LIP Phone 6812
User Guide

SIP (Session Initiation Protocol)
for Sylantro, SIP4B

Please read this guide carefully before operating your set.
Retain this guide for future reference.
Regulatory and Safety Notices

1. Radio Frequency Emissions:

FCC Compliance statement:

This device complies with Part 15 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 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 of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a different circuit from that to which the receiver is connected

If problems persist, consult the dealer or an experienced radio/TV technician for help.

Canadian Compliance statement:

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.

This device complies with Class B limits of Industry Canada. 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.

European Union Declarations of Conformity:


The product fulfills the essential requirements of the harmonized standards shown above.

2. Product Safety Instructions

This product complies with and conforms to the following international Product Safety standards as applicable:

Safety of Information Technology Equipment, IEC 60950-1, including Relevant national deviations as listed in Compliance with IEC for Electrical Equipment (IECEE)

Safety of Information Technology Equipment, CAN/CSA-C22.2 No. 60950-1/UL 60950-1

3. E-911 and use of the LIP Phone 6800 with Multi-Line Telephone Systems:

Please note the use and operation of this phone as part of a multi-line telephone system (MLTS) may be subject to state and/or federal E-911 MLTS laws that require the MLTS to provide a caller’s telephone number, extension, and physical location to applicable state and/or local emergency services when a caller initiates a 911 call. The MLTS may not provide a caller’s telephone number, extension, or physical location information to emergency services when a caller dials 911, and compliance with state and/or federal E-911 MLTS laws is the sole responsibility of the purchaser of this phone.

4. Privacy:

LIP Phone 6812 implements security and encryption technologies however, privacy of communications may not be ensured when using this telephone.
Care & Precautions:
Before connecting or using your new phone, take a moment to consider safety and reliability. Use common sense when locating, connecting and using your LIP Phone 6812.

- Locate on a dry level surface. Keep the phone away from the edges of the surface to avoid the potential of a fall.
- Locate cables to avoid potential for damage. For example, do not locate under rugs or carpet as damage may result from foot traffic or heavy objects. Also, do not locate cables between the desktop and walls where they may be crushed, damaging the insulation.
- Check the cables regularly and, if damage is noted, disconnect your phone. Contact your local representative for a replacement.
- Should liquid spill on the phone, disconnect the unit from power and the network.
- Do not use during lightning storms. Lightning presents a potential shock hazard.
- Clean the LIP Phone 6812 with a soft dry cloth; do not use liquid cleaners.
- Always use caution when connecting to AC power. Use only with a properly grounded standard AC power outlet.

What is new in this release?

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1. **LIP Phone 6812 Overview**

Your new LG-Nortel LIP Phone 6812 is an Internet Protocol (IP) phone employing Session Initiation Protocol (SIP), the well-known open standard for establishing, managing and terminating a communication session. LIP Phone 6812 interoperates with call servers, proxies and gateways to exchange SIP signaling messages for call control. Real-Time Protocol (RTP) packets deliver voice between the end-points over a managed IP network.

Features available to LIP Phone 6812 through SIP call servers are similar to those of a conventional business telephone. In addition to the features described in this guide, your call server may provide additional features, often using dialed feature codes. Refer to your system administrator for further information.

The LIP Phone 6812 has fixed feature buttons, flexible buttons that are configurable, and dial pad buttons as shown in the figure below.

![LIP Phone 6812 Diagram](image)

The eleven (11) flexible buttons access lines and features based on the LIP Phone configuration. Flexible buttons assigned for line access, called line buttons, represent a telephone line or a SIP user. A line may be private, calls to a private line signal at all appearances of the line but an active or held call is only visible and accessible by the original end-points. A shared line, also known as a BLA (Bridged Line Appearance), may appear at multiple phones and all calls are visible and accessible by all end-points, with the line. Each line button employs LEDs to indicate status as shown below.
Line in use at this phone       Green       LED On
Incoming call on private line Green       LED flashes at 60 ipm, fast flash
Call held at this phone       Green       LED flashes at 30 ipm, slow flash
BLA in use at another phone   Red         LED On
Incoming call on BLA          Red         LED fast flash
BLA Call held at another phone Red         LED slow flash
Line not registered w/server   Red/Orange  LED flashes color, red to orange at 30 ipm

Flexible buttons not assigned for line access may access features such as Speed dial, DND, Redial and others. Refer to the Setting Flexible buttons section under Setting Your Preferences for instruction on defining flexible buttons.

The figure below shows other major components of LIP Phone 6812. These components include:

- Handset
- Speaker and microphone
- Message Wait Indicator (MWI) LED
- 3-line, 24-character/line LCD
- 2.5 mm Headset jack
2. Installing your LIP Phone 6812

The figure below shows the cable connections for your LIP Phone. The LAN and desktop PC connections employ standard category 5 cables terminated with RJ-45 connectors. The LIP Phone supports PoE (Power over Ethernet) in accordance with the IEEE-802.1af standard. When connected to a PoE compliant LAN port, the LIP Phone derives power from the port. If the LAN port does not support PoE, use the AC/DC adaptor, available separately, for connection to power. The handset connects to the base with the supplied standard handset coiled cord. Use the chart below to make connections to the LIP Phone.

