

**LDP7008/16/24D Digital Telephone
User Guide**



- Do not drop or subject the phone to physical shock
- Do not immerse in water
- Do not disassemble or attempt to modify the phone in any way
- Use a damp or anti-static cloth to clean the phone. Do not use a dry or electrostatically charged cloth. Do not use chemical or abrasive cleaners as these could damage the phone.
- Retain the cardboard packaging supplied with this handset. It should be used if the phone has to be returned for service. The packaging can be recycled when no longer required.
- Please take care not to place the phone in direct sunlight for prolonged periods.

Service

The 7008/16/24D digital telephone contains no user-serviceable parts. LG recommend that your 7008/16/24D digital telephone is serviced or repaired by an LG authorised service centre

Preset Messages

Preset messages that can be left in the display of your handset are as follows:

00 **PERSONAL/CUSTOMISABLE** Message.

01 **LUNCH, RTN HH:MM** – Use this message if you are away from your desk at lunch. The internal calling party will see this message on their display when the call you.

02 **ON VACATION/RTN DATE (MM:DD)** – This message will inform internal callers that you are on holiday and your expected return date.

03 **OUT OF OFFICE/RTN TIME (HH:DD)** – If you are out of the office for a period of the day internal callers can see your expected return time.

04 **OUT OF OFFICE/RTN DATE (MM:DD)** – As per message 03 but you should use this if you are away from the office for a day or more.

05 **OUT OF OFFICE/RTN UNKNOWN** – This message should really be used in emergencies where you have been called away from the office unexpectedly.

06 **CALL: XX.....(17 DIGITS)** – If you are away from your desk/office and cannot take calls this is a way of informing internal callers that they should ring an alternative number.

07 **IN OFFICE/STA XXXX** – You may have to work at another colleagues station. This informs internal callers where to redirect their call to.

08 **IN A MEETING/RTN TIME (HH:MM)** – If you are not contactable in a meeting you should use this message.

09 **AT HOME** – If you are to be working from home for a day leave this message on you phone before leaving the office.

10 **AT BRANCH OFFICE**

11-20 – These options are available to be custom set to your organisation's requirements.

User Programming Codes

Flexible buttons can be assigned as the one of the popular features below. To programme a button as the code the sequence is:

[TRANS/PGM] + [FLEX BUTTON] + Programme Number + [HOLD/SAVE]

Differential Ring.....	11	Listen to Station Status.....	64
Enblock Mode.....	14	Record Paging Message.....	65
SMS Notice/Display.....	15	Erase User Greeting.....	66
Headset Port On/Off.....	17	Erase Paging Message.....	67
ICM Ring Tone.....	18	LCD Language Change.....	71
CO Ring Tone.....	19	BGM (Background Music).....	73
COS Down.....	21	Station Name Register.....	74
Walking COS.....	23	Headset Setup.....	75
Authorisation Code Register.....	31	Headset/Telephone Ring Mode.....	76
Authorisation Code Change.....	32	Account Code.....	80
Set Wakeup Time.....	41	DDI Call Wait Activate.....	81
Conference Room Activate.....	43	Intercom (ICM) Hold.....	83
Conference Room Deactivate.....	44	Camp On.....	85
Preset Message Activation.....	51	UCD (Call Centre) DND.....	87
Set Custom Message.....	52	Conference.....	91
Record User Greeting.....	61	DND.....	93
Play Date and Time.....	62	Flash.....	94
Play Station Number.....	63	Mute.....	95
		Redial.....	97

Your digital telephone's keys

(1) Speaker

This button is for activating the phone's speaker whilst on hook. Useful when using a headset or if you wish to speak hands free. Red LED illuminated if off-hook without lifting the receiver.

(2) Hold/Save Key

Dual purpose key. When in a call it is used to place a caller on hold. When programming it is for permanently updating changes to the system memory.

(3) Volume (+ / -) Key

Used for adjusting speaker, ringing and in-call volume.

(4) Speed Key

This key is used to access System and Personal speed dial numbers and the internal directory.

(5) Trans/Pgm Key

Dual purpose key. When in a call with an external party it is used to transfer. When programming features, speed dial numbers it is a programme key.

(6) Flexible Keys

These keys are for use as line keys or for storing regularly used features or speed dials.

(7) Silver Navigation Button (16 & 24D Only)

This button is for quick, easy access to your phonebook and menu tree. The **OK** button is for confirmation of programming changes and menu commands.

(8) Context keys (3 silver keys under LCD display – 16D & 24D only)

Depending upon the active state of your phone, these keys will relate to different on-screen prompts.

Making and Answering calls

Always ensure that external parties are informed if you intend to record a call.

Making and Answering an external call

Options for calling externally are:

1. Lift the handset and dial 9
2. Dial 9
3. Press the **[SPEAKER]** button and dial 9

Dial the desired number

To answer a call lift the handset or press the **[SPEAKER]** button.

