

# **Gigabit Phone Quick Guide**

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**LIP-8012E/8024E/8040E**

Please read this manual carefully before operating your set.  
Retain it for future reference.

## Important Safety information

**To prevent the risk of harm to the user or damage to equipment, please read this information before installing or repairing the phone.**

1. Only trained and qualified service personnel should install, replace or service the phone.
2. Don't spill liquid (ex. Water) on the phone. In case of spill, contact your service technician for assistance to avoid fire or electric shock.
3. If you see smoke or smell something burning, unplug the power cord and the phone line. Call your service technician for assistance.
4. Don't use the phone during a thunderstorm. Lightning strike may result in a fire, severe electrical or acoustic shock.
5. Don't tug the power cord or the phone line. This may result in a fire, an electric shock or equipment damage.
6. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.
7. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep handset clear of such objects and check before use.
8. Avoid placing the phone in an area that is dusty, damp or subject to vibration.
9. Choose a site that is dry and well ventilated.
10. Don't put the heavy things on the phone.
11. Do not drop or throw the phone.
12. Static electricity discharge will damage electronic components.
13. Keep out of direct sunlight and away from heat.
14. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unreliable.
15. No user serviceable parts inside. Do not inset a screw driver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.

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## Regulatory information

### **European Union Declarations of Conformity**

LG-Ericsson Co., Ltd. declare that the equipment specified in this document bearing the “ CE” mark conforms to the European Union Radio and Telecommunications Terminal Equipment Directive(R&TTE 1999/5/EC), including the Electromagnetic Compatibility Directive(2004/108/EC) and Low Voltage Directive(2006/95/EC).

Copies of these Declarations of Conformity (DoCs) can be obtained by contacting your local sales representative.

### **FCC/IC Interference Statement : USA / CSA**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

This device complies with part 15 /RSS-GEN of the FCC/IC rules. Operation is subject to the following two conditions:

(1)This device may not cause harmful interference; and (2) This device must accept any interference received, including interference that may cause undesired operation.

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

The use of this device in a system operating either partially or completely outdoors may require the user to obtain a license for the system according to the Canadian regulations.

**CAUTION : Any changes or modifications in construction of this device which are not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.**

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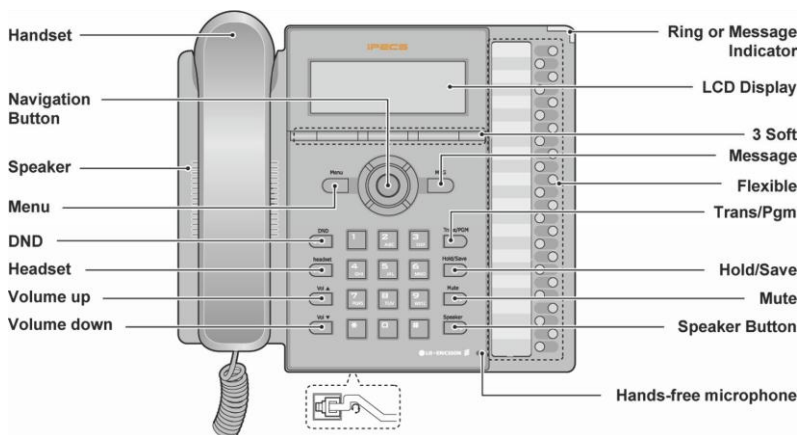


Figure LIP-8024E

\*The Button names and layout may be a bit different among LIP-8012E/24E/40E. For more detailed information, refer to the User guide each model.

## Fixed Feature Button Definitions

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**DND** – Blocks all incoming calls; red LED illuminates.

**Headset** – Toggle to activate; red LED illuminates.

**Vol ▲ ▼** – Adjusts volume for ringing, headset, and speaker phone; adjusts LCD brightness (in idle state).

**Trans/PGM** –Initiates call transfer, or enters programming mode.

**Hold/Save** – Places active call on hold or saves programming information.

**Mute** – Toggle outgoing audio; red LED illuminates.

**Speaker** – Toggle to activate; red LED illuminates.

**Menu** – Used to move to desired option for programming.

**MSG** – When illuminated indicates message waiting; used to access Voice Mail server.

**3 Soft Buttons** – Used with fixed and flexible features; use changes in relation to LCD display.

**Flexible** – Some are system pre-programmed for line appearance, and some are user programmable.

**Ring/MSG Indicator** – Illuminates when ringing, or message waiting.

**LCD Display** – Phone interface for status, dialing directories, and text message information.

**Hands-free Microphone** – Used for hands-free speaker phone function.

**Navigation button** – Used to select and/or execute items in Soft menu or Station settings (when pressing **MENU** button).

