Ericsson-LG Enterprise iPECS
1040i Handset Key Features Guide

iPECS
Your Communications Solution

1040i Button Layout



The 1040i has 24 programmable keys across 3 pages

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:** Allows you to search the directories using alpha dialling
  - **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.

Phone Directory

Using the Phone Book Directory
Access the stored telephone numbers in your system

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

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

Listening to Voicemail (Options)

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

Dealing with calls

Answering an Incoming Call

Lift the handset or press the speaker key.
To answer a call on another extension us the **PICKUP** soft key.
If there is a call ringing on an extension that you have programmed under a Flex key, press the flashing light to answer that call and lift the handset.

Making an External Call

Lift the handset and dial a 9 for an outside line, followed by the number that you require. If you don't lift the handset you can dial a 9 to activate handsfree mode. Alternatively, select the 'Line' key that is programmed in your Flex keys.

Making an Internal Call

Lift the handset and 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.

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 use the Park key if it's been programmed as a Flex key, and hang up to return to idle. To retrieve a parked call, lift the handset and dial the park code.

Camp On (Call Waiting)

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 Message to request a call back.

Transferring a call

Transferring a Call

During an active call, press either the **Transfer** button or the **TRANS** 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.

Returning to Caller from a Transfer

Press the Green flashing flex key or the **Transfer** button.

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.

Features

Do-Not-Disturb
Makes your extension unavailable

Press the **DND** key to activate. Press the **DND** key again to deactivate.
Please note that this is not available on the attendant handset.

Ad Hoc Conference Calls
Group calling (3 or more callers)

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.

Programming Call Forward (Routes your calls to another extension/group/speed dial)
All these features will override your voicemail functions.

Press the Right arrow on the navigation key until you see FWD in the Soft keys and select it. Then choose from 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)
5 - To disable call forwarding, access the FWD soft key and press #

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