

Quick Reference Guide for Digital Key Telephone

Fixed Feature Buttons

- ? **FLASH** button is used to terminate an outside call and re-seize dial tone without having to hang up the handset.
- ? **SPEED** button provides you with access to speed dialing, save number redial and last number redial.
- ? **TRANS** (TRANSFER) button is used to transfer an outside call from a station to another.
- ? **CALLBK** (CALLBACK) button allows you to leave a callback indication at a station that is busy, unattended, or in Do Not Disturb.
- ? **CONF** button is used to establish conference calls.
- ? **DND/FWD** (Do Not Disturb/Forward) button allows you to forward your calls to another destination, or make DND mode.
- ? **MUTE** button allows you to switch the built in microphone on or off when using the speakerphone or the handset microphone when using the handset.
- ? **MON** button enables you to make a phone call with -out lifting handset. It turns the telephone on and off when using the speakerphone.
- ? **HOLD** button enables you to place an outside caller on hold.
- ? **REDIAL** allows you to make last number redial and auto call number redial.
- ? ? **VOLUME** ? bar allows you to adjust speakerphone and handset volume.

Call Forward

- ? Press MON button.
- ? Press DND/FWD button and dial the desired Call Forward type.
 - 0 : Follow me (not available in GDK-16/20W)
 - 1 : Unconditional
 - 2 : Busy calls
 - 3 : No answer calls
 - 4 : Busy/no answer calls
 - 5 : Station off-net
 - 6 : Incoming outside line to off-net (ATD only)
 - 7 : DVU forward for no answer-1(after 4sec)
 - 8 : DVU forward for no answer-2 (after predefined time)
 - 9 : DVU forward for busy
 - # : Cancel previous call forward
- ? Dial the station number or press DSS button or intercom group where calls are forwarded. (Confirmation tone is heard.)
- ? In GDK-16/20W, only 1 DVIB forward is available. (DND/FOR + '7': DVU forward for no answer/busy)
- ? In LDK-300/100, Forward type 0~7 are available. (5 : Station off-net, unconditional
6 : Station off-net, no answer
7 : Incoming outside line to off-net (Sys. ATD only))
To make Call forward to VMIB, press # key after dialing call forward type (1~4).

Call Wait (Camp-on)

- If you dial a busy station, you may alert it to your call.
- ? After receiving intercom busy tone, dial * or the last digit of called station number or press DSS button.
 - ? When the called party answers, consult with them or hang up to transfer the call, if any.

Conference

- ? Call the desired party (internal or outside). When called party answers, press CONF button.
- ? Add next conference party by selecting another outside line or intercom station.
- ? When the party answers, press CONF button twice. All parties are connected.

To terminate a conference.

- The conference initiator should be actively in the conference.
- ? Hang up, or press CONF button to finish the conference (only for conference initiator).

Leaving a Message Waiting Indication

If you dial a station that is unattended or in Do Not Disturb, you can leave a message waiting indication.

- ? Dial the desired intercom station. Busy tone or DND tone is heard.
- ? Press CALLBK button. The called party's CALLBK button LED will flash.

To answer a Message Waiting Indication.

- ? Press flashing CALLBK button and the station that left message will be signaled with tone ringing.
- ? If called station does not answer, press the CALLBK button once to leave a message.

Placing an Outside Call on Hold

While connected to an outside line,

- ? 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 line call will be put on hold according to the Hold Preference.

Last Number Redial

The last dialed number on an outside line is saved.

- ? Press REDIAL button. Or,
- ? Press SPEED button and dial *.
- ? In LDK-300/100, each station with LCD has 10 last dialed number directory. You may find a dialed number by pressing VOLUME key. And press HOLD/SAVE button to dial the number.

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

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Save Number Redial (*)

- ? If you wish to save a number you dialed,
- ? After dialing the number of an outside party, keep the handset off-hook.
- ? Press SPEED button twice.
- ? To dial a saved number,
- ? Press SPEED button and dial #.

