

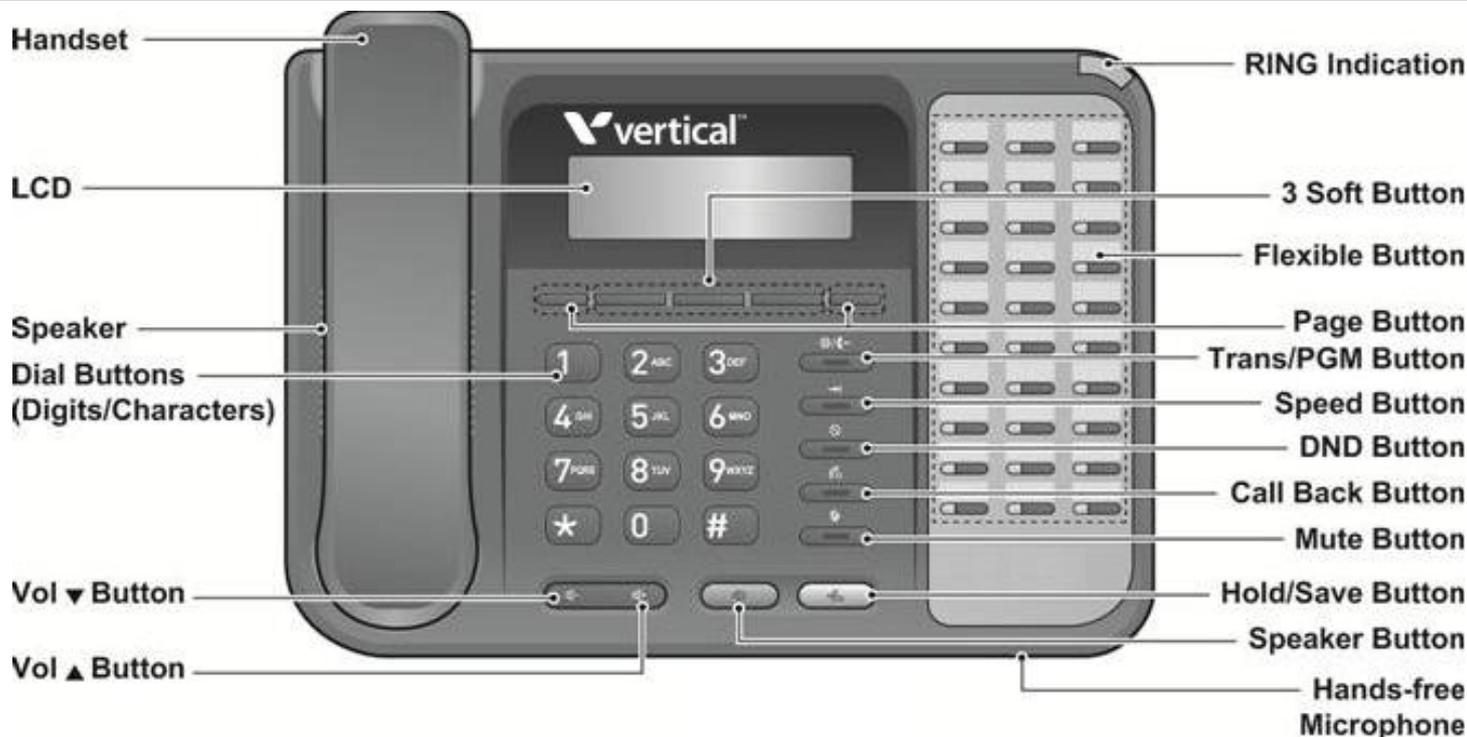


User Guide

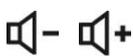
LDP-9030D Digital Telephone



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Fixed Feature button definition

Button	Description
3 Soft	Used in conjunction with fixed and flexible features, and the function changes in relation to call progress, as indicated on the LCD display.
Page	Used to change more additional functions on the LCD display .
 Trans/PGM	This button is used to initiate a call transfer (TRS) or to enter programming mode (PGM).
 Speed	Used to access speed dialing, speed programming, save number redial, and last number redial.
 DND	The DND (Do Not Disturb) feature blocks all incoming calls. When DND is active, the red LED in this button is illuminated.
 Call Back	A station can initiate a call back request to a busy station. Once that station becomes idle, the initiating station is signaled.
 Mute	Toggle outgoing audio; red LED illuminates.
 Volume	The volume button adjusts the audio levels for ringing, handset and speakerphone functions.
 Speaker	Speaker toggles the speakerphone state, and the red LED is illuminated when the speakerphone is active.
 Hold/Save	This button is used to put a call on hold or save information when programming.
Flexible	Some flexible buttons are pre-programmed in the system for line appearances, loop functions etc. The remaining flexible buttons can be user-programmed.
Visual Ringing LED	Illuminates when the phone is ringing.
LCD Display	Displays information about telephone status, dialing directories, and test message information.
Hands-free Microphone	Microphone is used for hands-free speakerphone function.

