

## LG IPLDK Basic Telephone User Guide

### Placing an outside call

Lift the handset (or press speaker), then dial 9  
Dial the telephone number required

### Placing an outside call on hold

Whilst on the call press the recall key to place the call on hold  
To take the caller off hold, press the recall key again

### Transferring an external caller to another extension

Whilst on the call press the recall key followed by the extension number you wish to pass the call to. To transfer the call un-supervised, hang up when you hear the extension ringing. To transfer the call supervised, wait until the extension answers, announce the call details then hang up.

To return to the caller press the recall key.

### Placing an internal call

Lift the handset (or press speaker)  
Dial the required internal extension number

### Last number redial

Lift the handset and press redial (if your telephone has a redial button), or dial 552

### Storing personal speed dials

Lift the handset, dial 555, enter the speed-dial location number (000-099) and dial the telephone number to be stored then press recall. You will hear a confirmation tone.

### Using personal speed dials

Lift the handset, dial 558 followed by the speed-dial number 000-099

### Call Forwarding

Call forwarding your calls to another extension or voicemail can function in a number of ways. To forward your calls follow the following instructions:

Lift the handset and dial 554 followed by one of the following:

- 1 Unconditional
- 2 Busy
- 3 No Answer
- 4 Busy & No Answer

To forward to Voicemail, press # after selecting one of the above.

To disable forward to Voicemail, dial 554 followed by #

### Voicemail

To record your message/greeting:

Lift the handset and dial 563. On hearing the tone, dial 61 and record your greeting. When finished replace the handset.

To delete your message/greeting:

Lift the handset and dial 563. On hearing the tone, dial 66.

To listen to messages:

Lift the handset and dial 557

To delete the message and listen to the next message, press #1

To save the message and listen to the next message, press #2

To listen to the message again, press #3