

# Ericsson-LG LIP-8000 Series IP Telephone User Guide

**iPECS**  
DOCUMENTATION

 **System  
Communications**  
Business Telephone Systems

2041 N. Hwy 83, E | Franktown, CO | 80116 | 303.688.6191

[www.systemcommunications.com](http://www.systemcommunications.com)

Copyright © 2013 System Communications  
All Rights Reserved

This material is copyrighted by System Communications. Any unauthorized use, reproduction, alteration, or disclosure of this material, or any part thereof, is strictly prohibited without the express written permission of System Communications.

System Communications reserves the right to make changes to this material at any time and without notice. The information provided by System Communications in this manual is believed to be accurate and reliable but is not warranted to be true in all cases.

Any comments regarding information in this document should be forwarded to:

[info@systemcommunications.com](mailto:info@systemcommunications.com)

## Contents

User Guide for Ericsson-LG 8000 Series IP Phones .....	1
To Make a Call .....	1
To Answer a Call .....	1
To Transfer a Call .....	1
To Intercom .....	1
To Place a Call on Hold.....	1
To Page (All Call) .....	1
To Page a Specific Zone .....	1
Call Log .....	2
To Park a Call .....	2
To Retrieve a Parked Call .....	2
Callback Set .....	2
Call Forwarding Set.....	2
Cancel Call Forward .....	3
Set Intercom Answer Mode .....	3
Mute .....	3
Group Pickup.....	3
Differential Ring for Individual Station .....	3
Internal Ring .....	3
External Ring .....	3
Program Speed Dial .....	3
To Use Speed Dial .....	4
Station Name Program .....	4
Global Station Name Program (System Attendant Only) .....	4
Music (On & Off).....	4

Making a Conference Call .....4

Do Not Disturb.....5

Change Headset/ Speaker Mode.....5

Change System Date and Time – Attendant Only .....5

System Night Switch – Attendant Station Only .....5

Program Flexible Button .....5

To Erase Flexible Button .....6

    System Message or Greetings.....6

Announcement Messages.....6

    Voice Mail.....6

Voice Mail – VSF .....6

Remote Access to Voice Mail .....6

# User Guide for Ericsson-LG 8000 Series IP Phones

*The feature codes contained within this quick reference guide are subjected to change depending on each customer's configuration setup on their system. Some features maybe disabled. Please contact your administrator for more information.*

## *To Make a Call*

- Lift Handset and dial 9 for the next available line and dial number, or
- Press one of your line buttons on your phone and dial number

## *To Answer a Call*

- If Phone is a ringing phone: Lift Handset or press **Speaker** button for hands free
- If Phone is **not** a ringing phone: Lift handset and/or press flashing line button or press **Pickup Button** ( if pickup group is programmed)

## *To Transfer a Call*

- While on Call press **TRANS/PGM** button.
- Dial the station number or press pre-programmed button
- Announce Call when the transferred to party answers the call or Hang Up to blind transfer the call

## *To Intercom*

- Lift Handset or press **Speaker** button
- Dial the station number or press pre-programmed station button

## *To Place a Call on Hold*

- Press the **Hold/ Save** button
- Pressing the button **Once** is for system hold (all phones have access to the call)
- Pressing the button **Twice** is for exclusive hold (only the phone that was pressed twice can pick the call up)

## *To Page (All Call)*

- Dial 549 (Internal and External), or
- Dial 543 (Internal only), or
- Dial 545 ( External Zone 1 only) or 546 ( External Zone 2 only)
- Lift handset and wait for tone before speaking

## *To Page a Specific Zone*

- Dial 401 through 435
- Lift Handset and wait for tone before speaking

Contact your system administrator for a list of applicable paging zones

### *Call Log*

- Press the **LOG Button** to scroll through the last 100 received and missed numbers using the Navigation button in the center of the phone (8012 and 8024 button phones)
- Press **Hold/ Save Button** to dial the number in the log display
- For other than 8012 or 8024 phones, press **Speed Button** then the \*
- Press the **Back** softkey to display the last **Received Call** and **Dialed Call**
- Use the **Volume Up** or **Volume Down** keys to scroll through the log file
- Press **OK** to dial the displayed number

### *To Park a Call*

- Press **Trans/ PGM Button**
- Dial Park location number (601-610) or press a pre-programmed park button
- Hang up

### *To Retrieve a Parked Call*

- Lift Handset on any Station (or press **Speaker** button)
- Dial the Park location number (601-610)

### *Call Back Set*

- Dial a busy Station or accessing a busy outgoing line
- Press **Call Back** Button
- Hang up ( if voice mail is used, hold to leave a message on Station)
- Once calling party or outgoing line is free your station will ring
- Pickup to make call to station or use outgoing line

### *Call Forwarding Set*

- Dial **5 5 4**
- Select number for call forwarding type
  - 0** – Remote Call Forward ( If set by technician)
  - 1** – Unconditional all calls
  - 2** – Busy Calls
  - 3** – No Answer Calls
  - 4** – Busy/ No answer Calls
  - 5** – Incoming outside line to off-net phone number (system attendant only, if set by technician)
  - #** - Cancel Divert
- After selection dial station (e.g. 100), Hunt Group number (e.g. 620 for Voice Mail), or Speed Bin number (e.g. 200)

Note – Stations, Groups, and Speed Dial Numbers can change for each individual system. Please contact your administrator for more information.

