speaker/Headset Ring mode
	8	Serial Number
	9	PC-Phone Lock key
	1	Relocate Out
	2	Relocate In
*	0	Hot desk Login
System	*	Hot desk Logout
	#	Admin access only

### Flex Button Menu Codes

Code	Function
46	CALL COVERAGE + Station Number
47	MAILBOX + Mailbox Number
48	CALL SCREEN + Mode, 1=Ring, 2=Speaker
53	CLIR
54	TWO-WAY RECORD
80	ACCOUNT CODE + optional code 11 digits max.
81	DID CALL WAIT
83	ICM HOLD
84	LOOP
85	CAMP-ON
86	INTRUSION
88	UCD DND
89	KEYPAD FACILITY
91	CONFERENCE
92	CALL BACK
93	DND/FWD
94	FLASH
95	MUTE
96	MONITOR
97	REDIAL