# Placing an Outside Call

Button Procedures Range

MON

- Lift handset or press MON/SPEAKER button.
- Press outside line button, pool button or dial "0"
- Dial desired party.
- When called party answers, lift handset or use speakerphone.

9 (or 0), 8 + LDK-300:01~72 LDK-100:01~24 Or, 88 + LDK-300:001~200 LDK-100:01~40

# **Answering an Outside Call**

Button Procedures Range



- Lift handset or press MON/SPEAKER button to use speakerphone.
- Press flashing CO line button or loop key. (If the Preferred Line Answer feature is ON for your station, you may answer just by lifting handset.)

# **Call Transfer**

Button Procedures Range



To transfer an outside call to the other extension.

- Press TRANS/PGM button. (The outside call is put on hold.)
- Dial station number or appropriate DSS button.
- You can make a screened or unscreened transfer.

### Screened Transfer

Unscreened Transfer When the called extension answers, notice the call transfer and hang up to complete call transfer.

While the station you called rings, hang up to complete call transfer.

To answer screened transfer,

- When a station rings according to Intercom Answer Mode selection, answer the intercom call.
- . The transferring party hangs up, the call will be connected.

Button			Procedures		Range
REDIAL	directory. To use on Press R Press S When th	e of dialed numbers in the EDIAL button. Or, PEED + *.	displayed. Press <b>VOLUME</b> lber.		

# **Save Number Redial**

Button

Procedures

Range

If you want to save a number you dialed,

After dialing the number of an outside party, keep handset off-hook state.

Press SPEED button twice.

Hang up.

To dial a saved number,

Press SPEED + #.

# **Auto Call Number Redial**

When the called party is busy or does not answer the call, the system can automatically redial the number by pre-programmed time interval.

Button Procedures Range



- Press REDIAL button.
- · Hang up.



- A busy or no answer number will be redialed automatically after pre-programmed time interval while MUTE button is lighting.
- When called party answers, lift handset to talk.

# Queuing

When a CO line is busy, you can request a call back when the CO line is available. As soon as it becomes idle, you can be the first extension to get the CO line.

Button Procedures Range





- Lift handset or press MON/SPEAKER button.
- Press busy outside line button or specific line group button.
- Pressing CALLBK button, your CALLBK button is lighting and confirmation tone is heard.
- Hang up or press MON button.

To answer a queue request,

- When the busy CO line or specific line group returns to idle, you hear ring and the gueued line button is flashing.
- Lift handset and dial a desired phone number.

# **Executive / Secretary Transfer**

Button

Procedures

When the Executive Station is busy or DND (Do Not Disturb),
all calls will go to the Secretary Station.
The Secretary Station may signal the Executive Station that is
in DND by using Call Wait feature. (Press \* key or dial the last
digit of the number of Executive station or press the DSS

# Step Call

When an extension is busy, you can make a call to a different station by dialing only the last digit of new station number.

button to operate Call Wait feature.)

Button	Procedures	Range
SPEED	<ul> <li>Dialing an extension number, and the station is busy.</li> <li>After hearing ICM busy tone, dial the last digit of the next extension number in the same 10's group.</li> <li>(ex. If station "112" is busy, dial digit "4" to call station "114".)</li> <li>It can be used for CO line call by pressing SPEED button + last digit.</li> </ul>	

# **Speed Dial Numbers** (Station Basis)

Each extension can program up to 20 individual speed dial numbers in the station. The numbers are entered and stored by the user and it can be recalled at any time.

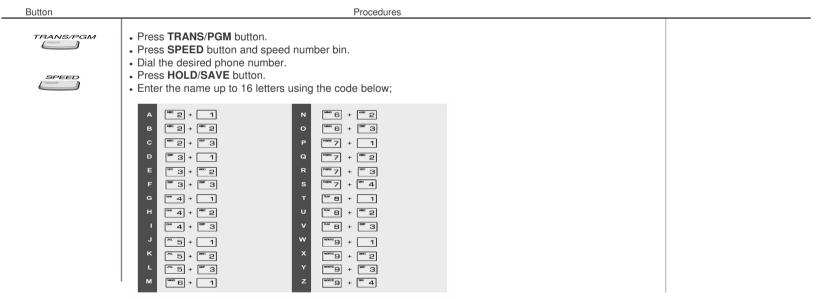
Button	Procedures	Range
THANS/PGM	To store station speed numbers, Press TRANS/PGM button. Press SPEED button.	Station Speed bin LDK-300 : 000~099
SPEED	Dial speed number bin. Dial the phone numbers to be stored. Press HOLD/SAVE button. Enter name for Dial by Name. (optional)	LDK-100 : 000~099
HOLD/SAVE	Or,	
	<ul> <li>Press TRANS/PGM button.</li> <li>Press SPEED button.</li> <li>Dial speed number bin.</li> <li>Press desired outside line or specific line group button.</li> <li>Dial the phone number to be stored.</li> <li>Press HOLD/SAVE button.</li> </ul>	
	Enter name for Dial by Name. (optional)     Press HOLD/SAVE button.	

