



# LiK System

User Guide



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# 1. Getting Started

## 1.1 General

Your telephone is connected to an advanced technology highly versatile fully featured telecom system designed to make office communications easy and productive. Employing state of the art Voice over Internet Protocol (VoIP) technology, voice and data converge on a single IP packet network. Because each LIP keyset is an IP appliance, it can be moved easily throughout the office LAN and maintain normal operation.

## 1.2 Feature Information

We have taken every effort to make this user guide simple and straight-forward. The guide starts with the simpler operations of the LIP keyset Speakerphone, moves to receiving and placing calls and then to more advanced features. Each section includes step-by-step operations for the LIP keyset, shaded in blue, and SLT, shown shaded in green. In addition a brief and basic description of each feature is provided.

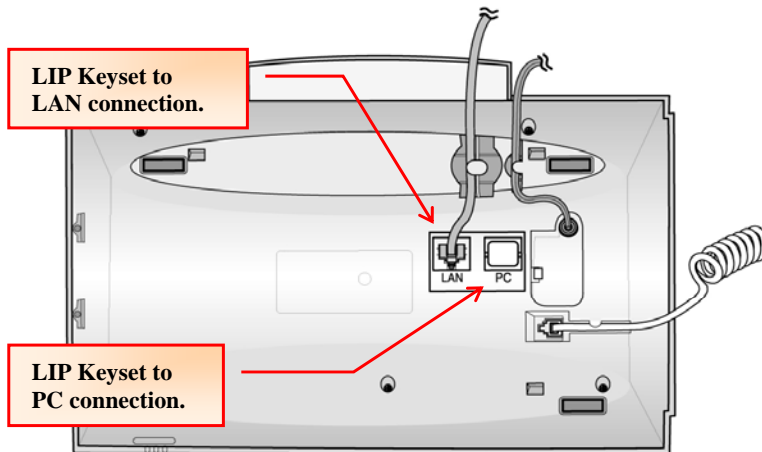
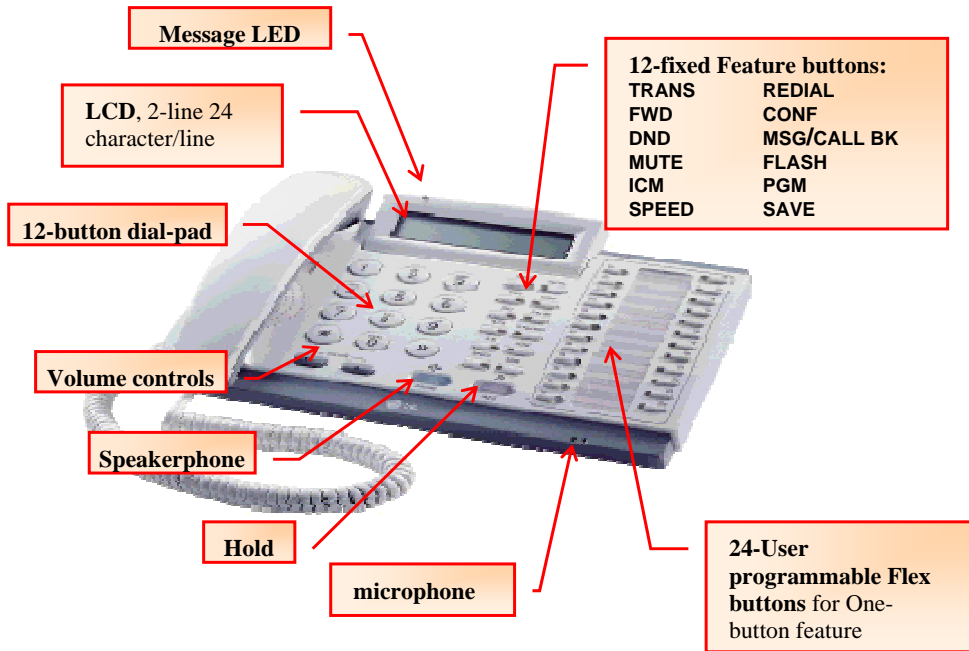
The operations shown in this guide use the system's base default Numbering Plan. Your Numbering Plan may be different.

Note that some features may not be available for you to access or may be subject to certain limitations based on the set-up of the system. In addition, if you have an SLT, certain features will not be available to you.

## 1.3 Feature Groupings

Features have been divided into groups, *Receiving calls*, *Placing calls* etc. Within each group, features are arranged according to the editor's opinion of frequency of use and the difficulty of operation. Every effort has been taken to divide the features into a logical and consistent sequence so that features can be quickly located. While individuals may find it difficult to locate specific feature references, the editor believes the majority of users will quickly adjust to the grouping.

**1.4 LIP Keypad Description**



## 2. LIP keyset LCD, Speakerphone & related features

### 2.1 LCD operation

The Liquid Crystal Display (LCD) of the LIP keyset has two lines of 24 characters each. The LCD is used to convey information to you. It provides date, time and station number display while idle. It will also provide called/calling name/number display, feature status and a menu to guide you through [User Program](#) selections.

### 2.2 Using the speakerphone

#### LIP Keypad feature operation.

To activate the Speakerphone to answer or place a call;

- Press the **[SPEAKER]** button, the phone goes off-hook with audio from the speaker and over microphone.

To control the volume of the Speakerphone or handset;

- Press the **[VOLUME ▲]** button.

To Mute the microphone;

- Press the **[MUTE]** button.

To activate Group Listen while on an active handset call;

- Press the **[SPEAKER]** button.

You can activate the LIP keypad **Speakerphone** at any time, except for [Paging](#), in place of lifting the handset to receive or place calls. Calls can be placed with **On-hook Dialing**, dialing while using the **Speakerphone**.

In addition, you may switch between the handset and **Speakerphone** during a call. By keeping the handset Off-hook, you activate the **Group Listen** feature, which provides incoming audio over the speaker with outgoing audio over the handset. This permits a local 'group' to listen to both sides of the conversation without interfering with the conversation.

While on the **Speakerphone**, you can **Mute** the microphone with the **[MUTE]** button. When Mute is active, the **[MUTE]** button LED will be On.

If assigned **Auto Speaker Select**, you may activate/access a feature by pressing its Flex button, the system automatically inserts a **Speakerphone** selection to your selection.

When a **Headset** is needed and the headset mode active, the **[SPEAKER]** button controls the On/Off hook state for the phone.

## 3. Receiving calls

### 3.1 Answering a call while idle

#### LIP Keypad feature operation.

To answer a call ringing at your phone;

- Lift the handset and, if required, press the flashing Flex button, the call is connected.

To respond to an Intercom Voice Announce call;

- In HF mode signaling, simply speak as normal into the microphone or,
- In Privacy Mode signaling, lift the handset to respond.

#### SLT feature operation.

To answer a call ringing at your phone;

- Lift the handset and, the call is connected.

There are 3 basic types of incoming calls; internal/external ringing calls, Intercom Voice Announce calls, and Hold recalls.

Your phone may be assigned Ringing Line Preference, calls that ring are answered by lifting the handset. Otherwise, you must press the flashing Flex button.

Internal calls are placed to your phone by other users dialing your Intercom number.

External calls are from CO lines or VoIP channels that are programmed to ring at your phone. For external calls, Delay Ring may be assigned allowing others to answer the call before the call rings at your phone.

External calls to a LIP keypad will appear either under the CO/IP line button or a LOOP button

You might receive calls forwarded in some manner from another user. If you provide call coverage for other users, you may also receive Station Call Coverage calls.

