

## LIP-9010 Button Layout



### Button Guide

1. **Menu:** access the settings for your phone, such as changing the font and display or changing the configuration.
2. **Transfer:** transfer the current active call or access the Program menu while the phone is idle.
3. **Directory:** accesses the private, public and internal phone books.
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. **Message:** access your voicemail box.
7. **Hold:** place a call on hold – the caller will receive on-hold music or comfort tones.
8. **Headset:** if a headset is plugged in this button allows you to toggle between the headset and handset.
9. **Mute:** mute the call so that the caller cannot hear your voice.
10. **Speakerphone:** toggle the speakerphone On and Off during a call.
11. **Volume control:** adjust the Ring, Headset, Handset, and Speaker volume.
12. **Call log:** a list of calls received, dialed and missed.
13. **Flex keys:** A line, feature or quick dial can be assigned to these 5 programmable buttons.

## 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:  
 Enter a minimum of **3 characters** using the phone keypad (A = 2 + 1, B = 2 + 2 etc.)  
 Use the navigation key to select a number or a name and press **OK**  
 Press **Send**  
 Speed Dial (ALL):  
 Press the **Speaker** button  
 Dial the desired **Speed Dial** number or \* to call the last dialed number

## 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: New 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

## Dealing with calls

<b>Answering an Incoming Call</b>	Lift the handset. To answer a call on another extension that is programmed to one of the phones 5 flex keys, press the flashing flex key <i>before</i> lifting the handset. You can also 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>Making an External Call</b>	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 an 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>Placing a Call on Hold</b>	Press the <b>DND</b> button when a call comes in.

## Parking a call

<b>Parking a Call</b>	To park an active external call, press <b>Transfer</b> , dial the park code (i.e. #601 for Park 1), and hang up. To retrieve a parked call, lift the handset from any handset and dial the park code.
<b>Camp On (Call Waiting)</b>	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 <b>Message</b> to request a call back.

## Transferring a call

<b>Transferring a Call</b>	During an active call, press the <b>Transfer</b> button. 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.
<b>Returning to Caller from a Transfer</b>	If you are unable to transfer the call, press the Green flashing flex key to return to the caller.

## Redialling a number

<b>Call Log</b>	Press the <b>right</b> navigation button. Scroll through the list using the <b>Navigation</b> buttons. To redial a number press the <b>OK</b> button.
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## Features

<b>Do-Not-Disturb</b> Makes your extension unavailable	Press the <b>DND</b> key to activate. Press the <b>DND</b> key again to deactivate. Please note that this is not available on the attendant handset.
<b>Ad Hoc Conference Calls</b> 3 way calling	To call the first party, follow "Making an External/internal Call" above for instructions. Once connected press the pre-programmed <b>CONF</b> flex key* once. Call the second party (as above). Once connected, press the <b>CONF</b> flex key twice to connect the calls. *To program a flex key, press <b>Transfer</b> then the key you wish to assign, dial 91 and then press <b>OK</b> .
<b>Programming Call Forward</b> (Routes your calls to another extension/group/speed dial) All these features will override your voicemail functions.	Press Speaker button Press Forward soft key Press 1: Unconditional Press 2: Busy Press 3: No-Answer Press 5: Off-Net Call Forward Press 0: Remote Forward Dial the Extension/Group/Speed Dial/Phone Number  Disable a forward by pressing the Speaker button then pressing the Forward soft key, following by pressing the # key