# Speed Dial Numbers (Station Basis) Con't

Button		Procedures		Range
MON SPEED	To use station speed numbers  Lift handset or press MON/SPEA  Press SPEED button.  Dial speed number bin.  To use system speed numbers  Lift handset or press MON butto  Press SPEED button.	AKER button.		Station Speed LDK-300 : 000~099 LDK-100 : 000~099
SPEED HOLD/SAVE	<ul> <li>Dial speed number bin.</li> <li>To erase station speed number</li> <li>Press TRANS/PGM button.</li> <li>Press SPEED button.</li> <li>Dial speed number bin to be era</li> <li>Press HOLD/SAVE button.</li> </ul>			System Speed LDK-300: 2000~4999 LDK-100: 2000~3499

# **Storing Dial by Name**

Users for digital display phone can enter the called party's name so they can dial by name instead of dialing the phone number.





• Press HOLD/SAVE button.

A call can be parked in a parking location and the call will be retrieved by dialing the location number. (The call can be picked up by other extension with making a page announcement to inform the parking location.)

# **Call Park**

Button

Procedures

Range

While connected to an outside call,
Press TRANS/PGM button.
Dial parking location.

To retrieve a parked call,
Lift handset or press MON/SPEAKER button.
Dial parking location.

# **Universal Night Answer**

When CO lines are programmed for UNA and the system is placed into night mode, users can answer incoming CO line calls employing dial code regardless of pick-up group.

Button Procedures Range



- Lift handset or press MON/SPEAKER button.
- Press flashing CO line button. If a CO line button is not assigned, dial 569
- You will be connected to ringing outside line.

# **Changing Intercom Answer Mode**

Button		Procedures		Ra	nge
TRANS/PGM	<ul><li>Dial 12</li><li>Dial 1 fo</li></ul>	ring, or 3 for Privacy announce.			
HOLDISAVE					

# **Changing Differential Ring**

Button	Procedures	Range
TRANS/PGM	Press TRANS/PGM button.  Dial 11  Select the Ring Type by Dialing 1 - 4  Press HOLD/SAVE button.	
HOLDISAVE		

# **Placing an Intercom Call**

Button Procedures Range

- Dial intercom number or press programmed DSS button.
- You will hear,
  - Ring back tone in TN (Tone) mode. Wait for called station to answer the ringing.
  - 3 bursts of tone in HF(Handsfree) or PV(Privacy) mode. Begin your announcement after the tone.

# **Answering an Intercom Call**

Button Procedures Range

- · With your intercom answer mode setting,
  - in TN mode, intercom ring is heard. Lift handset to talk.
  - in PV mode, 3 bursts of tone and one-way announcement is heard. Lift handset to talk.
  - in HF mode, 3 bursts of tone and announcement is heard. Reply with handsfree mode or lift handset for privacy.

# Placing an Intercom Call on Hold

Button Procedures Range



ICM

- If your phone has LOOP button, you may put an intercom call on hold by pressing HOLD/SAVE button.
- Or, while on an intercom call, press the **LOOP** button.
- The ICM button flashes and intercom dial tone will be heard.

To retrieve intercom call on hold,

• Press the flashing LOOP button and lift handset.

				_		
v	0	10	2	O	W	r

This feature provides voice announcement to a busy station without interrupting the existing conversation.

The announcement is received over the existing conversation so that only the busy station hears both incoming parties.

Button Procedures

HOLD/SAVE

- When a busy keyset engaged in an internal or external call is called through camp-on by a caller, HOLD/SAVE button of busy keyset is flashing.
- After tone, the busy keyset can be connected to both parties.
- Press HOLD/SAVE button in the busy keyset to converse with new call.
- Press HOLD/SAVE button again to alternate the call.

# **Answering a Call Wait with Voice Over**

Button Procedures Range



- You hear camp-on tone and HOLD/SAVE button is flashing.
- Press HOLD/SAVE button to talk with the second caller.
   The first caller is placed on hold. (MOH may be provided)
- You will be connected to the first caller when the second caller hangs up.

# **Directed Call Pick-up**

Button Procedures Range



- You hear intercom or transferred outside line ring at a station.
- Lift handset or press MON/SPEAKER button.
- Dial 7 and the ringing station number.
- You will be connected to the calling party.

LDK-300:100~399 LDK-100:100~227

Range

# Call Wait ( Camp On )

If you dial a busy station, you may alert it of your call.

Button		Procedures		Range
	After receiving intercom busy to station number, or press DSS     Camp-on tone is heard in calle     When called party answers, tal	button. d station.		

