

Quick Reference Guide for Digital Key Telephone

Fixed Feature Buttons

- **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 dialing, save number redial and last number redial.
- **TRANS** (TRANSFER) button is used to transfer an outside call from a station to another.
- **CALLBK** (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.
- **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.
- **VOLUME** ▲ bar allows you to adjust speakerphone and handset volume.

Call Forward

- Press MON/SPEAKER button.
- Press DND/FWD button and dial the desired Call Forward type.
 - 0 : Follow me (not available in GDK-16/20W)
 - 1 : Unconditional
 - 2 : Busy calls
 - 3 : No answer calls
 - 4 : Busy/no answer calls
 - 5 : Station off-net
 - 6 : Incoming outside line to off-net (Sys. ATD only)
 - 7 : No Answer DVU forward-1(after 4sec)
 - 8 : No Answer DVU forward-2(after predefined time)
 - 9 : Busy DVU forward
 - # : Cancel previous call forward
- Dial the station number or press DSS button or intercom group where calls are forwarded. (Confirmation tone is heard.)

Call Wait (Camp-on)

- If you dial a busy station, you may alert it to your call.
- After receiving intercom busy tone, dial * or the last digit of called station number or press DSS button.
 - When the called party answers, consult with them or hang up to transfer the call, if any.

Conference

- Call the desired party (internal or outside). When called party answers, press CONF button.
- Add next conference party by selecting another outside line or intercom station.
- When the party answers, press CONF button twice. All parties are 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).

Leaving a Message Waiting Indication

If you dial a station that is unattended or in Do Not Disturb, you can leave a message waiting indication.

- Dial the desired intercom station. Busy tone or DND tone is heard.
- Press CALLBK button. The called party's CALLBK button LED will flash.

To answer a Message Waiting Indication.

- Press flashing CALLBK button and the station that left message will be signaled with tone ringing.
- If called station does not answer, press the CALLBK button once to leave a message.

Placing an Outside Call on Hold

While connected to an outside line,

- Press HOLD/SAVE button.
 - Once for system hold
 - Twice for exclusive hold
- Reverse if hold preference is programmed to system hold.
- Press HOLD/SAVE button. (in GDK-16/20W) CO line call will be put on hold according to the Hold Preference.

Last Number Redial

The last dialed number on an outside line is saved.

- Press REDIAL button. Or,
- Press SPEED button and dial *.

Save Number Redial (*)

If you wish to save a number you dialed,

- After dialing the number of an outside party, keep the handset off-hook.
 - Press SPEED button twice.
- To dial a saved number,
- Press SPEED button and dial #.

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

Quick Reference Guide for Digital Key Telephone

Quick Ref. Guide

Call Transfer

- While connected to an outside call,
- Press TRANS/PGM button.
 - Dial station number or DSS button.
- (You can select a screened or unscreened transfer.)

Screened Transfer

When that extension answers, announce the transfer and hang up to complete call transfer.

Unscreened Transfer

When the called extension begins to signal, hang up to complete call transfer.

Storing Speed Dial Numbers

- Press TRANS/PGM button and then SPEED button.
- Dial the speed number bin.
 - Station Speed Number bin : 00~19
 - 01~20 (GDK-16/20W)
 - System Speed Number bin : 200~999 (GDK-186)
 - (Attendant programmed) 200~399 (GDK-100/34i)
 - 21~99 (GDK-16/20W)
- Dial the phone numbers to be stored.
- Press HOLD/SAVE button to save the number.

To erase an exiting speed bin.

- Press TRANS/PGM button and then SPEED button.
- Dial speed number bin to be erased.
- Press HOLD/SAVE button.

Dialing a Speed Number

- Press SPEED button and dial the speed number bin.
- When the called party answers, pick up the handset or use speakerphone.

Voice Over (*)

It is available when the station has been programmed with voice over.

- When a busy keyset engaged in an internal or external call is called through camp-on by a caller, HOLD/SAVE button of busy keyset is flashing.
- After tone, the busy keyset will be connected to both parties.

Queuing (*)

You see that a particular line is busy and want to be placed on a list waiting for the first line in the group or station to become available.

- Lift handset or press MON/SPEAKER button.
- Press the busy outside line button, specific line group button or DSS button.
- Pressing CALLBK button, your CALLBK button is lighting and confirmation tone is heard.
- Hang up or press MON/SPEAKER button.

To answer a queue request.

- When the busy outside line button, specific line group button or DSS button returns to idle, you hear ringing and the queued line button flashes.
- Lift handset and dial outside line.

Attendant Clock Set

The attendant can set the Time/Date without entering Admin. Programming.

- Press TRANS/PGM button.
 - Dial # 1.
 - Enter Date/Time. (YYMMDDHHmm)
 - If there is no need to change date or time, press * key.
 - Press HOLD/SAVE button.
- In GDK-16/20W.
- Press TRANS/PGM button.
 - Dial # 1.
 - Enter Date (YYMMDDHH) and press HOLD/SAVE button.
 - Enter Time (HHmm) and press HOLD/SAVE button.
 - If there is no need to change date or time, do not dial current date/time and press HOLD/SAVE button.

Flexible Buttons Programming

- Press TRANS/PGM button.
- Press a flexible button to be programmed.
- See the below chart and dial the desired code.
- Press HOLD/SAVE button.