Making and Answering an internal call

You can make an internal call in the following ways:

1. Lift the handset and dial an extension number.
2. Dial an extension number.
3. Press a **[FLEXIBLE]** button assigned as an extension number.

To answer a call lift the receiver or press the **[SPEAKER]** button.

Placing and External/Internal Call on hold

Whilst connected to another party (internal or external) press the **[HOLD/SAVE]** button.

Retrieving an External/Internal Call on hold

If you are 'Off-Hook' (holding the handset) simply hang up (replace the handset) or dial the extension number of the station that you placed on hold and you will be reconnected.



USER PROGRAMMING CODES

PRE SET MESSAGES

PAGE CODES

To enter the menu press the **[TRANS/PGM]** button

[1] RING

- 1.1 TYPE
- 1.2 ANSWER MODE
 - 1.2.1 HANDSFREE (H)
 - 1.2.2 TONE (T)
 - 1.2.3 PRIVACY (P)
- 1.3 SMS MSG DISPLAY
- 1.4 ENBLOCK MODE
- 1.5 SMS/NOTICE DISPLAY
- 1.6 SCROLL SPEED
- 1.7 EAR-MIC HEADSET
- 1.8 ICM RING
- 1.9 CO RING

[2] COS

- 2.1 COS DOWN
- 2.2 COS RESTORE
- 2.3 WALKING COS
- 2.4 COS CHANGE

[3] AUTH / MOBILE EXTN

- 3.1 AUTH REGISTER
- 3.2 AUTH CHANGE
- 3.3 REG MOBILE-EXT
- 3.4 ACTIVE MOBILE-EXT

[4] TIME / CONF-ROOM

- 4.1 SET WAKE-UP TIME
- 4.2 WAKE-UP DISABLE
- 4.3 ACTIVE CONF-ROOM
- 4.4 DEACTIVE-CONF ROOM

SILVER NAVIGATION BUTTON (16D, 24D Only)
 Enter the menu via this key will take you to an edited version of the above menu tree containing 'popular' features. For more information on how to use the Navigation button feature or the above menu tree you should contact your local authorised LG Reseller who can provide an In-depth user guide on all aspects of the 7008D, 7016D and 7024D Digital Telephones.

[5] MESSAGE

- 5.1 SET PRESELECTED MSG
- 5.2 SET CUSTOM MSG

[6] ANNOUNCEMENT

- 6.1 REC USER GREETING
- 6.2 LISTEN TIME/DATE
- 6.3 LISTEN STA NUMBER
- 6.4 LISTEN STA STATUS
- 6.5 REC PAGE MSG
- 6.6 ERASE USER GREETING
- 6.7 ERASE PAGE MESSAGE

[7] SUPPLEMENTARY

- 7.1 LCD DISPLAY LANGUAGE
- 7.2 MPB VERSION DISPLAY
- 7.3 BGM
- 7.4 REGISTER STA NAME
- 7.5 SPK/HEADSET
- 7.6 HEADSET RING MODE
- 7.7 WTU STA NUM RCVR
- 7.8 SERIAL NUMBER
- 7.9 PC-PHONE LOCK KEY

[*] SYSTEM (DO NOT USE)

Call Forward

1. Dial **554** from your handset or press the **[SPEAKER]** button followed by the **[DND/FWD]** button.
3. Select a forward option as per below. (Example: Select option 4, Busy/No Answer)
4. Select the destination appropriate to the call forward type. (To select the integral messaging card press **#** - you will need permission to use this application).
5. To cancel the call forward dial **554, #**.

7016D & 7024D Only:

Follow above instructions or alternatively:

1. Press the **[SPEAKER]** button.
2. Press the 1st of the silver keys with **FWD** above it on the display.
3. Follow option 3 onwards as described above.

Call Forward

It is possible to forward you phone in a number of ways. The options available are:

- 0** – Follow-Me (To forward calls from your extension to a temporary location. The forward is activated at the temporary location. A valid authorisation code will be required).
- 1** – Unconditional (This option allows you to forward all calls immediately to a Station, Hunt Group or the integral Voice Messaging card).
- 2** – Busy (Destination options are as per option 2. Calls will only forward when you are busy – on the phone).
- 3** – No Answer (Destination options as per option 1. Calls will only forward when a 'No-Answer' timer expires. The length of the time is determined by a qualified System Administrator).
- 4** – Busy/No Answer (Combines options 2 & 3. Most popular, especially where Voicemail is used).
- 5** – Off-Net (This allows you to forward your phone unconditionally to a remote location such as Mobile or home phone using a speed dial).
- 6** – No Answer Off-Net (As per option 6 but only after a no-answer timer)
- 7** – Access Not Permitted
- #** - Allows you to cancel any call forward.

Parking a Call

Whilst connected to an external party press the **[TRANSFER]** button, dial a **Park Location** (See below for location numbers) or press a flexible button labelled as Park and hang up.