# Mute

It provides privacy during speakerphone or handset operation by disabling the microphone.

Button	Procedures	Range
MUTE	<ul> <li>Press MUTE button to activate.</li> <li>Press MUTE button again to deactivate. (optional button)</li> </ul>	

# Call Back

If you dial a station that is busy, you can leave a callback indication.

Button	Procedures	Range
CALL BK	After receiving intercom busy tone, press CALLBK button. Hang up.	
MON	<ul> <li>When the busy station hangs up, you will be signaled.</li> <li>Answer the signal by lifting handset or by pressing MON/SPEAKER button, the station you called will be signaled.</li> </ul>	

# Message Waiting

When the called extens	sion does not answer the call, you can leave a message wait to the station.	
Button	Procedures	Range
CALL BK	If a called party does not answer, press CALLBK button. Hang up. At that time, the LED of CALLBK button in the called station is flashing.	
TRANS/PGM	<ul> <li>Or if a called party does not answer, press TRANS/PGM button and dial 556</li> </ul>	
CALL BK	To answer a message waiting, Press flashing CALLBK button or Dial 5 5 7. Station that left message will be signaled with tone ring.	

# **Do Not Disturb**

Button	Procedures	Range
DND/FWD	If your phone has been programmed to have Do Not Disturb, Press <b>DND/FWD</b> button while on-hook or your phone is ringing. The LED is lighting and your phone is in DND.	
	To remove Do Not Disturb, Press DND/FWD button while on-hook. The LED is extinguished and DND at your phone is removed.	
	Or Dial 5 5 3 instead of pressing DND/FWD button (Toggle setting).	

# **Call Forward**

A call can be forwarded to the other station, station group or VMIB depending on the call forward type. It should be programmed in Admin. Programming to use some of the Call Forward types.

Button	Procedures	Range
MON	Lift handset or press MON/SPEAKER button. (The MON/SPEAKER button lights up.) Press DND/FWD button, Or Dial 554  Press the call forward type; 0 - Follow me 1 - Unconditional 2 - Busy calls 3 - No answer calls 4 - Busy / no answer calls 5 - Station off-net, Unconditional 6 - Station off-net, Unconditional 6 - Station off-net, No Answer 7 - Incoming outside line to off-net (Attendant only) Dial station number or press DSS button or intercom group. Confirmation tone is heard and DND/FWD button is flashing on forwarded station. Hang up.  To activate call forward to internal VMIB ( # ), Lift handset or press MON/SPEAKER button. Press DND/FWD button. Dial desired Call Forward code (1~4). Dial VMIB selection code # to receive the call. Hang up.  In case Follow-me, it should be programmed from the station that you will be forwarded to i.e. if your extension is 102 and you are forwarding to 104, then you will need to go to 104 to program the feature. In case Station Off-net, the number you are forwarding to should be saved as a speed dial number first. (Please see the Page 12 to save a Speed Dial Number.)	Sta. No. LDK-300: 100~399 LDK-100: 100~227  INT. Group LDK-300: 620~667 LDK-100: 620~634
MON	To cancel call forward,  Lift handset or press MON/SPEAKER button.  Press DND/FWD button and dial #.  Hang up.	
	<ul> <li>To cancel Incoming Outside line to Off-net (at system attendant),</li> <li>Press MON + DND/FWD + CO line code (CO group/CO line no. /CO BTN) + #</li> </ul>	

# **Paging**

A station, which is allowed to access page facilities, can connect and transmit voice announcement to any or all of the system external/internal page zones.

Button Procedures Range

To make a page,

- Lift handset.
- Dial page zone. (See below chart.) And you will hear warning tone.
- After the tone, speak your message.
- Hang up.

	LDK-300	LDK-100
All Call	5 4 9	549
Internal Zone 1	5 0 1	501
Internal Zone 2	5 0 2	502
:	N.A	
Internal Zone 5	5 0 5	505
:	:	:
Internal Zone 15	5 1 5	515
:	:	
Internal Zone 20	5 2 0	
Internal Zone 35	5 3 5	
Internal All Call	5 4 3	5 4 3
External Zone 1	5 4 5	5 4 5
External Zone 2	5 4 6	5 4 6
External Zone 3	5 4 7	5 4 7
External All Call	5 4 8	5 4 8

# To answer paging,

- Go to the nearest key telephone.
- Lift handset and dial 544

or **HOLD/SAVE** button, and you will be connected to the paging party.

# Flash

Disconnects outside line and reseizes dial tone. It can be used to send a timed break recall when the system is connected with a PBX.

Button Procedures Range

• While connected to an outside line, press FLASH button. (Optional Button)

# **Speaker Phone**

Pressing an outside line button, a speed button, a station button or dialing a station number will automatically activate the speakerphone. (Only on Phones equipped with a Microphone as well as a speaker).