LDP Keypad User Operation

Receiving calls _ Answering a Call While Idle :

1. Lift the handset and press the flashing Flex button (as needed), the call will be connected.

Responding to a Call While Busy

1. Press **[Hold/Save]** and/or
2. Press the flashing CO line button.

Answering Calls to Other Stations

To answer a call ringing at another station:

1. Lift the handset,
2. Dial 7 (Directed Call Pick-Up code),
3. Dial the Intercom Number of the ringing station; the call will be connected.

To answer a call ringing at a station in your group:

1. Lift the handset,
2. Dial * * (Group Call Pick-Up code), the call is connected.

Using Do-Not-Disturb (DND) to Block Incoming Calls

To toggle DND ON and OFF:

1. Press the **[DND]** button.

Forwarding calls to another Station or Voice Mail

To activate Call Forward from your phone to another phone or internal system resource:

1. Lift the handset,
2. Press the **[Fwd]** Soft button,
3. Dial the type of forward code 1-4
4. Dial the destination number.

Placing Intercom calls

To place an Intercom call:

1. Lift the handset,
2. Dial the Intercom number of the desired station,
3. On answer or Splash tone, speak to the called party.

Using Camp-On when calling a busy station

To Camp-On (wait off-hook) for a busy station:

1. Press **[*]** and wait an answer.

Using Last Number Redial (LNR)

To dial the Last Number for an external call:

1. Lift the handset,
2. Select the **[Redial]** Soft button,
3. Press **[▼ volume ▲]** to select from the last 10 numbers dialed,
4. Press the **[Send]** Soft button or **[Hold/Save]**.

Using System Speed Dial Numbers

To place a call using System Speed Dial:

1. Lift the handset,
2. Press the **[Speed]** button,
3. Dial the desired System Speed Dial bin number

Using and Entering Station Speed Dial Numbers

To place a call using Station Speed Dial:

1. Lift the handset,
2. Press **[Speed]**,
3. Dial the desired Station Speed Dial bin number

To enter a Station Speed Dial number with CO Line and Name:

1. Press **[Trans/PGM]**,
2. Press **[Speed]**,
3. Dial the desired Station Speed Dial bin number,
4. Select/dial the CO line/group,
5. Dial the desired number to be stored,
6. Press **[Hold/Save]**,
7. Enter the associated name if desired, using the alpha-numeric entry chart,
8. Press **[Hold/Save]**.

To assign a Station Speed Dial number directly to a Flex button:

1. Press **[Trans/PGM]**,
2. Press the desired **[Flexible]** button,
3. Dial the desired number including CO Line/Group access code
4. Press **[Hold/Save]**,
5. Enter the associated name if desired, using the Character Entry chart,
6. Press **[Hold/Save]**.

ACNR: To retry a busy external number until answered

To set up an ACNR, while on an outgoing call:

1. Use the Navigation button to display the next menu and select the **[ACNR]** Soft button,
2. Hang-up handset.

To cancel the ACNR request:

1. Press the **[ACNR]** Soft button.

Call Transfer: Sending a call to a different destination

To Transfer an active call:

1. Press **[Trans/PGM]**,
2. Call receiving party,
3. Hang-up with or without announcement.

Call Hold: Placing a call in a waiting state

To place a call on Hold:

1. Press **[Hold/Save]**.

Joining Multiple People in a Conference

To establish a Conference:

1. Establish call with one of the desired conference parties,
2. Select the **[Conf]** Soft button,
3. Establish call with the other conference party,
4. Select the **[Conf]** Soft button,
5. Select the **[Conf]** Soft button again to establish the conference.

To place a Conference on Hold:

1. Press the **[Hold/Save]** button.

To retrieve the Conference:

1. Select the **[Conf]** Soft button.

To make an External-parties-only Conference:

1. Establish conference with two external parties,
2. Select the **[Conf]** Soft button to exit.

To enter pre-opened Conference Room:

1. Dial 5 7 X when X is the conference room number.