



LIP-8004D

User Guide

Revision History

Issue	Date	Remark
1	Aug. 08	Initial Release

Disposal of your old appliance

1. When the crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2002/96/EC.
2. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by government or the local authorities.
The correct disposal of your old appliance will help prevent potential negative consequences for the environment and human health.
4. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

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Important Safety Information

To prevent unexpected danger or damage please read this information before installing or attempting to repair you phone. Warning and Caution information is provided to alert the consumer of known dangers:



Warning: To reduce the possibility of electric shock, do not expose your phone to high humidity areas, such as a bathroom, swimming area, etc.



Caution: Use only LG-Nortel approved batteries and desktop chargers to avoid the damage to the phone. Using other batteries or chargers voids your warranty and may cause an explosion.

1. Only trained and qualified service personnel shall install, replace or service the phone.
2. Do not spill liquid life water on the phone. If so, call the service center as this may result in fire or electric shock.
3. If you see smoke or smell something during use, unplug the power cord and the phone line. Call the service center immediately.
4. If the power adapter is used, do not touch the plug with wet hands. This may result in a fire or an electric shock or equipment damage.
6. Do not use the phone during a thunderstorm. Lightning strike may result in fire, severe electrical or acoustic shock.
7. Do not use the power adapter if the power cord or wall outlet is damaged. This may result in fire or an electric shock.
1. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
2. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep headset clear of such objects and check before use.
3. Avoid placing the phone in an area that is excessively dusty, damp or subject to vibration.
4. Choose a site for the phone that is well-ventilated and dry.
5. Do not plug multiple plug-packs into one power outlet. This may result in the plug overheating and may result in a fire or plug pack failure.
6. Do not put heavy things on the phone.
7. Do not drop or throw the phone.
8. Static electricity discharge will damage electronic components.
9. Keep out of direct sunlight and away from heat.
10. No user-serviceable parts inside. Do not insert a screwdriver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.
11. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol, or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unstable.

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1. Introduction

1.1 General

Your telephone is connected to an advanced-technology, highly-versatile, fully-featured telecom system designed to make office communications easy and productive. Employing state-of-the-art Voice over Internet Protocol (VoIP) technology, voice and data converge on a single IP packet network. Because each iPECS Phone is an IP appliance, it can be moved easily throughout the office LAN and maintain normal operation.

1.2 Feature Information

We have taken every effort to make this user guide simple and straightforward. The guide starts with the simpler operations of the iPECS Phone, and moves on to receiving and placing calls, and then to more advanced features. Each section includes a brief and basic description of each feature and step-by-step operation instructions.

The operations shown in this guide use the System's base default Numbering Plan. Your specific Numbering Plan may be different. Some features may not be available for you to access or may be subject to certain limitations based on the set-up of the System (refer to your System Administrator and/or iPECS Technical Manuals as needed).

NOTE—Under certain operation conditions, this equipment cannot be relied upon to make emergency calls (loss of power, etc.). Alternative arrangements should be made for access to emergency services.

1.3 Feature Groupings

Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located.

Features have been divided into groups, *Receiving calls*, *Placing calls* etc. Within each group, features are arranged according to the difficulty of operation and frequency of use.

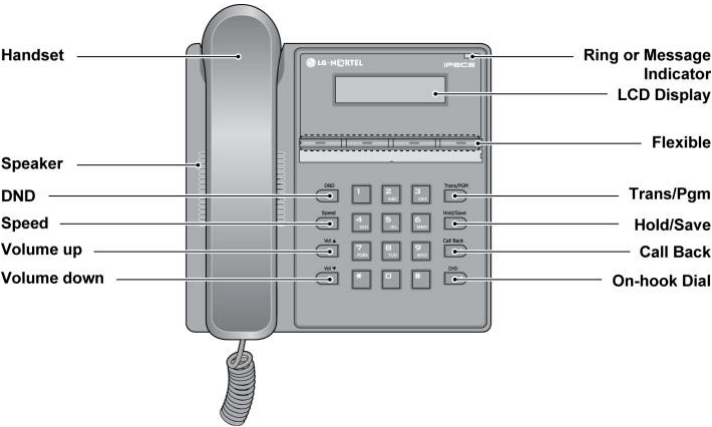
1.4 iPECS LIP-8004 Phone Description

The iPECS LIP-8004D Phone incorporates the latest in VoIP technology and is intended for basic communications (ex., a lobby or limited use phone). The following image shows the LIP-8004D.



LIP-8004D Front and Back

Features are generally accessed using programmed *fixed*, or *flexible buttons*, dial pad buttons, or dial codes entered from the dial pad. In the remainder of this User Guide, the Fixed or Flexible buttons are shown with a box surrounding the **BUTTON** designation. The following image shows the phone and buttons are described.



iPECS LIP-8004D Diagram

DND – Blocks all incoming calls; red LED illuminates.

Speed – Access speed dialing, speed programming, save number redial and last number redial.

Vol ▲ ▼ – Adjusts volume for ringing, headset, and speakerphone; adjusts LCD brightness (in idle state).

Trans/PGM – Call transfer, or programming mode.

Hold/Save – Places active call on hold or saves programming information.

Call Back – Initiates call back request when calling a busy station; call connects when busy station is idle.

On-hook Dial – Allows User to place a call while on-hook. Toggle to activate; red LED illuminates.

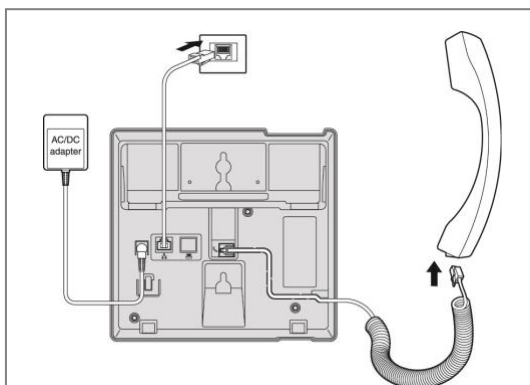
Flexible – Some are system pre-programmed for line appearance, and some are user programmable.

Ring/MSG Indicator – Illuminates when ringing, or message waiting.

LCD Display – Displays station number/current time or telephone number of destination while talking.

1.5 LIP-8004D Phone Installation

LIP Phones and Consoles can be connected to any standard 10/100 Base-T Ethernet switch port (shown in graphic). When connected to an 802.3af compliant switch port (ex., POE8), LIP Phones and series consoles obtain power from the Ethernet port. When LAN power is not available, the AC/DC adaptor must be used. The following image shows how to connect the handset, power cord, and LAN cable to the phone.



iPECS LIP-8004D Connections

1.5.1 Wiring Connectors

The LIP-8004D has a single Ethernet port that is connected to the LAN using a RJ-45 plug terminated category 5 cable supplied with the Phone. A 2 meter (6 foot) cable is provided for desk mount installation. Using the cable, one RJ-45 plug is inserted into the "LAN" jack in the bottom of the Phone. The other RJ-45 plug is inserted into the RJ-45 jack previously wired to an Ethernet switch port accessible by the MFIM. To power the LIP Phone over the LAN, the switch port must support POE (Power over Ethernet) standard 802.3af.

1.5.2 Power

All LIP-8000 series phones can be powered by the AC/DC Adapter-K- (48 VDC @0.3A) or over the LAN cable using the POE8 or other 802.3af compliant switch.