1 LAN  Connect the LIP Phone LAN port to the LAN wall jack with the provided LAN cable.
2 PC  Connect the LIP Phone PC port to your desktop PC with RJ-45 terminated UTP-5 cable.
3 Power  If the LAN port supports PoE (IEEE 802.3af compliant), the AC/DC adapter is not required. If not supported, connect the LIP Phone power port to the DC out of Power Adapter. Connect the Power Adapter AC plug to an AC wall jack.
4 Headset  Connect Headset 2.5 mm plug to the LIP Phone headset jack.
5 Handset  Connect the Handset coiled cord to the LIP Phone base and handset.
3. Using Features of LIP Phone 6812

3.1. Receiving a Call

When you receive a call, your phone rings, the LCD displays the incoming call information and the associated line button flashes.

To answer a ringing call:
- Lift the handset. You may press the speakerphone button, line button or the [Answ] softkey to activate the speakerphone. To use a headset, press the headset button.

To end the call:
- Hang up the handset. If using the speakerphone, press the speakerphone button. If using the headset, press the headset button.

To refuse a ringing call:
- Press [Refu] softkey, the LIP Phone stops ringing and the call server routes the call.

3.2. Placing a Call

You place calls with the handset on-hook or off-hook. Similar to your mobile phone, LIP Phone 6812 uses a technique called 'store and forward dialing'. After you dial a digit, the LIP Phone waits about 10 seconds for additional digits. If you do not dial additional digits, the LIP Phone sends the digits you dialed to the call server for processing. To send the digits immediately, press the # button to indicate dialing is complete, and then the LIP Phone sends the number to the call server.

To place a call:
- Lift the handset. You may press the speakerphone button or line button to activate the speakerphone. To use a headset, press the headset button.
- Dial the destination number. After a short delay, the LIP Phone sends the number, or dial # to send the dialed digits immediately.
- When the called party answers, begin speaking, the LCD displays the elapsed call time.

To end the call,
- Hang up the handset. If using the speakerphone, press the speakerphone button. If using the headset, press the headset button.

3.3. Putting a Call on Hold

You can place a call in a waiting state where the held party cannot hear you and you cannot hear the held party. The held party receives MOH (Music On Hold), if configured in the call server.

While a call is on hold, you can answer or place other calls and can toggle between held calls on the same line by pressing the line button. With Call Hold Ringback enabled, the LIP Phone rings as a reminder of calls on hold when you return the LIP Phone to idle. Refer to your system administrator or Installer Guide for further information.

To place a call on hold:
- Press the [Hold] softkey. The call status changes to hold and you receive dial tone. You may then select another line to answer or place a call. Note, if you select an idle line and take no action for about 10 seconds, the line is disconnected.

To retrieve a held call:
3.4. Announcing a Call Transfer

Using Announcing a Call Transfer, you send an active call to another extension after announcing the call transfer to the receiving party.

To transfer an active call:

- Press the [Trans] softkey. The active call status changes to hold and you receive dial tone.
- Dial the number you wish to receive the transfer.
- Await answer and announce the transfer.
- To complete the transfer, hang up the handset.

To cancel a transfer, for example the second party does not answer or is busy:

- Press the [EndC] softkey.

3.5. Using Blind Call Transfer

You can transfer an active call to another extension without talking to the party receiving the call. The call transfers to the new party without verifying that the new party is there or willing to receive the call.

To transfer an active call without announcing the transfer:

- Press the [Bxfr] softkey. The active call status changes to hold and you receive dial tone.
- Dial the number you wish to receive the transfer.
- To complete the transfer, hang up the handset.

To cancel a transfer, for example you mis-dial the receiving number:

- Press the [EndC] softkey.

3.6. Call Forward

Call forward directs incoming calls to ring at another location that you designate. You can select one of four (4) conditions that will forward your calls:

- Call Forward Busy – redirects incoming calls if the line is busy.
- Call Forward No Answer – redirects incoming calls that are not answered in the configured no answer time.
- Call Forward Busy or No Answer – redirects incoming calls if the line is busy or not answered after the no answer time expires.
- Call Forward All Calls – immediately redirects all incoming calls.

To set up Call Forward:

- Press the [CFwd] softkey.
- Use the [Prev]-[Next] softkeys to select the desired Call Forward condition.
- Press the [OK] softkey.
- Input the destination where you want your calls sent.
- Press the [OK] softkey. The display shows “Fwd to xxx” indicating the destination for the calls.

To disable Call Forward:
3.7. 3-Party Conference

The LIP Phone has a 3-Party Conference feature that lets you converse with two other parties simultaneously.

To set-up a conference:

- Place first call as normal.
- Press the [Conf] softkey. The call status changes to hold and you receive dial tone.
- Dial the number you want to join the conference.
- When the party answers, press the [Join] softkey to establish the conference.

To end your conference and disconnect all parties:

- Hang up the handset.

To cancel a conference, for example the second party does not answer or is busy:

- Press the [EndC] softkey.

3.8. Call Waiting

With Call Waiting configured, while you are in a call the LIP Phone alerts you of an incoming call. The line button flashes and you receive a beep tone over the active conversation to indicate the new call. In addition, during the ring signal, the LCD displays the incoming caller id so you know who is calling before you interrupt the current call.

To answer an incoming call while on a call:

- Press the flashing line button. The active call changes to the hold state and the new call connects.

3.9. Redial

Your LIP Phone saves the last number you dialed and allows you to redial the number with the touch of a button. The number is stored in memory but is lost if power to the LIP Phone is interrupted.

To redial a call:

- Press the [Redi] softkey. The LIP Phone activates the speakerphone and places the call.
- Lift the handset for privacy or press the headset button to use the headset.

