



# Ericsson-LG Enterprise iPECS 1010i Handset Key Features Guide

## 1010i Button Layout



## Phone Guide

### • Fixed Buttons

- **MSG:** Accesses message boxes
- **Mute:** Mute the call so that the caller cannot hear your voice.
- **Headset (icon):** If a headset is plugged in this button allows you to toggle between the headset and handset.
- **Dir:** Assign or use assigned station speed dial numbers.
- **Trans:** Transfer the current active call or access the Program menu while the phone is idle.
- **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 tones.
- **Menu button:** Access the settings for your phone, such as changing the font and display or changing configuration.
- **Volume button:** Adjust the Ring, Headset, Handset, and Speaker volume.
- **Speaker button:** Toggle the speakerphone On and Off during a call. The button will automatically illuminate when the phone is in menu mode.
- **Flexible buttons:** A line or feature can be assigned to these buttons.
- **LCD screen:** Phone interface for status, dialing directories, and text message information.
- **Soft Keys:** These buttons are interactive and have a changing function based on the phone's status.

The 1010i has 4 programmable Flex keys

## Dealing with calls

### Answering an Incoming Call

Lift the handset. To answer a call on another extension, press the flashing flex key and then lift the handset.

### Making an External Call

Lift the handset and press a free flex key allocated to a line, or the 9 key to pick up an outside line. Once you have the outside line, dial your number.

### Making an Internal Call

Lift the handset. Dial the extension number or press the flex key assigned to the contact.

### Rejecting a Call

Press the **DND** button when a call comes in.

### Call Pick Up

Lift the handset and dial 566 to pick up any handset in your group, or dial \*77 and the station number to pick up a handset that's not in your group.

### Placing a call on hold

Press the **HOLD** button. To reconnect the call, press the **HOLD** button again to reconnect the call.

## Quick access call tools

### Speed Dial/Directory

Press the **Directory** button and then enter first character(s) of the name you wish to find. Press the key with the letter you require 1-4 times e.g. for the letter K press 5 twice (1 press = J, 2 =K, 3=L).

Press **OK** and then use the navigation key to scroll to the entry you require. Press OK to dial the number or 'Send' from the appropriate Soft key.

## Redialling a number

### Call Log

List of phone numbers called and received

Press the **LOG** soft key. Scroll through the list using the Navigation buttons.

To redial a number press the **SEND** soft key

To find out information on the call press the **DETAIL** soft key. Press **BACK** to exit.

## Voicemail

### Accessing your Voicemail

Press the Message button followed by one of the following options:

- 1 – to give an internal user a call back
- 2 – to access your **missed calls**
- 3 – to access your **voicemail**
- 4 – to access your **SMS** (internal message)

If you do not know your password, contact your system administrator

Once you have accessed your voicemail inbox here are the options available to you:

- Dial 1 - New messages
- Dial 2 - Saved messages
- Dial 3 - Urgent messages
- Dial 4 - Send messages Manage greetings
- Dial 5 - Personal options
- Dial 8 - Set greeting or password
- Dial 0 - To disconnect

### Listening to Voicemail (Options)

## Parking a call

### Parking a call

To park an active external call, press **Transfer**, dial the park code (i.e. #601 for Park 1)

Or press your assigned park key, and hang up to return to idle.

To retrieve a parked call, lift the handset and dial the park code or press your assigned park key.

### Camp On

When dialing an extension that is engaged, the Camp On feature allows the station to be notified that there is a call waiting. Press your assigned flex key to initiate camp on.

## Transferring a call

### Transferring a Call

Press the **Transfer** button, dial the extension number, external number or press the programmed flex key, then either speak to the recipient to announce the call or simply hang up.

### Returning to Caller from a Transfer

If you are unable to transfer the call, press the **Transfer** button again to return to the caller.

## Features

### Do-Not-Disturb

Makes your extension unavailable for calls

Press **DND** button to activate.

Press **DND** button again to deactivate.

Please note that this is not available on the attendant handset.

### Ad Hoc Conference Calls

3 way calling

To call the first party, follow "Making an External/internal Call" above for instructions.

Once connected press the **assigned flex key**

Call the second party (as above).

Once connected, press the **assigned flex key** twice to connect the calls.

\*To program a flex key, press **Transfer** then the key you wish to assign, dial 91 and then press **OK**.

### Programming Call Forward

Routes your calls to another extension/group/speed dial - this will override your voice mail functions.

Dial 501 (or assigned feature code) then select one of the following options:

1. Unconditional Forward (forwards all calls instantly)
2. Busy Call Forward (only forward calls when you are on the phone)
- 3 - No Answer Call Forward (only forwards calls if you don't answer)
- 4 - Busy / No Answer Call Forward (Mix of 2 & 3)

Dial the extension number

To disable all call forwarding, dial 502 (or assigned feature code)