Direct Station Select	100~291 (GDK-186) 100~171 (GDK-100) 100~133 (GDK-34i) 100~115 (GDK-16) 100~133 (GDK-20W)
Call Park	601~619 (GDK-186) 601~610 (GDK-100) 601~605 (GDK-34i) 601~606 (GDK-16/20W)
Call Wait (Camp-on)	TRANS/PGM + 8 5
Station Speed Dial	SPEED + bin no. (00~19 / 01~20:GDK-16/20W)
System Speed Dial	SPEED + bin no. 200~999 (GDK-186) 200~399 (GDK-100/34i) 21~99 (GDK-16/20W)
All Call Page	4 9 (# 0 in GDK-16/20W)
Universal Night Answer	6 9
Last Number Redial	SPEED + *
Save Number Redial(*)	SPEED + #

To erase a flexible button,

- Press TRANS/PGM button.
- Press the flexible button to be erased.
- Press HOLD/SAVE button.

CONTENTS

Digital Key Telephone Family	5
Button Arrangement for Digital Key Telephone Family	7
CO Line Features	
Placing an Outside Call	9
Answering an Outside Call.....	9
Call Transfer	9
Last Number Redial.....	10
Save Number Redial.....	10
Dial Memo.....	10
Auto Call Number Redial.....	11
Queuing.....	11
Executive/Secretary Transfer	11
Step Call	11
Speed Dial Numbers	12
Storing Dial By Name	13
Call Park	13
Universal Night Answer.....	14
Intercom Features	
Changing Intercom Answer Mode	15
Placing an Intercom Call	15
Answering an Intercom Call	16
Placing an Intercom on Hold.....	16
Changing Differential Ring	16
Voice Over.....	17
Answering a Call Wait with Voice Over	17
Answering a Queue Request	17
Directed Call Pick-up.....	18
Call Wait (Camp-on)	18
Mute	18
Call Back.....	19
Message Waiting.....	19
Do Not Disturb.....	19
Call Forward	20
Paging	21
Flash	22
Speakerphone	23
Speaker Volume Control.....	23
Ring Volume Control	23
System Features	
Placing an Intercom Group Call.....	24
Placing a CO Call on Hold	24
Group Call Pick-up.....	24
Conference	25
Access Authorization Code.....	26
Blocking Outside Calls	27
Restoring Outside Calls	27
Wake-up Call	28
Using Dial By Name	29
Programming Your Name into Display	31
Pre-selected Message	31
User Custom Message Programming	32
Background Music.....	33
DISA (Direct Inward System Access)	33
Voice Announcement	34
CO Message Wait	37
LCD Language Change	38
Alarm Reset	38
Two-way Recording	38
Auto Call Distribution (ACD) Operation	39

CO Line Features

Intercom Features

System Features

CONTENTS

Large LCD Keypad Features

LCD Brightness Control 41

Door Open 41

Calendar Display..... 41

Flexible Button Programming 42

Attendant Operation

Wake-up Call..... 44

System Greetings..... 45

Attendant Clock Set 46

Changing Time/Date Format 46

To Set Current Time 1 Hour Early/Late 47

System Speed Dial..... 47

Attendant Intrusion 48

Day/On-demand/Night Mode Service (Manual/Automatic) 48

To Print out Accumulated SMDR Records..... 49

To Erase SMDR Record..... 50

Dial By Name 51

Customized Message..... 51

CO Outgoing Disable..... 52

Temporary COS Change..... 52

Traffic Analysis..... 53

Erasing Station Message 54

Attendant LCD Language 55

Intercom Box BGM Selection by Attendant 55

Overriding a Key Telephone in Do Not Disturb 55

Attendant DSS Operation 56

Hotel Operation

Introduction..... 57

Register Hotel Name..... 57

Check-In..... 57

Check-In /Change a Guest's Room Status..... 58

Register & Change a Guest Name (Room Status Type 1)..... 58

Class of Service (Room Status Type 2)..... 59

Guest Alarm Call (Room Status Type 3)..... 59

Intercom Enable/Disable (Room Status Type 4)..... 59

Room to Room Call Group (Room Status Type 5)..... 60

Authorization Code (Room Status Type 6)..... 60

Pre-paid Call Charge (Room Status Type 7)..... 60

Call Charge Rate (Room Status Type 8)..... 61

Baby Listening 61

Check-Out 61

Room Charge Display & Printing 62

Printing a Guest's Room Status 62

Intercom Cal Enable/Disable 62

One-Time CO Call Enable 63

Change LCD Display Language 63

Bath Alarm 64

Maid Status 64

Register Bar & Mini-Bar Charge 65

Room to Room Call Group..... 65

Room Rate Assign..... 65

Fee for Part Time..... 66

Auto Internal Speed Directory 66

Multiple Front Desk 67

New Cabina Call 67

Brief SMDR Print 67

Index (Alphabetical Order) 68

Large LCD

Attendant Operation

Hotel Operation

Digital Key Telephone Family

Large Digital Key Telephone (You cannot use Large LCD keyset with GDK-16/20W system.)