3.10. Last Call Return

When you answer a call, the LIP Phone stores the caller’s contact information so you can return a call later at the touch of a button. The number is stored in memory but is lost if power to the LIP Phone is interrupted.

To call the last incoming caller:

- Press [LCR ] softkey. The LIP Phone activates the speakerphone and places the call.
- Lift the handset for privacy or press the headset button to use the headset.
3.11. Speed Dial Buttons

Flexible buttons not assigned as a line are available for configuration as feature buttons including Speed dial. Pressing a Speed dial button selects your line and sends the stored number to the call server for processing. Refer to the Setting Flexible Buttons section under Setting Your Preferences for instruction on defining flexible buttons.

To place a call using Speed dial:

- Press the desired Speed dial flexible button. The LIP Phone activates the speakerphone and places the call on your line. You may select a different line button on your LIP Phone prior to selecting the Speed dial button.
- Lift the handset for privacy or press the headset button to use the headset.

3.12. Speed Number Dialing

LIP Phone 6812 incorporates a Phone Book with up to 100 records. Refer to section 4.2 for information on use of the Phone Book. Each record includes a name, contact information and a Speed number, (00 to 99). When you dial a Speed number, the LIP Phone initiates a call to the contact. You must enable Speed number dialing, see Enabling Speed Number Dialing under Setting Your Preferences to enable Speed number dialing.

To place a call using a Speed number:

- Dial the Speed number (00-99) for the desired contact. After a short delay, the LIP Phone sends the contact information from the Phone Book. You may dial # to set up the call immediately. If the Phone Book has no record of the Speed number, the LIP Phone sends the digits dialed to the call server for processing.

3.13. DND (Do-Not-Disturb)

When the DND (Do Not Disturb) feature is active, the LIP Phone will not notify you of an incoming call. The LIP Phone does not ring allowing you to work without interruption from an incoming call. The call server configuration determines routing of the incoming call while your phone is in DND. A flexible button configured for DND is required. Refer to the Setting Flexible Buttons section under Setting Your Preferences for instruction on defining flexible buttons.

To activate DND:

- While the LIP Phone is idle, press the DND flexible button. When active, the DND flexible button LED illuminates red, and “Do not disturb” displays in the LCD.

To deactivate DND:

- Press the illuminated DND flexible button again.

3.14. Muting a Call

Mute toggles the microphone of the Handset, Speakerphone and Headset off and on. When Mute is active, the connected party will not receive audio from the microphone.

To mute the microphone:

- Press the Mute button. The Mute button LED illuminates red indicating mute is active.

To turn the microphone back on:

- Press the illuminated Mute button again.
3.15. Accessing Your Voice Mail

When you have a message waiting, the MWI LED flashes to indicate you have new messages in your mailbox. The LIP Phone delivers the message waiting indication for your primary line, line button 1.

To access your voice mailbox:
- Press the [MSG] softkey. The display indicates the number of messages waiting.
- Press [Dial] softkey. The LIP Phone activates the speakerphone and places a call to your voice mailbox. To listen to your messages, follow the instructions for your voice mail system.

3.16. DSS/BLF Coverage

The LIP Phone 6812 has a DSS line type that addresses the special needs associated with an Attendant or Secretarial answering position. The specific needs for these users are:

- Direct Station Selection (DSS) - one-touch calling and transfers to extensions
- Busy Lamp Field (BLF) - visual status indication of covered extensions.
- Coverage - the ability to pick up calls ringing at those extensions.

The DSS line in the LIP Phone uses the BLA assignment in the call server. Operation of the DSS/BLF Coverage button however is distinctly different then a BLA. For more information on assigning DSS lines, consult your system administrator.

To call an idle covered extension:
- Lift the handset. You may press the speakerphone button or the headset button.
- Press the DSS line button. You may press the DSS line button prior to lifting the handset, which activates the speakerphone and places the call.

To transfer an active call:
- Press the DSS line button. The LIP Phone places the active call on hold, and calls the extension.
- Await answer and announce the transfer.
- To complete the transfer, hang up the handset.

To cancel a transfer, for example the second party does not answer or is busy:
- Press the [EndC] softkey.

To answer a call for a covered extension:
- Lift the handset. You may press the speakerphone button or press the headset button.
- Press the flashing DSS/BLF Coverage button. You may press the DSS line button prior to lifting the handset, which activates the speakerphone and answers the call.

The LED indications of the DSS line button are:
- Solid green: line in use locally
- Slow blinking green: Call held locally
- Solid red: line in use remotely
- Fast blinking red: Call appearance ringing for covered line
- Slow blinking red: Remote call hold
3.17. Hotline/Warm-Line

With Hotline/Warm-Line operation configured, the LIP Phone automatically calls the defined destination when you take the handset off-hook or press the speaker button. The call initiates immediately, Hotline, or after a delay of up to 10 seconds, Warm-Line. The later permits you the time to access another feature or line as needed. Note that with Hotline configured, Speed dial, redial and other automated dialing features will not operate.

Operation of this feature is automatic.
4. Advanced Services and the LIP Phone 6812 LCD Menu

This section describes how to view and use the advanced services available through the LCD menu. The LIP Phone 6812 has three context sensitive softkeys, pressing the softkey selects the function or value shown in the LCD just above the softkey. A left (return) and right arrow buttons navigate through menus. The menu items and order of display may be different on your phone based on the service subscription. Not all features may be available to you based on the call server configuration.

