

## 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.**

## SLT User Guide for GDK System

### 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.

## SLT User Guide for GDK System

### 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)

- Extension number
- Handsfree/Tone/Privacy
- Listed message
- Wake-up time AM or PM
- Do Not Disturb
- Forwarded to extension XXXX
- Forwarded to speed bin XXX
- Locked (Temporary Class of Service Charge)
- 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.

## SLT User Guide for GDK System

*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.