

[illegible]

*Personal Speed Dial numbers* 00 – 19  
*System Speed Dial numbers* 200 – 999


10.1 cm Times Roman 12  
10.6 cm Times Roman 12  
11.1 cm

## SINGLE LINE TELEPHONES

## TO MAKE AN OUTSIDE CALL

- Lift the handset and dial 0
- Dial the telephone number required

## TO ANSWER AN INCOMING CALL

*Ringin' on your phone:*

- Lift the handset and answer

## TO ANSWER A WAITING CALL

*You will hear a warning tone in the handset:*

- Hang up on present call OR  
Park present call OR  
Transfer the present call and hang up

## TO TERMINATE A CALL

- Replace the handset.

## TO CALL THE SWITCHBOARD

- Lift the handset
- Dial 9

## TO CALL INTERNAL EXTENSIONS

- Lift the handset
- Dial the Extension number on the keypad

## TO PUT CALL ON/OFF HOLD

- Lift the handset
- Press the **E/Flash** key to put a call on hold
- Press the **E/Flash** key again to take a call off hold

## MAKING AN UNSCREENED TRANSFER

- Put the call on hold by pressing **E/Flash** key
- Dial Extension number on numeric keypad
- Replace the handset

*When transferring a call to a busy Extension, the call will be camped on. When the Extension replaces the handset, the phone will ring.*

## Speed Dial Numbers

[illegible]LG 100 and LG FPII

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*Personal Speed Dial numbers 00 – 19*

*System Speed Dial numbers 200 – 399*

LG 162

*Personal Speed Dial numbers 00 – 19*

*System Speed Dial numbers 200 – 999*

**NOTES:****MAKING A SCREENED TRANSFER****SLT 3**

- Put call on hold by pressing ***E/Flash*** key
- Dial Extension number on numeric keypad
- Wait to announce the call
- Replace the handset to transfer

*Press ***E/Flash*** key to retrieve the call if no transfer is required.*

**ANSWERING A SPECIFIC RINGING EXTENSION**

When you hear a specific telephone ringing:

- Lift the handset
- Dial 7
- Dial the Extension number of the ringing telephone and answer the call.

**ANSWERING A RINGING EXTENSION IN YOUR GROUP**

- Lift the handset
- Dial 66

*Extensions have to be pre-programmed into groups*

**ANSWERING A CALL IN NIGHT SERVICE**

- Lift the handset
- Dial 69 and answer

**BROKER CALL**

- Make or receive the first call (internal or external)
- Put call on hold by pressing ***E/Flash*** key
- Make the second call (internal or external)
- Press ***E/Flash*** key to toggle between parties

*Conference can be established if required.*

**LAST NUMBER REDIAL**

- Lift the handset
- Dial 52 or press the ***REDIAL*** key

## PROGRAMMING PERSONAL SPEED DIAL NUMBERS

- Lift the handset
- Dial 55
- Dial in Personal Speed Dial code (00 – 19)
- Dial the telephone number
- Press the ***E/Flash*** key to save
- Type the next speed dial code and continue programming as directed.

*To exit, replace the handset.*

## USING SPEED DIALLING

- Lift the handset
- Dial 58
- Enter Speed Dial code 00 – 19  
*for Personal Speed Dial*
- Enter Speed Dial code 200 – 999 (LG162)  
   200 – 399 (LG100)  
   200 – 399 (LGFPII)  
*for System Speed Dial.*

**CALL BACK WHEN FREE**

### Automatic Callback by busy Extension or Line

- Dial Extension or Trunk Line (Busy)
- Press ***E/Flash*** key
- Dial 56

*You will hear confirmation tone*

- Hang up

*System will call back when Extension or Line is available.*

*The callback will be automatically cancelled if not answered within 20 seconds after Call Back.*

## TO PARK A CALL

- Press **E/Flash** key
- Dial Call Park Bin      601 – 619 (LG162)  
601 – 610 (LG100)  
601 – 605 (LGFPII)

If Park Bin is occupied (busy tone) then press ***E/Flash*** key and ask caller to hold then follow the above procedure with a new Park Bin number.

- Hang up (on confirmation tone)

## TO RETRIEVE A PARKED CALL

- Dial Call Park Bin number (601 – 619)

**NOTES:**

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## CONFERENCE CALLS

- Make or receive the first call (internal or external)
- Put call on hold by pressing **E/Flash** key
- Make the second call (internal or external)
- Warn party that you are doing a conference call and press **E/Flash** key, wait 1 second, then press **E/Flash** key again.