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## LIP Keypad User Operation

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*The following is provided as quick reference for commonly used features/functions.*

### **Placing a Call:**

#### **ICM Call –**

- Lift handset or press **SPEAKER** button.
- Dial the extension number from the keypad. (10-33)

#### **CO Line –**

- Lift handset or press **SPEAKER** button.
- Press CO/IP line, or dial access number. (0)
- Dial desired phone number.

### **Using Camp-On (Call-Wait):**

- When calling a busy Station, press \*.
- Wait for party to answer.

### **To retry a busy external number until answered:**

- When placing an outgoing call to a busy party, use the Navigation button to display the next **MENU**, and press the **ACNR** Soft button.
- Hang-up handset; the call will be retried until the call is connected or the feature is cancelled.
- To Cancel ANCR:** Press the **STOP** Soft button

### **Answering a Call while idle:**

#### **ICM Line –**

- Lift handset, or if in HF mode, just speak.

#### **CO Line –**

- Lift handset, and press flashing Flex button (as needed).
- MUTE - (toggle) press to STOP sound on a call.
- Vol ▲ ▼ - press to adjust sound on a call.

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## **Answering a Call while busy:**

- Press the **Hold/Save** button.
- Press the flashing CO button.

## **Using Do Not Disturb (DND):**

- Press the **DND** button (toggles ON and OFF).
- (Not available main Attendant, station 10)

## **Pickup a Call to another Station:**

- Lift handset.
- Dial Directed Call Pick-up Code. (7)
- Dial the intercom number of the ringing station. (10-33)

## **Pickup a Call from another Station in your Group:**

- Lift the handset.
- Dial Group Call Pickup code. (\*\*)

## **Conference:**

- Place a call to first member.
- If first member answer, press Conf soft button and place a call to second member.
- If last member answer, press Conf soft button, twice.

**\* For SBG only 3 way conference possible.**

## **Unsupervised Conference:**

- After establishing a conference call as above.
- Press the CONF soft button a fourth time.

**\* Pressing Conf soft button again will re-join the conference call.**

**\* To STOP / exit each member simply hangs-up.**

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## **Call Hold:**

Press the **HOLD/SAVE** button while on a call or conference.

Press the flashing CO button or Loop button to rejoin call, or Conf. Soft button to rejoin Conf.

## **Call Forward:**

Lift handset or press **SPEAKER** button.

Press **FWD** soft button.

Dial the type of forward code (0-4).

1=Unconditional, 2=Busy, 3=No Answer, 4=Busy/No Answer, 0=remote dial destination number.

For Forward code 0, dial password of forwarded station and enter the Forward code (1-4).

1=Unconditional, 2=Busy, 3=No Answer, 4=Busy/No Answer.

- Dial the destination number.

## **Delete Call Forward:**

Lift handset or press **SPEAKER**.

Press **FWD #**

## **Call Transfer:**

While on an active call, press the **TRANS/PGM** button.

Place call to the transfer destination. (10-33 or 601 – 610 for Call Parking)

Remain on the line to announce the call and/or hang-up to complete the transfer.

To retrieve parked call dial 601 - 610

## **Using Call Log:**

Press **LOG** soft button to access Call History.

Press Navigation **▲ ▼** button to select a listing.

Press Send to place a call to that party.

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## **Save Caller information to Directory:**

Press **LOG** soft button to access Call History.

Press Navigation **▲▼** button to select a listing.

Press Select Soft button, & Save Soft button to add that party's information to the directory.

## **Adjust LCD Contrast:**

While idle, press the VOL **▲▼** buttons to change the screen contrast (brightness level).

## **Change LCD Font:**

Press **MENU** button.

Dial 18 (Dual Font Code).

Press the Navigation **▲▼** buttons to select.

Press the **OK** Soft button.

## **Change Time & Date:**

Time & Date is set via Web Administration.

System uses NTP.

Settings for daylight saving can be applied.

## **Day Night Switch:**

Press **DND** button. (From the Attendant, station 10)

Dial 1 – 4 (1:Day, 2:Night, 3:Timed Ring Mode, 4:Auto Ring Mode).

Press the **Hold/Save** button.

## **Program System Speed Dial:**

Press **DIR** Soft button. (From the Attendant, station 10)

Press **SPEED** Soft Button.

Press **ADD** Soft button.

Dial 200 - 999 (or press Hold/Save to access next speed number).

Dial phone number.

Press the **Hold/Save** button.

Enter Name

Press the **Hold/Save** button.