4.1. Using the Call Logs Menu

The LIP Phone 6812 has access to a log of all calls placed or received by the phone, including incoming calls that were not answered (missed calls). The LCD displays the call logs that you can use to place a call to the logged party. You access the call logs through a flexible button assigned for the Call Log function. Refer to the Setting Flexible buttons section under Setting Your Preferences for instruction on defining flexible buttons.

To access the Call Logs menu:

- While in an idle state, press the Call Log flexible button. The Call Log menu displays with several choices (missed, outgoing and incoming).
- Use the [Prev]-[Next] softkeys to select the desired log and press the [OK] softkey or dial the digit in front of the desired selection.
- The log will display information on the call along with the received caller id. If the call log record has more than the 24 characters, press the right arrow button to display the additional information.

To place a call using the Call Logs:

- Dial the digit preceding the desired log item or use the [Prev]-[Next] softkeys to highlight the desired log item, and press the [Dial] softkey.

4.2. Using the Phone Book Menu

The LIP Phone 6812 has an internal Phone Book with up to 100 entries. Each record includes the contact name, contact information, Speed number and ring type for calls from the contact. You can add, delete, edit, dial and search entries from the Phone Book Menu. Access to the Phone Book Menu requires a flexible button assigned for the Phone Book function. Refer to the Setting Flexible buttons section under Setting Your Preferences for instruction on defining flexible buttons.

To access the Phone Book menu:

- Press the Phone Book flexible button, the LCD displays the first Phone Book record.

To call a contact from the Phone Book:

- Press the Phone Book flexible button.
o Use the [Prev]-[Next] softkeys to display the desired record or dial the digit preceding the desired record.

o Press the [Dial] softkey.

To add a record to the Phone Book:

o Press the Phone Book flexible button.

o Press the right arrow softkey to display the [Add ] softkey.

o Select the [Add ] softkey.

o Enter the name, contact information, speed number, and ring type for the record, selecting the [ OK ] softkey for each entry. Use the [Mode] softkey to enter characters. Refer to Appendix A Dial Pad Character Set, which shows relationship between the dial pad digits and characters.

To edit a record:

o Press the Phone Book flexible button.

o Use the [Prev]-[Next] softkeys to display the desired record or dial the digit preceding the desired record.

o Press the right arrow softkey to display the [Edit] softkey.

o Select the [Edit] softkey.

o Edit the name, contact information, speed number, and ring type for the record, selecting the [ OK ] softkey for each entry. Use the [Mode] softkey to enter characters. Refer to the table in to Appendix A Dial Pad Character Set, which shows relationship between the dial pad digits and characters.

To delete a record:

o Press the Phone Book flexible button.

o Use the [Prev]-[Next] softkeys to display the desired record or dial the digit preceding the desired record.

o Press the right arrow softkey to locate the [Del ] softkey.

o Select the [Del ] softkey and confirm by selecting the [Yes ] softkey. Caution this action deletes the record from the Phone Book.
To delete all records:
- Press the Phone Book flexible button.
- Press the right arrow softkey to locate the [DALL] softkey.
- Select [DALL] softkey and confirm the deletion by selecting the [Yes] softkey. Caution this action deletes all records from the Phone Book.

To search for a record in the Phone Book:
- Press the Phone Book flexible button.
- Press the right arrow softkey to locate the [Find] softkey.
- Select the [Find] softkey then the [Yes] softkey.
- Enter the search criteria (name or contact information). Use the [Mode] softkey to enter characters. Refer to the table in to Appendix A Dial Pad Character Set, which shows relationship between the dial pad digits and characters.
- Select [OK] to view the search results.

4.3. Park

This business phone feature allows you to place a call on hold so another user can access the call from any extension. You park the active call at an internal extension then notify the internal user of the call. The internal user then picks up the call using the Parked call pickup feature from any extension in the system. If no [Park] softkey displays, you must use dial codes. Check with your system administrator for dial code operation.

To park an active call:
- Press the [Park] softkey.
- Enter an extension number and press the [OK] softkey.
- Page the party to pickup the call.

4.4. Parked Call Pickup

Parked Call pickup is a business phone feature that lets you pickup a call parked at an extension. If no [Pick] softkey displays, you must use dial codes. Check with your system administrator for dial code operation.

To pick-up a Parked call:
- Press the right arrow, →, softkey to locate the [Pick] softkey.
Press the [Pick] softkey. The LIP Phone activates the speakerphone and selects your line. You may select a different line button prior to pressing the [Pick] softkey.

Dial the extension number where the call is parked then press the [OK] softkey.

4.5. Directed Call Pickup

Directed call pick up is a business phone feature that lets you answer a call that is ringing at another extension. If no [DPic] softkey displays, you must use dial codes. Check with your system administrator for dial code operation.

To pick up a call ringing at another extension:

- Press the right arrow, →, softkey to locate the [DPic] softkey.
- Press the [DPic] softkey. The LIP Phone activates the speakerphone and accesses your line. You may select a different line button prior to pressing the [DPic] softkey.
- Dial the extension number, and then press the [OK] softkey.

4.6. Group Call Pickup

Call pickup by group is a business phone feature that lets you answer a call ringing at an extension in your call group. The call server maintains call group assignments. If no [GPic] softkey displays, you must use dial codes. Check with your system administrator for dial code operation.

To pickup a call ringing at a group extension:

- Press the right arrow, →, softkey to locate the [GPic] softkey.

4.7. Intercom

Your call server may provide an intercom feature. This feature allows for Voice Announce intercom calling with handsfree reply. If available, your LIP Phone has a button assigned to access the intercom. Refer to the Setting Flexible Buttons section under Setting Your Preferences for instruction on defining flexible buttons. For information on assigning Intercom Notification, check with your system administrator.