*All three parties will now be connected.*

## SET DISPLAY MESSAGES

*You can choose preselected messages to be displayed on the LCD screen of the Extension calling you.*

*Messages:*

- 01) Lunch, Rtn HH:MM
- 02) On Vacation Rtn at MM DD
- 03) Out of Office Rtn Time HH:MM
- 04) Out of Office Rtn at MM DD
- 05) Out of Office Rtn
- 06) Call: XXX
- 07) In Office : Sta XXX
- 08) In a Meeting Rtn Time HH:MM
- 09) At Home
- 10) At Branch Office

*To activate:*

- Lift the handset
- Dial 3 (confirmation tone)
- Dial 77
- Dial number of desired message and Date, Time or Extension number required.
- Press **E/Flash** button

*To cancel;*

- Lift the handset
- Dial 3 (confirmation tone)
- Dial 77 and #
- Hang up

## INTRUDE TONE

If you dial a busy Extension you can alert the busy Extension with a tone :

- Call Extension (Busy)
- Press \* key
- Wait for Extension to respond

## REGISTERING A PASSWORD

*To register password:*

- Lift the handset
- Dial 3 (confirmation tone)
- Dial 44
- Dial new 5-digit password
- Press the **E/Flash** key
- Replace the handset

*To change your password:*

- Lift the handset
- Dial 3 (confirmation tone)
- Dial 45
- Dial old 5-digit password
- Wait for confirmation tone
- Dial new 5-digit password
- Press **E/Flash** key
- Replace the handset

## TO LOCK AND UNLOCK A TELEPHONE

*To lock your phone:*

- Lift the handset
- Dial 3 (confirmation tone)
- Dial 46
- Press the **E/Flash** key
- Replace the handset

*To unlock your phone:*

- Lift the handset
- Dial 3 (confirmation tone)
- Dial 47
- Dial your 5-digit password
- Press the **E/Flash** key
- Replace the handset

*Confirmation tone will be heard*

## TO SET A MESSAGE INDICATION

- Call Extension
- If there is no answer, press **E/Flash**
- Dial 56

## TO RESPOND TO A MESSAGE

- Lift the handset
- Dial 57

*Your Extension will automatically call the Extension that left the message on your Extension*

## CALL FOLLOW ME

To forward all calls from another Extension:

- Lift the handset
- Dial 54
- Dial Option 0
- Type in your own Extension number
- Dial Password (see instructions on Registering Passwords further on)

*This diverts all calls from your Extension to the Extension doing the setting i.e that you are sitting at.*

## CALL FORWARDING – ALL CALLS

To Forward All Calls to another Extension:

- Lift the handset
- Dial 54
- Dial Option 1
- Dial Extension number that must receive your calls.

## CALL FORWARDING WHEN BUSY

To Forward Calls to another Extension when Busy:

- Lift the handset
- Dial 54
- Dial Option 2
- Dial Extension number that must receive your calls when you are busy on a call.

## CALL FORWARDING NO ANSWER

To Forward Calls to another Extension when No Answer:

- Lift the handset
- Dial 54
- Dial Option 3
- Dial Extension number that must receive your calls when you do not answer the call.

## CALL FORWARDING BUSY / NO ANSWER

To Forward Calls to another Extension when Busy AND/OR No Answer:

- Lift the handset
- Dial 54
- Dial Option 4
- Dial Extension number that will receive your calls when you are busy on another call or do not answer the call.

## TO CANCEL ALL CALL FORWARDS

- Lift the handset
- Dial 54 and #
- Replace the handset

*NOTE :- Call Follow Me can only be cancelled from the Extension that set the Follow Me.*

## SETTING DO NOT DISTURB

- Lift the handset
- Dial 53 on the keypad
- Replace the handset

*Setting indicated by stutter dial tone on future calls.*

## TO CANCEL DO NOT DISTURB

- Lift the handset (listen for stutter dial tone)
- Dial 53 on the keypad
- Replace the handset

## PAGING INTERNAL PRESET GROUPS

Paging internal speakers of Terminals only

- Lift handset
- Dial group number      401 – 420(LG162)  
   401 – 415(LG100)  
   401 – 405(LGFPII)
- Pause for tone
- Make your announcement

## EXTERNAL PAGE

Paging external speakers (PA System) if applicable

- Lift the handset
- Dial 48
- Pause for tone
- Make your announcement

## PAGE ALL INTERNAL AND EXTERNAL

- Lift handset
- Dial 49
- Pause for tone
- Make your announcement

## ANSWERING A PAGING CALL

- Lift handset
- Dial 44

*You are automatically connected to the paging party*

## SLT 6