Retrieving a Parked Call

If retrieving a call that you have parked, dial the relevant digits for the parking bay used (See below)

If responding to a page, dial the relevant digits (See below) from the nearest available telephone.

Call Wait (Camp On)

1. Dial an internal number
2. Get busy tone and press the **[*]** button.
3. If the called party answers you can speak with them or simply transfer a call to them.

7016D & 7024D only

1. Press the 2nd Silver Key with **CAMP-ON** above it on the display when you dial a busy extension.
2. As per option 3 above.

Answer a Call Wait (Camp On)

1. After hearing Call Wait (Camp On) tone press the flashing **[HOLD/SAVE]** button.
2. Your existing caller is placed on hold.
3. When you have finished speaking you will return to the original caller when the second caller hangs up.

TIP: It is possible to assign a flexible button as CAMP ON. See Page 13 for Flexible Key programming codes.

Park Locations:

IPLDK50/100: 601-610
IPLDK300/300E: 601-619

Character Entry Chart

Please follow the chart below when entering characters.

. = 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	#

Saving your name to your phone

1. Press the **[TRANS/PGM]** button and dial **74**.
2. Enter your name as per the Character Entry chart
3. Press the **[HOLD/SAVE]** button to save your name to the system memory

Storing Personal Speed Dials

1. Press the **[TRANS/PGM]** button.
2. Press the **[SPEED]** button.
3. Dial the number of the speed dial bin you 000-099
4. Enter the required speed dial number and press **[HOLD/SAVE]**. (You do not need to enter 9 for an outside line).
5. Enter the name as per the character entry chart on page 23.
6. Press the **[HOLD/SAVE]** button.

Storing information under a flexible button

1. Press the **[TRANS/PGM]** button and select the button you wish to assign.
2. Assign the button in on of the following ways:
 - a) Press the **[TRANS/PGM]** button followed by a user programming code .
 - b) Press the **[SPEED]** button followed a speed dial number.
 - c) Enter the relevant extension number.
3. Press the **[HOLD/SAVE]** button.

Call Pickup (Directed)

1. Dial 7 followed by the extension number of the station that is ringing (or group number if a group of phones is ringing).
2. You will then be connected to the calling party.
(Code can be saved under a flexible button).

Call Pickup (Group)

1. Pick up your handset or press the **[SPEAKER]** button.
2. Dial **566**.
3. You will be connected to the caller.
(Code can be saved under a flexible button).
On the 7016D and 7024D you can press the 1st Silver Key with **PICKUP** above it on the display for both types of Pickup.

Transfer (Screened)

1. Whilst connected to a caller press the **[TRANS/PGM]** button. (For 7016D or 7024D you can press the 1st Silver Key with **TRANS** above it on the display.
2. Dial the appropriate extension number or press a flexible button that has been assigned with a station number.
3. Wait for the called party to answer, announce the call and Hang Up

Transfer (Unscreened)

1. Repeat steps 1 to 3 as described above.
2. Hang up on ringing without announcing the call.

Using Speed Dial Numbers

1. Press the **[SPEED]** button.
2. Dial the required speed dial number.

Making a Page

1. Lift receiver or press the **[SPEAKER]** button.
2. Dial the required paging code (see below).
3. Hang up once you have finished the page.

501-535 – Internal Page Zone

543 – Internal All Call

544 – Meet Me

545 – External Zone 1

546 – External Zone 2

547 – External Zone 3

548 – External All Call

549 – All Call (Page zones will need programming).

Conference Call

You will need a flexible button assigned as **[CONFERENCE]** on the 7008D.

1. Press the **[CONFERENCE]** button while on a call (7016D and 7024D – press the 2nd Silver Key with **CONF** above it on the screen).
2. Dial another extension or external number.
3. When the party answers press the **CONFERENCE** button once to enable you to add another party or twice to set up the conference and allow all parties to converse.

Last Number Redial/Redial

To redial the last external number you called you will need a flexible button assigned as **REDIAL** on the 7008D.

1. Press the **REDIAL** button (7016D and 7024D – press the 3rd Silver Key with **REDIAL** above it on the screen).
2. Use the **[VOLUME +/-]** button to find the number you require. The first in the list is the last dialled number.
3. Press the **[HOLD/SAVE]** button and the number you selected will be dialled.
4. To access the last dialled number you can alternatively press the **[SPEED]** button followed by the **[*]** button followed by **[HOLD/SAVE]**.

Leaving a Message Wait Notification

At a Busy Station

1. Press the **[CALL BACK]** button.
2. When the busy part hangs up you will be notified with intermittent bursts of tone.

Calling an Unanswered Station

1. Press your **[CALL BACK]** button and hang up.

Answering a Message Wait Notification

1. Press the **[CALL BACK]** button or dial **557**.



USER PROGRAMMING

STORING YOUR NAME

STORING PERSONAL SPEED DIALS

CHARACTER ENTRY CHART