Calls you place on Hold, including Transfers, parked calls, etc. will recall if left on hold for too long.

ICM Voice Announce calls, which are only available to the LIP Keypad, are answered based on the ICM Signaling mode at the receiving phone; in HF (Hands-free) mode, after splash tone and announcement, speak normally into the microphone. In the PV (Privacy) mode, lift the handset to respond. You can assign the ICM Signaling mode in Station Programming.

The LCD will display the calling number or, if available, the name for the station or CO/VoIP line, CO Line Name Display.

### 3.2 Responding to a call a while busy

#### LIP Keypad feature operation.

##### To answer a Call Waiting;

- Press the Hold button and/or,
- Press the flashing Flex button.

##### To activate One-time DND;

- Press the **DND** button.

##### To send a Silent Text Message;

- Press the desired **Text Message** button.

#### SLT feature operation.

##### To answer a Call Waiting Camp-On tone;

- Momentarily press the hook-switch,
- Dial Camp-On feature code 600.

There are several types Off-hook Signals you may receive while you are busy on another call. You may receive **Muted Ring** (LIP keypad only), **Camp-On** tones, or **Voice-Over** announcements.

Muted ring is provided over the speaker of your LIP keypad indicating a **Call Waiting**.

While busy, you may receive **Camp On** tones, a burst of tone on top of the existing call, as an indication of another call waiting.

While busy, certain stations can activate **Voice Over** to your phone. In this case you will receive audio from both the active call and the **Voice Over** announcement at the same time.

You may respond to any of these **Off-hook Signals** in one of several ways; you may place your existing call on **Hold** and respond to the new incoming call, you may activate **One-time DND**, you may send a **Silent Text Message** or, you may ignore the new call.

**One-time DND** and **Silent Text Message** features are only available to LIP keypad users. **Silent Text Messages**, which requires a **TEXT MESSAGE** button, cannot be sent to a SLT or other non-display terminal.

The Attendant or Secretary may use **Intrusion** to announce a call while you are busy.

### 3.3 Differential Ring Signals

#### LIP Keypad feature operation.

##### To download a Ring Tone from system's memory;

- Press the **PGM** button,
- Dial 1 for Ring Tones,
- Dial 5 for Ring Tone download,
- Dial the memory location to receive the tone (5~8),
- Dial tone number 0~9, tone is heard,
- Press the **SAVE** button to download.

##### To select a Ring Tone from the phone's memory;

- Press the PGM button,
- Dial 1 for Ring Tones,
- Dial 1 or 2 for Internal or External ring,
- Dial tone number 1~8,
- Press the **SAVE** button to make the selection.

When multiple phones in a small area ring, it can be difficult to tell which are ringing. The LIP Keypad has 14 **Ring Tones** available for differentiating ring from one phone to another. Four of the tones are stored in the phone's permanent memory, the remaining tones are in the system's memory. Four of the ten can be downloaded into the phone memory for use as the 5<sup>th</sup> to 8<sup>th</sup> **Ring Tone**.

### 3.4 Answering Calls at Night

#### LIP Keypad feature operation.

To answer a call ringing over an external bell;

- Lift the handset,
- Dial the UNA code **567**.

#### SLT feature operation.

To answer a call ringing over an external bell;

- Lift the handset,
- Dial the UNA code **567**.

In the Night mode, Loud Bell Control may be used to send ring signals to external bells. You may then answer these calls with Universal Night Answer (UNA).

### 3.5 Answering Calls to other stations

#### LIP Keypad feature operation.

To answer a call ringing at another station;

- Lift the handset,
- Dial Directed Call Pick-Up code **7**,
- Dial the Intercom Number of the ringing station, call is connected.

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

- Lift the handset,
- Dial **Group Call Pick-Up** code **566**,

the call is connected.

#### SLT feature operation.

To answer a call ringing at another station;

- Lift the handset,
- Dial Directed Call Pick-Up code **7**,
- Dial the Intercom Number of the ringing station, call is connected.

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

- Lift the handset,
- Dial **Group Call Pick-Up** code **566**, the call is connected.

When other nearby stations are ringing, you may pick-up (answer) the call. You may select to answer a call ringing at a specific station (**Directed Call Pick-Up**) or you may choose to answer the oldest call ringing to your station group (**Group Call Pick-Up**).

Note that Pick-Up will not answer calls on the ringing station's **Private Line** unless you also have an appearance of the **Private Line**.

For LIP keypad users, a Flex button can be assigned for **Group Call Pick-Up**.

### 3.6 Blocking Incoming Calls with Do-Not-Disturb (DND)

#### LIP Keypad feature operation.

To toggle **DND On and Off**;

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

#### SLT feature operation.

To toggle **DND On and Off**;

- Lift the handset,
- Dial the **DND code 553**.

When you need quiet, you can activate Do-Not-Disturb and the phone will not receive ring.

LIP Keypad users can activate Do-Not-Disturb while busy, **One-Time DND**. **One-Time DND** will be active only for the duration of the present call.

Callers will receive a fast busy tone and displays will indicate the DND status.

If your phone is the Executive of an Executive/Secretary Pair, your calls automatically forward to the secretary when you activate **DND**.

The Attendants and Secretary may be able to activate **DND Override** and **Intrude** on the call. The Attendants may also cancel **DND** at other stations.

### 3.7 Forwarding Calls

#### 3.7.1 Forwarding calls to another station or Voice Mail

#### LIP Keypad feature operation.

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

- Lift the handset,
- Press the **[FWD]** button,
- Dial the type of forward code 1~4,
- Dial the destination.

To deactivate **Call Forward** from your phone;

- Press the **[FWD]** button.

To activate **Call Forward** for your phone from a different phone (Call Forward, Follow-Me);

- Lift the handset,
- Press the **[FWD]** button,
- Dial the Remote Call Forward code 0,
- Dial the forwarding station number,
- If needed, dial your Authorization code,
- Dial the 'type of forward' code 1~4,
- Dial the destination.

To deactivate **Call Forward, Follow-Me**;

- Lift the handset,
- Press the **[FWD]** button,
- Dial the Remote Call Forward code 0,
- Dial the forwarding station number,
- If needed, dial your Authorization code,
- Dial #.

You may request or, with Preset Call Forward, the system may divert your incoming calls to other resources of the system. Resources include other stations, VSF Voice Mail, External Voice Mail.

Call Forward can be activated from your phone or from a different station, using Call Forward, Follow-me. You may define the conditions or 'type of forward' as below:

- 1: **Unconditional**, all calls to the station, except recalls, are forwarded internally or externally.
- 2: **Busy**, immediately forwards all calls, except recalls, when station is busy.
- 3: **No Answer**, forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer
- 4: **Busy/No Answer**, forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station, you may need to enter your **Authorization Code**.

Note that calls on a Private Line will not forward except to a station with an appearance of the Private Line or to Voice Mail.

Your LCD and the LCD of the forward receiver will both indicate the forward status.

**SLT feature operation.**

To activate **Call Forward** from your phone;

- Lift the handset,
- Dial **Call Forward** code 554,
- Dial the type of forward code 1~4
- Dial the destination.

To deactivate **Call Forward** from your phone;

- Lift the handset
- Dial **Call Forward** code 554,
- Dial #.

To activate **Call Forward** for your phone from a different phone (Call Forward, Follow-Me);

- Lift the handset,
- Dial **Call Forward** code 554,
- Dial the Remote Call Forward code, 0
- Dial the forwarding station number,
- If needed, dial your **Authorization code**,
- Dial the 'type of forward' code,
- Dial the destination.