Button Procedures Range



To activate speakerphone,

- Press MON/SPEAKER button.
- Dial outside line number or intercom number to talk.

# **Speaker Volume Control**

Procedures Range



Button

 In speakerphone mode, press VOLUME (▲/▼) button to control the speakerphone volume.

# **Ring Volume Control**

Button Procedures Range



 When Phone rings, press VOLUME (▲/▼) button to control ring volume.

# Placing an Intercom Group Call

Button Procedures Range

MON

To make an intercom group call,

- Lift handset or press MON/SPEAKER button.
- Dial the intercom group number.

INT. Group No. LDK-300:620~667 LDK-100:620~634

# Placing a CO Call on Hold

Button Procedures Range



- Press HOLD/SAVE button.
- Once for system hold
- Twice for exclusive hold

Reverse if hold preference is programmed to system hold.

Press HOLD/SAVE button (in GDK-16/20W).
 CO call will be put on hold according to the Hold Preference.

To retrieve the call,

• Lift handset and press flashing outside line button.

# **Group Call Pick-up**

Button Procedures Range



You should be in the same pick-up group as ringing phone.

- You hear an unattended phone ringing.
- Lift handset or press MON/SPEAKER button.
- Dial \*\*

Conference	
Button	Procedures Range
CONF	To establish a conference, Call desired party. (internal or outside) Press CONF button. (CONF button is lighting and the called party is put on exclusive hold.) Call the next party. Press CONF button twice. (once if adding additional parties) Conference is established.  To add another party in the conference, Press CONF button. Call the next party. Press CONF button twice.  To exit a conference (unsupervised), Press CONF button in the supervisor station and hang up. Other parties are still connected.

# **Conference Cont'd**

Button		Procedures			Range
CONF	Re-entering a conference, Lift handset or press MON/SPE. Press CONF button.	AKER button.			
MON MON	To drop an outside party, (You should be active in the confe • Press outside line of party you w • Hang up or press MON/SPEAK	rish to drop.			
	To terminate the conference, - Hang up or, press CONF button	if unsupervised.			
	Conference feature can be assig a flexible key as CONF button (*)		g		

# Access Authorization Code (\*)

To prevent unauthorized outside calling, DISA or Trunk access on your station by others, the system provides a means to lock/unlock a station by access authorization code.

Button Procedures Range

TRANS/PGM



To register access authorization code,

- Press TRANS/PGM button and dial 3 1.
- Dial your own 5 digits access authorization code.
- Press HOLD/SAVE button.
- Confirmation tone is heard.

TRANS/PGM



To change access authorization code,

- Press TRANS/PGM button and dial 3 2.
- Dial your current access authorization code. You will hear confirmation tone.
- Dial your new 5 digits access authorization code.
- Press HOLD/SAVE button.
- · You will hear confirmation tone.

Blocking Outside Calls (*)								
Note: An access authorization code should be registered.								
Button	Procedures			Range				
THANS/PGM	Press TRANS/PGM button and dial 2 1. Press HOLD/SAVE button. (Confirmation tone is heard.) MUTE button will flash until restored to normal.							
HOLD/SAVE								

# Restoring Outside Calls (\*)

Button	Procedures	Range
TRANS/PGM	<ul> <li>Press TRANS/PGM button and dial 2 2.</li> <li>Dial your current access authorization code. (Confirmation tone is heard.)</li> <li>MUTE button will be extinguished.</li> </ul>	

# Wake-Up Calls

The system automatically sends ring signal to a station which registers a wake-up time. There are two kinds of wake-up call, one is effective for one-day, the other is effective until canceled.

Button Procedures Range

TRANS/PGM

HOLD/SAVE

To register wake-up time,

- Press TRANS/PGM button.
- Dial  $\bf 4$   $\bf 1$  and  $\bf 4$ -digit wake-up time (HHMM) in 24-hour mode. (HH = 00~23, MM = 00~59)
- Press HOLD/SAVE button for "one-day" or dial # and HOLD/SAVE button for "until canceled". (Confirmation tone is heard.)

TRANS/PGM

HOLD/SAVE

To cancel wake-up call,

- Press TRANS/PGM button and dial 4 2.
- Press **HOLD/SAVE** button. (Confirmation tone is heard.)

# **Using Dial By Name**

Each station and speed dial number can be assigned to a name. When names are programmed, you may select a speed dial number by the stored name.

Button Procedures Range



- Press SPEED button twice.
- On the display, you will see the following.

