



# North Florida Communications

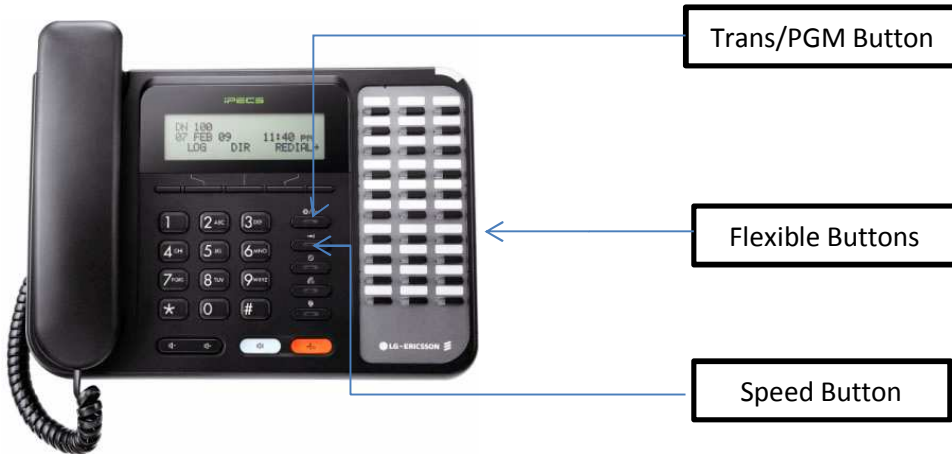
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## LG IPECS

### 9000 Series Phones

#### Speed Dial Programming



Frequently dialed numbers can be stored into Speed Bins for quick access. There are two different kinds of Speed Dial Numbers, Station Speed numbers and System Speed numbers

#### **Station Speed Numbers**

Each extension has its own set of 20 speed numbers which are not shared with other users. These are called Station Speed Dial Numbers and are located in bins 00-19. You can change these numbers on your own phone without affecting your co-workers speed dial numbers.




*Note: The larger IPECS systems have 100 speed bins per user ranging from 000-099.*



#### **System Speed Numbers**

System Speed dial numbers are numbers that are shared by the entire system. There are 800 system speed dial bins and they are located in bins 200-999. These numbers are programmed just like Station Speed Numbers, except that they must be programmed at the attendant station. This is usually station 100.


*Note: The larger IPECS systems have 3000 system speed bins ranging from 2000-4999.*

#### **Program Speed Dial Bins**

- 1) Press the  (Program) button.
- 2) Press the  (Speed) button.
- 3) Enter the speed bin to be programmed. Station Speed Bins are 00-19. System Speed Bins are 200-999.
- 4) Select or dial the CO Line or Line Group that will be used to dial this number. Typically you can just dial "9" to use your main group.
- 5) Enter the phone number to be programmed.
- 6) Press the  (Hold/Save) button to save the entry.



- 7) Enter a name for the Speed Dial number using the chart below.
- 8) Press the  (Hold/Save) button to save the name.
- 9) You can now program your next speed dial number. The system will automatically go to the next speed bin. Just go back to Step 5.
- 10) Once all Speed Dial Numbers have been added, press the  (Speaker) button to quit.

### Using Speed Dial





Dial the speed number programmed by pressing  (Speed) button followed by the bin number.

### Dial By Name

Alternatively, we can dial by name:

- 1) Press the  (Speed) button **twice**.
- 2) Press [2] for the private Directory (Station Speed Dial) or [3] for the Public Directory (System Speed Dial).
- 3) Using the chart below, enter the first letter of the Speed Dial Name or use the  (Volume) key to scroll through the list of Speed Dials.
- 4) Press the "Send" soft-key below the LCD screen to dial.

### Program a Flexible Button for One-Touch Dial

- 1) Press the  (Program) button.
- 2) Press the Flexible button you want to program.
- 3) Press the "TEL NUM" soft-key below the LCD screen.
- 4) Select or dial the CO Line or Line Group that will be used to dial this number. Typically you can just dial "9" to use your main group.
- 5) Enter the phone number to be programmed.
- 6) Press the  (Hold/Save) button to save the entry.
- 7) Enter a name for the Speed Dial number using the chart below. (Optional)
- 8) Press the  (Hold/Save) button to save the name.
- 9) You can now program your next One-Touch Dial number. Once all One-Touch Numbers have been added, press the  (Speaker) button to quit.

Now, if we want to dial that number, we simply press the button we just programmed.

### Character Entry Chart

Use the chart below to locate the letter, number, and symbol codes that allow you to enter text on a display and create customized messages.

Example: To enter the name MARY, you would use the dialpad to enter the number series:

M = 61, A = 21, R = 73, and Y = 93

. = 13	A = 21	D = 31
	B = 22	E = 32
	C = 23	F = 33
1 = 10	2 = 20	3 = 30
G = 41	J = 51	M = 61
H = 42	K = 52	N = 62
I = 43	L = 53	O = 63
4 = 40	5 = 50	6 = 60
P = 71	T = 81	W = 91
Q = 72	U = 82	X = 92
R = 73	V = 83	Y = 93
S = 74		Z = 94
7 = 70	8 = 80	9 = 90
Blank = *1	0 = 00	
: = *2		
, = *3		