

LKD HANDSET – USER GUIDE **QUICK REFERENCE (GDK16)**

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 dialling, save number redial and last number redial.

TRANS (TRANSFER) button is used to transfer an outside call from a station to another.

CALL BK (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.

VOLUME bar allows you to adjust speakerphone and handset volume.

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/SPEAKER button enables you to make a phone call without 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.

PLACING AN OUTSIDE CALL - Dial 9, with or without lifting the handset up or press an outside line button, then dial party desired. When called party answers, lift handset or use speakerphone if not already.

ANSWERING AN OUTSIDE CALL - Either lift handset or press SPEAKER button to use speakerphone, or press flashing line button whilst handset picked up.

CALL TRANSFER – Whilst connected to an outside call press TRANS/PGM button (the outside call is put on hold). Then dial the extension number or off-netqthe call to another outside line (dial 9). (You can select a screened or unscreened transfer.)

Screened Transfer

This is when you announce the call prior to completing the transfer.

Unscreened Transfer

This is when you dial the desired extension and hang-up to complete the transfer without having to announce the call.

PAGING – To make a Page to all internal LKD Handsets, dial #1. Lift handset and you will hear a warning tone. After the tone speak your message, then Hang up.

CALL PARK – Whilst connected to an outside call press TRANS/PGM button. Dial the parking location (601 . 605). To retrieve a parked call lift the handset or press SPEAKER button then dial the relevant parking location.

GROUP PICK-UP - YOU SHOULD BE IN THE SAME PICK UP GROUP AS THE RINGING PHONE. You hear an unattended phone ringing. Lift the handset or press the SPEAKER button. Dial 66 and you will be connected to the calling party immediately.



CONFERENCE CALLING - Call the desired party (internal or outside). When the called party answers, press CONF button. Add the next conference party by selecting another outside line or extension number. When the party answers, press CONF button twice. All parties will now be 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).

PLACING AN OUTSIDE CALL ON HOLD – Whilst connected to an outside line, press Hold/Save button (Once for system hold & twice for exclusive hold). To retrieve a Held call, press the line button illuminated green.

STORING/CHANGING A 'SYSTEM' SPEED DIAL NUMBER (RECEPTION HANDSET ONLY) Dial TRANS/PGM button, SPEED button and then the System Speed Number BIN (Numbered position range for GDK 16 from 21 to 99. Enter the desired telephone number and press HOLD/SAVE button. Now enter the name up to 16 letters using a specific code as per example* below:

* To store MH COMMS, dial 61 (*M is on button 6 in position 1*), 42, *1 (Space), 23, 63, 61, 61, 73.

STORING/CHANGING AN 'INDIVIDUAL' HANDSET SPEED DIAL NUMBER -

Dial TRANS/PGM button, SPEED button and then the Speed Number BIN (Numbered position i.e. from 00 to 19). Enter the desired telephone number and press HOLD/SAVE. Now enter the Name up to 16 letters using a specific code as per example* below:

* To store MH COMMS, dial 61 (*M is on button 6 in position 1*), 42, *1 (Space), 23, 63, 61, 61, 73.

ERASING A SPEED DIAL NUMBER

Dial TRANS/PGM button, SPEED button and then the Speed Number BIN you would like to erase. Then press HOLD/SAVE button to delete. To release from this press SPEAKER button.

LISTING/DIALLING SPEED DIALS - Press SPEED button twice, followed by 1, 2 or 3:
ⓂCM: 1q. Lists all Internal Extensions; Ⓜ_SPD: 2q. Lists all Personal Speed Dials & Ⓜ_SPD: 3q. Lists all System Speed Dials. Scroll using the Volume controls or use the numbered button-pad as you would a mobile phone to find the starting letter. To dial, press the corresponding number (either 1 or 2) then HOLD/SAVE button. If you already know the BIN number, just press SPEED button, and then the BIN and the system will automatically dial it for you.

PROGRAMMING A FLEX-BUTTON - Press TRANS/PGM button, the press the Flex Button you wish to program. Then dial either the extension number; the SPEED button followed by the BIN Number; or another system feature you may require. Press HOLD/SAVE button to complete.

HEADSET WORKING – Press TRANS/PGM button 57 to toggle between ON or OFF.

LISTENING TO 'MUSIC ON HOLD' – Press TRANS/PGM 73 to toggle between ON or OFF.

CALL FORWARD ACTIVATE – Press MON/SPEAKER button, then DND/FWD button (or 54). Enter desired forward type (i.e. 1 = All Calls, 4 = Busy/No Answer calls). Enter desired extension number.

CALL FORWARD CANCEL – Press MON/SPEAKER button, then DND/FWD button (or 54) followed by the # button.