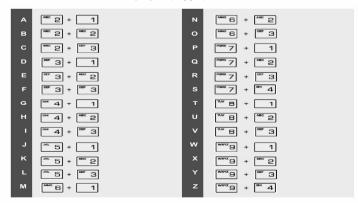
DIAL BY NAME ICM: 1 U\_SPD: 2 S\_SPD: 3

- Select desired type.
  - 1: Intercom
  - 2: User (Station Speed Dial)
  - 3 : System (System Speed Dial)
- · Confirmation tone is heard and you will see the following.
  - 1:XXXX XXXX XXXXXX
  - 2:YYYY YYYY YYYYYY

VOLUME ▲



- Pressing VOLUME button, the cursor will be moved to the next name. When the cursor points a name or a dial number to call, press HOLD/SAVE button. Then, the stored number is dialed.
- You can also enter characters using the Alpha Table.
   The LCD will display the first two names which match your input. (You may delete the last letter of your input by pressing CALLBK button. And then, the previous matched name is displayed.)
- You can see the matched phone number by pressing FLASH button while the name is displayed (toggle).



# **Programming Your Name into Display**

You can program your name and people using display phones will see your name instead of your station number.

Rutton		Procedures		F	Range
TRANS/PGM	Press TRANS/PGM button	1.			
SPEED	Dial <b>7 4</b> . Enter your name. (up to 7 I by name.)	letters using the code in "Storing D	Dial		
HOLDISAVE	Press <b>HOLD/SAVE</b> button.	1.			

# **Pre-selected Message**

You can select a pre-assigned message to be displayed on the LCD of the phone calling the station.

Button	Procedures	Range
TRANS/PGM  FINANS/PGM  HOLD/SAVE	Press TRANS/PGM button and dial 5 1.  Dial the number of desired message. Date, Time or Station Number if required.  Press HOLD/SAVE button. (DND/FWD button is flashing.)  1 LUNCH, RETURN HH:MM  O ON VACATION / RETURN AT MM:DD  O OUT OF OFFICE/ RERURN TIME HH:MM  O OUT OF OFFICE/ RETURN AT MM:DD  O OUT OF OFFICE/ RETURN UNKNOWN  O CALL: XX (Telephone number: Max. 17 digits)  I N OFFICE/STA XXXX  N N A MEETING / RETURN TIME (HH:MM)  O AT HOME	
	1 0 AT BRANCH OFFICE # to cancel  1 1 ~ 2 0 are used for customized messages which are programmed by attendant. (See "Creating Customized Message")	

Pre-selected Messag	ge Cont'd		
Button	Procedures		Range
HOLDSAVE	<ul> <li>Select desired message key, date, time or station number, if required.</li> <li>Press HOLD/SAVE button. (DND/FWD button is flashing.)</li> </ul>		
DNDÆWD	To turn off message display, Press flashing <b>DND/FWD</b> button.		

# **User Custom Message Programming**

You may program a custom message 00 to be displayed on the LCD of the phone calling your station.

Button	Procedures	Range
THANS/PGM	<ul> <li>Press TRANS/PGM button and dial 5 2 at the station.</li> <li>(Confirmation tone is heard.)</li> <li>Enter the message. (up to 24 letters using the code in "Storing")</li> </ul>	
HOLD/SAVE	Dial by Name")  • Press HOLD/SAVE button.	

# **Background Music**

A station can receive audio, generally music from an internal or external source while idle.

Button	Procedures		Range
TRANS/PGM	<ul> <li>Press TRANS/PGM button.</li> <li>Dial 7 3 and select BGM channel (00~12).</li> <li>Press HOLD/SAVE button.</li> </ul>		LDK-300:00~12 LDK-100:00~11
	This allows an Idle phone to receive music via it's speaker.		
	00 = No Music 02 = External Music on Hold		

# **Voice Announcement**

Button		Procedures		
TRANS/PGM	Date & Time Prompt; Press TRANS/PGM button and You will hear the time prompt, "		VV . VV DM "	
	Station Number Prompt; Press TRANS/PGM button and Prompt; Station Status Prompt; Press TRANS/PGM button and Plist (a-j). c-i items will be omitted a) Station number XXXX Listed message X Do not disturb	dial 6 3.  prompt, "This is station XXXX."  dial 6 4. (You will hear below I if not active.) b) Intercom Answer Mode d) Wake-up time XX:XX AM or PM f) Forwarded to station XXXX		
TRANS/PGM  ITALIANS  HOLDSAVE	g) Forwarded to speed bin XXX i) Locked (temporary COS change)  Record your greeting, Press TRANS/PGM button and a "Press # button to record" is hea Press # button and record your Press HOLD/SAVE button or MOP Pressing SPEED button while pl	h) Queued CO XXX j) COS X  dial 6 1. rd and if there is a recorded gregreeting after hearing confirmation.	ion tone. Ien you will hear confirmation to	
DNDFWD	Delete your greeting, Press TRANS/PGM button and a Activate Call Forward to VMIB, Lift handset or press MON/SPEA Press DND/FWD button.	AKER button.		
	<ul> <li>Dial Call Forward type code (1~4</li> <li>Dial # key . (Confirmation tone is</li> <li>Go on-hook.</li> <li>Deactivate Call Forward to VMIB,</li> <li>Lift handset or press MON butto</li> <li>Press DND/FWD button.</li> </ul>	s heard.)		
	Leave voice message wait, After user greeting is played. "Re is heard. After beep tone, record your meson Hang up.	, , , ,		

Range

Button Procedures Range

# Listen to the recorded message,

- Press the flashing CALLBK button.
- The recorded message is heard with the time and date.
- · Pressing HOLD/SAVE button, the current message is saved and the next message is heard.
- Pressing CALLBK button, the current message is played again.
- Pressing CONF button, the current message is deleted and the next message is heard.