If using the AC/DC Adapter, after connecting the Phone to the LAN, the Adapter's DC voltage plug is inserted into the power-input jack in the underside of the Phone. One end of the AC power cord is inserted into the mating receptacle of the AC Adapter, and the other end is inserted into the AC power outlet.

1.5.3 Wall Mount

The LIP-8000 series phones can be wall mounted as needed. The following instructions detail how to perform a wall mount installation:

- Mark and drill two (2) 7mm holes for plastic wall anchors.
- Insert the two (2) anchors into the holes and insert and tighten the each screw leaving about 2.5 mm (1/8-inch) of the screw exposed.
- Slide the LIP-8000 phone over the screws and assure the phone is secure.
- NOTE—It may be necessary to remove the phone and tighten or loosen the screws for a secure mounting.

2. Receiving Calls

Receiving Calls

2.1 Answering a Call While Idle

There are 3 basic types of incoming calls; internal/external ringing calls, **Intercom Voice Announce** calls, and *Hold* recalls.

Your phone may be assigned **Ringing Line Preference**; in this case, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

External calls to an iPECS Phone will appear under the CO/IP line button or a **LOOP** button. External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, **Delay Ring** may be assigned allowing others to answer the call before the call rings at your phone.

Calls can be forwarded in some manner from another user; if providing call coverage for other users, you may also receive **Station Call Coverage** calls.

Calls placed on **Hold**, including Transfers, parked calls, etc., will **Recall** if left on hold for too long.

ICM Voice Announce calls are answered based on the **ICM Signaling mode** at the receiving phone; in Hands-Free (HF) mode, after the splash tone and announcement, speak normally into the microphone. In the Privacy (PV) mode, lift the handset to respond. The **ICM Signaling mode** can be assigned in *Station Programming*.

To answer a call ringing at your phone:

- Lift the handset and, then press the flashing Flex button (as needed), the call will be connected.

To respond to an Intercom Voice Announce call:

- Lift the handset to respond.

2.2 Responding to a Call While Busy

While you are busy on another call, you may receive a Muted Ring, Camp-On tones, or Voice-Over announcements. Muted Ring is provided over the speaker of your Phone indicating a **Call Waiting**. You also may receive **Camp On** tones, a burst of tones on

top of the existing call, as an indication of another call waiting.

While busy, certain stations can activate **Voice-Over** to your phone. When used audio is received from both the active call and the **Voice Over** announcement.

Respond to any of these Off-hook Signals by: placing the existing call on Hold and responding to the new incoming call, activating **One-time DND**, sending a **Silent Text Message**, or ignoring the new call.

Silent Text Message requires a **TEXT MESSAGE** button (not available on a SLT or other non-display terminal).

The Attendant or Secretary may use **Intrusion** to announce a call while you are busy.

To answer a Call Waiting:

- Press **HOLD/SAVE**, and/or
- Press the flashing **FLEX** button.

To activate One-time DND:

- Press the **DND** button.

To send a Silent Text Message:

- Press the programmed **TEXT MESSAGE** button,
- Select the desired message to send.

2.3 Differential Ring Signals

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The LIP-8004D has 8 ring tones available for differentiating one phone's ringing from another. The tones are stored in the phone permanent memory.

In iPECS-LIK

To select a Ring Tone from phone memory:

- Lift Handset
- Press **TRANS/PGM**,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

In iPECS-MG

To select a Ring Tone from phone memory:

- Press the **TRANS/PGM** button,
- Dial 2 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial 1 for Keypad Ring Source,
- Dial 1-8 for the desired tone number; a confirmation tone is heard,
- Press **HOLD/SAVE** to make the selection.

2.4 Answering Calls at Night

In the Night mode, **Loud Bell Control** may be used to send ring signals to external bells. You may answer these calls with **Universal Night Answer (UNA)**.

To answer a call ringing during night mode:

- Lift the handset,
- Dial **567**(iPECS-Lik)/587(iPECS-MG) (UNA code).

2.5 Answering Calls to Other Stations

When nearby stations are ringing, you may pick-up (answer) the call. Select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**). Assign a Flex button with the Group Call Pick-Up code (566) for one-touch access.

NOTE—Pick-Up will not answer calls on the ringing station Private Line unless the line appears on your phone.

To answer a call ringing at another station:

- Lift the handset,
- Dial **7** (Directed Call Pick-Up code),
- Dial the Intercom Number of the ringing station; call is connected.

To answer a call ringing at a station in your group:

- Lift the handset,
- Dial 566 (Group Call Pick-Up code), the call is connected.

2.6 Using Do-Not-Disturb (DND) to Block Incoming Calls

Activate Do-Not-Disturb (DND) when you wish to not be interrupted by pressing the DND button; the phone will block incoming calls. Internal callers will receive a fast busy tone and the display will show the DND status. Activate Do-Not-Disturb while ringing (One-Time DND); Ringing terminates and the caller will receive a fast busy tone and it requires a DND button.

When an Executive activates DND, calls are forwarded to the paired Secretary automatically.

The Attendants and Secretary may be able to activate **DND Override** and **Intrude** on an active call. The Attendants may also cancel DND at other stations.

To toggle DND ON and OFF:

- Press the **DND** button.

2.7 Forwarding Calls

2.7.1 Forwarding calls to another station or Voice Mail

Incoming calls may be diverted to other resources of the system. Resources include other stations, **VMIM/VSF Voice Mail** and **External Voice Mail**. Your LCD and the LCD of the forward receiver will both indicate the forward status.

Call Forward can be activated from your phone or from a different station (**Call Forward, Remote**). You may define the conditions or 'type of forward' as below:

- 1: Unconditional—All calls to the station, except recalls, are forwarded.
- 2: Busy—Immediately forwards all calls, except recalls, when the station is busy.
- 3: No Answer—Forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: Busy/No Answer—Forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your **Authorization Code**.

Calls on a Private Line will not forward except to a station with an appearance of the Private Line or to Voice Mail.

To activate Call Forward from your phone to another phone or internal system resource:

- Lift the handset,
- Press the programmed **FWD** or dial 554 (Call Forward code),
- Dial the type of forward code 1-4,
- Dial the destination number.

To deactivate Call Forward from your phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Press the # key.

To activate Call Forward for your phone from a different phone (Call Forward, Remote):

- Lift the handset,
- Press **FWD** or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Dial the destination number.

To deactivate Call Forward, Remote:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization Code (Station number & Password),
- Press the # key.

2.7.2 Forwarding calls to an external number

Forward calls to an external CO/IP destination; calls can be forwarded from an internal station or a remote location. You may define the conditions or 'type of forward' as below:

- 1: Unconditional—All calls to the station, except recalls, are forwarded internally or externally.
- 2: Busy—Immediately forwards all calls to the station, except recalls, when station is busy.
- 3: No Answer—Forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer.
- 4: Busy/No Answer—Forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a

In iPECS-LIK

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the programmed **FWD** button or dial 554,
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press **FWD** or dial 554,
- Dial the Remote Call Forward code 0,
- Dial your Authorization code (Station number & Password),
- Dial the 'type of forward' code 1-4,
- Press **SPEED**,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a remote location:

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- While receiving dial-tone, dial the Call Forward feature code 554,
- Dial your Authorization Code (Station number & Password),
- Dial the 'type of forward' code 6-9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

remote location, you may need to enter your *Authorization Code*. In addition, from a remote location, you must access the system through a *DISA* enabled CO line.