To deactivate **Call Forward, Follow-Me**;

- Lift the handset,
- Dial **Call Forward** code 554,
- Dial the Remote Call Forward code, 0
- Dial the forwarding station number,
- If needed, dial your **Authorization code**,
- Dial #.

### 3.7.2 Forwarding calls to an external number

#### LIP Keypad feature operation.

To activate **Call Forward, Off Premise (forward to an external number) from your phone;**

- Lift the handset,
- Press the **[FWD]** button,
- Dial the 'type of forward' code 1~4,
- Press **[SPEED]** button number,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

To activate **Call Forward, Off Premise (forward to an external number) from a different phone;**

- Lift the handset,
- Press the **[FWD]** button,
- Dial the Remote Call Forward code 0,
- Dial the forwarding station number,
- If needed, dial your Authorization code,
- Dial the 'type of forward' code 1~4,
- Press **[SPEED]** button number,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

#### SLT feature operations

To activate **Call Forward, Off Premise (forward to an external number) from your phone;**

- Lift the handset,
- Dial Call Forward code 554,
- Dial the 'type of forward' code 6~9,
- Dial the destination.

To activate **Call Forward, Off Premise (forward to an external number) from a different phone;**

- Lift the handset,
- Dial Call Forward code 554,
- Dial the Remote Call Forward code 0,
- Dial the forwarding station number,
- If needed, dial your Authorization code,
- Dial the 'type of forward' code 6~9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

#### Remote Caller

To activate **Call Forward, Off Premise (forward to an external number) from a remote location;**

- Lift the handset,
- Dial the telephone number of a DISA assigned CO line,
- Dial your Authorization Code
- Dial Remote Call Forward code 0,

You can forward your calls to an external CO/IP destination. Calls can be forward from an internal station or a remote location.

You may define the conditions or 'type of forward' as below:

- 1: **Unconditional**, all calls to the station, except recalls, are forwarded internally or externally.
- 2: **Busy**, immediately forwards all calls to the station, except recalls, when station is busy.
- 3: **No Answer**, forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer
- 4: **Busy/No Answer**, forwards calls if the station is busy or does not answer within the No Answer timer.
- 6: **Off-Net Unconditional**, all calls to the station, except recalls, are forwarded internally or externally.
- 7: **Off-Net Busy**, immediately forwards all calls to the station, except recalls, when station is busy.
- 8: **Off-Net No Answer**, forwards all calls to the station, except recalls, when the station does not answer within the No Answer timer
- 9: **Off-Net Busy/No Answer**, forwards calls if the station is busy or does not answer within the No Answer timer.

When you forward calls from a different station or a remote location, you may need to enter your **Authorization Code**. Also, from a remote location, you must access the system through a **DISA** enabled CO line.

- Dial your station number,
- Dial the 'type of forward' code 6-9,
- Dial Speed Dial bin number,
- Replace the handset, return to idle.

### 3.7.3 Forwarding callers to a Text Message

#### LIP Keypad feature operation.

##### To activate Custom or Pre-Selected Message Forward;

- Press the **PGM** button,
- Dial User Program feature code 51,
- Dial the two-digit text Message code (00-20),
- Dial any auxiliary input for messages 01-04 and 06-08,
- Press **SAVE** button, forward confirmed.

##### To cancel activated Message;

- Press the flashing **FWD** button.

##### To program the Station Custom Message (00) at your station;

- Press the **PGM** button,
- Dial User Program feature code 52,
- Enter Message contents, up to 24 characters,
- Press the **SAVE** button, message saved.

#### SLT feature operation.

##### To activate Custom Display Message;

- Lift the handset.
- Dial SLT Programming Code **561**,
- Dial User Program feature code 51,
- Enter the two-digit text Message code (00-20).
- Dial any auxiliary input for messages 01-04 and 06-08
- Momentarily press Hook-switch, forward confirmed.

##### To cancel Custom Display Message;

- Lift the handset
- Dial feature cancel code **559**.

##### To program the Station Custom Message (00) at Station;

- Dial SLT Programming Code **561**,
- Dial Program feature code 52,
- Enter Message contents, up to 24 characters
- Momentarily press Hook-switch; the message is stored.

Using a LIP keypad you may request the system return a 'Text Message' to callers. The LCD of the caller's LIP keypad will show the selected message.

There are 11 Custom Display Messages each up to 24 characters. Ten are assigned by the Attendant and one assigned by you, see [Station Speed Dial Character entry chart](#).

Also, there are ten fix Pre-Selected Text Messages, some allow auxiliary input for time, date, etc., see bold italics below.

Msg #	Text
01	LUNCH RETURN AT <i>HH:MM</i>
02	ON VACATION RETURN DATE <i>MM:DD</i>
03	OUT OF OFFICE RETURN AT TIME <i>HH:MM</i>
04	OUT OF OFFICE RETURN DATE <i>MM:DD</i>
05	OUT OF OFFICE RETURN UNKNOWN
06	CALL ; <i>UP TO 17 DIGITS</i>
07	IN OFFICE : STA <i>XXXX</i>
08	IN MEETING RETURN AT TIME <i>HH:MM</i>
09	AT HOME
10	AT BRANCH OFFICE

## 4. Placing a call

### 4.1 Internal Calls

#### 4.1.1 Placing Intercom calls

##### LIP Keypad feature operation.

To place an **Intercom call**;

- Lift the handset,
- Dial the Intercom number of the desired station,
- At answer or Splash tone speak to the called party.

##### SLT feature operation.

- Lift the handset,
- Dial the Intercom number of the desired station,
- At answer or Splash tone speak to the called party.

You can place calls to other stations in the system over the Intercom. The call will ring or, for an ICM Voice Announce call, a splash tone will be heard.

For LIP Keypad users, a Flex button can be assigned for **Direct Station Selection/Busy Lamp Field (DSS/BLF)**. A **DSS/BLF** button lets you call the other station with a single button press. The button LED displays the other station's status, On, is busy, Off, is idle.

When you go off-hook you may be connected to another station or system resource automatically. This **Prime Line Preference** may be immediate or delayed allowing you to take other actions during the delay. Otherwise, you may press another Flex button to override Prime Line Preference before going off-hook.

If you go off-hook and take no action, Intercom dial tone will time-out and after receiving **Howler Tone**, your phone will be placed out-of-service in **Intercom Lock-Out**. You must hang-up to return to a normal state.

#### 4.1.2 Calls to a busy station, Camp-On

##### LIP Keypad feature operation.

To wait off-hook for a busy station, **Camp-On**;

- Dial '\*' and await answer.

To wait on-hook for a busy station; **Callback**;

- Press the **MSG/CALLBK** button and hang-up.

To make a **Voice Over** announcement to a busy station;

- Dial #, after splash tone speak.

##### SLT feature operation.

To wait off-hook for a busy station, **Camp-On**;

- Dial '\*' and await answer.

To wait on-hook for a busy station; **Callback**;

- Dial the Callback/Message code **556**,
- Hang-up.

To make a **Voice Over** announcement to a busy station;

If your called party is busy, you may activate **Camp-On**, **Callback** or **Voice Over** to the station. With **Camp-On**, you wait off-hook for the called station to answer. With **Callback**, you wait on-hook for the station to return to idle at which time, the system will recall you and then automatically call the previously busy station.

If you are the Attendant or Secretary you may activate **Intrusion**. You may also use **Step Call**; dial the next station by dialing just the last digit of the Intercom number.

