

LIP-9020 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. **Soft keys:** these buttons are interactive and have a changing function based on the phone's status
13. **Flex keys:** a line, feature or quick dial can be assigned to these 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 dialled 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**

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

Listening to Voicemail (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

Answering an Incoming Call	Lift the handset or press the PICKUP soft key. To answer a call on another extension that is programmed to one of the phones 10 flex keys, press the flashing flex key <i>before</i> lifting the handset.
Making an External Call	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.
Making an Internal Call	Lift the handset. Dial the extension Number or press the flex key assigned to the contact.
Rejecting a Call	Press the DND button when a call comes in.
Placing a Call on Hold	Press the Hold button. To reconnect the call, press the Green flashing flex key.

Parking a call

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

Transferring a call

Transferring a Call	During an active call, press either the Transfer button or the TRANS soft key. 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.
Returning to Caller from a Transfer	If you are unable to transfer the call, press the Green flashing flex key to return to the caller.

Redialling a number

Call Log List of phone numbers called and received	Press the LOG soft key. Scroll through the list using the Navigation buttons. To redial a number press the SEND soft key. To find out information on the call press the DETAIL soft key. Press BACK to exit.
--	---

Features

Do-Not-Disturb Makes your extension unavailable	Press the DND key to activate. Press the DND key again to deactivate. Please note that this is not available on the attendant handset.
Ad Hoc Conference Calls 3 way calling	To call the first party, follow "Making an External/internal Call" above for instructions. Once connected press the pre-programmed CONF flex key* once. Call the second party (as above). Once connected, press the CONF flex key twice to connect the calls. *To program a flex key, press Transfer then the key you wish to assign, dial 91 and then press OK .

Programming Call Forward
(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

Redline Tele.com Ltd
13 Commercial Road
Hereford
HR1 2BB



Tel: 01432 367188
Email: asimmonds@redlinetele.com
Web: www.redlinetele.com

Authorised Reseller

iPECS
AN ERICSSON-LG BRAND

The content of this document is subject to revision without notice due to continued progress in methodology, design and manufacturing. Ericsson-LG Enterprise shall have no liability for any error or damage of any kind resulting from the use of this document
© Ericsson-LG Enterprise Co., Ltd. 2019 Version 1.0
Ericsson-LG Enterprise Co., Ltd.
(431-749) 77, Heungan-daero 81 beon-gil, Dongan-gu, Anyang-si, Gyeonggi-do, South Korea
www.ericssonlg-enterprise.com | www.iPECS.com