In iPECS-MG

To activate Call Forward, Off Premise (forward to an external number) from your phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

To activate Call Forward, Off Premise (forward to an external number) from a different phone:

- Lift the handset,
- Press the Fwd Soft button or dial 554,
- Dial 0 (Remote Call Forward code),
- Dial your Authorization code (your Station number + Password),
- Dial the type of Forward code (1-4),
- Dial Telephone number,
- Replace the handset, return to idle.

2.7.3 Forwarding callers to a Text Message

Using an iPECS Phone, the system can be setup to return a 'Text Message' to callers. When calling your Station, Internal callers will automatically receive the selected message or you can send a text message you select in response to an internal call, **Silent Text Message**.

There are 11 **Custom Display Messages** each up to 24 characters. Ten can be assigned by the Attendant and one assigned by you, see *Station Speed Dial Character entry chart*.

In addition, there are ten fix Pre-defined Text Messages; some allow auxiliary input for time, date, etc. (as shown in message list).

In iPECS-LIK

Message 01:	LUNCH RETURN AT hh:mm
Message 02:	ON VACATION RETURN AT DATE mm:dd
Message 03:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 04:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 05:	OUT OF OFFICE RETURN UNKNOWN
Message 06:	CALL (enter up to 17 digits)
Message 07:	IN OFFICE STA xxxx
Message 08:	IN MEETING RETURN AT TIME hh:mm
Message 09:	AT HOME
Message 10:	AT BRANCH OFFICE

In iPECS-MG

Message 1:	LUNCH RETURN AT hh:mm
Message 2:	ON VACATION RETURN AT DATE mm:dd
Message 3:	OUT OF OFFICE RETURN AT TIME hh:mm
Message 4:	OUT OF OFFICE RETURN AT DATE mm:dd
Message 5:	OUT OF OFFICE RETURN UNKNOWN
Message 6:	CALL (enter up to 17 digits)
Message 7:	IN OFFICE STA xxxx
Message 8:	IN MEETING RETURN AT TIME hh:mm
Message 9:	AT HOME
Message 0:	AT BRANCH OFFICE
*	User Custom Message
#	Deactive

In iPECS-LIK

To activate Custom or Pre-defined Message Forward:

- Lift the handset,
- Press **TRANS/PGM**,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the flashing programmed **FWD** button or dial 554,
- Press the # key.

To program the Station Custom Message (00) at your station:

- Press **TRANS/PGM**,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters, using the following Character Entry Chart,

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

Character Entry Chart

- Press **HOLD/SAVE**, message saved.

In iPECS-MG

To activate Custom or Pre-Defined Message Forward:

- Press **TRANS/PGM**,
- Dial User Program feature code 41,
- Dial the one-digit text Message code (0-9),
- Dial any auxiliary input for messages 1-4 and 6-8,
- Press **HOLD/SAVE**, forward confirmed.

To cancel activated Message:

- Press the **Fwd** Soft button,
- Press **FWD** button or dial 554,
- Dial #.

3. Placing Calls

2. Placing Calls

3.1 Internal Calls

You can place calls to other stations in the system over the Intercom. The call will ring, or for an **ICM Voice Announce** call, a splash tone will be heard. Ring or Voice Announce is normally determined by settings at the called station but you may change this by dialing '#' after placing the call. By changing the mode, a Voice Announce call will ring or a ringing ICM call will allow Voice Announce (toggle).

You can assign a Flex button for **Direct Station Selection/Busy Lamp Field (DSS/BLF)**. The **DSS/BLF** button allows you to call another station with the single of a button. The button LED will display the other station's status (ON=busy, OFF=idle).

When you go off-hook, you may connect to another station or system resource automatically. This **Prime Line Preference** may be immediate or delayed allowing you to take other actions during the delay. Otherwise, you may press another Flex button before going off-hook to override Prime Line Preference.

If you go off-hook and take no action, Intercom dial-tone will time-out, and after the **Howler tone** is received, your phone will be placed out-of-service in **Intercom Lock-Out**; you then must hang-up to return the phone to an idle state.

To place an Intercom call:

- Lift the handset,
- Dial the Intercom number of the desired station,
- When the call is answered or the Splash tone is heard, speak to the called party.

3.1.1 Using Camp-On when calling a busy station

If the called party is busy, you may activate **Camp-On**, **Callback** or **Voice Over** at the station. **Camp-On** allows you to wait off-hook for the called station to answer. **Callback** allows you to hang-up, and when the busy station returns to an idle state, the system will call

your Station; after you answer the callback, the system will call the previously busy station.

If you are the Attendant or Secretary, you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing just the last digit of the Intercom number.

To Camp-On (wait off-hook) for a busy station:

- While placing a call to a busy station, dial * and wait for an answer.

To Callback (wait on-hook) for a busy station:

- While placing a call to a busy station, press the **CALL BACK** button and hang-up.

To make a Voice Over announcement to a busy station:

- Dial #, and after the Splash tone is heard, begin speaking.

3.1.2 To leave a Message Wait

If the called user does not answer or is in DND mode, you may leave a **Message Wait**. The called user will receive a Message Wait indication with LED or ICON.

To activate Message Waiting:

- Press the **CALL BACK**.

3.2 External Calls

3.2.1 Placing external CO/VoIP calls

External calls are placed on CO/IP lines. These 'lines' are accessed either using a button on the iPECS Phone assigned as a **CO/IP line** or using dial codes. The CO/IP lines are grouped for different types of calls, local, long distance, etc. Using the **CO/IP line group** code, you will be able to access any line from the group. A Flex button on the iPECS Phone assigned as a **LOOP** button lets you access a line from a group. Dial codes for access to CO/IP lines are:

Individual CO/IP line access

88 + Line number (01-42 for iPECS-100, 001-200 for iPECS-300 & 600).

or

88 + Line number (01-80 for iPECS-MG100, or 001-240 for iPECS-MG300).

CO/IP Group access

801-820 for iPECS-100, 801-872 for iPECS-300 & 600

or

801-824 for iPECS-MG100, or 801-872 for iPECS-MG300

Any CO/IP Line access

9

When dialing on a CO line, which uses pulse style signals, you may activate **Dial Pulse to Tone Switchover** changing to DTMF style dialing for banking services, etc.

When placing an IP call, you must dial an IP address using the '*' key in place of the dot.

If **Least Cost Routing** is set-up, the number you dial will be analyzed and the system will place the call on the least expensive route.

You may be assigned **Dialing** and/or **CO/IP Line Access Restrictions**, in which case you will receive error tone if you attempt to dial or access a restricted number/CO/IP line. **CO/IP line** and **Station Class Of Service (COS)**, which establish dialing restrictions, may vary during Day and Night operation (**Day/Night COS**). You may need to enter an **Authorization code** before placing calls, in which case you will receive a second dial tone.

Your external calls may be subject to **Call Time Restrictions**, you will receive a **Call Warning Tone** prior to disconnect.

NOTE—In the event of an emergency, assigned Emergency numbers (ex., a 911 call) may be dialed from any station in the System, regardless of a Station's dialing restrictions (COS).

To place an external call:

- Lift the handset,
- Select/dial the CO/IP line/group,
- Dial the desired number.