To access the intercom:

- Press the Intercom flexible button. The LIP Phone activates the speakerphone and returns dial tone. You may lift the handset for privacy.
- Dial an extension number and press the [OK] softkey.
- Following the beep tone, announce your call.
4.8. ACD Agent Menu

Your call services may include Automatic Call Distribution (ACD). Calls to an ACD group enter a queue and the call routes to the next available ACD agent. This feature is useful for customer support groups, user taking reservations, or making appointments. You will require a flexible button assigned for ACD Agent operation. Refer to the Setting Flexible Buttons section under Setting Your Preferences for instruction on defining flexible buttons.

The ACD Agent flexible button activates the ACD Agent Menu where you control status for the agent. Using the ACD Agent Menu, you activate ACD for a line, enter an ACD Group ID (if not preconfigured), control the Agent status and assign the ACD Primary Line that displays agent status on the LCD while the LIP Phone is idle.

The LCD indicates status of the ACD agent associated with the primary line. With ACD active, the line button LED indicates agent status. The LED status indications are:

- Green LED On – Agent checked in and available
- Red LED flashing – Agent checked in but unavailable
- Red LED On – Agent checked out

For proper operation, the LIP Phone and line require ACD to be active. Refer your system administrator or the Installer guide for further information.

To activate ACD operation for a line and check-in to an ACD group:

- Press the assigned ACD Agent flexible button.
- Press the line button, and then press the [C.In] softkey. The check-in softkey displays if the Agent is checked out.
- Accept the pre-defined ACD Group ID with the [OK] softkey or enter a Group ID and press the [OK] softkey. Use the backspace softkey to delete the Group ID and deactivate ACD for the line.
- Enter the password of your ACD Agent group and press the [OK] softkey.

To set the extension to the available status:

- Press the ACD Agent button. The agent must be checked in to set the available status.
- Press the line button, and then press the [Avail] softkey. The [Avail] softkey appears only if the Agent is unavailable.
To set the extension to the “unavailable” status:
- Press the ACD Agent button.
- Press the line button, and then press the [Unvl] softkey. The [Unvl] softkey appears only if the Agent is available.

To check-out of the ACD group:
- Press the ACD Agent button.
- Press the line button
- Press the [COut] softkey. The checkout softkey is only available if the Agent is checked in.

To set the line as the primary ACD line and view the agent status in the LCD:
- Press the ACD Agent button.
- Press the line button
- Select the [PRIM] softkey and press the [OK] softkey.
5. Setting Your Preferences

In the LCD Menu, you can set various preferences for the LIP Phone. Settings you can adjust include:

- LCD contrast
- Ring Setting
- Ringer off
- Headset auto mode
- Flexible button settings
- Time Configuration
- Outgoing Call Lock
- Speed Number Dialing

The following paragraphs provide detailed instructions for each of the preferences as well as descriptive information for each.

5.1. LCD Contrast

The contrast of the LCD is adjustable for best viewing angle.

To adjust the LCD contrast:

- Press the [Settings] button.
- Dial 3, or move the cursor to 3. Phone Settings using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Dial 1, or move the cursor to 1. LCD Contrast using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Press the [Down] softkey to decrease the contrast, or press the [Up] softkey to increase the contrast.
- Move to another parameter with the navigation buttons and continue the session or press the [Settings] button to exit the configuration session.

5.2. Ring Setting

Ring settings determine the ring type (tone) for the phone. In addition, the ring type for each line can be set with immediate or delayed audible notification. Note that the ring type set for a contact in the Phone Book has priority over the phone or line settings, see section 4.2.

5.2.1. Setting the Ring Type

The LIP Phone uses one of seven distinctive ring tones for incoming call notification. By assigning different ring signals to closely located phones, the user can identify the ringing phone. The Ring Type (tone) assigned for the LIP Phone is the “default ring” for all lines on the phone and is set to “ringer off” or one of the seven tones.

To set the Ring type for the phone:

- Press the [Settings] button.
5.2.2. Setting Line Ring Type and Delay

You can assign each line with a different Ring type (tone) to distinguish which line is ringing. Selections for the type include one of seven tones, ring off or default ring (Phone ring type, see section 5.2.1). In addition, for each line the ring signal can be immediate or delayed. The delay is set in 1 second increments from 0 (no delay) to 10 seconds.

To set the Ring type for a line:

- Press the button.
- Dial 3, or move the cursor to 3. Phone Settings using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Dial 2, or move the cursor to 2. Ring Setting using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Enter the line number plus 1, (for line 1 dial 2 for line 2 dial 3, etc.), or move the cursor to 2. Line n Settings using the [Prev]-[Next] softkeys to select the line number (n) and press the [OK] softkey.

- Dial 1, or move the cursor to 1. Ring Type using the [Prev]-[Next] softkeys and press the [OK] softkey. Note the line number displays in parenthesis after “Ring Type”.
- Select the Ring Type using the [Next] softkey. Press the [Play] softkey to hear the selected tone. An asterisk, *, displays in front of the current setting.
- Press the [OK] softkey to save your entry.
- Move to another parameter with the navigation buttons and continue the session or press the button to exit the configuration session.

To set delayed ring for a line:

- Press the button.
Dial 3, or move the cursor to 3.Phone Settings using the [Prev]-[Next] softkeys and press the [OK] softkey.

