SLT User Guide for LDK/GDK System

Placing an Outside Call
- Lift handset.
- Dial **9**.

(In the following countries, dial 0 to access CO line : Finland/Brazil/Norway/Netherlands/Belgium/

Denmark/Spain/Italy)

- Dial the desired number.

Placing an Intercom Call
- Lift handset.
- Dial intercom number.

Placing an Outside Call on Hold (LDK-300, GDK-16/20W)
- While connected to an extension call, press hook switch.
- Dial **5 9** (GDK-16/20W) or **5 6 0** (LDK-300).

Retrieving a Held Outside Call
- Lift handset.
- Dial **8 #** and <u>CO line number</u>.
  300: 001~200, 162: 01~96, 100: 01~48,
  FPII: 01~34, 16: 1~6, 20W: 1~8
- On SLT, you can dial **8 #** and **#** again in case you don't remember the held CO number.
- In LDK-300, you can dial **8 *** in case you don't remember the held CO number.

Placing an Outside Call via CO Group Access
- Lift handset.
- Dial **8** and <u>CO group number</u>.
  300: 01~72, 162: 01~48, 100: 01~24,
  FPII: 01~09, 16/20W: 1~4
- Dial the desired number.

Placing an Outside Call via CO Individual Access
- Lift handset.
- Dial **8 8** and <u>CO line number</u>.
  300: 001~200, 162: 01~96, 100: 01~48,
  FPII: 01~34, 16: 1~6, 20W: 1~8
- Dial the desired number.

Re-directing an Incoming Call (*) (Call Pick-up)
When you hear a phone ringing in your area,
- Lift handset.
- Dial **7**.
- Dial the extension number of the ringing phone.

Call Wait (Camp-on)
- After receiving intercom busy tone, dial * .
  (In LDK-300, GDK-16/20W, Hook flash and *)
- Camp-on tone is heard in the called station.
- When called party answers, talk or hang up to transfer the call.

Answering an Waiting Call
- You will receive warning tone in handset.
- Hang up the present call to take a new one.

Making a Screened Transfer
- While connected to an outside line, press hook switch.
- Dial the desired extension number and wait to be answered.
- Announce the call.
- Hang up to complete call transfer.

Making an Unscreened Transfer
- While connected to an outside line, press hook switch.
- Dial the desired extension number
- Hang up to complete call transfer.

Last Number Redial
- Lift handset.
- Dial **5 2** or **5 5 2** (LDK-300).

Storing Station Speed Dial Numbers
- Lift handset.
- Dial **5 5** or **5 5 5** (LDK-300).
- Dial speed dial number.
  (000~099 in LDK-300, 00~19 in GDK-162/100/FPII, 01~20 in GDK-16/20W)
- Dial speed dial number you wish to store.
- Press hook switch.
- You will hear confirmation tone and hang up.

Using Station Speed Dial Numbers
- Lift handset.
- Dial **5 8** or **5 5 8** (LDK-300).
- Dial the desired speed dial number.
  (000~099 in LDK-300, 00~19 in GDK-162/100/FPII, 01~20 in GDK-16/20W)

Group Call Pick-up
When hearing an unattended phone ringing in your area,
- Lift handset.
- Dial **6 6** or **5 6 6** (LDK-300).
- You will be connected to an incoming extension or outside line call. (You should be in the same pick-up group.)

Establishing a Conference
The system allows you to set up a 3-way conference.
- Lift handset.
- Call the desired party. (outside or internal)
- Press hook switch.
- Dial the internal extension number.
- When the other party answers, press hook switch twice in 2 seconds.
  (All three parties are now connected.)

Note : The feature which is marked
*(*), is not available in GDK-16/20W.*

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Message Waiting
- Lift handset.
- Dial the desired extension number.
- No reply from a key station or extension busy tone from a SLT key station.
- Press hook switch.
- Dial **5 6** or **5 5 6** (LDK-300).
- Hang up.

Call Forward
- Lift handset.
- Dial **5 4** or **5 5 4** (LDK-300).
- Dial the desired call forward number.