3.2.2 Waiting for the next available CO/IP line

If all the lines connected to your system are busy, you will receive an All Trunks Busy signal. You may request to be notified when a line becomes free.

To activate a queue if the selected/dialed line is busy:

- Select/dial a busy CO/IP line,
- Press the **CALL BACK**,
- Return to an idle state by going on-hook; when the line becomes available, the Station will be notified with ringing.

3.2.3 Account Codes: Tracking External calls for billing

In some cases, you or your company may desire to track calls for billing or other purposes. When an **Account Code** is entered, it is output from the system to a printer in the **SMDR** report. An **Account Code** Flex button can be programmed (refer to *Assigning features to Flex buttons*).

To enter an Account Code before the call:

- Lift the handset,
- Dial 550,
- Dial the Account Code (1-12 digits),
- Press *, Intercom dial tone is heard,
- Place the CO/IP call as normal.

3.2.4 To disable dialing from your phone

You can temporarily 'Lock' your phone by activating **Temporary COS**, which will disable all dialing from the phone. To deactivate **Temporary COS** you must enter the Station's Authorization code.

To activate Temporary COS:

- Press **TRANS/PGM**,
- Dial 21(iPECS-LIK)/31(iPECS-MG) (User Program code),
- Dial your Authorization code(iPECS-MG),
- Press **HOLD/SAVE**.

To deactivate Temporary COS:

- Press **TRANS/PGM**,
- Dial 22(iPECS-LIK)/32(iPECS-MG) (User Program code),
- Dial your Authorization code,
- Press **HOLD/SAVE**.

3.2.5 To temporarily override dialing restrictions at a phone

Override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for a single call only. For multiple calls, you will need to reactivate **Walking COS** or use the **FLASH** button to regain CO/IP dial-tone.

To activate Walking COS:

- Press **TRANS/PGM**,
- Dial 23(iPECS-LIK)/33(iPECS-MG) (User Program code),
- Dial your Authorization Code (Station number and password),
- Dial '*' (iPECS-MG)
- Place call as normal.

3.3 Using Automated Dialing

3.3.1 Using Last Number Redial (LNR)

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer.

In iPECS-LIK

To dial the Last Number for an external call:

- Lift the handset,
- Press **SPEED**,
- Dial *,
- Press **HOLD/SAVE**.

In iPECS-MG

To dial the Last Number for an external call:

- Lift the handset,
- Press Speed Soft button,
- Dial *,
- or
- press the LOG Soft button,
- Press the Navigation up and down buttons to select from the last 100 numbers dialed or received,
- Press the Send Soft button or HOLD/SAVE.

3.3.2 Using and Entering Saved Number Dial

You may store the last number dialed on an external call to the **Saved Number Dial** buffer for convenient dialing at a later time. The Saved number is stored until a new number is saved.

To place a call using Saved Number Dial:

- Lift the handset,
- Press SPEED.
- Dial #

To store a number in the Saved Number Dial:

- While on an outgoing external call, press SPEED twice.

3.3.3 Using System Speed Dial Numbers

The iPECS-100 system has memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The iPECS-300 & 600 systems each have memory allocated for 3000 **System Speed Dial** numbers (bins 2000-4999). The iPECS-MG100 system has memory allocated for 1000 **System Speed Dial** numbers (bins 2000-2999). The iPECS-MG300 system has memory allocated for 2000 **System Speed Dial** numbers (bins 2000-3999). You may, if allowed, use **System Speed Dial** to call frequently dialed numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case, you may access some numbers and not others and your dialing restrictions may be invoked.

Only an Attendant can assign **System Speed Dial** numbers.

To place a call using System Speed Dial:

- Lift the handset,
- Press **SPEED**,
- Dial the desired System Speed Dial bin number (200-999 for iPECS-100 or 2000-4999 for iPECS-300 or 600).

3.3.4 Using and Entering Station Speed Dial Numbers

Each station in the iPECS-100 System is allocated memory for 20 **Station Speed Dial** numbers (bins 00-19) each up to 48 digits. The iPECS-300 & 600 each support 100 **Station Speed Dial** numbers (bins (000-099). The iPECS-MG 100 & 300 each support 50 **Station Speed Dial** numbers (bins 000-049). These numbers are entered at the user's station and may include several 'special' instructions. Special instructions and the corresponding button are:

PAUSE will momentarily stop dialing.

FLASH as 1st digit—Activate dial tone detect.

FLASH not as 1st digit—The system will generate a **flash on the CO line**.

CALL BACK as 1st digit—Send digits as **ISDN Keypad Facility message**.

****** as 1st digit—**Display Security**, the stored number will not be displayed when used.

***** not as 1st digit—**Dial Pulse to Tone Switchover**, the system will switch from pulse to tone dialing.

When entering a **Speed Dial**, a 16 character name may be associated with the number for **Dial by Name**. Characters are entered with two keystrokes as in the chart shown.

Q - 11 Z - 12 . - 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 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90
*1 - Blank *2 - : *3 - ,	0-00	#

Character Entry Chart**To place a call using Station Speed Dial:**

- Lift the handset,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number (00-19 or 000-099).

To enter a Station Speed Dial number with CO Line and Name(iPECS-LIK):

- Press **TRANS/PGM**,
- Press **SPEED**,
- Dial the desired Station Speed Dial bin number,
- Select/dial the CO/IP line/group,
- Dial the desired number to be stored,
- Press **HOLD/SAVE**,
- Enter the associated name, if desired, using the Character Entry chart,
- Press **HOLD/SAVE**.

To assign a Station Speed Dial number directly to a Flex button(iPECS-MG):

- Press **TRANS/PGM**,
- Press the desired Flex button,
- Dial '1' for Number,
- Select/dial the CO/IP line/group,
- Dial the desired number,
- Press **HOLD/SAVE**,

3.3.4 Using Dial by Name and Entering Your Name (iPECS-MG)

Dial by Name employs three different Directories: Private directory (Station Speed dial), Public Directory (System Speed dial), or Intercom directory.

NOTE—To allow others to contact you via the Intercom directory, you must enter a name for your station (up to 16 characters):

To place a call using Dial by Name:

- Press the **SPEED** button twice,
- Dial the desired directory, 1: Private directory, 2: Public directory, 3: Intercom directory, the LCD will display the names in alphabetical order,
- Scroll using the Navigation up/down keys.
- Press **HOLD/SAVE** to place the call.

To enter your station user name:

- Press the **TRANS/PGM** button,
- Dial 12 (Station User Name code),
- Enter the Name, up to 16 characters,
- Press **HOLD/SAVE**.

4. Call Handling

3. Call Handling

4.1 Call Transfer: Sending a call to a different destination

You can send an active call to another station or other resource of the system, using **Call Transfer**. You can screen the transfer with the receiving party (**Screened Call Transfer**) or complete the transfer without screening (**Unscreened Call Transfer**).

Transferred calls, internal or external, are placed in **Transfer Hold**. These calls will receive Music on Hold (**MOH**) and will recall if not answered in a timely manner.

If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall at your Station.

DSS/BLF buttons may be used to transfer calls.

To Transfer an active call:

- Press **TRANS/PGM**.
- Call the transfer party,
- Unscreened Call Transfer - Hang-up,
OR
- Screened Call Transfer - When call is answered or Splash tone is heard, announce the call and then hang-up.