### *Call Forwarding Cancel*

- Dial **5 5 4**
- Then press **#**

### *Set Intercom Answer Mode*

This option determines how your station will ring when receiving an intercom call

- Press **TRANS/ PGM** Button
- Dial **1 3** and select
  - 1 – for Hands free (Auto answer after a BEEP tone)
  - 2 – for Tone Ringing
  - 3 – for Privacy Announce ( Auto answer but you must pickup the handset to talk)
- Press **Hold/ Save** Button

### *Mute*

Press the **Mute Button** to switch off the microphone

Press the **Mute Button** to switch on the microphone

### *Group Pickup*

- Press **Pickup Button** or Dial **\*\***
- Then Lift Handset to talk. This action will answer the longest ringing call and will only pickup calls that are programmed in your group

### *Differential Ring for Individual Station*

#### *Internal Ring*

- To Set different **Internal Ring**
- Press **TRANS/PGM** Button
- Dial **1 1**
- Dial **1 to 8** to choose the ring tone
- Press **Hold/ Save**

#### *External Ring*

- To Set different **External Ring**
- Press **TRANS/ PGM** Button
- Press **1 2**
- Dial **1 to 8** to choose the ring tone
- Press **Hold/ Save**

### *Program Speed Dial*

- Press **Trans/Pgm** Button
- Press **Speed** Button
- Display will show next available speed bin number
- Enter the Speed Dial Number to be programmed

- **Dial 9** for an outside line
- Enter the phone number you would like to store
- Press **Hold/ Save** Button
- Enter in the dial by name label using the number chart on last page
- Press **Hold/ Save** Button
- Press Speaker Button to exit

Note – System Speed Dials can range from 200-999 or 20000-39000 and Station Speed Dial range from 00-19 or 00-99 depending on your system type. Please contact your administrator for more information.

#### *To Use Speed Dial*

- Lift Handset and/ or
- Press **Speed** Button
- Dial Speed Bin Number (e.g. 200)

#### *Station Name Program*

- Press **TRANS/ PGM** Button
- Dial **7 4** (or **0 7 1** from system attendant + Station Number)
- Enter in Station name label using number chart on last page
- Press **Hold/ Save** Button when done

#### *Global Station Name Program (System Attendant Only)*

- Press **TRANS/ PGM** Button
- Dial **0 7 1**
- Enter the Station number you are programming
- Enter in the Station name label using the chart on the last page
- Press **Hold/ Save** Button when done

#### *Music (On & Off)*

- Press **Trans/ PGM** Button
- Dial **7 3**
- Select Background Music Channel by dialing **0-3** (Usually 01 for Music on Hold source, 00 turns music off)
- Press **Hold/ Save** Button

#### *Making a Conference Call*

- Dial first party
- Press **Conf** Button or **Conf Soft key in Display** - (**The 8 Button Display Phones require a button to be programmed on the phone**)
- Dial next party (Line or Extension)



- Press **Conf** twice to join the two parties together with the originating caller. A station can add two callers to a conference call; more than three callers on a single conference will require use of the MCIM conference bridge.

#### *Do Not Disturb*

- Press **DND** Button or,
- Dial **5 5 3**
- Repeat to Remove

#### *Change Headset/ Speaker Mode*

- Press **TRANS/ PGM** button
- Dial **6 1** (Change Speaker key to Headset key)
- Select **1** (On) or **0** (Off)
- Press **Hold/ Save**

#### *Change System Date and Time – Attendant Only*

- Press **TRANS/ PGM** button
- Dial **0 4 1**
- Prompts for date entry (MM/DD/YY)
- Dial date e.g. 120112 (Dec 1, 2012)
- Press **Hold/ Save**
- Prompts time entry (HH:MM)
- Dial time e.g. 13:15 (01:15pm)
- Press **Hold/ Save**

#### *System Night Switch – Attendant Station Only*

This option changes the way the telephone system will behave for incoming calls, this will be setup by your technician

- Press **DND/FWD button** to toggle through the below ring modes
  - 1 – Day ( Normal Display)
  - 2 – Night
  - 3 – Timed Ring Mode
  - 4 – Auto Ring Mode
  - 5 – Scenario (00-16)

Press **HOLD/ Save** Button

#### *Program Flexible Button*

- Press **TRANS/ PGM** button
- Press flexible button to program
- Dial feature code e.g. Station Number (200), group number (Voice Mail 620) or Desired Codes (List Below)
- Press **Hold/ Save** button

- Press **Speaker** button to exit

#### *To Erase Flexible Button*

- Press **TRANS/ PGM** button
- Press flexible button to program
- Press **Hold/ Save**

## **System Message or Greetings**

#### *Announcement Messages*

- From Attendant Phone ( Dial 0 to Verify Attendant Phone)
- Press **TRANS/ PGM**
- Dial **0 + 6**
- Enter System Message Number (i.e. 001)
- REC Type is 1
- Press **#** to Start Recording (or wait to listen to the current recording)
- Record your New Greeting
- Press **Hold/ Save** to end recording

## **Voice Mail**

#### *Voice Mail – VSF*

- Dial preconfigured group number for voice mail (Usually 620)
- Prompt for your Password
- Enter 4 digit password (Default is extension number then \*, i.e. 100\*)
- Follow the voice prompts to navigate through the voice mail, mailbox configuration, voice mail greeting, or password etc.

#### *Remote Access to Voice Mail*

- Once your Voice Mail has answered your call and during your greeting press the **# key**
- You are then prompted for your password
- Enter 4 digit password (Default is extension number then \*, i.e. 100\*)
- Follow the voice prompts to navigate through voice mail, mailbox configuration, voice mail greeting, or password etc.