  > 1 - Unconditional,   2 - Busy calls
  > 3 - No answer calls,   4 - Busy/no answer calls
  > 5 - Station off-net   # - Cancel previous forward
  > 6 - Incoming outside line to off-net
  > 7 - DVU forward for no answer-1 (forward after 4sec)
  > 8 - DVU forward for no answer-2 (forward after predefined time)
  > 9 - DVU forward for busy

  *. *In GDK-16/20W,* only 1DVIB Forward is available.
  (**5 4 + 7** : DVU forward for no answer/busy)

  *. *In LDK-300,*
  > 1 - Unconditional,   2 - Busy calls
  > 3 - No answer calls,   4 - Busy/no answer calls
  > 5 - Station off-net, unconditional
  > 6 - Station off-net, no answer
  > 7 - Incoming outside line off-net (ATD only)
  > To make Call forward to VMIB, press **#** key after dialing call forward type (1~4).

- Dial the station number to forward incoming calls to.

  > GDK-162 : 100~291 / 620~649
  > GDK-100 : 100~235 / 620~634
  > GDK-FPII : 100~177 / 620~627
  > GDK-16   : 100~115 / 61~64
  > GDK-20W : 100~133 / 61~64
  > LDK-300   : 100~399 / 620~667

- Hang up.
- To cancel Call Forward, lift handset and dial **5 4** and **#**. (In LDK-300, dial **5 5 4** and **#**. Or, dial **5 5 9**.)

For Follow Me call forward, **(*)**
- Go to the forwarding station and lift handset.
- Dial **5 4** or **5 5 4** (LDK-300).
- Dial **0**.
- Dial the station number that calls are to be forwarded.
- Dial the authorization code of forwarded extension. (The authorization code should be registered before "Follow Me" Call Forward can be set.)
- Dial the extension number that will receive the call.
- Hang up.

Do Not Disturb (DND)
- Lift handset.
- Dial **5 3** or **5 5 3** (LDK-300).
- Place the handset.

To cancel Do Not Disturb,
- Lift handset.
- Dial **5 3** or **5 9**. (**5 9** is not available in GDK-16/20W) (**5 5 3** or **5 5 9** in LDK-300)
- Hang up.

Shuttle Call
- An extension user engaged in an internal or external call, should briefly press hook switch to hold a call.
- The holding party hears music on hold. (If equipped)
- Dial the second number of another internal or external call.
- When the second call is connected, the extension user may alternate the call between holding parties by pressing hook switch.
- Then, you may make a conference by pressing hook switch.

Universal Night Answer
When hearing an incoming signal on other phone or night bell,
- Lift handset.
- Dial UNA Access Code **6 9** or **5 6 9** (LDK-300).
- You will be connected to an incoming call if it was programmed as an UNA line.

Paging
- Lift handset.
- Dial the desired page zone number.
- Give your message.
- Hang up to complete paging.

  > **Page Zones**
  > Call all zones   : 4 9 (# 0 in GDK-16/20W)
  > Call all internal zones : 4 3 (# 4 in GDK-16/20W)
  > Internal zone 1 : 4 0 1 (# 1 in GDK-16/20W)
  > Internal zone 2 : 4 0 2 (# 2 in GDK-16/20W)
  >   :   :
  > Internal zone xx : 4 x x
  >   GDK-162 : 20
  >   GDK-100 : 15
  >   GDK-FPII: 05
  > External zone 1 : 4 6 (GDK-162/100/FPII only)
  > External zone 2 : 4 7 (GDK-162/100 only)
  > Call all external zones : 4 8 (# 3 in GDK-16/20W)

  > **Page Zones in LDK-300**
  > Call all zones   : 5 4 9
  > Call all internal zones : 5 4 3
  > Internal zone 1   : 5 0 1
  >   :
  > Internal zone 35   : 5 3 5
  > External zone 1   : 5 4 5
  >   :
  > External zone 3   : 5 4 7
  > Call all external zones : 5 4 8

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Meet Me Paging
When hearing a paging announcement,
- Dial **4 4.** (LDK-300: **5 4 4**, GDK-16/20W: **# 6**).