Call Transfer

- While connected to an outside call,
- ? Press TRANS/PGM button.
- ? Dial station number or DSS button.
(You can select a screened or unscreened transfer.)

Screened Transfer

When that extension answers, announce the transfer and hang up to complete call transfer.

Unscreened Transfer

When the called extension begins to signal, hang up to complete call transfer.

Storing Speed Dial Numbers

- ? Press TRANS/PGM button and then SPEED button.
- ? Dial the speed number bin.
- Station Speed Number bin : 00~19
000~099 (LDK-300/100)
- * 01~20 :GDK-16(ver. 1.0~3.0),GDK-20W(ver: 1.0~2.0)
- * 01~19 :GDK-16(ver. 4.0),GDK-20W(ver: 3.0)
- System Speed Number bin :200~999 (GDK-162)
(Attendant programmed) 200~399 (GDK-FPII/100)
21~99 (GDK-16/20W)
2000~4999 (LDK-300)
2000~3499 (LDK-100)
- ? Dial the phone numbers to be stored.
- ? Press HOLD/SAVE button to save the number.

To erase an exiting speed bin.

- ? Press TRANS/PGM button and then SPEED button.
- ? Dial speed number bin to be erased.
- ? Press HOLD/SAVE button.

Dialing a Speed Number

- ? Press SPEED button and dial the speed number bin.
- ? When the called party answers, pick up the handset or use speakerphone.

Voice Over (*)

It is available when the station has been programmed with voice over.

- ? 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 will be connected to both parties.

Queuing (*)

You see that a particular line is busy and want to be placed on a list waiting for the first line in the group or station to become available.

- ? Lift handset or press MON button.
- ? Press the busy outside line button, specific line group button or DSS 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 outside line button, specific line group button or DSS button returns to idle, you hear ringing and the queued line button flashes.
- ? Lift handset and dial outside line.

Attendant Clock Set

The attendant can set the Time/Date without entering Admin. Programming.

- ? Press TRANS/PGM button.
- ? Dial # 1.
- ? Enter Date/Time. (YYMMDDHHmm)
- ? If there is no need to change date or time, press * key.
- ? Press HOLD/SAVE button.

In GDK-16/20W & LDK-300/100.

- ? Press TRANS/PGM button.
- ? Dial # 1 (0 4 1 in LDK-300/100).
- ? Enter Date (YYMMDDHH) and press HOLD/SAVE button.
- ? Enter Time (HHmm) and press HOLD/SAVE button.
- ? If there is no need to change date or time, do not dial current date/time and press HOLD/SAVE button.

Flexible Buttons Programming

- ? Press TRANS/PGM button.
- ? Press a flexible button to be programmed.
- ? See the below chart and dial the desired code.
- ? Press HOLD/SAVE button.

Direct Station Select	100~399 (LDK-300) 100~227 (LDK-100) 100~291 (GDK-162) 100~235 (GDK-100) 100~177 (GDK-FPII) 100~115 (GDK-16/20W)
Call Park (*)	601~619 (GDK-162/LDK-300) 601~610 (GDK-100/LDK-100) 601~605 (GDK-FPII)
Call Wait (Camp-on)	TRANS/PGM + 8 5
Station Speed Dial	SPEED + bin no. (00~19) 000~099 (LDK-300/100)
* 01~20 :GDK-16(ver. 1.0~3.0),GDK-20W(ver: 1.0~2.0)	
System Speed Dial	SPEED + <u>bin no.</u> 2000~4999 (LDK-300) 2000~3499 (LDK-100) 200~999 (GDK-162) 200~399 (GDK-100/FPII) 21~99 (GDK-16/20W)
All Call Page	4 9 (# 0 in GDK-16/20W 5 4 9 in LDK-300/100)
Universal Night Answer	6 9 (5 6 9 in LDK-300/100)
Last Number Redial	SPEED + *
Save Number Redial(*)	SPEED + #

To erase a flexible button,

- ? Press TRANS/PGM button.
- ? Press the flexible button to be erased.
- ? Press HOLD/SAVE button.