- KD-33LD
- KD/E-36LD

KD Series

- KD-36D
- KD-24N

KD-36D : LCD Display, 24 Flexible Buttons
KD-36N : No LCD Display, 24 Flexible Buttons
KD-24D : LCD Display, 12 Flexible Buttons
KD-24N : No LCD Display, 24 Flexible Buttons

KD/E Series

- KD/E-36EXE
- KD/E-24ENH
- KD/E-8BTN

KD/E-36EXE : LCD Display, 24 Flexible Buttons
KD/E-36ENH : No LCD Display, 24 Flexible Buttons
KD/E-24EXE : LCD Display, 12 Flexible Buttons
KD/E-24ENH : No LCD Display, 24 Flexible Buttons
KD/E-8 BTN : No LCD Display, 8 Flexible Buttons

Digital Key Telephone Family

LKD Series (You cannot use LKD-30LD with GDK-16/20W system.)

- LKD-2N/S
- LKD-8D/S
- LKD-30LD

LKD-2N/S: No LCD Display, 2 Flexible Buttons
 LKD-8D/S: LCD Display, 8 Flexible Buttons
 LKD-30D: LCD Display, 30 Flexible Buttons (Dual LED with Flex. BTN 01~24 & Single LED with 25~30)
 LKD-30LD: Large LCD Display, 30 Flexible Buttons (Dual LED with Flex. BTN 01~24 & Single LED with 25~30)
 LKD-DSS: 48 Flexible Buttons
 ※ The LKD series keysets can be normally operated in the following S/W version or later.
 GDK-34i: GS40P-1.2A // GDK-100: GS00P-3.2A // GDK-186: GS86P-5.1A
 GDK-34i: GS40P-1.1Cd // GDK-100: GS00P-3.1Df // GDK-186: GS86P-4.0Ee

KE/C, KD/C Series (CTI is not available with GDK-16/20W system.)

KE/C, KD/C Series keysets have normal functions as KD, KD/E keysets and CTI (Computer Telephony Integration) function to connect PC (RS-232C Interface Function). Connecting CTI Module, the KE/C, KD/C keyset operates to transmit/receive data to communicate with PC.

Installation Guide for Connection CTI Module to KE/C, KD/C keyset

1. Connect KE/C, KD/C keyset to KTU port of CTI module with 6-pin line cord.
2. Connect KSU to KSU port of CTI module with 4-pin line cord.
3. Connect the serial port of PC to the serial port of CTI module with 9-pin RS-232C cable.

Button Arrangement for Digital Key Telephone Family

Large Digital Key Telephone (You cannot use Large LCD keyset with GDK-16/20W system.)

- KD-33LD

- KD/E-36LD

KD Series

- KD-36D

- KD-36N

- KD-24D

- KD-24N

Button Arrangement for Digital Key Telephone Family

KD/E Series

- KD/E-36EXE
- KD/E-24ENH
- KD/E-8BTN

LKD Series

- LKD-8D/S
- LKD-30D

- In LKD-8D/S, 2N/S, **REDIAL** key has the function of **FLASH** in older system software versions, ie GDK-16 S/W version 1 and GDK-186/100/34i versions 5.4/3.4/1.4 and below.

Placing an Outside Call

Button	Procedures	Range
 SPEAKER	<ul style="list-style-type: none"> Lift handset or press MON/SPEAKER button. Press outside line button, pool button or dial <u>CO line access code</u>. Dial desired party. When called party answers, lift handset or use speakerphone. 	9, 8 + 186 : 01 ~ 48 100 : 01 ~ 24 34i : 01 ~ 09 16/20W : 1 ~ 4 Or, 88 + 186 : 01 ~ 96 100 : 01 ~ 48 34i : 01 ~ 34 16 : 1 ~ 6 20W: 1 ~ 8

CO Line Features

Answering an Outside Call

Button	Procedures	Range
 SPEAKER	<ul style="list-style-type: none"> Lift handset or press MON/SPEAKER button to use speakerphone. Press flashing CO line button or loop key. (If your phone is programmed with <i>Preferred Line Answer</i>, you may answer just by lifting handset.) 	

Call Transfer

Button	Procedures	Range
 TRANS/PGM	<p><i>To transfer an outside call to the other extension,</i></p> <ul style="list-style-type: none"> Press TRANS/PGM button. (The outside call is put on hold.) Dial <u>station number</u> or appropriate DSS button. You can make a screened or unscreened transfer. 	186 : 100 ~ 291 100 : 100 ~ 235 34i : 100 ~ 177 16 : 100 ~ 115 20W: 100 ~ 133
<p><i>Screened Transfer</i></p>	<p>When the called extension answers, notice the call transfer and hang up to complete call transfer.</p>	
<p><i>Unscreened Transfer</i></p>	<p>While the station you called rings, hang up to complete call transfer.</p> <p><i>To answer screened transfer,</i></p> <ul style="list-style-type: none"> When a station rings according to Intercom Answer Mode selection, answer the intercom call. The transferring party hangs up, the call will be connected. 	

Note : 1) The feature which is marked (*), is not available in GDK-16/20W.
 2) The button description in this manual is based on LKD series keyset.

Last Number Redial

Button	Procedures	Range
	<p>The last dialed number on an outside line is saved. To redial the last dialed number,</p> <ul style="list-style-type: none"> • Press REDIAL button. Or, • Press SPEED + *. 	