### Record VMIB Paging Message,

- Press TRANS/PGM button and dial 65.
- "Press # button to record" is heard and if there is a recorded paging message, it will be played.
- Press # button and record paging message after hearing confirmation tone.
- Press HOLD/SAVE button or MON button to finish recording, then you will hear confirmation tone.
- Pressing SPEED button while playing, the greeting is deleted and confirmation tone is heard.

### Activate VMIB Message Paging,

- Dial the desired page zone (5XX) and lift handset.
- The recorded VMIB message is paged.

### Delete VMIB Paging Message,

- Press TRANS/PGM button and dial 67.
- The recorded message is deleted.
- Or, press SPEED button while playing, then the message is deleted and confirmation tone is heard.

# **CO Message Wait**

When a call is received with DISA/DID, the Calling Line Identification (CLI) of the incoming call is displayed on the LCD of the station. If the DISA/DID external party hangs up the call before answered, the CLI will be stored in the CO message wait queue in the called party.

Button	Procedures	Range
CALL BK	To retrieve CLI Message, Press CALLBK button. The stored message will be shown on the LCD.	
CONF	To delete the current CLI message and see the next one, Press CONF button.	
HOLDISAVE	To make a callback, Press HOLD/SAVE button. The stored number is dialed as speed dialing.	
SPEED	To see the next/previous CLI message, Press VOLUME button.	
	To delete all CLI messages, (Not available in GDK-16/20W)  • Press SPEED button twice.  • If DVU message is stored with CLI message, the CLI message will not be deleted by pressing SPEED button.	
DISA (Direct Inwa	d System Access)	
Outside caller can acce	ss a CO line which is programmed as DISA line.	
Button	Procedures	Range
	<ul> <li>Dial the CO access code after hearing dial tone or voice guide from DVU.</li> <li>Or, dial the CO access code after dialing the programmed authorization code (when needed) for outgoing call.</li> </ul>	
Alarm Reset		
Button	Procedures	Range
	<ul> <li>To terminate alarm signal while idle state,</li> <li>Dial 5 6 5.</li> <li>Confirmation tone is heard and the alarm signal is terminated at all assigned stations.</li> </ul>	

# Feature List

CONF button	TRANS/PGM + 91
CALLBK button	TRANS/PGM + 92
DND button	TRANS/PGM + 93
FLASH button	TRANS/PGM + 94
MUTE button	TRANS/PGM + 95
MON button	TRANS/PGM + 96
REDIAL button	TRANS/PGM + 97
Ring Type	TRANS/PGM + 11
Ring Answer Mode	TRANS/PGM + 12
COS Down	TRANS/PGM + 21
COS Restore	TRANS/PGM + 22
Walking COS	TRANS/PGM + 23
Auth. Code Register	TRANS/PGM + 31
Auth. Code Change	TRANS/PGM + 32
Set Wake-up Time	TRANS/PGM + 41
Wake-up Disable	TRANS/PGM + 42
Set Preselected MSG	TRANS/PGM + 51
Set Customer MSG	TRANS/PGM + 52
Record User Greeting	TRANS/PGM + 61
Listen Time & Date	TRANS/PGM + 62
Listen Station Number	TRANS/PGM + 63
Listen Station Status	TRANS/PGM + 64
Record Page MSG	TRANS/PGM + 65
Erase User Greeting	TRANS/PGM + 66
Erase Page MSG	TRANS/PGM + 67
LCD Display Language	TRANS/PGM + 71
MPB Version Display	TRANS/PGM + 72
Background Music	TRANS/PGM + 73
Register Station Name	TRANS/PGM + 74
Speakerphone/Headset	TRANS/PGM + 75
Headset Ring Mode	TRANS/PGM + 76
Account Code	TRANS/PGM + 80
ICM Hold	TRANS/PGM + 83
LOOP button	TRANS/PGM + 84
Camp-on	TRANS/PGM + 85
Call Log Button	TRANS/PGM + 57
Hot Desk Logout	TRANS/PGM + **
Register - Mobile EXT	TRANS/PGM + 33
Activate – Mobile EXT	TRANS/PGM + 34
Activate CONF Room	TRANS/PGM + 43
Deactivate CONF Room	TRANS/PGM + 44

### Placing an Outside Call

- · Lift handset.
- Dial **0.**
- Dial the desired number.