Dial 2, or move the cursor to 2.Ring Setting using the [Prev]-[Next] softkeys and press the [OK] softkey.

Enter the line number plus 1, (for line 1 dial 2, for line 2 dial 3, etc.), or move the cursor to 2.Line n Settings using the [Prev]-[Next] softkeys to select the line number (n) and press the [OK] softkey.

Dial 2, or move the cursor to 2.Delayed Ring using the [Prev]-[Next] softkeys and press the [OK] softkey. Note the line number is shown in parenthesis after “Delayed Ring”.

Using the dial pad enter the desired delay up to 10 seconds in one-second increments, zero is no delay. The backspace softkey will delete the previous character and the [Clr] softkey deletes the entire entry.

Press the [OK] softkey to save your entry.

Move to another parameter with the navigation buttons and continue the session or press the button to exit the configuration session.

5.3. Ringer Off

The LIP Phone can be programmed not to ring when an incoming call is received.

To set the Ringer Off parameter:

- Press the button.
- Dial 3, or move the cursor to 3.Phone Settings using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Press the [Yes] softkey to enable Ringer Off, or press the [No] softkey to disable Ringer Off.
- Press the [OK] softkey to save the Ringer Off setting.
- Move to another parameter with the navigation buttons and continue the session or press the button to exit the configuration session.

5.4. Enabling Automatic Headset Operation

LIP Phone 6812 supports use of a headset with a standard 2.5 mm plug. In the Headset Auto Mode, pressing a line button automatically connects audio to the headset. Also, redial, Speed dial, Speed number dialing and click-to-call place calls with audio through the headset.

To enable Headset Auto Mode:

- Press the button.
- Dial 3, or move the cursor to 3.Phone Settings using the [Prev]-[Next] softkeys and press the [OK] softkey.
5.5. Setting Flexible Buttons

Your LIP Phone 6812 has eleven (11) flexible buttons. Normally, the first two (2) buttons are for your line. The flexible buttons not assigned as line buttons can access various functions. The table below indicates the available functions with a brief description of each.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
<th>Main</th>
<th>DSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No Function</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>1</td>
<td>Speed Dial Function</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2</td>
<td>Phone Book Function</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Call Log Function</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Mute Function</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>Headset Function</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>Redial Function</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Return Call Function</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>8</td>
<td>Set Call Forwarding</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>9</td>
<td>Conference Function</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>10</td>
<td>Transfer Function</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>11</td>
<td>Hold Function</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>12</td>
<td>Do not disturb</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>13</td>
<td>Set Ringer Off</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>14</td>
<td>Message Function</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>15</td>
<td>ACD Agent</td>
<td>O</td>
<td>-</td>
</tr>
<tr>
<td>16</td>
<td>Intercom Function</td>
<td>O</td>
<td>-</td>
</tr>
</tbody>
</table>

To assign a function to a flexible button not used as a line:

- Press the button.
Dial 3, or move the cursor to 3. Phone Settings using the [Prev]-[Next] softkeys and press the [OK] softkey.

Dial 6, or move the cursor to 6. Flexible Key Setting using the [Prev]-[Next] softkeys and press the [OK] softkey.

Select the desired flexible button.

Select a function using the [Prev]-[Next] soft key and press the [OK] softkey. Refer to the flexible button functions chart above.

If the selected function is Speed dial or Message, enter the speed number or voice mail number and press the [OK] softkey to save the entry. To enter alphanumeric characters select the [Mode] softkey. Refer to Appendix A for the character mapping of dial pad digits.

Move to another parameter with the navigation buttons and continue the session or press the Settings button to exit the configuration session.

5.6. Time Configuration

Within the Time Configuration menu, the IP Address or name of the desired Simple Network Time Protocol (SNTP) server and the local time zone are defined. In addition, Daylight Savings Time (DST) is enabled.

The following SNTP servers are known to provide network time:
- clock.via.net,
- ntp.nasa.gov,
- tick.ucla.edu.

5.6.1. SNTP Server Address

SNTP (Simple Network Time Protocol) is a standard protocol that permits a network device to obtain the network’s current time. For operation with SNTP, the LIP Phone 6812 requires an SNTP server IP address or name.

To assign the SNTP server address:

Press the Settings button.

Dial 3, or move the cursor to 3. Phone Settings using the [Prev]-[Next] softkeys and press the [OK] softkey.

Dial 7, or move the cursor to 7. Time Configuration using the [Prev]-[Next] softkeys and press the [OK] softkey.

Dial 1, or move the cursor to 1. SNTP Server Address using the [Prev]-[Next] softkeys and press the [OK] softkey.
Input the SNTP server address using the dial pad and press the [OK] softkey to save the entry. To enter alphanumeric characters select the [Mode] softkey. Refer to Appendix A for the character mapping of dial pad digits.

Move to another parameter with the navigation buttons and continue the session or press the button to exit the configuration session.

5.6.2. Time Zone

For proper operation of the clock, the LIP Phone requires the local time zone. For available time zones, see Appendix B Time Zones.

To enter the Time Zone:
- Press the button.
- Dial 3, or move the cursor to 3.Phone Settings using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Dial 7, or move the cursor to 7.Time Configuration using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Dial 2, or move the cursor to 2.Time Zone using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Move to another parameter with the navigation buttons and continue the session or press the button to exit the configuration session.

5.6.3. DST Auto Adjustment

The LIP Phone 6812 automatically adjusts for DST (Daylight Savings Time) when enabled.