Save Number Redial (*)

Button	Procedures	Range
	<p>If you want to save a number you dialed,</p> <ul style="list-style-type: none"> • After dialing the number of an outside party, keep handset off-hook state. • Press SPEED button twice. • Hang up. <p><i>To dial a saved number,</i></p> <ul style="list-style-type: none"> • Press SPEED + #. 	

Dial Memo (*)

While on an outside line or intercom call, you may enter and save a number in the save number redial bin for future use.

Button	Procedures	Range
	<ul style="list-style-type: none"> • Press the programmed DIAL MEMO button. To program [DIAL MEMO] button, [TRANS/PGM] + flexible button + [TRANS/PGM] + 8 0 + [HOLD/SAVE] • Dial the desired number. • Press DIAL MEMO button again to save. <p><i>To dial the dial memo number,</i></p> <ul style="list-style-type: none"> • Press SPEED + #. <p><i>To check the dial memo number,</i></p> <ul style="list-style-type: none"> • In idle state, press DIAL MEMO button. • The saved number is displayed on the LCD. 	

CO Line Features

Auto Call Number Redial (*)

When the called party is busy or does not answer the call, the system can automatically redial the number by pre-programmed time interval.

Button	Procedures	Range
	<ul style="list-style-type: none"> • Press REDIAL button. • Hang up. • A busy or no answer number will be redialed automatically after pre-programmed time interval while MUTE button is lighting. • When called party answers, lift handset to talk. 	

CO Line Features

Queuing (*)

When a CO line is busy, you can request a call back when the CO line is available. As soon as it becomes idle, you can be the first extension to get the CO line.

Button	Procedures	Range
	<ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press busy outside line button or specific line group button. • Pressing CALLBK button, your CALLBK button is lighting and confirmation tone is heard. • Hang up or press MON/SPEAKER button. <p>To answer a queue request,</p> <ul style="list-style-type: none"> • When the busy CO line or specific line group returns to idle, you hear ring and the queued line button is flashing. • Lift handset and dial a desired phone number. 	

Executive/Secretary Transfer (*)

Button	Procedures	Range
	<ul style="list-style-type: none"> • When the Executive Station is busy or DND (Do Not Disturb), all calls will go to the Secretary Station. • The Secretary Station may signal the Executive Station that is in DND by using Call Wait feature. (Press * key or dial the last digit of the number of Executive station or press the DSS button to operate Call Wait feature.) 	

Step Call (*)

When an extension is busy, you can make a call to a different station by dialing only the last digit of new station number.

Button	Procedures	Range
	<ul style="list-style-type: none"> • Dialing an extension number, and the station is busy. • After hearing ICM busy tone, dial the last digit of the next extension number in the same 10's group. (ex. If station "112" is busy, dial digit "4" to call station "114".) • It can be used for CO line call by pressing SPEED button + last digit. 	

CO Line Features

Speed Dial Numbers (Station Basis)

Each extension can program up to 20 individual speed dial numbers in the station. The numbers are entered and stored by the user and it can be recalled at any time.

Button	Procedures	Range
  	<p><i>To store station speed numbers,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Press SPEED button. • Dial <u>speed number bin</u>. • Dial the phone numbers to be stored. • Press HOLD/SAVE button. • Enter name for Dial by Name. (optional) <p style="text-align: center;"><i>Or,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Press SPEED button. • Dial speed number bin. • Press desired outside line or specific line group button. • Dial the phone number to be stored. • Press HOLD/SAVE button. • Enter name for Dial by Name. (optional) • Press HOLD/SAVE button. 	<p>Station Speed bin 186/100/34i : 00~19 16/20W: 01~20</p> <p><i>GDK-16/20W:</i> Dial by Name is not available.</p> <p><i>GDK-16/20W:</i> Line group button is not available.</p>
 	<p><i>To use station speed numbers,</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press SPEED button. • Dial speed number bin. <p><i>To use system speed numbers,</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press SPEED button. • Dial <u>speed number bin</u>. 	<p>System Speed bin 186 : 200~999 100 : 200~399 34i : 200~399 16/20W: 21~99</p>
  	<p><i>To erase station speed numbers,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Press SPEED button. • Dial speed number bin to be erased. • Press HOLD/SAVE button. 	

Storing Dial by Name

Users for digital display phone can enter the called party's name so they can dial by name instead of dialing the phone number.

