

LG Nortel LDK Series Quick User Guide

Making a call

Lift handset and dial 9

Or

Press “line” key

Taking a call

If your phone is a ringing phone, simply lift handset to answer a call.

If another phone is ringing, lift handset and dial 7 followed by the extension number which is ringing (“Directed Call Pickup”)

Or

Dial 566 for “group Call Pickup”

Transferring a Call

While connected to a call, press the “trans/pgm” key and dial the relevant extension number. When the extension answers, hang up and the call will be transferred.

Parking a Call

If your system is set up for call parking, while on a call, press one of the Park Keys.

The park key will flash on all telephone sets. To take a call off park, simply press the flashing park key.

Call Forwarding and Voice Mail

To forward your telephone to another extension or to your voice mail box;

Lift Handset and dial 554 or press the “Dnd/Fwd” Key

Dial one of the following digits;

1. for Unconditional forward (immediate call forward)
2. for when extension is busy
3. for when you do not answer a call
4. for busy/ no answer

Followed by the extension number that you want to forward to or # for voice mail

E.G. to forward your telephone immediately to extension 105, lift the handset and dial the following; 5541105 and hang up. Your “Dnd/Fwd” key will begin to flash.

E.G. to forward your telephone on busy no answer to your voice mail box, lift handset and dial the following; 5544# and hang up. Your “Dnd/Fwd” key will begin to flash.

To cancel Call Forwarding, simply press the flashing “Dnd/Fwd” key once.

Note; you must firstly record a greeting into your Voice mail Box before you can Call Forward to it. To do this, lift the handset, press the “trans/pgm” key and dial 61. Press the # key to start recording and press the “hold/save” key to save the recording. You can listen to your voice mail recording again by lifting handset, pressing the “trans/pgm key” and dialling 61, listen and then hang up.

To listen to and delete Voice Mail messages

If you have voice mail messages, your screen will show “MSG: VMIB(2) “ and the “Callback “ key will be flashing. Press the “Callback” key to listen to your messages and press the “Conf” key to delete messages.

Speed Dialling

Speed dialling is used by programming the telephone number into a “bin” number. There are 100 personal speed bin numbers per telephone set (from 000 to 099) and 500 system speed bin numbers (from 2000 to 2499) which everybody shares. These bin numbers are named so that you can scroll down to a name and dial the relevant person.

To program personal speed numbers;

Press the “trans/pgm” key followed by the “speed” key. Dial a free 3 digit bin number(000 to 099). Dial your telephone number and press the “hold/Save” key. Now name your speed number by using the grid below. E.g if you want the letter H, dial 42 . When you have named your speed number, press the “hold/save” key to save the number into the particular bin number.

. - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30
G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60
P - 71 Q - 72 R - 73 S - 74 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 94 9 - 90
Space - *1 : - *2 , - *3	0-00	#

To use your personal speed numbers

If you know the bin number that you want, press the “speed key” followed by the bin number. Your speaker will activate and the call will be made.

To call by name

Press the “speed” key **twice**, and dial **2**. Use the volume key to scroll to the name that you want to dial. When the cursor is under the relevant name, press the “hold/save” key. Your speaker will activate and the call will be made.

Intercom Answer Mode

You can set up your phone so that when somebody rings you internally, your phone answers automatically on speaker. Press the “trans/pgm” key followed by 121 and press the “hold/save” key.

Naming your phone

Set up your phone so that your name appears on the screen and when you ring somebody internally, your name shows to them. Press the “trans/pgm key followed by 74. Using the grid above, insert your name and then press “hold/save”.