

## 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 CO line number.  
300: 001~200, 162: 01~96, 100: 01~48, FP11: 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 8** and CO group number.  
300: 01~72, 162: 01~48, 100: 01~24, FP11: 01~09, 16/20W: 1~4
- Dial the desired number.

### Placing an Outside Call via CO Individual Access

- Lift handset.
- Dial **8 8** and CO line number.  
300: 001~200, 162: 01~96, 100: 01~48, FP11: 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/FP11, 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/FP11, 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 parking location.  
 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.