Button	Procedures	Range												
  	<ul style="list-style-type: none"> • Press TRANS/PGM button. • Press SPEED button and speed number bin. • Dial the desired phone number. • Press HOLD/SAVE button. • Enter the name up to 16 letters using the code below; <table border="1" data-bbox="587 757 826 1111"> <tbody> <tr> <td>Q - 11 Z - 12 . - 13 1 - 10</td> <td>A - 21 B - 22 C - 23 2 - 20</td> <td>D - 31 E - 32 F - 33 3 - 30</td> </tr> <tr> <td>G - 41 H - 42 I - 43 4 - 40</td> <td>J - 51 K - 52 L - 53 5 - 50</td> <td>M - 61 N - 62 O - 63 6 - 60</td> </tr> <tr> <td>P - 71 R - 72 S - 73 Q - 7 7 - 70</td> <td>T - 81 U - 82 V - 83 8 - 80</td> <td>W - 91 X - 92 Y - 93 Z - 9# 9 - 90</td> </tr> <tr> <td>*1 - Blank *2 - : *3 - ,</td> <td>0-00</td> <td>#</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Press HOLD/SAVE button. <p><i>In GDK-16,</i></p> <ul style="list-style-type: none"> • Pressing [▼] key while entering name, the last character will be erased. • While entering a name, you may press '4,5,6' or '7,8,9' as a second digit instead of '1,2,3'. (Ex. To enter 'J', you may press '5 1', '5 4' or '5 7'.) 	Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30	G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60	P - 71 R - 72 S - 73 Q - 7 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90	*1 - Blank *2 - : *3 - ,	0-00	#	
Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30												
G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60												
P - 71 R - 72 S - 73 Q - 7 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90												
*1 - Blank *2 - : *3 - ,	0-00	#												

CO Line Features

Call Park

A call can be parked in a parking location and the call will be retrieved by dialing the location number. Also, the call can be picked up by other extension with making a page announcement to inform parking location.

Button	Procedures	Range
	<p>While connected to an outside call,</p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial <u>parking location</u>. 	<p>186 : 601~619 100 : 601~610 34i : 601~605 16/20W : 601~606</p>

Call Park (Cont'd)

A call can be parked in a parking location and the call will be retrieved by dialing the location number. Also, the call can be picked up by other extension with making a page announcement to inform parking location.

Button	Procedures	Range
 	<p>While connected to an outside call,</p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial <u>parking location</u>. • Press PAGE down(▼) key, and you will see the following on the display. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px 0;"> <p>CALL PARK (01-19) ■ GROUP PICKUP ■ DIR PICKUP (STA#) ■ ■ STA 102 (T) ▲ NOV 02 01:40pm ▼</p> </div> <ul style="list-style-type: none"> • Select CALL PARK. <p><i>To retrieve a parked call,</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Dial <u>parking location</u>. 	<p>186 : 601~619 100 : 601~610 34i : 601~605 16/20W: 601~606</p>
		

Universal Night Answer

When CO lines are programmed for UNA and the system is placed into night mode, users can answer incoming CO line calls employing dial code regardless of pick-up group..

Button	Procedures	Range
	<ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press flashing CO line button. If a CO line button is not assigned, dial 6 9. • You will be connected to ringing outside line. <p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p> <ul style="list-style-type: none"> • Press the 4th menu key from main menu and you will see the following on the display. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px 0;"> <p>INT PAGE (01-20) ■ INT ALL CALL ■ EXT ALL CALL ■ INT/EXT ALL CALL ■ MEET ME ■ ■ STA 102 (T) ▲ NOV 02 01:40pm ▼</p> </div>	

Universal Night Answer (Cont'd)

Button	Procedures	Range
	<ul style="list-style-type: none"> • Press PAGE down(▼) key twice, and you will see the following on the display. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> ▪ ACC CO-GR (01-48) ▪ ▪ ACC 1 CO (01-96) ▪ ▪ UNIV NITE ANSWER ▪ ▪ TIE ROUTE (01-30) ▪ ▪ ALARM RESET ▪ ▪ STA 102 (T) ▾ ▪ NOV 02 01:40pm ▾ </div> • Select UNIV ANSWER key. If an outside line is assigned for UNA and the attendant station is placed into night service mode, you will be connected to ringing outside line. 	

CO Line Features

Changing Intercom Answer Mode

Button	Procedures	Range
 	<ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial 4 9. • Dial 1 for Handsfree, 2 for Tone ring, or 3 for Privacy announce. • Press HOLD/SAVE button. 	

Placing an Intercom Call

Button	Procedures	Range
	<ul style="list-style-type: none"> • Dial intercom number or press programmed DSS button. • You will hear, <ul style="list-style-type: none"> - Ring back tone in TN (Tone) mode. Wait for called station to answer the ringing. - 3 bursts of tone in HF(Handsfree) or PV(Privacy) mode. Begin your announcement after the tone. 	

Answering an Intercom Call

Button	Procedures	Range
	<ul style="list-style-type: none"> With your intercom answer mode setting, <ul style="list-style-type: none"> in TN mode, intercom ring is heard. Lift handset to talk. in PV mode, 3 bursts of tone and one-way announcement is heard. Lift handset to talk. in HF mode, 3 bursts of tone and announcement is heard. Reply with handsfree mode or lift handset for privacy. 	

Placing an Intercom on Hold (*)

Button	Procedures	Range
 	<ul style="list-style-type: none"> If your phone has ICM button, you may put an intercom call on hold by pressing HOLD/SAVE button. Or, while on an intercom call, press ICM button. The ICM button flashes and intercom dial tone will be heard. <p><i>To retrieve intercom call on hold,</i></p> <ul style="list-style-type: none"> Press the flashing ICM button and lift handset. 	