- Dial '#',
- After splash tone, make announcement.

#### 4.1.3 To leave a Message Wait

##### LIP Keypad feature operation.

- To activate Message Waiting,
- Press the **MSG/CALL BK** button and hang-up.

If the called party does not answer or is in DND, you may leave a Message Wait. The called user will receive a Message Wait indication, LIP keypad users will see the LED of the **MSG/CALL BK** button flash and SLTs will receive stutter dial tone.

##### SLT feature operation.

###### To activate Message Waiting;

- Dial the Callback/Message feature code **556**,
- Hang-up.

## 4.2 External Calls

### 4.2.1 Placing external CO/VoIP calls

#### LIP Keypad feature operation.

To place an external call;

- Lift the handset,
- Select/Dial the CO/IP line/group,
- Dial the desired number.

#### SLT feature operation.

To place an external call;

- Lift the handset,
- Dial the CO/IP line/group,
- Dial the desired number.

External calls are placed on CO/IP lines. These 'lines' are accessed either by a **CO/IP line** assigned button on the LIP keypad or by dial codes. The CO/IP lines are often divided into groups for different types of calls, local or long distance. Using the **CO/IP line group** code, you will be able to access any line from the group. A Flex button on the LIP keypad that is assigned as a **LOOP** button lets you access a line from a group. Dial codes for access to CO/IP lines are:

#### Individual CO/IP line access

88 + Line number (01-42 for LiK-100, 001-200 for LiK-300).

#### CO/IP Group access

801-820 for LiK-100, 801-872 for LiK-300

#### Any CO/IP Line access

9.

During dialing on a CO line, which uses pulse style signals, you may activate Dial Pulse to Tone Switchover changing to DTMF style dialing.

When placing an IP call, you must dial an IP address using '\*' in place of the dot.

If **Least Cost Routing** is set-up, the number you dial will be analyzed and the system will place the call on the least expensive route.

You may be assigned **Dialing** and/or **CO/IP Line Access Restrictions**, in which case you will receive error tone. **CO/IP line** and **Station Class Of Service (COS)**, which may vary during Day and Night operation (**Day/Night COS**), set dialing restrictions. If you dial an Emergency Number, the system will ignore any restrictions and complete the emergency call.

You may need to enter an **Authorization code** before placing calls, in which case you will receive a second dial tone.

Your external calls may be subject to **Call Time Restrictions**, you will receive a **Call Warning Tone** prior to disconnect.

#### 4.2.2 To wait for the next available CO/IP line

##### LIP Keypad feature operation.

To activate a queue if the selected/dialed line is busy;

- Select/Dial a busy CO/IP line button,
- Press the **MSG/CALL BK** button,
- Hang-up.

##### SLT feature operation.

To activate a queue if the selected/dialed line is busy;

- Dial the Callback/Message code **556**,
- Hang-up.

Slettet:

#### 4.2.3 Tracking External calls for billing, Account Codes

##### LIP Keypad feature operation.

To enter an **Account Code** before the call;

- Lift the handset,
- Press the **Account Code** assigned button,
- Dial the Account Code (1-12 digits),
- Press \*, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an **Account Code** during a call;

- Press the **Account Code** assigned button,
- Dial the Account Code (1-12 digits),
- Dial \*.

In some cases, you or your company may desire to track calls for billing or other purposes. You may enter an **Account Code**, which is output from the system to a printer in the **SMDR** report. Note if you are using a LIP keypad, the phone must have an **Account Code Flex** button.

##### SLT feature operation.

To enter an **Account Code** before the call;

- Lift the Handset
- Dial Account code entry code **550**,
- Dial the Account Code (1-12 digits),
- Dial \*, Intercom dial tone is heard,
- Place the CO/IP call as normal.

To enter an **Account Code** during a call;

- Momentarily press the Hook-switch,
- Dial Account, code entry code **550**,
- Dial the Account Code up to 12 digits,
- Dial \*, to reconnect to the external party.

#### 4.2.4 To disable dialing from your phone

##### LIP Keypad feature operation.

To activate **Temporary COS**;

- Press the **PGM** button,
- Dial User Program code 21,
- Press the **SAVE** button.

To deactivate **Temporary COS**;

- Press the **PGM** button,
- Dial User Program code 22,

You can temporarily 'Lock' your phone by activating **Temporary COS**, which will deny all dialing from the phone.

To deactivate **Temporary COS** you must enter the station's Authorization code.

- Dial your Authorization code,
- Press the **SAVE** button.

**SLT feature operation.****To activate Temporary COS;**

- Momentarily press the Hook switch,
- Dial the SLT Program code **561**,
- Dial User Program code 21,
- Momentarily press the Hook-switch.

**To deactivate Temporary COS;**

- Momentarily press the Hook switch,
- Dial the SLT Program code **561**,
- Dial User Program code 22,
- Dial your Authorization code,
- Momentarily press the Hook-switch.

**4.2.5 To temporarily override dialing restrictions at a phone****LIP Keypad feature operation.****To activate Walking COS;**

- Press **PGM** button,
- Dial User Program code 23,
- Dial your Authorization Code,
- Place call as normal.

You may override the dialing restrictions at any phone by activating **Walking COS**. The **Walking COS** dialing restriction levels are applied for only a single call. Thus for multiple calls, you will need to reactivate **Walking COS**. However, you may use **Flash** to maintain control of the CO/IP line and you will not need to reactivate **Walking COS**.

**SLT feature operation.****To activate Walking COS;**

- Momentarily press the hook switch,
- Dial the SLT Program code **561**,
- Dial User Program code 23,
- Enter your Authorization code
- Place call as normal.

**4.3 Using Automated Dialing****4.3.1 Using Last Number Redial (LNR)****LIP Keypad feature operation.****To dial the Last Number for an external call;**

- Lift the handset,
- Press the **REDIAL** button,
- Press **▼ VOLUME ▲** to select from the last 10 numbers dialed.
- Press the **REDIAL** or **SAVE** button.

The last number dialed on an external call is automatically saved in the **Last Number Redial (LNR)** buffer. For LIP keypad users, the system will store the numbers dialed on the last ten calls.

As you press the **▼ VOLUME ▲** button, the LCD will show the next/previous dialed number.

**SLT feature operation.****To dial the Last Number for an external call;**

- Lift the handset

- Dial the LNR feature code **552**.

### 4.3.2 Using and Entering Save Number Dial

#### LIP Keypad feature operation.

To place a call using **Save Number Dial**;

- Lift the handset,
- Press the **SAVE** button.

To store a number in the **Save Number Dial**;

- While on an outgoing external call, press the **SAVE** button.

Users of the LIP keypad can instruct the system to store the last number dialed on an external call to the **Save Number Dial** buffer. You can store a Save Number for one-button redial at any time. This number will then be stored until a new number is stored and can be easily redialed at any time.

### 4.3.3 Using System Speed Dial Numbers

#### LIP Keypad feature operation.

To place a call using **System Speed Dial**;

- Lift the handset,
- Press the **SPEED** button,
- Dial the desired System Speed Dial bin number (200~999 for LiK-100, 2000~4999 for LiK-300).

#### SLT feature operation.

To place a call using **System Speed Dial**;

- Lift the handset,
- Dial Speed Dial feature code **558**,
- Dial the desired System Speed Dial bin number (200~999 for LiK-100, 2000~4999 for LiK-300).

