

## LDP-9240D Button Layout



### Button Guide

- LCD Screen:** Displays your phones status, dialing directories, and text message information.
- Soft keys:** Soft keys are interactive, changing function based on the phones status.
- Flexible Button ("flex key"):** a line or feature can be assigned to these 24 flexible buttons - ask your system administrator for help.
- Flash button:** use the flash button to dial straight out to another line once you have finished a call.
- Speed:** assign or use assigned speed dial numbers.
- Trans/PGM:** transfer the current active call or access the Program menu while the phone is idle.
- Directory:** Accesses your private or public directory for speed dialing.
- DND (Do-Not-Disturb):** blocks incoming calls. You can also activate Do-Not-Disturb while the phone is ringing. Use to allow you to forward all calls to another number
- Call Back:** when a light shows on the call back button this indicates you have a message, use to access your Voice Mailbox.
- Mute:** mute the call so that the caller cannot hear your voice.
- Hold/Save:** Use to place a call on Hold. Also, use to access a held call. In menu mode, it saves your inputs.
- Headset:** when a headset is connected, toggle call between headset and speaker.
- Flash button:** use the flash button to dial straight out to another line once you have finished a call.
- Volume control:** adjust the ring, headset, handset, and speaker volume.
- Speakerphone:** toggle the speakerphone on and off during a call. The button will automatically illuminate when the phone is in menu mode.
- Navigation key:** use to navigation through the soft keys and menu options.

## Dealing with calls

### Answering an Incoming Call

Lift the handset or press the flashing Flex button (as needed), the call will be connected. You may also use pick up codes assigned by your installer engineer to answer other ringing handsets from your desk phone.

To answer a call on another extension that is programmed to one of the phones 12 flex keys, press the flashing flex key *before* lifting the handset.

### Making an External Call

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 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 - the caller will get a busy tone.

### Placing a call on hold

During a call, press the **Hold/Save** button.  
To reconnect the call, press the flashing line key.

## Quick access call tools

**Speed Dial**

Lift the handset  
Press the **Speed** button  
Dial the desired System or Station Speed Dial number

**Last Number Redial (LNR)**

The last number dialed on an external call is automatically saved in the Last Number Redial (LNR) buffer. Register redial to a flex button.  
Lift the handset.  
Press the **speed** button  
Dial \*  
or  
Select the **Redial** flex key  
Use the **Volume** keys to select from the last numbers dialed or received  
Press the OK soft button or **Hold/Save** button

## Call waiting

**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. If the called party is busy, you may activate Camp-On which allows you to wait off-hook for the called station to answer.  
Press \* and await an answer.

## Transferring a call

**Transferring a Call**

During an active call, press the **Transfer** button  
Press **TRANS/PGM**  
Call the required recipients number  
For **unscreened Call Transfer** simply hang-up  
For **screened Call Transfer**, when the call is answered, announce the call and hang-up

**Returning to Caller from a Transfer** Press the flashing line key or press trans/PGM.

## Features

**Do-Not-Disturb**  
Makes your extension unavailable for calls

Press the **DND** button to activate.  
Press the **DND** button again to deactivate.

**Conference Calls**  
3 way calling

Establish a call with one of the desired conference parties,  
Select the conf soft button  
Establish call with the other conference party,  
Press the conf soft button to establish the conference.  
To place a conference call on hold, press the **Hold/Save** button. Press again to retrieve the conference.

Features and operations are based on number plan 1. Please consult your installer.

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