Changing Differential Ring

Button	Procedures	Range
 	<ul style="list-style-type: none"> Press TRANS/PGM button. Dial 5 0. Select the ring type by dialing 1~4. Press HOLD/SAVE button. 	
	<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p> <ul style="list-style-type: none"> Press the 5th menu key from main menu to select PROGRAM. and you'll see the following on the display. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> ▪ ATD PROGRAM ▪ STATIONPROGRAM ▪ LCD BRIGHTNESS ▪ RING VOLUME ▪ SPEAKER VOLUME □ STA 102 (T) ▲ NOV 02 01:40pm ▼ </div> <ul style="list-style-type: none"> Select STATION PROGRAM. On the display, you will see the following. 	

Intercom Features

Changing Differential Ring

Button	Procedures	Range
 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> S>WAKE-UP SET S>WAKE-UP ERASE S>REG PASSWORD S>CHG PASSWORD S>INTERCOM ONLY ----- STA 102 (T) NOV 02 01:40pm </div> <ul style="list-style-type: none"> Press PAGE down(▼) key twice. On the display, you will see the following. <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> S>DIFFER RING LGE/GS86P-5.5Ca ----- STA 102 (T) NOV 02 01:40pm </div> <ul style="list-style-type: none"> Select DIFFER RING key. Select the ring type (1~4) by pressing dial button 1~4. Press HOLD/SAVE button. 	

Voice Over (*)

This feature provides voice announcement to a busy station without interrupting the existing conversation. The announcement is received over the existing conversation so that only the busy station hears both incoming parties.

Button	Procedures	Range
	<ul style="list-style-type: none"> When a busy keyset engaged in an internal or external call is called through camp-on by a caller, HOLD/SAVE button of busy keyset is flashing. After tone, the busy keyset can be connected to both parties. Press HOLD/SAVE button in the busy keyset to converse with new call. Press HOLD/SAVE button again to alternate the call. 	

Answering a Call Wait with Voice Over

Button	Procedures	Range
	<ul style="list-style-type: none"> You hear camp-on tone and HOLD/SAVE button is flashing. Press HOLD/SAVE button to talk with the second caller. The first caller is placed on hold. You will be connected to the first caller when the second caller hangs up. 	<i>GDK-16/20W:</i> The previous internal call will be disconnected. The previous external call will be on hold.

Intercom Features

Directed Call Pick-up (*)

Button	Procedures	Range
	<ul style="list-style-type: none"> You hear intercom or transferred outside line ring at a station. Lift handset or press MON/SPEAKER button. Dial 7 and the ringing <u>station number</u>. You will be connected to the calling party. 	186 : 100-291 100 : 100-235 34i : 100-177
<i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i>		
	<ul style="list-style-type: none"> Press the 4th menu key from the main menu. Select DIR.PICKUP (STA#) and dial the ringing <u>station number</u>. You will be connected to calling party automatically. 	186 : 100-291 100 : 100-235 34i : 100-177

Call Wait (Camp-on)

If you dial a busy station, you may alert it of your call.

Button	Procedures	Range
	<ul style="list-style-type: none"> After receiving intercom busy tone, dial "*" or last digit of called station number, or press DSS button. Camp-on tone is heard in called station. When called party answers, talk or hang up to transfer the call. 	

Mute

It provides privacy during speakerphone or handset operation by disabling the microphone.

Button	Procedures	Range
	<ul style="list-style-type: none"> Press MUTE button to activate. Press MUTE button again to deactivate. 	

Intercom Features

Call Back

If you dial a station that is busy, you can leave a callback indication.

Button	Procedures	Range
	<ul style="list-style-type: none"> • After receiving intercom busy tone, press CALLBK button. • Hang up. • When the busy station hangs up, you will be signaled. • Answer the signal by lifting handset or by pressing MON/SPEAKER button, the station you called will be signaled. 	
		

Message Waiting

When the called extension does not answer the call, you can leave a message wait to the station.

Button	Procedures	Range
	<ul style="list-style-type: none"> • If a called party does not answer, press CALLBK button. • Hang up. • At that time, the LED of CALLBK button in the called station is flashing. 	
<p><i>On LKD-2N/S, 8D/S,</i></p>		
	<ul style="list-style-type: none"> • If a called party does not answer, press TRANS/PGM button and dial 5 6 . 	
	<p><i>To answer a message waiting indication,</i></p> <ul style="list-style-type: none"> • Press flashing CALLBK button. • Station that left message will be signaled with tone ring. 	
<p><i>On LKD-2N/S, 8D/S,</i></p>		
	<ul style="list-style-type: none"> • Dial 5 7 . 	

Intercom Features

Do Not Disturb

Button	Procedures	Range
	<p>If your phone has been programmed to have Do Not Disturb,</p> <ul style="list-style-type: none"> • Press DND/FWD button while on-hook or your phone is ringing. • The LED is lighting and your phone is in DND. <p><i>To remove Do Not Disturb,</i></p> <ul style="list-style-type: none"> • Press DND/FWD button while on-hook. • The LED is extinguished and DND at your phone is removed. 	
<p><i>On LKD-2N/S, 8D/S,</i></p>		
	<ul style="list-style-type: none"> • Dial 5 3 instead of pressing DND/FWD button (Toggle setting). 	

Call Forward

A call can be forwarded to the other station or group depending on the call forward type. It should be programmed in Admin. Programming to use some of the Call Forward types.