To enable/disable automatic daylight savings time:
- Press the button.
- Dial 3, or move the cursor to 3.Phone Settings using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Dial 7, or move the cursor to 7.Time Configuration using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Dial 3, or move the cursor to 3.DST Auto Adjustment using the [Prev]-[Next] softkeys and press the [OK] softkey.
- Press the [Yes] softkey to enable DST Auto Adjustment, or press the [No] softkey to disable DST Auto Adjustment. Press the [OK] softkey to save the entry.
- Move to another parameter with the navigation buttons and continue the session or press the button to exit the configuration session.
5.6.4. Time Format

The format of the LCD time display can be set for 12-hour format or 24-hour format. In addition, the LCD time display can be disabled.

To set the display format for time:
1. Press the \texttt{[Prev]-[Next]} softkeys to select the Time Format and press the \texttt{[OK]} softkey to save your entry.
2. An asterisk, \texttt{\textbullet{}}, displays in front of the current setting.

5.6.5. Date Format

The format of the LCD date displays in the one of the formats below:
- MM/DD (01/22)
- DD/MM (22/01)
- DD Month (22 Jan)
- Month DD (Jan 22)
- None

To set the date display format:
1. Press the \texttt{[Prev]-[Next]} softkeys to select the Date Format and press the \texttt{[OK]} softkey to save your entry.
2. An asterisk, \texttt{\textbullet{}}, displays in front of the current setting.
5.7. Lock Outgoing Call

The LIP Phone can be configured to allow outgoing calls only if a password is entered. When enabled, the LCD screen will display the password request as shown and the password must be entered prior to connecting an outgoing call.

![Password Entry](Enter Password: ****)

To activate this feature, the LCD password must be set, consult your system administrator to set the LCD password.

To enable/disable the Lock Outgoing Call feature:
- Press the Settings button.
- Dial 3, or move the cursor to 3.Phone Settings using the [Prev]-[Next] softkeys and press the [ OK ] softkey.
- Press the [Yes ] softkey to enable the Lock Outgoing Call, or press the [ No ] softkey to disable the Lock Outgoing Call. Press the [ OK ] softkey to save the entry.
- Move to another parameter with the navigation buttons and continue the session or press the Settings button to exit the configuration session.

5.8. Enabling Speed Number Dialing

The LIP Phone 6812 includes a Phone Book that supports up to 100 entries. Each Phone Book record includes a two-digit Speed number, see Speed Number Dialing. When enabled, dialing the Speed number (00~99) sends the contact number or user id from the associated Phone Book record.

To enable/disable Speed number operation:
- Press the Settings button.
- Dial 3, or move the cursor to 3.Phone Settings using the [Prev]-[Next] softkeys and press the [ OK ] softkey.
- Press the [Yes ] softkey to enable Speed number, or press the [ No ] softkey to disable Speed number. Press the [ OK ] softkey to save the entry.
- Move to another parameter with the navigation buttons and continue the session or press the Settings button to exit the configuration session.
## Appendix A Dial Pad Character Set

The LIP Phone 6812 dial pad inputs digits or alphanumeric characters. The table below maps between each dial pad digit to characters.

<table>
<thead>
<tr>
<th>Digit</th>
<th>Upper Case ‘[A]’</th>
<th>Lower Case ‘[a]’</th>
<th>Symbols ‘[S]’</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>@ : /</td>
<td>@ : /</td>
<td>@ : /</td>
</tr>
<tr>
<td>2</td>
<td>A B C</td>
<td>a b c</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>D E F</td>
<td>d e f</td>
<td>^ &amp; _</td>
</tr>
<tr>
<td>4</td>
<td>G H I</td>
<td>g h i</td>
<td>( ) ?</td>
</tr>
<tr>
<td>5</td>
<td>J K L</td>
<td>j k l</td>
<td>- + , /</td>
</tr>
<tr>
<td>6</td>
<td>M N O</td>
<td>m n o</td>
<td>&lt; &gt; =</td>
</tr>
<tr>
<td>7</td>
<td>P Q R S</td>
<td>p q r s</td>
<td>; :)</td>
</tr>
<tr>
<td>8</td>
<td>T U V</td>
<td>t u v</td>
<td>' &quot; '</td>
</tr>
<tr>
<td>9</td>
<td>W X Y Z</td>
<td>w x y z</td>
<td>{ }</td>
</tr>
<tr>
<td>0</td>
<td>. , ? !</td>
<td>. , ? !</td>
<td>. , ? !</td>
</tr>
<tr>
<td>*</td>
<td>. *</td>
<td>. *</td>
<td>. *</td>
</tr>
<tr>
<td>#</td>
<td>Space (‘ ’)</td>
<td>Space (‘ ’)</td>
<td># [ ]</td>
</tr>
</tbody>
</table>
# Appendix B Time Zones

