



User's Guide

This user's guide is to be used for
LIP-8008E, LIP-8012E & LIP-8024E

IP Phones

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 and dial number.
- 2) Or press Loop 1 or Loop 2 to get outside dial tone and dial number.

Answer a Call

- 1) If Phone Ringing; Lift handset or press SPEAKER button for hands free

Redial

- 1) Press the LOG button, scroll through last 10 dialed numbers using the navigation buttons (16 & 24 button handsets) or volume button (4 & 8 button handsets)
- 2) Press SEND button to make call
- 3) Or Press the REDIAL button, scroll through last 10 dialed numbers using the navigation buttons (16 & 24 button handsets) or volume button (4 & 8 button handsets)
- 4) Press HOLD/SAVE button or the OK button

Transfer a Call

- 1) While on Call press TRANS/PGM button (FLASH button on Analog)
- 2) Dial the Station number, announce call & hang up
- 3) Alternatively press pre-programmed flexible button, announce and hang up.

Place a Call On Hold

- 1) Press the HOLD/SAVE button
- 2) This is an exclusive hold and can only be picked up from the originating handset, use PARK function to make accessible to others.

Retrieve a Call On Hold

- 1) Press the flashing LOOP button

Park a Call

- 1) Press Park 1 (601) or Park 2 (602) or Press TRANS/PGM button (FLASH button on Analog)
- 2) Dial Parking location number (601~610)
- 3) Hang up or press SPEAKER button

Retrieve Parked Call

- 1) Lift handset on any Station (or press SPEAKER button)
- 2) Press flashing Park 1 (601) or Park 2 (602) or dial parking location number (601~610)

Page (All Call)

- 1) Dial 5 4 9
- 2) Lift handset and wait for tone before speaking

Mute

Press MUTE button to switch microphone On/Off

Do Not Disturb

- 1) Press DND button (or Dial 5 5 3)
- 2) Repeat to remove

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

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 620)
- 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 1001234when 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