### Placing an Intercom Call

- Lift handset.
- Dial intercom number.

### Placing an Outside Call on Hold

- While connected to an extension call, press RECALL.
- Dial 5 6 0.

### Retrieving a Held Outside Call

- Lift handset.
- Dial 8 # and <u>CO line number</u>.
   300: 001~200, 100: 01~48.
- You can dial 8 \* in case you don't remember the held CO 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 \* .
- Camp-on tone is heard in the called station.
- When called party answers, talk or hang up to transfer the call.

### Making a Screened Transfer

- · While connected to an outside line, press RECALL.
- 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 RECALL.
- Dial the desired extension number
- Hang up to complete call transfer.

### **Last Number Redial**

- Lift handset.
- Dial 5 5 2.

### **Storing Station Speed Dial Numbers**

- Lift handset.
- Dial 5 5 5.
- Dial speed dial number. (000~099)
- Dial speed dial number you wish to store.
- Press RECALL.
- · You will hear confirmation tone and hang up.

### **Using Station Speed Dial Numbers**

- Lift handset.
- Dial 5 5 8.
- Dial the desired speed dial number. (000~099)

### **Group Call Pick-up**

When hearing an unattended phone ringing in your area.

- · Lift handset.
- Dial 5 6 6.
- 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 RECALL.
- Dial the internal extension number.
- When the other party answers, press RECALL twice in 2 seconds. (All three parties are now connected.)

### **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 RECALL.
- Dial 5 5 6.
- Hang up.

### Call Forward

- · Lift handset.
- Dial 5 5 4.
- 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
- Dial the station number to forward incoming calls to.
- To cancel Call Forward, lift handset and dial 5 5 4 and #.

### For Follow Me call forward

- · Go to the forwarding station and lift handset.
- . Dial 5 5 4.
- 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 5 3.
- · Place the handset.

To cancel Do Not Disturb.

- Lift handset.
- Dial 553 or 559.
- · Hang up.

### **Shuttle Call**

- An extension user engaged in an internal or external call, should briefly press RECALL to hold a call.
- The holding party hears music on hold.
- 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 RECALL.
- Then, you may make a conference by pressing RECALL.

### **Universal Night Answer**

When hearing an incoming signal on other phone or night bell,

- · Lift handset.
- Dial UNA Access Code 569.
- 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 in LDK-300

Call all zones : 549 Call all internal zones: 5 4 3 :501

Internal zone 1

External zone 1 :545

External zone 3 :547 Call all external zones: 5 4 8

### Meet Me Paging

When hearing a paging announcement,

• Dial 5 4 4

### 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 RECALL.
- Dial 5 5 6.
- 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 parking location. LDK-300: 601~619
- · 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 5 6 3. (Program Entry Code)
- Dial 5 1.

press, RECALL 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 RECALL.
- · Hang up.

### To Cancel Message

Press RECALL and dial 5 6 3 + 5 1 + #.

- · Press RECALL.
- · Hang up.

### **Voice Announcements**

### 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."

  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 Mod
- 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)
- i) COS X

### **Recording Personal Greetings**

### 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;

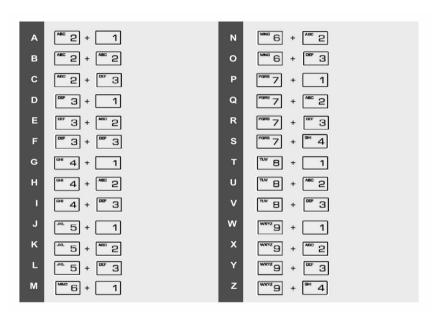
- Lift handset.
- Dial 5 6 3.
- After hearing confirmation tone, dial 6 7. To activate Call Forward to VMIB,
- Lift handset.
- Dial 5 5 4.
- Dial Call Forward type number (1~4)
- Dial # .
- Hang up.

To deactivate Call Forward to VMIB,

- Lift handset.
- Dial 5 5 4.
- Dial # .
- Hang up.

### **Programming Your Name**

- Lift handset.
- Dial 563.
- Dial 74.
- Enter your name using the same codes as those of keysets.
- Press RECALL. (Confirmation tone is heard.)
- Hang up.



# System Greetings ( Attendant Station )

TRANS/PGM

[]

HOLD/SAVE

Button Procedures

To record system greetings.

Press TRANS/PGM button.

• Dial 06.

Dial the announcement number (001~100).

• "Press # button to record" is heard. Then press # button to start recording.

• Record your greeting and press **HOLD/SAVE** button to finish the recording.

• To delete, press SPEED button while the message is played.

