

SLT HANDSET – USER GUIDE LDK SYSTEM **QUICK REFERENCE**

PLACING AN OUTSIDE CALL - Lift the handset or press **SP-Phone** button. Dial **9** then dial the desired number.

ANSWERING AN OUTSIDE CALL - When you hear a ringing, lift handset from cradle and converse.

RINGING AN INTERNAL EXTENSION - Lift the handset then dial the extension number required.

CALL TRANSFER – Whilst connected to an outside call press the **RECALL** button (the outside call is put on hold). Then dial the extension number or 'off-net' the 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.

CALL PARK – Whilst connected to an outside call lift the handset and press the **RECALL** button. Now dial the parking location (LDK 100 601-610. LDK 300 601-619) and hang up. To retrieve a parked call, lift the handset 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 and dial **566** and you will be connected to the calling party immediately.

DIRECT PICK-UP - When you hear a phone ringing in your area, lift the handset and dial **7**. Then dial the extension number of the ringing phone.

ESTABLISHING A CONFERENCE CALL - Call the desired party (outside or internal). When the called party answers press the **RECALL** button. Add the next conference party by selecting another outside line or extension number. When the party answers press the **RECALL** button twice. All parties will now be connected. Hang up to finish the conference.

PLACING AN OUTSIDE CALL ON HOLD - While connected to an outside call, press the **RECALL** button. To retrieve the call, press **RECALL** button once again.

LAST NUMBER REDIAL – Lift the handset and dial **552**.

STORING AN 'INDIVIDUAL' HANDSET SPEED DIAL NUMBER – Lift the handset and dial **555**. Then dial the speed dial location number (000-099). Now dial the number you wish to store. Press the **RECALL** button and you will then hear a confirmation tone. Hang up.

DIALLING SPEED-DIAL NUMBERS - Lift handset and dial **558** and then the speed dial location number. (000-099 - 'Individual' & 2000-4999 - 'System').

DO NOT DISTURB - To activate, lift the handset and dial **553** and hang up. To deactivate, lift the handset and dial **553** and hang up.

CALL FORWARD (INTERNAL) ACTIVATE - Lift the handset and dial **54**. Now enter your required forward type (i.e. 1 = All Calls, 4 = Busy/No Answer Calls). Enter desired extension number. Hang up.

CALL FORWARD (EXTERNAL) ACTIVATE - Lift the handset and dial **554**. Now enter 5. Enter speed dial location (BIN number) of the number you wish to forward all calls to. Hang up.

CALL FORWARD CANCEL - Lift the handset and dial **554** then the **#** button.