4.2 Call Hold: Placing a call in a waiting state

You may place an active Internal or External call in one of several holding states. In System Hold, other non-restricted stations may pick-up the call. In Exclusive Hold, only the holding station may pick-up the call.

The system is assigned a preferred hold type (System or Exclusive). You may override this **Hold Preference** by pressing the **HOLD/SAVE** button twice.

The LEDs for CO/IP line buttons flash at distinctive rates for the holding station and other iPECS Phone users.

There are also user operations such as pressing a **DSS/BLF** button that will place a call in **Automatic Hold**.

Calls will remain in the held state for a period and then recall the user. This **Hold Recall** is provided with a different ring signal. If not answered in a timely manner, the Attendant will receive **Attendant Hold Recall**.

To place a call on Hold:

- Press **HOLD/SAVE**.

4.3 Broker Call: Switching between two calls

You may switch between the active call and a call on **Hold**, placing the active call on Hold acting as a broker between two or more parties, **Broker Call**. iPECS Phone users may 'broker' for multiple calls up to the number of **CO/IP line** buttons.

To switch between two calls, Broker Call:

- Press the desired **CO/IP line** button.

4.4 Joining multiple people in a Conference

You can establish a **Conference** with up to 3 parties(iPECS-LIK)/13 parties(iPECS-MG), or 24 parties when using a Multi-Party Conference Interface Module (MCIM)(iPECS-LIK). The other parties in the **Conference** may be internal or external.

A **Conference** can be placed on Hold and is subject to *Hold Recall*.

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal Hold Recall operation.

A CONF Flex button is required.

To establish a Conference:

- Establish call with one of the desired conference parties,
- Press the CONF Flex button,
- Establish call with the other conference party,
- Press the CONF Flex button,
- Press the CONF Flex button again to establish the conference.

To place a Conference on Hold:

- Press the HOLD/SAVE button.

To retrieve the Conference from Hold:

- Press the **CONF** Flex button.

To establish an Unsupervised Conference:

- Establish conference with two external parties,
- Press the **CONF** Flex button,
- Hand-up handset.

To retrieve an Unsupervised Conference:

- Lift the handset,
- Press the **CONF** Flex button

4.4.1 Setting up a Conference Room

In addition to establishing a Conference, up to 9 **Conference Rooms** can be set up, letting up to 24 parties converse when using a MCIM. When setting up a Conference Room, a password can be designated for invited parties (internal and external parties) to use for accessing the established Conference Room.

In iPECS-LIK

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 53 to create a Conference Room,
- Dial the desired Conference Room number (1-9),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 59 (Conference Room entry code),
- Dial the Conference Room Number,
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 (delete Conference Room code),
- Dial the Conference Room number (1-9),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

In iPECS-MG

To set-up a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 54 to create a Conference Room,
- Dial the desired Conference Room number (571-579),
- If desired enter a password for the Conference Room (up to 12 digits),
- Press **HOLD/SAVE** to establish the Room.

To join a Conference Room:

- Lift the handset,
- Dial 571-579 (Conference Room entry code),
- Dial the Conference Room password.

To delete a Conference Room:

- Press the **TRANS/PGM** button,
- Dial 55 (Conference Room delete code),
- Dial the Conference Room number (571-579),
- Dial the Conference Room password,
- Press **HOLD/SAVE** to delete the Conference Room.

4.5 Call Park: Placing a call on hold to Page

A user may transfer an active CO/IP call to a special holding location (Park Orbit), which can be accessed easily from any station in the system. Typically, this feature is used with *Paging* to notify the desired User of **Call Park**.

Parked calls are subject to *Hold Recall* after the **Call Park** timer.

In iPECS-LIK

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit code (601-610 for iPECS-100, or 601-619 for iPECS-300 & 600),
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit code (601-610 for iPECS-100, or 601 for iPECS-300 & 600).

In iPECS-MG

To park an active external call:

- Press **TRANS/PGM**,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)
- Return to idle.

To retrieve a parked call:

- Lift the handset,
- Dial the Park Orbit (541),
- Dial the Park number (00-49)

5. Retrieving & Responding to Messages

4. Retrieving & Responding to Messages

5.1 Responding to a Station Message Waiting Indication

Another station can leave a Station **Message Waiting** indication when you do not answer or your phone is in *DND*. A flashing MSG LED on the iPECS Phone indicates a Message Waiting. As a further notification, a **Message Wait Reminder Tone** can be provided. You may respond with a call back.

To respond to your Station messages:

- Dial 557 to return message.

5.2 Getting Voice Mail Messages

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated **Voice Mail** module, the **iPECS Feature Server** or an external Voice Mail system.

These Voice Mail systems allow access to and management of the received voice messages. While in your Mail Box, you have control of your password and Mail Box greeting. In addition, you can remotely control Call Forward for your station from the VMIM/VSF/VMIB. You will need to register an *Authorization Code* for your station to access VMIM/VSF/VMIB Voice messages.

To retrieve Voice Mail locally:

- Dial 557(iPECS-LIK)/523(iPECS-MG), or
- Press CALL BACK, and Dial 2(iPECS-MG),
- After the prompt enter your station number and password,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

To access Voice Mail Box from a Remote Location:

- Lift the handset,
- Dial the telephone number of a *DISA* CO line assigned for answer by the Auto Attendant,
- Upon answer, dial #(iPECS-LIK)/523(iPECS-MG) to receive the 'Mail Box & Password' prompt,
- Dial the Mail Box and password to receive the 'Number of Messages' prompt,
- Dial '*' (iPECS-MG)
- Dial desired option codes,
- At completion of session, hang-up.

6. Remote System Access

5. Remote System Access

6.1 Direct Inward System Access (DISA)

DISA (Direct Inward System Access) allows remote users to gain access to the system's resources (remote users may be required to enter an **Authorization Code**). The system will recognize remote user dialed inputs (call other stations, place calls over CO/IP lines, review voice mails, etc).

To access system resources remotely:

- Call the system's DISA facility,
- Await an answer and dial your authorization code (station number and password),
- Dial "*" for end mark (iPECS-MG),
- Dial as needed for the desired system resource.

6.2 Mobile Phone Extension

When away from your desk or office you can place and receive calls on a registered mobile phone. Calls to your iPECS Phone will ring your Mobile Phone and you can place calls using the resources of the iPECS. You may need to activate the Mobile Phone Extension feature and assign the Mobile Phone number. This feature can be activated through an ISDN CO line.

In iPECS-LIK

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 37.
- Dial the mobile phone number.
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button.
- Dial 38.
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS:

- Dial the ISDN DID number of the station, the system will check the Caller ID, answer the call and the user will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial * while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer by pressing the # key.

In iPECS-MG

To register a mobile phone number:

- Press the **TRANS/PGM** button,
- Dial 51,
- Select Mobile Index 1 or 2,
- 1 to activate, 0 to deactivate,
- Press the **HOLD/SAVE** button.

To activate a registered mobile phone from the user's station:

- Press the **TRANS/PGM** button,
- Dial 52,
- Select Mobile Index 1 or 2,
- Dial the mobile phone number with CO Access code,
- Press the **HOLD/SAVE** button.

To place a call from the mobile extension using the iPECS System:

- Dial the ISDN DID number of the station; the system will check the Caller ID and answer the call. The user then will receive intercom dial tone,
- Place internal or external iPECS call as normal.