The LiK-100, the system has memory allocated for 800 **System Speed Dial** numbers (bins 200-999). The LiK-300 system has memory allocated for 3000 **System Speed Dial** numbers (bins 2000-4999). You may, if allowed, use the **System Speed Dial** to dial frequently called numbers.

In some cases, these numbers are divided into groups called **System Speed Zone Groups**. In this case you may access some numbers and not others and your dialing restrictions may be invoked.

Note, only the Attendant can enter **System Speed Dial** numbers.

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**4.3.4 Using and Entering Station Speed Dial Numbers**

**LIP Keypad feature operation.**

To place a call using Station Speed Dial;

- Lift the handset,
- Press the **SPEED** button,
- Dial the desired Station Speed Dial bin number (00~19 or 000~099).

To enter a Station Speed Dial number;

- Press the **PGM** button,
- Press the **SPEED** button,
- Dial the desired Station Speed Dial bin number.
- Select/Dial the CO/IP line/group,
- Dial the desired number,
- Press the **SAVE** button,
- Enter the associated name if desired,
- Press the **SAVE** button.

**SLT feature operation.**

To place a call using Station Speed Dial;

- Lift the handset,
- Dial Speed Dial code 558,
- Dial the desired Station Speed Dial bin number (00~19 or 00~99).

To enter a Station Speed Dial number;

- Lift the handset,
- Dial SLT Program code **561**
- Dial Speed Dial enter code **555**
- Dial desired Station Speed Dial bin number.
- Dial the CO/IP line/group
- Dial the desired number,
- Momentarily press the hook-switch
- Enter the associated name if desired,
- Momentarily press the hook-switch

Each station in the LiK-100 system is allocated memory for 20 Station Speed Dial numbers (bins 00~19) each up to 48 digits. The LiK-300 supports 100 Station Speed Dial numbers (bins 000~099). These numbers are entered at the users station and may include several 'special' instructions. Special instructions and the corresponding button are:

# - Pause, system will momentarily stop dialing.

FLASH as 1<sup>st</sup> digit - activate dial tone detect.

FLASH not as 1<sup>st</sup> digit - the system will generate a *flash on the CO line*.

MSG as 1<sup>st</sup> digit - Send digits as *ISDN Keypad Facility message*.

\* as 1<sup>st</sup> digit - Display Security, the stored number will not be displayed when used.

\* as 1<sup>st</sup> digit, - Dial Pulse to Tone Switchover, the system will switch from pulse to tone dialing.

When entering a Speed Dial, a name may be associated with the number for *Dial by Name*. Characters are entered with 2 keystrokes as in the chart below.

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
*1 - Blank		
*2 - :	0-00	#
*3 - ,		

Slotted:

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### 4.3.5 Using Dial by Name

#### LIP Keypad feature operation.

To place a call using **Dial by Name**;

- Press the **[SPEED]** button twice.
- Dial the desired directory, 1: Intercom, 2: User Speed Dial, 3: System Speed Dial.

The LCD displays the first two names, in alphabetical order.

- Scroll using the **[VOLUME]** buttons. To enter characters, reference Station Speed Dial character entry chart.

- Press the **[SAVE]** to place the call.

To enter your station user name;

- Press the **[PGM]** button,
- Dial 74,
- Dial name, up to 7 characters (see Station Speed Dial),
- Press the **[SAVE]** button.

#### SLT feature operation.

To enter your station user name;

- Lift handset,
- Dial SLT Program code 561,
- Dial 74,
- Dial name, up to 7 characters (see Station Speed Dial),
- Momentarily press the hook-switch.

Dial by Name employs three 'Directories': Intercom, User (*Station Speed Dial*) and *System Speed Dial*.

To allow others to contact you via the Intercom directory, you must enter a name for your station, up to 7 characters.

### 4.3.6 To retry a busy external number until answer, ACNR

#### LIP Keypad feature operation.

To have the system periodically re-try a busy number, **Automatic Called Number Redial (ACNR)**;

- Press the **[REDIAL]** button,
- Hang-up handset,

To cancel the **ACNR** request;

- Press the flashing **[REDIAL]** button.

You may request and have the system retry a busy external call until the call is connected or the feature is cancelled or the maximum re-try's are attempted.

For each re-try, the system will activate your speaker then place the call with the microphone muted. When the remote end answers, you must press the **[MUTE]** button or lift the handset. Either of these actions will cancel the **ACNR** request as well as connect you to the remote party.

## 5. Transfer, Conference & other Call Handling

### 5.1 Sending a call to a different destination, Call Transfer

#### LIP Keypad feature operation.

##### To Transfer an active call;

- Press the **TRANS** button,
- Call receiving party,
- For Unscreened Call Transfer, hang-up,
- For Screened Call Transfer, at answer or Splash tone, announce call.

#### SLT feature operation.

##### To Transfer an active call;

- Momentarily depress the hook-switch
- Call receiving party.
- For Unscreened Call Transfer, hang-up
- For Screened Call Transfer, at answer or Splash tone, announce call.

You can send an active call to another station or other resource of the system, **Call Transfer**. You can screen the transfer with the receiving party (**Screened Call Transfer**) or complete the transfer without screening (**Unscreened Call Transfer**).

Transferred calls, internal or external, are placed in **Transfer Hold**, will receive **MOH** and will recall if not answered in a timely manner.

If an **Unscreened Transfer** call encounters an error or DND, it may immediately recall you.

LIP keypad users may use DSS/BLF buttons to transfer calls.

Callers may also be transferred directly to a Voice Mail box by simply pressing **MSG/CALL BK** before dialing the receiving station number.

### 5.2 Placing a call in a waiting state, Call Hold

#### LIP Keypad feature operation.

##### To place a call on Hold;

- Press the **HOLD** button.

#### SLT feature operation.

##### To place a call on Hold;

- Momentarily depress the hook-switch.

You may place an active Internal or External call in one of several holding states. In **System Hold**, other non-restricted stations may pick-up the call. In **Exclusive Hold**, only the holding station may pick-up the call.

The system is assigned a preferred hold type (System or Exclusive). You may override this **Hold Preference** by pressing the **HOLD** button twice.

The LEDs for CO/IP line assigned buttons flash at distinctive rates for the holding station and other LIP keypad users.

There are also user operations such as pressing a **DSS/BLF** button that will place a call in **Automatic Hold**.

Calls will remain in the held state for a period and then recall the user. This **Hold Recall** is provided with a different ring signal. If not answered in a timely manner, the Attendant will receive recall **Attendant Hold Recall**.

### 5.3 Switching between two calls, Broker Call

#### LIP Keypad feature operation.

##### To switch between two calls, Broker Call;

- Press the desired CO/IP line assigned button.

#### SLT feature operation.

##### To switch between to calls, Broker Call;

- Momentarily depress the hook-switch.

You may switch between the active call and a call on *Hold*, placing the active call on Hold acting as a broker between two or more parties, **Broker Call**. LIP keypad users may 'broker' for multiple calls up to the number of CO/IP line assigned buttons, SLTs may 'broker' between two calls only.

For SLTs, CO/IP lines are placed on *Exclusive Hold* and are subject to *Hold Recall*.

### 5.4 To join multiple people in a Conference

#### LIP Keypad feature operation.

##### To establish a Conference;

- Establish call with one of the desired conference parties,
- Press the **CONF** button,
- Establish call with the other conference party,
- Press the **CONF** button,
- Press the **CONF** button again to establish the conference.

##### To place a Conference on Hold;

- Press the **HOLD** button,

##### To retrieve the Conference from Hold;

- Press the **CONF** button.

