



User's Guide

This user's guide is to be used for

LDP-7008D

Digital Phone



Configured on eMG80 Phone System

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BASIC FEATURES

MAKE AN OUTSIDE CALL

- 1) Lift handset and dial **9** for next available line then dial number
- 2) Or press a **LINE** button for outside dial tone then dial number

ANSWER A CALL RINGING AT YOUR STATION

- 1) Lift handset or press **SPEAKER** button for hands free

ANSWER A CALL RINGING AT ANOTHER STATION

- 1) Lift handset or press **SPEAKER** button for hands free
- 2) Dial **7** followed by the station number to pick up

ANSWER A CALL RINGING AT GROUP MEMBER STATION

- 1) Lift handset or press **SPEAKER** button for hands free
- 2) Dial **566** for ringing member station
- 3) OR press **PICK-UP** soft key for ringing member station

TRANSFER CALL TO EXTENSION

- 1) While on Call press **TRANS/PGM** button or **TRANS** soft key
- 2) Dial the *Station* number or press pre-programmed flexible button
- 3) Announce Call (supervised transfer only)
- 4) Hang up

TRANSFER CALL TO VOICEMAIL

- 1) While on Call press **TRANS/PGM** button or **TRANS** soft key
- 2) Press **CALL BACK** button
- 3) Dial the *Station* number or press pre-programmed flexible button
- 4) Hang up

MAKE AN INTERCOM CALL

- 1) Lift handset or press **SPEAKER** button
- 2) Dial the *Station* number or press pre-programmed flexible button

PLACE A CALL ON HOLD

Press the **HOLD/SAVE** button to retain call at your station

RETRIEVE CALL ON HOLD

Press flashing **LINE** key on the phone to retrieve your held call

PAGE (ALL CALL)

- 1) Lift handset
- 2) Dial **5 4 9** then wait for tone before speaking
- 3) Hang up

REDIAL

- 1) Press the **REDIAL** button or soft key, scroll through last 10 dialed numbers using the navigation buttons (16 & 24 button handsets) or volume button (4 & 8 button handsets)
- 2) Press **HOLD/SAVE** button

ADVANCED FEATURES

MAKING A CONFERENCE CALL

- 1) Dial first party
- 2) Press **CONF** button or soft key
- 3) Dial 9 followed by phone # or dial another extension
- 4) Continue above steps until all parties are connected
- 5) Press **CONF** button twice to commence conference

#Note that you must have a CONF button programmed and conference access. The number of external members is limited to the number of lines on the system. All lines are in use for the duration of the Conference call.

CHANGE HEADSET/SPEAKER MODE

- 1) Press **TRANS/PGM** button
- 2) Dial **6 1** (Change Speaker key to headset key)
- 3) Select **1**(For Speaker) **0** (For Headset)
- 4) Press **HOLD/SAVE** or OK button

Speakerphone is disabled while phone is in headset mode; the speaker key becomes an ON/OFF toggle button for the headset.

CALL FORWARD TO STATION OR OUTSIDE LINE

- 1) Dial **5 5 4**
- 2) Select **1** for Unconditional All Calls
- 3) After selection dial *Station* number (e.g. 1000), or dial 9 followed by outside phone number

Calls will terminate at the destination station/number VM

CANCEL CALL FORWARD

Dial **5 5 4** followed by the # button to cancel

MUTE

Press **MUTE** soft key to switch ON/OFF the microphone

DO NOT DISTURB (DND) –Not available Attendant station

Press **DND** button OR dial **5 5 3** to switch ON/OFF

SET INTERCOM ANSWER MODE

This determines how your Station will ring when receiving an intercom call

- 1) Press **TRANS/PGM** button
- 2) Dial **1 3** and select
 1. Hands free (Auto answer after a BEEP tone)
 2. Tone ring
 3. Privacy announce (Auto Answer but you must pick-up the handset to talk)
- 3) Press **HOLD/SAVE** button or the OK button

PROGRAM SPEED DIAL NUMBER

- 1) Press **TRANS/PGM** button
- 2) Press **SPEED** button - Display will show next available speed bin number(Personal Speed bin range 000-099)
- 3) Press **HOLD/SAVE** button to select next available or dial desired speed bin number to edit specific number
- 4) Dial **9** for outside line
- 5) Enter the phone number you wish to store
- 6) Press **HOLD/SAVE** button
- 7) Enter name label using number chart
- 8) Press **HOLD/SAVE** button
- 9) Press **SPEAKER** button to exit

ALPHANUMERIC DIAL-PAD ENTRIES

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

SPEED DIAL ACCESS/USE

- 1) Lift handset and/or press **SPEED** button
- 2) Dial speed bin number
 - a. *Personal: (000-099)*
 - b. *System:(2000 through 4999)*

SPEED DIAL BY DIRECTORY SEARCH

- 1) Press **SPEED** button twice
- 2) Select corresponding number for the Phone Book
 - *Dial 1 View Station name for internal extensions*
 - *Dial 2 Private Directory for personal speed dials*
 - *Dial 3 Public Directory for system speed dials*
- 3) Dial Letter using the number chart and/or scroll up and down using either volume key or navigation dial.
- 4) Select Station or Speed bin by pressing the **HOLD/SAVE** button

PROGRAM FLEXIBLE BUTTON

- 1) Press **TRANS/PGM** button
- 2) Press flexible button to program
- 3) Dial feature e.g. Station No. (200), group number (VM 401) or desired button codes (see list)
- 4) Press **HOLD/SAVE** button
- 5) Press **SPEAKER** button to exit

ALARM SILENCE CODE – Dial 565 from attendant phone

BUTTON CODES FOR FLEXIBLE BUTTON PROGRAMMING

- CONF TRANS/PGM 9 1
- CALLBK TRANS/PGM 9 2
- DND TRANS/PGM 9 3
- REDIAL TRANS/PGM 9 7
- MUTE TRANS/PGM 9 5

Example: CONF button. Press TRANS/PGM then flex key to program. Press TRANS/PGM again followed by 9 1 then dial HOLD/SAVE to save.

TO ERASE FLEXIBLE BUTTON

- 1) Press **TRANS/PGM** button
- 2) Press flexible button to program
- 3) Press **HOLD/SAVE** button

VOICEMAIL

ACCESS VOICEMAIL ON-SITE

- Press **VM Access** button OR dial preconfigured Group number for Voice Mail (Typically 401)
- Enter password (Default is extension number followed by a 9). System password is looking for extension followed by password. For example: extension 100 with a password of 1234 will be entered as 1001234 when prompted for password
- Follow the voice prompts to navigate through voice mail, mail box configuration, voice mail greeting, or password

REMOTE ACCESS TO VOICE MAIL

- Once your Voice Mail has answered your call and during your greeting dial the # key
- Enter password (Default is extension number then *, i.e. 100*)
- Follow the voice prompts to navigate through voice mail, mail box Configuration, voice mail greeting, or password