<table>
<thead>
<tr>
<th>Country</th>
<th>No</th>
<th>Country</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMT-12:00 International Date Line, West</td>
<td>60</td>
<td>GMT+01:00 Oslo, Norway</td>
<td>30</td>
</tr>
<tr>
<td>GMT-11:00 Midway/Samoa</td>
<td>61</td>
<td>GMT+01:00 Paris, France</td>
<td>31</td>
</tr>
<tr>
<td>GMT-10:00 Hawaii</td>
<td>1</td>
<td>GMT+01:00 Rome, Italy</td>
<td>32</td>
</tr>
<tr>
<td>GMT-09:00 Alaska</td>
<td>62</td>
<td>GMT+01:00 Stockholm, Sweden</td>
<td>33</td>
</tr>
<tr>
<td>GMT-08:00 Los Angeles, California</td>
<td>2</td>
<td>GMT+01:00 Vienna, Austria</td>
<td>34</td>
</tr>
<tr>
<td>GMT-08:00 Pacific Standard</td>
<td>3</td>
<td>GMT+02:00 Athens, Greece</td>
<td>35</td>
</tr>
<tr>
<td>GMT-07:00 Mountain Standard</td>
<td>4</td>
<td>GMT+02:00 Harare, Zimbabwe</td>
<td>36</td>
</tr>
<tr>
<td>GMT-06:00 Central Standard</td>
<td>5</td>
<td>GMT+02:00 Helsinki, Finland</td>
<td>37</td>
</tr>
<tr>
<td>GMT-06:00 Mexico City, Mexico</td>
<td>6</td>
<td>GMT+02:00 Istanbul, Turkey</td>
<td>38</td>
</tr>
<tr>
<td>GMT-06:00 Saskatc., Canada</td>
<td>7</td>
<td>GMT+02:00 Jerusalem, Israel</td>
<td>39</td>
</tr>
<tr>
<td>GMT-05:00 Bogotá, Colombia</td>
<td>8</td>
<td>GMT+03:00 Kuwait</td>
<td>40</td>
</tr>
<tr>
<td>GMT-05:00 Eastern Standard</td>
<td>9</td>
<td>GMT+03:00 Moscow, Russia</td>
<td>41</td>
</tr>
<tr>
<td>GMT-05:00 Lima, Peru</td>
<td>10</td>
<td>GMT+03:00 Nairobi, Kenya</td>
<td>42</td>
</tr>
<tr>
<td>GMT-05:00 New York, NY</td>
<td>11</td>
<td>GMT+03:00 Riyadh, Saudi Arabia</td>
<td>43</td>
</tr>
<tr>
<td>GMT-04:00 Atlantic Standard</td>
<td>12</td>
<td>GMT+03:30 Tehran, Iran</td>
<td>44</td>
</tr>
<tr>
<td>GMT-04:00 Caracas, Venezuela</td>
<td>13</td>
<td>GMT+04:00 Abu Dhabi, UAE</td>
<td>45</td>
</tr>
<tr>
<td>GMT-04:00 La Paz, Bolivia</td>
<td>14</td>
<td>GMT+04:00 Tbilisi, Georgia</td>
<td>46</td>
</tr>
<tr>
<td>GMT-03:30 New Found land</td>
<td>15</td>
<td>GMT+04:30 Kabul, Afghanistan</td>
<td>47</td>
</tr>
<tr>
<td>GMT-03:00 Brasilia, Brazil</td>
<td>16</td>
<td>GMT+05:00 Islamabad, Pakistan</td>
<td>64</td>
</tr>
<tr>
<td>GMT-03:00 Buenos Aires, Argentina</td>
<td>17</td>
<td>GMT+05:30 New Delhi, India</td>
<td>48</td>
</tr>
<tr>
<td>GMT-03:00 Georgetown, Guyana</td>
<td>18</td>
<td>GMT+06:00 Dhaka, Bangladesh</td>
<td>65</td>
</tr>
<tr>
<td>GMT-02:00 Inuuk, Greenland</td>
<td>63</td>
<td>GMT+06:30 Yangon, Myanmar</td>
<td>66</td>
</tr>
<tr>
<td>GMT-01:00 Azores, Portugal</td>
<td>19</td>
<td>GMT+07:00 Bangkok, Thailand</td>
<td>49</td>
</tr>
<tr>
<td>GMT-01:00 Cape Verde</td>
<td>20</td>
<td>GMT+07:00 Jakarta, Indonesia</td>
<td>50</td>
</tr>
<tr>
<td>GMT 00:00 Casablanca, Morocco</td>
<td>21</td>
<td>GMT+08:00 Beijing, China</td>
<td>51</td>
</tr>
<tr>
<td>GMT 00:00 Lisbon, Portugal</td>
<td>22</td>
<td>GMT+09:00 Seoul, Korea</td>
<td>52</td>
</tr>
<tr>
<td>GMT 00:00 London, England</td>
<td>23</td>
<td>GMT+09:00 Tokyo, Japan</td>
<td>53</td>
</tr>
<tr>
<td>GMT+01:00 Amsterdam, Netherlands</td>
<td>24</td>
<td>GMT+09:30 Darwin, Australia</td>
<td>54</td>
</tr>
<tr>
<td>GMT+01:00 Berlin, Germany</td>
<td>25</td>
<td>GMT+10:00 Guam Standard</td>
<td>55</td>
</tr>
<tr>
<td>GMT+01:00 Bern, Switzerland</td>
<td>26</td>
<td>GMT+11:00 Solomon Islands</td>
<td>67</td>
</tr>
<tr>
<td>GMT+01:00 Brussels, Belgium</td>
<td>27</td>
<td>GMT+12:00 Marshall Islands</td>
<td>56</td>
</tr>
<tr>
<td>GMT+01:00 Central European</td>
<td>28</td>
<td>GMT+12:00 Auckland, Wellington</td>
<td>57</td>
</tr>
<tr>
<td>GMT+01:00 Copenhagen, Denmark</td>
<td>59</td>
<td>GMT+13:00 Nuku’alofa</td>
<td>58</td>
</tr>
<tr>
<td>GMT+01:00 Madrid, Spain</td>
<td>29</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>