Returning Call to Host System
If your LG GDK is connected to another system, you can use this feature to transfer a call back to an extension on the other system.
(Your installer will tell you need the feature.)
- While connected to an extension call, press hook switch.
- Dial **5 1** or **5 5 1** (LDK-300).
- Hearing new dial tone from the other system, dial the extension number on the required system.
- When the station answers, (See Screened Transfer) speak or hang up (See Unscreened Transfer) to transfer the call.

Queuing (*)
If you access a busy line, you may request the system to place you on hold, until the next line becomes idle.
- Lift handset.
- Press hook switch.
- Dial **5 6** or **5 5 6** (LDK-300).
- You will hear confirmation tone when the call is accepted.
- Hang up.

Call Park (*)
While connected to an outside call,
- Lift handset.
- Press hook switch.
- Dial <u>parking location</u>.
    LDK-300 : 601~619
    GDK-162 : 601~619
    GDK-100 : 601~610
    GDK-FPII: 601~605
- Hang up.
- To retrieve a parked call, dial parking location.

Preselected Messages (*)
You can choose a preselected message to be displayed on the LCD of the phone calling your station.
- Lift handset.
- Dial **3** or **5 6 3**(LDK-300). (Program Entry Code)
- Dial **7 7** or **5 1**(LDK-300).
    In LDK-300, make hook-flash and dial **5 1**.
- Dial the following number to leave your message. (01~10)

Dial 01 + (Time) LUNCH, RETURN HH:MM
Dial 02 + (Date) ON VACATION, RETURN AT MM:DD
Dial 03 + (Time) OUT OF OFFICE RETURN TIME HH:MM
Dial 04 + (Date) OUT OF OFFICE RETURN MM:DD
Dial 05   OUT OF OFFICE RETURN UNKNOWN
Dial 06 + (External no.) CALL XX.... (17 digits)
Dial 07 + (Extension you can be called) IN OFFICE, STA XXXX
Dial 08 + (Time) IN A MEETING, RETURN TIME HH:MM
Dial 09   AT HOME
Dial 10   AT BRANCH OFFICE

- Press hook switch.
- Hang up.

- To erase a preselected message, lift handset and dial **3** + **7 7** + **#**.
In LDK-300, make hook-flash and dial **5 6 3** + **5 1** + **#**.
- Press hook switch.
- Hang up.

Voice Announcement
Time Prompt;
- Lift handset.
- Dial **6 7 1** .
    You'll hear time prompt, "Time is 00:00."
Date Prompt;
- Lift handset.
- Dial **6 7 2** .
    You will hear date prompt, "Date is July, 20th."
Extension Number Prompt;
- Lift handset.
- Dial **6 7 3** .
    You'll hear extension number prompt, "This extension is XXXX."
Recording Your Message;
- Lift handset.
- Dial **6 7 4** (for No Answer Forward) or **6 7 #** (for Busy Forward).
- Record your message.
- Place the handset.
Playing Back Your Message;
- Lift handset.
- Dial **6 7 6** (for No Answer Forward) or **6 7 0** (for Busy Forward). (Your recorded message is heard.)
Deleting Your Message;
- Lift handset.
- Dial **6 7 5** (for No Answer Forward) or **6 7 *** (for Busy Forward).
- Hang up. (Your message has now been deleted.)
Extension Status Prompt;
- Lift handset.
- Dial **6 7 7**.
    You'll hear items listed below. (a~h)
    a) Extension number
    b) Handsfree/Tone/Privacy
    c) Listed message
    d) Wake-up time AM or PM
    e) Do Not Disturb
    f) Forwarded to extension XXXX
    g) Forwarded to speed bin XXX
    h) Locked (Temporary Class of Service Charge)
    i) Class of Service X
Recording Paging Message;
- Lift handset.
- Dial **6 7 8**.
- Record your paging message.
- Replace the handset.
Playing Back Paging Message;
- Lift handset.
- Dial **6 7 9**.
To hear the recorded Message,
- Dial **5 7**.
- The recorded message is played.
- Hang up. (The message is deleted automatically.)

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To activate Call Forward to DVU,
- Lift handset.
- Dial **5 4**.
- Dial **7**, **8** or **9**. (Select DVU forward type for No answer or Busy.)
- Hang up.

To deactivate Call Forward to DVU,
- Lift handset.
- Dial **5 4**.
- Dial **#** .
- Hang up.