##### To establish an Unsupervised Conference;

- Establish conference with two external parties,
- Press the **CONF** button.

##### To retrieve an Unsupervised Conference;

- Press the **CONF** button.

#### SLT feature operation.

##### To establish a Conference;

- Establish call with one of the desired conference parties,
- Momentarily press the hook-switch,
- Establish call with the other conference party,
- Momentarily press the hook-switch,
- Momentarily press the hook-switch again within 2 seconds to establish the conference.

You can establish a **Conference** with up to 3 parties. The other parties in the **Conference** may be internal or external.

A **Conference** maybe placed on Hold and is subject to *Hold Recall*.

You may also use the Conference operation to join 2 external parties in a private conversation. This is an **Unsupervised Conference**, which is not subject to the normal Hold Recall operation.

## 5.5 Placing a call on hold to Page, Call Park

### LIP Keypad feature operation.

#### To park an active external call;

- Press the **TRANS** button,
- Dial the Park Orbit (601-610 for LiK-100 or 601-619 for LiK-300)
- Return to idle.

#### To retrieve a parked call;

- Lift the handset,
- Dial the Park Orbit (601-610 for LiK-100 or 601 for LiK-300).

### SLT feature operation.

#### To park an active external call;

- Momentarily press the hook-switch.
- Dial the Park Orbit (601-610 for LiK-100 or 601-619 for LiK300).
- Return to idle.

#### To retrieve a parked call;

- To retrieve a parked call
- Lift the handset,
- Dial the Park Orbit (601-610 for LiK-100 or 601-619 for LiK-300)

A user may transfer an active CO/IP call to a special holding location (Park Orbit), which can be accessed easily from any station in the system. Typically, this feature is used with Paging to notify the desired user of the Call Park.

Parked calls are subject to *Hold Recall* after the Call Park timer.

Format  
number

## 5.6 Making a recording of a call, Two-Way Record

### LIP Keypad feature operation.

#### To activate Two-Way Record while on an CO/IP call;

- Press the **RECORD** feature assigned button, record warning tone heard, recording starts.

#### To stop Two-Way Record while on an CO/IP call;

- Press the **RECORD** feature assigned button
- or,
- Hang-up, return to idle.

For users of the LIP Keypad, you may record an active external conversation in your *Voice Mail Box*. A **Record** feature must be assigned as a button to access this feature.

## 6. Responding to Messages

### 6.1 Responding to an Intercom Message Waiting Indication

#### LIP Keypad feature operation.

To review your messages;

- Press the **MSG/CALL BK** button, the LCD shows the oldest messages,
- Press **▼ VOLUME ▲** to scroll through the messages.

To return a call for your message;

- Press the **MSG/CALL BK** button again to return the selected message.

To delete a **Message Wait** indication;

- Dial **\*#**.

To delete all **Message Wait** indications;

- Press the **SPEED** button,
- Dial **\*#** twice.

#### SLT feature operation.

To return a call for your message;

- Dial the Message Wait callback code **557**.

Another station can leave an Intercom Message Waiting when you do not answer or your phone is in **DND**. A flashing **MSG/CALL BK** button on the LIP keypad indicates an Intercom Message Wait. SLTs receive stutter dial tone and, if equipped, a lamp indication. As a further notification, a Message Wait Reminder Tone can be provided.

LIP keypad users may review and delete messages as well as respond with a call back. SLTs can respond to a Message Wait indication by a call back only.

### 6.2 Responding to a CPI Message indication

#### LIP Keypad feature operation.

To review **CPI Messages**;

- Press the flashing **CPI Message Wait** Retrieve assigned button, the first CPI message information is displayed.

- Press the **▼ VOLUME ▲** button to scroll through CPI message wait information.

To delete the **current CPI Message**;

- Dial **\*#** button, the next CPI message is displayed.

To delete all **CPI Messages**;

- Press **SPEED** button,
- Press **\*** button twice.

To return the **current CPI message**;

- Press **SAVE** button.

When external calls to your phone are not answered and Caller Identification is provided from the network, a Calling Party Id. (CPI) message is logged. You may review, delete or return these messages.

## 6.3 Getting your Voice Mail Messages

### LIP Keypad feature operation.

To retrieve Voice Mail locally;

- Lift the handset,
- Press the **MSG/CALL BK** to receive the 'Mail Box & Password' prompts sequentially,
- Dial the Mail Box and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up to return to idle.

When callers are forwarded or recall to your Voice Mail Box, they can leave a voice message. Your Voice Mail Box is part of the integrated Voice Store & Forward (VSF) module, the LiK Feature Server or an external Voice Mail system.

These Voice Mail systems allow access to and management of the received voice messages. The VSF allows you to listen to, save, and forward messages. While in your Mail Box, you have control of your password and Mail Box greeting. Also, you can control Call Forward for your station remotely from the VSF.

### SLT feature operation.

To retrieve Voice Mail locally;

- Place call to VM group to receive the 'Mail Box & Password prompt',
- Dial your Mail Box and Password, you will receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up the handset.

### Remote Caller feature operation.

To access Voice Mail Box from a remote location;

- Lift the handset,
- Dial the telephone number of a **DISA** assigned CO line assigned for answer by a VSF Auto Attendant,
- Upon answer, dial # to receive 'Mail Box & Password' prompt,
- Dial the Mail Box and corresponding password to receive the 'Number of Messages' prompt,
- Dial desired option codes,
- At completion of session, hang-up,

## 7. Remote System Access

### 7.1 Accessing the System remotely, Direct Inward System Access (DISA)

#### Remote Caller feature operation.

To access system resources remotely;

- Call the system's DISA facility
- Dial your authorization code
- Dial as needed for the desired system resource.

DISA (Direct Inward System Access) let's remote users call and gain access to the system's resources. The system will recognize remote user dialed inputs. The user can call other stations, place calls over CO/IP lines, review voice mails, etc.

The remote user may be required to enter an **Authorization Code**.

## 8. Miscellaneous Features

### 8.1 Background Music and Music on Hold

#### LIP Keypad feature operation.

##### To turn on Background Music;

- Press the **HOLD** button to cycle through the BGM selections.

Two audio sources can be connected to the system. These sources or an internal source provide input for Background Music (BGM) and Music On Hold (MOH). BGM is played over the speakers of LIP keypad under user control. MOH is played to callers placed on *Hold*.

There are three possible selections for BGM and MOH:

- Off
- Source BGM1
- Source BGM2

### 8.2 Using Internal, External and Meet-Me Paging

#### LIP Keypad feature operation.

##### To make a page;

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

##### To queue for a page when busy is received;

- Press the **MSG/CALLBK** button,
- Replace the handset returning to idle.

##### To answer a Meet-me-Page;

- Lift the handset.
- Dial the Meet-Me-Page code **544**.

#### SLT feature operation.

##### To make a page;

- Lift the handset,
- Dial the desired Page zone,
- If assigned, after page warning tone, make announcement.

##### To queue for a page when busy is received;

- Dial Call Back feature code **556**,
- Replace the handset returning to idle.

##### To answer a Meet-me-Page;

- Lift the handset
- Dial the Meet-Me-Page code **544**

You may broadcast announcements to other stations and/or external speakers. Stations are assigned to 1 or more of the Internal Page Zones and 2 External Page Zones can be equipped.

Page Zone codes are:

Internal Page Zones, LiK100	501-510
LiK-300	<a href="#">501-535</a>
Internal All Call Page	543
External Page Zones	545-546
External All Call Page	548
All Call Page	549

You may queue if the desired Page Zone is busy. You are recalled when the queue can be honored.

