

## LIP-9030 and 9040C Button Layout



\*The LIP-9030 has 8 programmable flex keys  
The LIP-9040C has 12 programmable flex keys

### Button Guide

- Menu:** access the settings for your phone, such as changing the font and display or changing the configuration.
- Directory:** accesses the station, system and internal phone books.
- Mute:** mute the call so that the caller cannot hear your voice.
- Speed:** assign or use assigned speed dial numbers.
- DND (Do-Not-Disturb):** blocks incoming calls. You can also activate Do-Not-Disturb while the phone is ringing - this terminates the call and the caller will get a busy tone.
- Hold:** place a call on hold – the caller will receive on-hold music or comfort music.
- Transfer:** transfer the current active call.
- Message:** access message box.
- Headset:** if a headset is plugged in this button allows you to toggle between the headset and handset.
- Volume control:** adjust the Ring, Headset, Handset, and Speaker volume.
- Speaker:** toggle the speakerphone On and Off during a call.
- Soft keys:** these buttons are interactive and have a changing function based on the phone's status.
- Flex keys:** a line, feature or quick dial can be assigned to these buttons.

## Phone Directory

### Using the Phone Book Directory

Access the stored telephone numbers in your system

- Press the **Directory** button followed by one of the following options:  
Enter a minimum of **3 characters** using the phone keypad (A = 2 + 1, B = 2 + 2 etc.)  
Use the navigation key to select a number or a name and press **OK**.  
Press **Send**.  
Speed Dial (ALL):  
Press the **Speaker** button.  
Dial the desired **Speed Dial** number or \* to call the last dialled number.

## Voicemail

### Accessing your Voicemail

- Press the **Voicemail** softkey (if programmed) or press the **Message** button.  
Select **option 3** (Voicemail).  
Enter **Station Number** followed by your **Password**.

### Listening to Voicemail (Options)

- Once you have accessed your voice mail box the following options are available;  
Main Menu:  
Press 1: New Messages  
Press 2: Saved Messages  
Press 8: Set personal greeting & password  
Press #: Disconnect  
Press 0: Operator  
Press 9: Repeat options  
New Message Menu (Based on pressing 1 from Main Menu)  
Press 1: Mew Messages (Press 1 to replay message)  
Press 2: Skip to next message  
Press 3: Delete current message  
Press 4: Forward message to another user  
Press 5: Call back the person who left the message  
Press 6: Skip the current message

## Changing System Date and Time (only at the system attendant phone)

### Locate your System attendant phone:

Press 0 (Zero) on any Phone, the ringing Phone is the System attendant Phone. If the Phone you dialled 0 from says Invalid, this is the System Attendant Phone. You will need to use this Phone to make the change.

- Press TRANS/PGM button
- Dial 0 4 1
- Prompts for date entry (MM/DD/YY)
- Dial date eg: 102818 (28st October 2018)
- Press HOLD/SAVE or OK button
- Prompts time entry (HH:MM)
- Dial time eg: 1315 (01:15pm)
- Press HOLD/SAVE or OK button

## Dealing with calls

<b>Answering an Incoming Call</b>	Lift the handset or press the <b>PICKUP</b> soft key. To answer a call on another extension that is programmed to one of the phones 10 flex keys, press the flashing flex key <i>before</i> lifting the handset.
<b>Making an External Call</b>	Lift the handset and press a free flex key allocated to a line, or dial 9 to pick up an outside line. Once you have an outside line, dial your number.
<b>Making an Internal Call</b>	Lift the handset. Dial the extension number or press the flex key assigned to the contact.
<b>Rejecting a Call</b>	Press the <b>DND</b> button when a call comes in.
<b>Placing a Call on Hold</b>	Press the <b>Hold</b> button. To reconnect the call, press the Green flashing flex key.

## Parking a call

<b>Parking a Call</b>	To park an active external call, press <b>Transfer</b> , dial the park code (i.e. #601 for Park 1), and hang up to return to idle. To retrieve a parked call from any handset, lift the handset and dial the park code. You can also use a flexkey labelled 'Park' so you don't need to dial a code e.g. 601.
<b>Camp On (Call Waiting)</b>	When dialling an extension that is engaged, the Camp On feature allows the station to be notified that there is a call waiting. Press * to wait off-hook or <b>Message</b> to request a call back.

## Transferring a call

<b>Transferring a Call</b>	During an active call, press either the <b>Transfer</b> button or the <b>TRANS</b> soft key. Dial the extension number, external number or press the programmed flex key. Either speak to the recipient to announce the call, or simply hang up to complete the call transfer.
<b>Returning to Caller from a Transfer</b>	Press the Green flashing flex key.

## Redialling a number

<b>Call Log</b> List of phone numbers called and received	Press the <b>LOG</b> soft key. Scroll through the list using the <b>Navigation</b> buttons. To redial a number press the <b>SEND</b> soft key. To find out information on the call press the <b>DETAIL</b> soft key. Press <b>BACK</b> to exit.
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## Features

<b>Do-Not-Disturb</b> Makes your extension unavailable	Press the <b>DND</b> key to activate. Press the <b>DND</b> key again to deactivate. <i>Please note that this is not available on the attendant handset.</i>
<b>Conference Calls</b> 3 way calling	To call the first party, follow "Making an External/internal Call" above for instructions. Once connected press the <b>CONF</b> soft key once. Call the second party (as above). Once connected, press the <b>CONF</b> soft key twice to connect the calls.
<b>Ad Hoc Conference Calls</b> 3 way calling	Press Speaker button Press Forward soft key Press 1: Unconditional Press 2: Busy Press 3: No-Answer Press 5: Off-Net Call Forward Press 0: Remote Forward Dial the Extension/Group/Speed Dial/Phone Number
<b>Programming Call Forward (Routes your calls to another extension/group/speed dial)</b> All these features will override your voicemail functions.	Disable a forward by pressing the Speaker button then pressing the Forward soft key, following by pressing the # key.

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