For GDK-16/20W,
Recording Your Message;
- Lift handset.
- Dial **5 4 + 7 + #** .
- Record your message.
- Replace the handset.

Deleting Your Message;
- Lift handset.
- Dial **5 4 + 7 + *** .
- Replace the handset.

To hear the recorded Message,
- Dial **5 7**.
- Time & date prompt for the recorded message is provided then voice message is played.
- Hang up. (The message is deleted automatically.)

For LDK-300,
Date & Time Prompt;
- Lift handset.
- Dial **5 6 3.**
- After hearing confirmation tone, dial **6 2**.
  You'll hear date & time prompt,
  " Date is March, 20th and Time is 00:00."

Extension Number Prompt;
- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 3.**
  You'll hear extension number prompt,
  "This extension is XXXX."

Extension Status Prompt;
- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 4.**
  You'll hear items listed below. (a~h)
  a) Extension number
  b) Intercom Answer Mode
  c) Listed message X
  d) Wake-up time XX:XX AM or PM
  e) Do Not Disturb
  f) Forwarded to extension XXXX
  g) Forwarded to speed bin XXX
  h) Queued CO XXX
  i) Locked (Temporary Class of Service Charge)
  j) COS X

Recording Your Message;
- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 1.**
- Record your message.
- Place the handset.

Deleting Your Message;
- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 6.**

Recording Paging Message;
- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 5.**
- Record paging message.
- Place the handset.

Deleting Your Message;
- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 6.**

Deleting Paging Message;
- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 7.**

To activate Call Forward to VMIB,
- Lift handset.
- Dial **5 5 4**.
- Dial Call Forward type number (1~4)
- Dial **#** .
- Hang up.

To deactivate Call Forward to VMIB,
- Lift handset.
- Dial **5 5 4**.
- Dial **#** .
- Hang up.

Programming Authorization Code (*)
- Lift handset.
- Dial **3** or **5 6 3** (LDK-300).
- Dial **4 4** or **3 1** (LDK-300).
- Dial 5 digits as authorization code.
- Press hook switch.

Programming Your Name (*)
- Lift handset.
- Dial **3** or **5 6 3** (LDK-300).
- Dial **3 0** or **7 4** (LDK-300).
- Enter your name using the same codes as those of keysets.
- Press hook switch. (Confirmation tone is heard.)
- Hang up.

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Entering an Account Code (*)

To identify a call, system provides the user with an account code field in the Call Logging printout by entering an account code while on an outside call.

After dialing or during a conversation with an external party,

- Press hook switch.
- Dial **5 0** or **5 5 0** (LDK-300). and account code. (An account code can be up to 12 digits.)
- Press hook switch.
- Continue conversation and hang up to finish the call.

Handset Off-hook Alarm (*)

Should the handset be left off the cradle unattended, for any length of time, the user will receive a high pitched signal.

- To cancel the signal, hang up.

Following features are only available with GDK-162/100/FPII Hotel S/W.

Baby Listening (*)

This feature allows a guest to monitor his room from any other party of the hotel. You can hear the room which is set baby listening but the room will not be disturbed.
To activate baby listening at guest's room,

- Lift the handset.
- Dial the guest's own room number. (Confirmation tone is heard.)

To cancel baby listening at guest's room,

- Replace the handset.

To operate baby listening from any other phone in the system,

- Lift the handset.
- Dial the guest's own room number.
- DND tone will be heard and dial the guest's own room number again.
- After confirmation tone, baby listening is operated.

Maid Status (*)

The Maid can update the maid status of any room.
To register "Cleaned" at a guest station,

- Dial **3**. (Program Access Code)
- Dial code **7 8**. (Confirmation tone is heard.)

To register "Dirty" at a guest station,

- Dial SLT PGM code **3**.
- Dial code **7 9**. (Confirmation tone is heard.)

New Cabina Call (*)

It allows to temporarily override toll restriction and make a call.

- Dial **3** . (Program Access Code)
- Dial code **1 8**.
- Enter the password (5 digits).
- Press hook switch. (Confirmation tone is heard.)
- Accessing CO line, dial tone will be heard.