Button	Procedures	Range
 	<ul style="list-style-type: none"> Lift handset or press MON/SPEAKER button. (The MON/SPEAKER button is lighting.) Press DND/FWD button. Press the call forward type; <ul style="list-style-type: none"> 0 - Follow me (not available in GDK-16) <ul style="list-style-type: none"> 1 - Unconditional 2 - Busy calls 3 - No answer calls 4 - Busy / no answer calls 5 - Station off-net 6 - Incoming outside line to off-net (system attendant only) 7 - DVU forward for no answer-1 (forwarded after 4sec) 8 - DVU forward for no answer-2 (forwarded after predefined time) 9 - DVU forward for busy Dial <u>station number</u> or press DSS button or <u>intercom group</u>. Confirmation tone is heard and DND/FWD button is flashing on forwarded station. Hang up. - In case <i>Follow-me</i>, it should be programmed from the station that you will be forwarded to i.e. if your extension is 102 and you are forwarding to 104, then you will need to go to 104 to program the feature. Also, this feature requires authorization code and requires system programming. - In case <i>Station Off-net</i>, the number you are forwarding to should be saved as a speed dial number first. (Please see the <i>Page 12</i> to save a Speed Dial Number.) - In case <i>Incoming outside line to Off-net</i>, this feature requires system programming. - In GDK-16/20W, <ul style="list-style-type: none"> only 1 DVIB Forward is available. (DND/FWD + dial 7; the forwarding time can be programmed with Admin Programming.) Attendant may set "Forward to DVIB" by pressing DND/FWD + dial 7: When normal CO ring is received, the call may be routed to DVIB and the calling party can leave a message at Attendant. <p><i>To cancel call forward,</i></p> <ul style="list-style-type: none"> Lift handset or press MON/SPEAKER button. Press DND/FWD button and dial #. Hang up. <ul style="list-style-type: none"> - To cancel Incoming Outside line to Off-net (at system attendant), Press MON + DND/FWD + CO line code (CO group / CO line no. / CO BTN) + # - To program {CALL FORWARD} button at a flexible button, Press TRANS/PGM + flexible button + TRANS/PGM + 5 4 + 7 (for No Answer DVU Forward after 4sec), 8 (for No Answer Forward after DVU FWD Answer timer), or 9 (for Busy DVU Forward) -- HOLD/SAVE 	<p><i>Sta. No.</i></p> <p>186 : 100-291 100 : 100-235 34i : 100-177 16 : 100-115 20W: 100-133</p> <p><i>INT. Group</i></p> <p>186 : 620-649 100 : 620-634 34i : 620-627 16/20W : 61-64</p>
 	<p><i>To cancel call forward,</i></p> <ul style="list-style-type: none"> Lift handset or press MON/SPEAKER button. Press DND/FWD button and dial #. Hang up. <ul style="list-style-type: none"> - To cancel Incoming Outside line to Off-net (at system attendant), Press MON + DND/FWD + CO line code (CO group / CO line no. / CO BTN) + # - To program {CALL FORWARD} button at a flexible button, Press TRANS/PGM + flexible button + TRANS/PGM + 5 4 + 7 (for No Answer DVU Forward after 4sec), 8 (for No Answer Forward after DVU FWD Answer timer), or 9 (for Busy DVU Forward) -- HOLD/SAVE 	

Intercom Features

Call Forward (Cont'd)

Button	Procedures	Range
	<p>On LKD-2N/S, 8D/S,</p> <ul style="list-style-type: none"> Dial 5 4 instead of pressing DND/FWD button. 	

Paging

A station, which is allowed to access page facilities, can connect and transmit voice announcement to any or all of the system external/internal page zones.

Button	Procedures	Range																																																																						
	<p>To make a page,</p> <ul style="list-style-type: none"> Lift handset. Dial page zone. (See below chart.) And you will hear warning tone. After the tone, speak your message. Hang up. <table border="1" data-bbox="475 1048 1062 1413"> <thead> <tr> <th></th> <th>GDK-186</th> <th>GDK-100</th> <th>GDK-34i</th> <th>GDK-16/20W</th> </tr> </thead> <tbody> <tr> <td>All Call</td> <td>4 9</td> <td>4 9</td> <td>4 9</td> <td># 0</td> </tr> <tr> <td>Internal Zone 1</td> <td>4 0 1</td> <td>4 0 1</td> <td>4 0 1</td> <td># 1</td> </tr> <tr> <td>Internal Zone 2</td> <td>4 0 2</td> <td>4 0 2</td> <td>4 0 2</td> <td># 2</td> </tr> <tr> <td>:</td> <td>:</td> <td>:</td> <td>:</td> <td>N.A.</td> </tr> <tr> <td>Internal Zone 5</td> <td>4 0 5</td> <td>4 0 5</td> <td>4 0 5</td> <td></td> </tr> <tr> <td>:</td> <td>:</td> <td>:</td> <td></td> <td></td> </tr> <tr> <td>Internal Zone 15</td> <td>4 1 5</td> <td>4 1 5</td> <td></td> <td></td> </tr> <tr> <td>:</td> <td>:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Internal Zone 20</td> <td>4 2 0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Internal All Call</td> <td>4 3</td> <td>4 3</td> <td>4 3</td> <td># 4</td> </tr> <tr> <td>External Zone 1</td> <td>4 6</td> <td>4 6</td> <td>4 6</td> <td>N.A</td> </tr> <tr> <td>External Zone 2</td> <td>4 7</td> <td>4 7</td> <td></td> <td></td> </tr> <tr> <td>External All Call</td> <td>4 8</td> <td>4 8</td> <td>4 8</td> <td># 3</td> </tr> </tbody> </table>		GDK-186	GDK-100	GDK-34i	GDK-16/20W	All Call	4 9	4 9	4 9	# 0	Internal Zone 1	4 0 1	4 0 1	4 0 1	# 1	Internal Zone 2	4 0 2	4 0 2	4 0 2	# 2	:	:	:	:	N.A.	Internal Zone 5	4 0 5	4 0 5	4 0 5		:	:	:			Internal Zone 15	4 1 5	4 1 5			:	:				Internal Zone 20	4 2 0				Internal All Call	4 3	4 3	4 3	# 4	External Zone 1	4 6	4 6	4 6	N.A	External Zone 2	4 7	4 7			External All Call	4 8	4 8	4 8	# 3	
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External Zone 2	4 7	4 7																																																																						
External All Call	4 8	4 8	4 8	# 3																																																																				