To Transfer a call from the mobile extension using the iPECS:

- Dial the mobile flash digit "*" while on an iPECS call,
- Dial the desired extension, the call is transferred and the mobile phone returns to idle.

NOTE—The mobile extension may reconnect to the transfer call by pressing the mobile flash digit(*).

7. Misc. Features

6. Misc. Features

7.1 Background Music and Music on Hold (iPECS-LIK)

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). In addition, a recorded message from the VMIM can be used. BGM is played over the speakers of the iPECS Phone when the station is idle. MOH is played to callers placed on **Hold**.

There are four possible selections for BGM and MOH:

- 1: Off
- 2: Source BGM1
- 3: Source BGM2
- 4: VMIM message

To turn on Background Music:

- Press **HOLD/SAVE** to cycle through the BGM selections.

7.2 Using Internal, External and Meet-Me Paging

The User can broadcast announcements to other stations and/or external speakers. Stations are assigned to one or more of the **Internal Page Zones**. The system has two **External Page Zones** that can be connected to external speakers.

In iPECS-LIK, Page Zone codes are:

Internal Page Zones 501-510 (iPECS 100), 501-535 (iPECS 300 & 600)

Internal All Call Page 543

External Page Zones 545-546

External All Call Page 548

All Call Page 549

In iPECS-MG, Page Zone codes are:

Internal Page Zones :

543 + Zone No(01~15) (iPECS-MG100)

543 + Zone No(01~30) (iPECS-MG300)

Internal All Call Page 543 + 00

External Page Zones 548

All Call Page 549

If the desired Page Zone is busy, the User can elect to be recalled when their turn comes in the queue. Users can also request a paged party answer the Page using **Meet-Me Paging**. In this case, the paged party may answer the page from any phone in the system by dialing the Meet-Me code.

To make a page:

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

To queue for a page when busy is received(iPECS-LIK):

- Press the **CALL BACK**,
- Replace the handset returning to idle.

To answer a Meet-me-Page:

- Lift the handset.
- Dial **544**(iPECS-LIK)/546(iPECS-MG) (Meet-Me-Page code).

7.3 Push-To-Talk (PTT) Page

iPECS Phones can be assigned as a member of one or more of the system's nine Push-To-Talk (PTT) page groups. Users separately log-in or log-out of any one or all PTT groups to which the phone is assigned. Once logged in, place or receive one-way page announcements to/from other users who are logged in to the same PTT group.

To log-in to a PTT group:

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code.
- Dial the desired PTT group number (1-9 or 0 for all groups).

To log-out of the PTT group(s):

- Dial #0(iPECS-LIK)/538(iPECS-MG), the PTT Log-in/out code.
- Press the * key.

To place a page to the active PTT group:

- Press and hold the **PTT** Flex button.
- After confirmation tone make page announcement.

7.4 Wake-Up Alarm

iPECS supports an Alarm Clock for each station. You can set the alarm clock to repeat daily or as a one-time alarm.

When responding to the alarm by lifting the handset, BGM will be provided.

To set the Wake Up Alarm clock:

- Press **TRANS/PGM**,
- Dial **41**(iPECS-LIK)/**13**(iPECS-MG) (Alarm Clock code).
- Dial hh/mm for time alarm should alert,
- Press **#** to have the alarm repeat daily,
- Press **HOLD/SAVE**.

To erase Wake-Up:

- Press **TRANS/PGM**,
- Dial **42**(iPECS-LIK)/**14**(iPECS-MG) (Alarm Clock delete code)
- Press **HOLD/SAVE**.

7.5 Alarm/Door Bell

The system can monitor external **Alarm** or **Door Bell** contacts:

Alarm Monitor—should the external contact activate, a unique Alarm Ring signal and LCD display may be received. To restart the monitor circuit, the external contacts must be deactivated and the Alarm Ring signal terminated.

Door Bell—a unique Door Bell Ring (single tone burst) may be received each time the external contact is activated. A system contact also can be assigned to act as a **Door Open** contact.

To terminate the Alarm signal:

- Dial 565 (Alarm Stop code).

To activate the Door Open contacts:

- Lift the handset,
- Dial **#*** (Door Open code) and contact number 1 to 4.

NOTE—Contacts 3 & 4 are only available in the iPECS -300 & 600. Contacts 1 is available in the iPECS -MG.

7.6 Power Fail Transfer

When AC power to the system fails, back-up operation may be provided with back-up batteries or **Power Fail Transfer (PFT)**. When battery back-up is provided the station will operate normally. When **PFT** is implemented, an SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

7.7 System Voice Memo

The integrated Voice Mail modules incorporate several **Voice Memos** to provide Station Users with general information such as station number, date, time, and feature status. Voice Memos can be heard over the speaker of the iPECS Phone and over the handset for SLTs.

For the **Station Status Memo**, the following items are reported:

ICM Signaling Mode (Handsfree/Tone/Privacy)

Station IP Address

Station Mac Address

Number of messages x (x: number of all message waiting)

Wake-Up Time (hh:mm)

Do Not Disturb

Forwarded to station xxx

Forwarded to speed bin xxx

Queued CO/IP line xxx

Locked (Temporary COS)

COS x

NOTE—Only activated features are announced.

To hear Date & Time memo:

- Dial the Voice Memo code (661 for iPECS-100, or *661 for iPECS-300 & 600, or 675+1 for iPECS-MG),
- Date and Time memo is heard, "Date is May 2nd. Time is xx:xx pm".

To hear Station Number Prompt:

- Dial Voice Memo code (662 for iPECS-100, or *662 for iPECS-300 & 600, or 675+2 for iPECS-MG),
- The Station Number memo is heard, "This is station 150".

To hear Station Settings:

- Dial Voice Memo code (663 for iPECS-100, or *663 for iPECS-300 & 600, or 675+3 for iPECS-MG),
- Station Status Memo is heard.

7.8 Contrast (iPECS-LIK)

The Phone LCD brightness can be adjusted to your preference.

To change the Phone LCD Contrast:

- While the phone is idle, press the **VOL ▲▼** buttons.
- **VOL ▲** will increase darkness.
- **VOL ▼** will decrease dark (brightness).

7.9 Network Config.

The user can review the current network configuration or modify a new phone network configuration.

To access Network Config. Settings:

- Press **TRANS/PGM** button and dial ##1(iPECS-LIK)/80(iPECS-MG),
- Enter the password (default=147*), the following will display:
 - MFIM #1 –
CHANGE[#]
- Press the # key to toggle between multiple profiles (MFIM),
- Press the **VOL ▲** **VOL ▼** buttons to advance to the next network configuration item,
- Press the **HOLD/SAVE** button to save each setting.

To set default Config settings:

- In Network Config. Menu, use the **VOL ▲** **VOL ▼** buttons to locate the Default Config Screen (shown),
Set default – [*]
- Press the * key.

To exit Config. Settings:

- Press the On Hook Dial button,
- Press the * key to exit,
OR
- Press the # key to Reset/Reboot the phone with new settings.

8. PBX, Centrex & ISDN

7. PBX, Centrex & ISDN

8.1 Access PBX or Centrex

The iPECS has been designed to operate with a host PBX system or Centrex services from your service provider. The iPECS connects to a host with analog CO lines.

When accessing a CO line, the phone will act as an extension of the host, allowing access to the host system features using the host dial codes. While on a call, use the iPECS **Flash** feature to transfer calls to other host extensions or access features of the host.