You may request a paged party answer the Page using Meet-Me Paging. In this case, the paged party may answer your page from any phone in the system by dialing the Meet-Me code.

### 8.3 Wake-Up Alarm

#### LIP Keypad feature operation.

To set the **Wake Up Alarm** clock;

- Press the **PGM** button,
- Dial the Station User Program code 41,
- Dial 2-digit hour and minute for alerting.

- For a daily (repeating alarm), dial #,
- Press **SAVE** button.

To erase **Wake-Up**;

- Press the **PGM** button,
- Dial the Station User Program code 42,
- Press **SAVE** button.

#### SLT feature operation.

To set the **Wake Up Alarm** clock;

- Lift the handset.
- Dial the SLT Program code **561**,
- Dial Station User Program code 41,
- Dial 2 digit hour and minute for alerting,
- For a daily (repeating alarm), dial #,
- Hook flash, a confirmation tone is provided.

To erase **Wake-Up**;

- Lift the handset,
- Dial the SLT Program code **561**,
- Dial Station User Program code 42.
- Hook flash, a confirmation tone is provided.

You can set the station Wake-Up Alarm clock. The alarm clock can be set to repeat daily or as a one-time alarm.

When the user responds to the alarm by lifting the handset, **BGM** will be provided.

### 8.4 Alarm/Door Bell Operation

#### LIP Keypad feature operation.

To terminate the **Alarm** signal;

- Dial the Alarm Stop code **565**.

To activate the **Door Open** contacts;

- Lift the handset,
- Dial **Door Open** code #\* and contact number 1 to 4. Note contacts 3 & 4 are only available in the LiK-300.

The system can monitor external **Alarm** or **Door Bell** contacts.

As an **Alarm** monitor, should the external contact activate, you may receive a unique Alarm Ring signal and LCD display. To restart the monitor circuit, the external contacts must be deactivated and the Alarm Ring signal terminated.

As a **Door Bell**, you may receive a unique Door Bell Ring (single tone burst) each time the external contact is activated. You may also control a system contact to act as a **Door Open** contact.

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number

## 8.5 Power Fail Transfer Operation

When AC power to the system fails, back-up operation may be provided with back-up batteries or Power Fail Transfer (PFT). When battery back-up is provided the station will operate normally. When PFT is implemented, a SLT is connected to a CO line by the system. This SLT can be used as any normal SLT, providing service while power is out.

## 8.6 System Voice Memo

### LIP Keypad feature operation.

#### To hear Date & Time memo

- Dial Voice Memo feature code (661 for LiK-100 or \*661 for LiK-300), date and time memo is heard, "Date is May 2nd. Time is xx:xx pm".

#### To hear Station Number Prompt

- Dial Voice Memo feature code (662 for LiK-100 or \*662 for LiK-300), the station number memo is heard, "This is station 150".

#### To hear Station Settings

- Dial Voice Memo feature code (663 for LiK-100 or \*663 for LiK-300), Station Status Memo is heard.

### SLT feature operation.

#### To hear Date & Time Prompt

- Lift the handset
- Dial Voice Memo feature code (661 for LiK-100 or \*661 LiK-300), date and time memo is heard, "Date is May 2nd. Time is xx:xx pm".

#### To hear Station Number Prompt

- Lift the handset
- Dial Voice Memo feature code (662 for LiK-100, \*662 for LiK-300), the station number memo is heard, "This is station 150".

#### To hear Station Settings

- Lift the handset
- Dial Voice Memo feature code (663 for LiK-100, or \*663 for LiK-300), Station Status Memo is heard.

The integrated Voice Store & Forward (VSF) module incorporates several Voice Memos to provide the station users with general information such as station number, date, time, and feature status. Voice Memos are heard over the speaker of the LIP keypad and over the handset for SLTs.

For the Station Status Memo, the following items are reported. Note only activated features are announced.

- ICM Signaling Mode (Handsfree/Tone/Privacy)
- Station IP Address
- Station Mac Address
- Number of messages x (x: number of all message waiting)
- Wake-Up Time (hh:mm)
- Do Not Disturb
- Forwarded to station xxx
- Forwarded to speed bin xxx
- Queued CO/IP line xxx
- Locked (Temporary COS)
- COS x

## 9. Working with PBX, Centrex and ISDN network features

### 9.1 Access PBX or Centrex features

#### LIP Keypad feature operation.

To access PBX or Centrex features while idle;

- Lift the handset,
- Select/dial access a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX/Centrex features while on a PBX/Centrex CO line;

- Press the **FLASH** button,
- After receiving new dial tone, dial PBX/Centrex feature code.

#### SLT feature operation.

To access PBX or Centrex features while idle;

- Lift the handset,
- Dial access for a PBX/Centrex CO line,
- Dial PBX/Centrex feature code.

To access PBX or Centrex features while on a PBX/Centrex Co line;

- Momentarily press the hook-switch,
- Dial the Flash feature code **551**
- After receiving new dial tone, dial the PBX/Centrex feature code.

The LiK system has been designed to operate with a host PBX system or Centrex services from your service provider. The LiK system connects to such a host with analog CO lines.

When you access such a CO line, your phone will act as an extension of the host, allowing access to the host system features through dial codes of the host.

While on a call, you use the LiK system **Flash** feature to transfer calls to other host extensions or access features of the host.

The **Flash** feature may also be used on other CO lines to regain dial tone from the CO line without relinquishing control of the CO line to place another call.

### 9.2 Access ISDN network features

#### 9.2.1 Using the Keypad facility to access ISDN features

#### LIP Keypad feature operation.

To activate Keypad Facility operation;

- Press the **KEYPAD FACILITY** assigned button to switch to keypad mode,
- Dial as desired.

To deactivate Keypad Facility operation;

- Press the **KEYPAD FACILITY** button
- or
- Press a Feature or Flex button.

Access to certain features of your ISDN services may require that dialed digits be sent to the ISDN as data and not tones. In this case, dialed digits are sent as 'Keypad messages'.

You must have a **KEYPAD FACILITY** button assigned using the [Flex Button program](#) procedures. Once active, you may dial into the ISDN for services, however actions other than dialing will deactivate the 'Keypad message' operation.

### 9.2.2 Using ISDN Supplementary services

#### LIP Keypad feature operation.

While on an ISDN CO line, to access ISDN Supplementary services;

- Press the **FLASH** button,
- Press the **HOLD** **CONF** or **CO line**

assigned button to activate the desired feature.

ISDN service providers may incorporate features similar to those of Centrex. These ISDN Supplementary services are provided on a subscription basis and, as with Centrex, are accessed using the LIP *Flash* feature.

LIP KEYPAD USERS NOTIFY THE ISDN OF A FEATURE REQUEST USING THE **flash** BUTTON. AN ISDN LINE CAN BE PLACED ON HOLD AND A SECOND CALL PLACED ON THE LINE. YOU MAY THEN ALTERNATE BETWEEN THE TWO HFID CALLS (BROKER CALL) USING THE **hold** BUTTON. AN ISDN LINE CONFERENCE CAN BE ESTABLISHED USING THE **flash** AND **conf** BUTTONS. THE CONFERENCE CAN ALSO BE PLACED ON HOLD.

Stetter:

### 9.2.3 Activating ISDN Caller Id restriction

#### LIP Keypad feature operation.

To restrict Caller Id;

- Lift the handset,
- Press the **CLIR/COLR** assigned button,
- Place call as usual.

