



SLT User Guide for GDK System

Placing an Outside Call

Lift handset or press **SP-Phone** button.
Dial **9**.
Dial the desired number.

Placing an Extension Call

Lift handset.
Dial extension number required.

Placing a Outside Call on Hold

While connected to an extension call, press **RECALL** key.
To retrieve the call, press **RECALL** key once again.

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 GDK-16/20W, press **RECALL** key and *)
Camp-on tone is heard in the called station.
When called party answers, talk or hang up to transfer the call.

Answering a Waiting Call

You will receive warning tone in handset.
Hang up the present call to take a new one, or park or transfer the present call to take a new call.

Making a Screened Transfer

While connected to an outside line, press **RECALL** key.
Dial the required extension number wait for an answer.
Announce the call.
Hang up to complete call transfer.

Making an Unscreened Transfer

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

Last Number Redial

Lift handset.
Dial **5 2**.

Storing Station Speed Dial Numbers

Lift handset.
Dial **5 5**.
Dial speed dial number.
(00-19 in GDK-186/100/34i, 01-20 in GDK-16/20W)
Dial speed dial number you wish to store.
Press **RECALL** key.
You will hear confirmation tone and hang up.

Using Station Speed Dial Numbers

Lift handset.
Dial **5 8**.
Dial the desired speed dial number.
(00-19 in GDK-186/100/34i, 01-20 in GDK-16/20W)

Group Call Pick-up

When hearing an unattended phone ringing in your area,
Lift handset.
Dial **6 6**.
You will now 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** key.
Dial the internal extension number.
When the other party answers, press **RECALL** key twice. (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** key.
Dial **5 6**.
Hang up.

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





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Call Forward

Lift handset.

Dial **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 | |

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

Dial the station number to forward incoming calls to.

GDK-186: 100~291 / 620~649
GDK-100: 100~235 / 620~634
GDK-34i: 100~177 / 620~627
GDK-16 : 100~115 / 61~64
GDK-20W: 100~133 / 61~64

Hang up.

To cancel Call Forward, lift handset and dial **5 4** and #.

For Follow Me Call Forward, (□)

Go to the forwarding station and lift handset.

Dial **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 3**.

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)

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 **RECALL** key.

Then, you may make a conference by pressing **RECALL** key.

Universal Night Answer

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

Lift handset.

Dial UNA Access Code **6 9**.

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-186 : 20

GDK-100 : 15

GDK-34i : 05

External Zone 1 : 4 6 (GDK-186/100/34i only)

External Zone 2 : 4 7 (GDK-186/100 only)

Call all external zones : 4 8 (# 3 in GDK-16/20W)

Meet Me Paging

When hearing a paging announcement,

Dial **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

RECALL key.

Dial **5 1**.

Hearing new dial tone from the other system, dial the extension number on the required system.

When the station answers, speak (See Screened Transfer) 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 **RECALL** key.

Dial **5 6**.

You will hear confirmation tone when the call is accepted.

Hang up.



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Call Park

While connected to an outside call,
Lift handset.
Press **RECALL** key.
Dial **parking location**.
GDK-186: 601~619
GDK-100: 601~610
GDK-34i : 601~605
GDK-16/20W: 601~606
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**. (Program Entry Code)
Dial **7 7**.
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** key.
Hang up.
To erase a preselected message, lift handset and dial **3 + 7 7 + #**.
Press **RECALL** key.
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 activate recorded page, see paging section.

To hear the recorded Message,

Dial **5 7**.
The recorded message is played.
Hang up. (The message is deleted automatically.)

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.





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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.)

To activate Call Forward to DVU,

Lift handset.

Dial **5 4**.

Dial **7**.

Hang up.

To deactivate Call Forward to DVU,

Lift handset.

Dial **5 4**.

Dial **#**.

Hang up.

Programming Your Name

Lift handset.

Dial **3** . (Program Access Code)

Dial **3 0** (in GDK-16/20W, dial **5 5**).

Enter your name using the same codes as those of keysets.

Press **RECALL** key. (Confirmation tone is heard.)

Hang up.

Programming Authorization Code (□)

Lift handset.

Dial **3** . (Program Access Code)

Dial **4 4**.

Dial 5-digit as authorization code.

Press **RECALL** key.

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 **RECALL** key.

Dial **5 0** and account code. (An account code can be up to 12 digits.)

Press **RECALL** key.

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 Hotel S/W of GDK-186/100/34i.

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.

Setting Alarm Calls (□)

Lift the handset.

Dial **3** . (Program Access Code)

Dial **4 1** .

Dial alarm call (24-hour)*.

Press **RECALL** key.

Replace the handset.

* For an alarm call at 7:30am, dial 0730 above (four digits).

Walking COS (□)

This feature allows to temporarily override toll restriction and makes a toll call from toll restricted phone.

(This feature only available on GDK Hotel S/W versions X.5 onwards.)

Lift the handset.

Dial **3** . (Program Access Code)

Dial **1 8** .

Enter the password.

Press **RECALL** key.

You can access a CO line without toll restriction.