The Flash feature may be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

To access PBX or Centrex features while idle:

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line:

- Momentarily press the Hook-switch,
- After receiving new dial tone, dial PBX/Centrex feature code.

8.2 Access the ISDN Network

8.2.1 Using the Keypad facility to access ISDN features

Access to certain features of your ISDN services requires that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

A Keypad Facility button must be assigned using the **Flex Button program** procedures. Once active, dial into the ISDN for services; however, actions other than dialing will deactivate the Keypad Facility operation.

To activate Keypad Facility operation:

- Press the **KEYPAD FACILITY** button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation:

- Press **KEYPAD FACILITY**,
- OR
- Press a Feature or Flex button.

8.2.2 Activating ISDN Caller ID restriction

iPECS Phone users can restrict the transmission of Caller ID to the receiving phone (may be a subscription service of your carrier). Separate Flex buttons are required to activate outgoing, Connected Line (COL), and incoming, Calling Line ID (CLID) restriction.

To restrict Caller ID:

- Lift the handset,
- Press the **CLIR**/**COLR** button and place the call.

9. Set Features & Flex Buttons

8. Set Features & Flex Buttons

9.1 Entering Station Program Data

A special code set is available for iPECS Phone users to assign certain attributes such as Authorization Codes (Passwords). After entering the **User Program** mode, dial the codes to select the attribute and setting. Once selected, the setting is saved. A list of the User Program codes, the feature/function and any input required are given in *Appendix B*.

To assign User Programmable station attributes:

- Press **TRANS/PGM**.
- Dial desired User Program codes shown in *Appendix B*.
- Press **HOLD/SAVE**.

9.2 Assigning Features to Flex Buttons

You may assign features and functions to the Flex buttons on your iPECS Phone. If allowed, you may even assign CO/IP lines to the Flex buttons.

Flex buttons may be assigned for most features providing **One-Touch** feature activation (e.g., a Flex button may be assigned to access the **Account Code** feature and may include the Account code digits, as a one-touch account code button).

Features that may be assigned to a Flex button include:
DSS/BLF—Enter station number.

Speed Dial—Enter Station/System Speed dial bin number.

Flex Numbering Plan—Enter Flex Numbering Plan code (refer to **Appendix A**).

User Program Code—Press **TRANS/PGM** and enter a User Program code (refer to **Appendix B**).

CO/IP Line—Enter the CO/IP line or group number.

To assign a feature to a Flex button:

- Press **TRANS/PGM**.
- Press the desired Flex button,
- Dial desired code and required inputs. For User Program codes, first press the **TRANS/PGM**.
- Press **HOLD/SAVE**.

Appendix A Flexible Numbering Plan

In iPECS-LIK

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
<i>Intercom Call</i>	100-169	100-399	1000-1599	
<i>Internal Page Zone</i>	501-510	501-535	501-535	
<i>Internal All Call Page</i>	543	543	543	
<i>Meet Me Page</i>	544	544	544	
<i>External Page Zone 1-2</i>	545-546	545-546	545-546	
<i>External All Call Page</i>	548	548	548	
<i>All Call Page (Internal/External)</i>	549	549	549	
<i>SMDR Account Code Enter</i>	550	550	550	SLT use only
<i>Flash Command to CO Line</i>	551	551	551	SLT use only
<i>Last Number Redial</i>	552	552	552	SLT use only
<i>DND</i>	553	553	553	SLT use only; Toggle ON/OFF
<i>Call Forward</i>	554	554	554	
<i>Speed Dial Programming</i>	555	555	555	SLT use only
<i>Message Wait/Callback Enable</i>	556	556	556	SLT use only
<i>Message Wait/Callback Return</i>	557	557	557	SLT use only
<i>Speed Dial Access</i>	558	558	558	SLT use only
<i>Cancel DND/FWD/Pre MSG</i>	559	559	559	SLT use only
<i>CO System Hold</i>	560	560	560	SLT use only
<i>Program Mode Access</i>	561	561	561	SLT use

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
				only
Attendant Unavailable	562	562	562	
<i>Alarm Reset</i>	565	565	565	
<i>Group Call Pickup</i>	566	566	566	
<i>Universal Answer</i>	567	567	567	
Account Code with bin	568	568	568	
<i>Walking COS Code</i>	569	569	569	
ACD Supervisor On/Off Duty	571	571	571	
ACD Supervisor Login	572	572	572	
ACD Supervisor Logout	573	573	573	
ACD Help Code	574	574	574	
ACD Calls In Queue Display	575	575	575	
ACD Supervisor Status Display	576	576	576	
ACD Supervisor Monitor	577	577	577	
ACD Reroute Queued Call w/answer	578	578	578	
ACD Reroute Queued Call w/o answer	579	579	579	
Enter Conference Room	59	59	59	
<i>Camp-On Answer</i>	600	600	600	SLT use only
<i>Call Parking Locations</i>	601-610	601-619	601-619	
Group Pilot Number	620 – 659	620 – 667	620 – 667	
<i>Station User VMIM/VSF Features</i>	66	*66	*66	
<i>Call Coverage button</i>	67	67	67	
<i>Direct Call Pickup</i>	7	7	7	
<i>CO/IP Group Access</i>	8xx 01-20	8xx 01-72	8xx 01-72	
<i>Individual CO/IP Line Access</i>	88xx 01-42	88xxx 001-200	88xxx 001-400	
<i>Retrieve Last Held CO/IP</i>	8*	8*	8*	
<i>Retrieve Individual Held CO/IP</i>	8#xx	8#xxx	8#xxx	xx(x) = CO Line

Feature	iPECS-100	iPECS-300	iPECS-600	Remark
				number
Access CO Line in the 1st Available CO Group	9	9	9	
Attendant Call	0	0	0	
VM Message Wait Enabled	*8	*8	*8	
VM Message Wait Disable	*9	*9	*9	
Door Open (1st Door)	##1	##1	##1	
Door Open (2nd Door)	##2	##2	##2	
Door Open (3rd Door)	##3	##3	##3	iPECS-300 & 600
Door Open (4th Door)	##4	##4	##4	iPECS-300 & 600
MCID Request	*0	*0	*0	
Unsupervised Conference extend code	##	##	##	
PTT Group Login/Logout	#0	#0	#0	

In iPECS-MG

1) Basic Number

No	Name	Code	Remark
1	Station Number	100 ~ 4xx	
2	CO Group Access Code	9, 801 ~ 872(MG-300) 801 ~ 824(MG-100)	
3	Station Group Number	620 ~ 669(MG-300) 620 ~ 639(MG-100)	

2) Feature Code

No	Feature Name	Code	Remark
1	Attendant Call	0	
2	Conference Room 1	571	
3	Conference Room 2	572	
4	Conference Room 3	573	
5	Conference Room 4	574	
6	Conference Room 5	575	