LIP keypad users can restrict the transmission of Caller Id to the far-end. This may be a subscription service of your carrier. Separate Flex buttons are required to activate outgoing (Connected Line) and incoming (Calling Line Id) id. restriction.

## 10. Setting Features & Flex buttons

### 10.1 Entering Station Program Data

#### LIP keyset feature operation

To assign user programmable station attributes;

- Press the **PGM** button,
- Dial desired User Program code,
- Press the **SAVE** button.

#### SLT feature operation.

To assign user programmable station attributes;

- Dial the SLT Program code **561**,
- Dial desired Flex Number Plan/User Program code,
- Momentarily press the hook-switch.

A special code set is available for LIP keyset users to assign certain keyset attributes. After entering the **User Program** mode, you dial the codes to select the attribute and setting. Once selected, the setting is saved. A list of the *User Program codes*, the feature/function and any input required are given in *Appendix B*.

In addition, the SLT Program mode allows the SLT user to assign attributes for the SLT using codes from the *Flexible Number Plan in Appendix A*, and some of the **User Program codes** noted.

### 10.2 Assigning features to Flex buttons

#### LIP Keypad feature operation.

To assign a feature to a **Flex button**;

- Press the **PGM** button,
- Press the desired Flex button,
- Dial desired code and required inputs,
- Press the **SAVE** button.

You may assign features and functions to the Flex buttons on your LIP keypad. If allowed, you may even assign CO/IP lines to the Flex buttons.

Flex buttons may be assigned for most features providing **One-Touch** feature activation e.g., a Flex button may be assigned to access the *Account Code* feature and may include the Account code digits, as a **ONE-TOUCH** **ACCOUNT CODE** button.

Features that may be assigned to a Flex button include:

**DSS/BLF** – enter station number.

*Speed Dial* – enter Station/System Speed dial bin number.

*Flex Numbering Plan* – enter Flex Numbering Plan code, see *Appendix A*.

*User Program Code* – enter a User Program code, see *Appendix B*, or

**CO/IP line** – enter the CO/IP line or group number.

## Appendix A Flexible Numbering Plan

Feature	LiK-100	LiK-300	Remark
<u>Intercom Call</u>	100-169	100-399	
<u>Internal Page Zone</u>	501-510	501-535	
<u>Internal All Call Page</u>	543	543	
<u>Meet Me Page</u>	544	544	
<u>External Page Zone 1-2</u>	545-546	545-546	
<u>External All Call Page</u>	548	548	
<u>All Call Page (Internal/External)</u>	549	549	
<u>SMDR Account Code Enter</u>	550	550	SLT use only
<u>Flash Command to CO Line</u>	551	551	SLT use only
<u>Last Number Redial</u>	552	552	SLT use only
<u>DND (Toggle On/Off)</u>	553	553	SLT use only
<u>Call Forward</u>	554	554	
<u>Speed Dial Programming</u>	555	555	SLT use only
<u>Message Wait/Callback Enable</u>	556	556	SLT use only
<u>Message Wait/Callback Return</u>	557	557	SLT use only
<u>Speed Dial Access</u>	558	558	SLT use only
Cancel DND/FWD/Pre MSG	559	559	SLT use only
<u>CO System Hold</u>	560	560	SLT use only
<u>Program Mode Access</u>	561	561	SLT use only
Attendant Unavailable	562	562	
<u>Alarm Reset</u>	565	565	
<u>Group Call Pickup</u>	566	566	
<u>Universal Answer</u>	567	567	
Account Code with bin	568	568	
<u>Walking COS Code</u>	569	569	
ACD Supervisor On/Off Duty	571	571	
ACD Supervisor Login	572	572	
ACD Supervisor Logout	573	573	
ACD Help Code	574	574	
ACD Calls In Queue Display	575	575	
ACD Supervisor Status Display	576	576	
ACD Supervisor Monitor	577	577	
ACD Reroute Queued Call w/answer	578	578	
ACD Reroute Queued Call w/o answer	579	579	
<u>Camp-On Answer</u>	600	600	SLT use only

Feature	LiK-100	LiK-300	Remark
<u>Call Parking Locations</u>	601-610	601-619	
Group Pilot Number	620 – 659	620 – 667	
<u>Station User VSF Features</u>	66	*66	
<u>Call Coverage button</u>	67	67	
<u>Direct Call Pickup</u>	7	7	
<u>CO/IP Group Access</u>	8xx 01-20	8xx 01-72	
<u>Individual CO/IP Line Access</u>	88xx 01-42	88xxx 001-200	
<u>Retrieve Last Held CO/IP</u>	8*	8*	
<u>Retrieve Individual Held CO/IP (01-42)</u>	8#xx	8#xxx	xx(x) = CO Line number
<u>Access CO Line in the 1st available CO Group</u>	9	9	
Attendant Call	0	0	
VM Message Wait Enabled	*8	*8	
VM Message Wait Disable	*9	*9	
<u>Door Open (1st Door )</u>	#*1	#*1	
<u>Door Open (2nd Door )</u>	#*2	#*2	
<u>Door Open (3<sup>rd</sup> Door )</u>	#*3	#*3	LiK-300 <u>only</u>
<u>Door Open (4<sup>th</sup> Door )</u>	#*4	#*4	LiK-300 <u>only</u>

## Appendix B User Program Codes

CODE	FUNCTION	REMARKS	SLT
11 ?	<u>Differential Ring, Intercom</u>	Select Ring Tone 1~8	
12 ?	<u>Differential Ring, CO/IP line</u>	Select Ring Tone 1~8	
13 ?	<u>Intercom Answer Mode</u>	Select ICM Signal mode, 1: HF, 2: TONE, 3: Privacy	
14 ?	<u>Call Coverage Attribute Setting</u> ( X = 1-2 )	1+: On/Off, 2+: ring delay (0~9)	
15 ?	<u>Station Ring Download</u>	Select download Ring Tone 0~9	
21	<u>Knock Down Station COS</u>		Yes
22	<u>Restore Station COS</u>	May require Authorization code	Yes
23	<u>Walking COS</u>	May require Authorization code	Yes
31	<u>Station Message Wait Retrieve</u>		Yes
32	<u>CLI/IP Message Wait Retrieve</u>		
33 ?	Authorization Code (Password) Entry	Up to 12 digits, no Flex button	Yes
34	Assign <b>DID Call Wait</b> Button		
41 ??	<u>Set Wake-Up Time</u>	Input time, 24 hour clock	Yes
42	<u>Erase Wake-Up Time</u>		Yes
51 ??	<u>Custom/Pre-select Message Display</u>	Select Message 00~20	Yes
52 ??	<u>Register Custom Message</u> (Message 00)	Input up to 24 characters	Yes
61 ?	<u>Headset/Speakerphone Mode</u>		
62 ?	Headset Ring Mode	1: Speakerphone, 2: Headset, 3: both	
71	LCD Display Mode		
72	Version Display		
73	<u>Background Music</u>		
74 ?	<u>Station User Name Registration</u>	Input up to 7 characters	Yes
80	Assign <b>Record</b> Button	Requires VSF/External SMDI VM	
81	Assign ISDN <b>CLIR</b> Button		
82	ISDN <b>COLR</b> Button		
84	Assign <b>Account Code</b> Button		
85	Assign <b>LOOP</b> Button		
86	Assign <b>ATD Intrusion</b> Button		
88	Assign <b>Camp-on</b> Button		
89	Assign <b>Keypad Facility</b> Button		
8#	Assign <b>OHVO</b> Button		