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## Flexible Numbering Codes (SBG)

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Function	Number Code
Attendant Call	9
Alarm Reset	65
Direct Call Pick-Up	7
Group Call Pick-Up	**
Answering Machine Emulation	64
Call Forward	54
Door Open	#*
Call Coverage Ring	*#
Access CO In First CO Group	0
CO Line Group Number	801 – 805
Access Individual CO Line	8801 – 8810
Paging Zones	501 – 510
All Call Paging	500
Answer Paging (Meet Me)	511
Call Park Locations	601 – 610
Group Pilot Number	620 – 631
Do-Not-Disturb (DND)	53
DND/FWD Cancel	59
Leave Call-Back	56
Answer Call-Back	57
Camp-On Answer	66
Last Number Redial (LNR)	52
Speed Dial Program	55
Speed Dial Access	58
CO Line System Hold	67
Retrieve Any of Held CO Line	8*
Retrieve Specific Held CO Line	8#
Company Directory Name	68

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## LIP-8012E/24E/40E Installation

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**Note:** LIP-8012E/24E/40E Gigabit Phone can be powered by either AC adaptor or Power over Ethernet (PoE, class 2). To use AC power, use only the LG-Ericsson Approved AC power adaptor, which you can order separately. To use PoE, your connected LAN must support PoE.

**<Important> Use either PoE or AC adaptor, not both, for power supply of your phone.**

1. Plug one end of the supplied LAN cable into the LAN Ethernet port on the back of your Gigabit Phone marked with the  symbol.
2. Plug the other end of the cable into your LAN Ethernet connection. (Do not extend the LAN Ethernet cable to the outside of the building.)
3. (Optional) If you are connecting your PC Ethernet through the Gigabit Phone, plug one end of the LAN Ethernet cable into the PC Ethernet port on the back of your Gigabit Phone marked with the  symbol.

**<Important> Skip the following procedures from 5 to 6 if PoE is used for power supply of your phone.**

4. (Optional) Plug the other end of the cable into your LAN Ethernet connection.
5. (Optional) Connect the AC power adapter (not supplied) to the AC adapter jack on the back of your Gigabit Phone. Fasten the cord with a hook to prevent it from being disconnected.
6. (Optional) Plug the AC power adapter into the nearest AC power outlet. The phone will start up.
7. (Optional) for the wall-mounting, sleeve of the CAT5 cable should be moved backward to prevent it protruding.

## Menu Program Codes (SBG)

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Menu Code	Function	
	FEATURE	COMMENTS
11	Station Name Program	A=2, B=22, C=222 etc.
12	ICM Ring	01 - 08
13	CO Ring	
14	Password Program	
15	Language Program	
16	STA Ring Download	
17	Back Light	
18	Font Program	
2	Network Configuration	
01	Attendant – Set ICM only mode	
02	Attendant – Restore COS	

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## **Flex Button Program:**

Press the **TRANS/PGM** button.

Press the flexible button to be programmed.

Press **TRANS/PGM** button and User Program Code (refer to table).

Press the **HOLD/SAVE** button.

## **System User TRANS/PGM Program Codes (SBG)**

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<b>Code</b>	<b>Function</b>	<b>Remark</b>
11	Intercom Answer Mode	Select ICM Signal mode, 1:HF, 2:Tone, 3:Privacy
12	Headset/Speakerphone mode	0:H, 1:S
13	Select Headset Ring type	1:S, 2:H, 3:Both
21	Set Wake-Up Time	Once/Permanent & Hour/Min
22	Erase Wake-Up Time	
31	LCD Display Language	Domestic/English
32	Sys version display	
33	Select BGM source	(0~1)
34	Station Name registration	Station Name
35	Display Phone IP Address	
36	Display Phone MAC Address	
37	Display Phone Version	
38	Network Configuration	
41	Forced Forward to Destination	Station Group Number
42	Call Log Display	
43	CLIR Service	Note: R = Restrict
44	COLR Service	Note: R = Restrict
4*	LOOP button	Button PGM only
50	CALLBACK button	Button PGM only
51	CONF button	Button PGM only
52	MUTE button	Button PGM only
53	ICM button	Button PGM only
54	REDIAL button	Button PGM only
55	Account Code	Button PGM only
80	Two Way Record	Button PGM only

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## Attendant TRANS/PGM features (SBG)

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Menu Code	Function	
	FEATURE	COMMENTS
01	Print	
011	Print SMDR	1:Print,2:Delete,3:Display,4:Abort,5-6:Lost
012	Print Traffic	1-9
02	Clock/Wakeup	
021	LCD Date Mode Change	Note: Date is set via web admin
022	LCD Time Mode Change	Note: Time is set via web admin
023	ATD Set Wake Up Time	Enter Station Range. HH:MM
024	ATD Wake Up Disable	Enter Station Range.
03	Station Set	
031	Register Station Name	Enter Station No. 10-33. A=2, B=22, C=222
032	DND/FWD Cancel	Enter Station Range.
033	LCD Display Language	Enter Station Range.
034	Set ICM Only Mode	Enter Station Range.
035	Restore COS	COS = Class Of Service