No	Feature Name	Code	Remark
7	Conference Room 6	576	
8	Conference Room 7	577	
9	Conference Room 8	578	
10	Conference Room 9	579	
11	Internal Page	543	543 + 00, xx 00: All Call Page Xx: Page Group #
12	Personal VM Page	544	
13	Announcement Page For Attendant	545	
14	Page Auto Answer	546	
15	Internal Page Answer (Meet-Me Page)	547	
16	External Page	548	
17	Internal-External Page All	549	
18	Call Forward Register	554	554 + Type + Destination
19	Pilot Hunt Call Forward Register	514	514 + Type + Destination
20	Pilot Hunt Call Forward Cancel	515	
21	DND Status Change	516	
22	DND Delete	517	
23	Account Code	550	
24	CO Flash	551	
25	Last Number Redial	552	
26	Station Speed PGM	553	
27	Speed Dial	555	
28	MWI Register	557	
29	MWI Answer	558	
30	MWI Cancel	559	
31	Call Back Register	518	
32	Call Back Cancel	519	
33	Group Call Pickup	564	

No	Feature Name	Code	Remark
34	Direct Call Pickup	7	
35	Walking COS	520	
36	Call Parking Location	541	541 + xx Xx: Parking Location (00 ~ 49)
37	PGM Mode Access	521	
38	Two-Way Record	522	
39	VMIB Access	523	
40	AME Access	524	
41	CO Line Access	88	88 + xxx Xxx: CO Line # (001 ~ 200 : MG-300 01 ~ 80 : MG-100)
42	VM MWI Enable	*8	
43	VM MWI Cancel	*9	
44	MCID Request	*0	
45	Unsupervised Conf Extend	5##	
46	PTT Group Access	524	524 + (0~9,*) 0 ~ 9: PTT Group # *: Log out
47	Hot Desk Log In/Log out	525	
48	Name Register	526	
49	Create Conf Room	527	527 + Conf. Room #
50	Delete Conf Room	528	528 + Conf. Room #
51	Wake Up Register	529	529 + HH:MM
52	Wake Up Cancel	530	
53	Temporarily COS Down	531	
54	Cancel Temp COS Down	532	
55	Password Change	533	
56	Inter-Phone Group Access	534	

No	Feature Name	Code	Remark
57	Call Wait Request	535	
58	Preselected MSG PGM	536	
59	Forced Handsfree Call	537	
60	Call Based CLIR	582	
61	CLIR Access	583	
62	COLR Access	584	
63	Pilot Hunt Call	585	
64	Command Call Oneway	581	
65	Command Call Conf	580	
66	Intrude Register	589	
67	Camp On Register	590	
68	OHVO Register	591	
69	Mobile Num Register	592	
70	Mobile CLI Register	593	
71	Mobile Access	594	
72	CCR Access	670	
73	CCR Access And Drop	671	
74	System Hold	560	
75	Return Held CO	8**	
76	Sys Memo	675	
77	DISA Tone Service	678	
78	All Feature Cancel	679	
79	Add Conf Member	680	
80	System Alarm Reset	565	
81	Fault Alarm Reset	566	
82	Door Open	#*1	
83	Keypad Facility	##*	
84	T-Net Log-In/Out	586	
85	Universal Answer	587	
86	USB Call Record	588	
87	Delete All VM Message	681	
88	VM Page Message Record	682	
89	Direct VM Transfer	683	
90	Loop Key	684	
91	Call Log	685	

Appendix B User Program Codes

In iPECS-LIK

Code	Function	Remarks
10	Enblock Mode Dialing	
13 x	<i>Intercom Answer Mode</i>	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy
14 x	<i>Call Coverage Attribute Setting</i> (X = 1-2)	1+: On/Off, 2+: ring delay (0~9)
21	<i>Knock Down Station COS</i>	
22	<i>Restore Station COS</i>	May require Authorization code
23	<i>Walking COS</i>	May require Authorization code
31	<i>Station Message Wait Retrieve</i>	
32	<i>CLI/IP Message Wait Retrieve</i>	
33 x	Authorization Code (Password) Entry	Station number +up to 12 digits, no Flex button
34	Assign DID CALL WAIT Button	
35	Message Wait in Executive/Secretary pair	
36	<i>Send SMS Message</i>	
37	<i>Register Mobile Extension</i>	
38	<i>Activate Mobile Extension</i>	
39	<i>Register Moblie Extension CLI</i>	
41 xx	<i>Set Wake-Up Time</i>	Input time, 24 hour clock
42	<i>Erase Wake-Up Timer</i>	
51 xx	<i>Custom/Pre-defined Message</i> <i>Display</i>	Select Message 00~20
52 xx	<i>Register Custom Message</i> (Message 00)	Input up to 24 characters
53 xx	<i>Create Conference Room</i>	Input Conf Room (1-9) & optional password
54 xx	<i>Delete Conference Room</i>	Input Conf Room (1-9) & optional password
71	LCD Display Mode	N/A
73	<i>Background Music</i>	
74 x	Station User Name Registration	Input up to 12 characters
79	Display Phone Version	

Code	Function	Remarks
80	Assign RECORD Button	Requires Voice Mail
81	Assign ISDN CLIR Button	
82	ISDN COLR Button	
84	Assign ACCOUNT CODE Button	
85	Assign LOOP Button	
86	Assign ATD INTRUSION Button	
87	Assign ICM Button	
88	Assign CAMP-ON Button	
89	Assign KEYPAD FACILITY Button	
8#	Assign OHVO Button	
90	SPEED Button Assignment	
91	CONF Button Assignment	
92	CALL BACK Button Assignment	
93	DND Button Assignment	
94	FLASH Button Assignment	
95	MUTE Button Assignment	
96	MONITOR Button Assignment	
97	REDIAL Button Assignment	
98	FWD Button Assignment	
99	<i>Assign PTT Button</i>	
9* xx	{IN-ROOM INDICATION} Button Assignment	(xx : 01~10)

In iPECS-MG

Code	Function	Remarks
11	Intercom Answer Mode	1:H, 2:T, 3:P
12 + Name	User name creation	2 digit for each character
13 + Time	Set wake-up alarm time	HH/mm, 24-hour clock
14	Cancel Wake-up Alarm	
15	Set language for the display	00-14
16	LCD Date Mode Change	DD/MM/YY or MMDDYY
17	LCD Time Mode Change	12 Hour/24 Hour
18	Set Backlight	0-2
21	ICM Ring Type	

Code	Function	Remarks
22	TRK Ring Type	
23	Ring Download	LIP-Series Only
24	Back Ground Music	
31	Temporary COS	Auth. Code required
32	Retrieve COS	Auth. Code required
33	COS Override (Walking COS)	Auth. Code required
34	Register Password	
35	Call Log Protect	
36	SMS Message Protect	LIP-Series/LDP6000-Series
41 + MSG number [xx]	Set Pre-defined Message.	0-9, MSG *: User Custom # Deactivation
42	Create a Station User Message	
43	Send SMS Message	LIP Series/LDP6000 Series
44	Receive SMS Message	LIP Series/LDP6000 Series
51 + x	Activate a mobile phone	X=1-2
52 + x	Register the mobile number	X=1-2
53 + x	Register the mobile CLI number	X=1-2
54 + Rm & Auth Code	Start a Conf Room	
55 + Rm & Auth Code	Close a Conf Room	
61	Speaker/Headset Mode	Speak/Headset/E-MIC
62	Headset Ring Mode	Speaker/Headset/Both
71	Register Station ICLID	
72	View Station ICLID	
81	View IP Address	IP Phone/ DTIM/SLTM
82	View Mac Address	IP Phone/ DTIM/SLTM
83	View IP Phone version	
80	Network Setting	LIP Series
91	System Version	
92	System IP Address	