• The System Prompt messages are 071~100 as default;

 071: VMIB MOH
 086: Reserved

 072: Reserved
 087: Reserved

073: Invalid Number Prompt
074: Time out Prompt
075: Retry Prompt
076: Retry Prompt
077: Nain Menu Prompt
078: Remote VMIB Sub-menu for digit 1 in
078: Remote VMIB Sub-menu for digit 1 in
079: Retry Prompt

076: Transfer to Attendant Prompt
077: Reserved
078: Leave Message Prompt
070: Reserved
092: Reserved
092: Reserved
092: Reserved
093: Reserved
094: Reserved
095: Reserved

079: Record Start Prompt 093: Remote VMIB Sub-menu for digit 2 in 080: Authorization Code Prompt Main Menu Prompt

081: Busy Prompt 094: Remote VMIB Sub-menu for digit 3 in 082: Reserved Main Menu Prompt 083: Station Off pat Forward Prompt 085: Parmete VMIB Sub-menu for digit 4 in

083: Station Off-net Forward Prompt 095: Remote VMIB Sub-menu for digit \* in 084: DND Prompt Main Menu Prompt

085: No Answer Prompt 096: Leave Message after Tone Prompt

097~100: Reserved

# Attendant Clock Set ( Attendant Station )

This feature allows the attendant to set the Time/Date without entering Admin Programming.

Button Procedure

TRANS/PGM

Press TRANS/PGM button.



Enter Date as MMDDYY (6 digits) and press HOLD/SAVE button.

Enter Time as military format (4 digits) and press HOLD/SAVE button.

If there is no need to change date or time, press **HOLD/SAVE** button to go to the next step.



# **Attendant Operation**

# System Speed Dial ( Attendant Station )

A group of speed dial numbers can be stored within the system for access by allowed stations. These numbers provide speedy access to often used outgoing CO dialing numbers.

Button

TRANS/PGM

SPEED



To store system speed numbers,

- Press TRANS/PGM button.
- Dial **SPEED** button.
- Dial speed number bin.
- Dial the phone numbers to be stored.
- Dial HOLD/SAVE button.

Or.

- Press TRANS/PGM button.
- Dial SPEED button.
- Dial speed number bin.
- Press desired outside line button.
- Dial the phone numbers to be stored.
- Dial HOLD/SAVE button.

To use system speed numbers,

- Press **SPEED** button.
- Dial speed number bin.

# **Attendant Intrusion (Attendant Station)**

Attendant may intrude into any station which is in conversation with a CO line.

Button Procedure

TRANS/PGM

To assign a flexible key as the Intrusion button

- Press TRANS/PGM button.
- Press the desired flexible key to be registered.
- Press TRANS/PGM button.
- Dial 8 6.
- Press HOLD/SAVE button.

To activate attendant intrusion

Press DSS button corresponding to the busy station you wish to call.

(Busy tone is heard.)

• Press ATD INTRUSION button.

(Intrusion warning tone is heard in the busy station, then a 3-way conference is set up.)

LDK-300: 2000~4999

LDK-100: 2000~3499

# Day/On-demand/Night/Weekend Mode Service ( Attendant Station )

The system can be placed in Day/On-demand/Night/Weekend/Auto mode operation manually by pressing [DND/FWD] button at attendant station. In Auto ring mode, the ring mode will follow the Weekly Time Table (PGM 233).

Button	Procedures		
DNDFWD	To activate/deactivate Day/Night/On-demand/Weekend/Auto mode manually,  • Pressing DND/FWD button then dial 1 2 3 4 or 0 ring mode is changed to On-demand → Night → Weekend → Auto → Day mode.  • On-demand mode is not activated automatically.		
TRANS/PGM	To activate Auto ring mode with Attendant PGM mode, Press TRANS/PGM button.		
HOLD/SAVE	<ul> <li>Dial 0 7 4.</li> <li>Dial 1 and press HOLD/SAVE button.</li> <li>(The Weekly Time Table should be entered by Admin Programming.)</li> </ul>		

# Attendant DSS Operation /Placing an Intercom Call from the DSS ( Attendant Station )

Button Procedures

- Lift handset or press MON button.
- Press the desired DSS station button.

# Making a Page ( Attendant Station )

Button Procedure

- Lift handset or press MON button.
- Press **PAGE** button.
- Speak in normal voice tone to announce message.

# Transferring an Outside Line to Another Station ( Attendant Station )

Button Procedure

- While connecting an outside line, press the desired DSS station button.
- You can wait to announce the transfer or, Hang up.

# Intercom Group Call ( Attendant Station )

Button Procedure

- Lift handset or press MON button.
- Press the programmed INTERCOM GROUP CALL button.
- The call is connected to an idle station in the group.

# Overriding a Key Telephone in Do Not Disturb ( Attendant Station )

Button Procedure

- Press DSS button of the station to be overridden. (DND tone or busy tone is heard.)
- Dial \* to override the station in DND or in busy.