Intercom Features

Or using display, (**Only in KD-33LD, KD/E-36LD, LKD-30LD**)

Button	Procedures	Range
	<p>For internal zone,</p> <ul style="list-style-type: none"> Press the 4th menu key from main menu and you will see the following on the display. <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <ul style="list-style-type: none"> ■ INT PAGE (01-20) ■ ■ INT ALL CALL ■ ■ EXT ALL CALL ■ ■ INT/EXT ALL CALL ■ ■ MEET ME ■ ■ STA 102 (T) ▲ ■ NOV 02 01:40pm ▼ </div> <ul style="list-style-type: none"> Select INT PAGE key. Dial the desired zone. (Confirmation tone is heard.) After the tone, speak your message. 	<p>186 : 01~20 100 : 01~15 34i : 01~05</p>

Paging (Cont'd)

Button	Procedures	Range
	<p><i>For internal all call/external all call/all call,</i></p> <ul style="list-style-type: none"> Press the 4th menu key from main menu and you will see the following on the display. <div data-bbox="534 627 718 795" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> ▪ INT PAGE (01-20) ▪ ▪ INT ALL CALL ▪ ▪ EXT ALL CALL ▪ ▪ INT/EXT ALL CALL ▪ ▪ MEET ME ▪ STA 102 (T) ▲ NOV 02 01:40pm ▼ </div> <ul style="list-style-type: none"> Select the desired page key. (INT ALL CALL/EXT ALL CALL/INT/EXT ALL CALL) You will hear warning tone. After the tone, speak your message. <p><i>To answer paging,</i></p> <ul style="list-style-type: none"> Go to the nearest key telephone. Lift handset and dial 4 4 (GDK-16/20W: # 6) or HOLD/SAVE button, and you will be connected to the paging party. 	<p>186 : 01~20 100 : 01~15 34i : 01~05</p>
	<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p> <ul style="list-style-type: none"> Press the 4th menu key from main menu and you will see the following on the display. <div data-bbox="534 1176 718 1344" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> ▪ INT PAGE (01-20) ▪ ▪ INT ALL CALL ▪ ▪ EXT ALL CALL ▪ ▪ INT/EXT ALL CALL ▪ ▪ MEET ME ▪ STA 102 (T) ▲ NOV 02 01:40pm ▼ </div> <ul style="list-style-type: none"> Select MEET ME and you will be connected to paging party. 	<p>186 : 01~20 100 : 01~15 34i : 01~05</p>

Intercom Features

Flash

Disconnects outside line and reseizes dial tone. It can be used to send a timed break recall when the system is connected with a PBX.

Button	Procedures	Range
	<ul style="list-style-type: none"> While connected to an outside line, press FLASH button. <p>Note: In LKD-2/8 BTN keyset, FLASH button is replaced by REDIAL button in X.5 version or later. To assign FLASH button in a flex. Key, press TRANS + 9 4.</p>	

Speakerphone

Pressing an outside line button, a speed button, a station button or dialing a station number will automatically activate the speakerphone. (LKD-2N/S has no microphone and doesn't function as handsfree unit.)

Button	Procedures	Range
 SPEAKER	To activate speakerphone, <ul style="list-style-type: none"> • Press MON/SPEAKER button. • Dial outside line number or intercom number to talk. 	

Speaker Volume Control

Button	Procedures	Range
 VOLUME	<ul style="list-style-type: none"> • In speakerphone mode, press VOLUME (▲/▼) button to control the speakerphone volume.. <p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p> <ul style="list-style-type: none"> • Press the 5th menu key from main menu to select PROGRAM. • Select SPEAKER VOLUME. • Press VOLUME (▲/▼) button to control speaker volume. 	

Ring Volume Control

Button	Procedures	Range
 VOLUME	<ul style="list-style-type: none"> • When bell rings, press VOLUME (▲/▼) button to control ring volume. <p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p> <ul style="list-style-type: none"> • Press the 5th menu key from main menu to select PROGRAM. • Select RING VOLUME. • Press VOLUME (▲/▼) button to control ring volume. 	

Intercom Features

Placing an Intercom Group Call

Button	Procedures	Range
	<p><i>To make an intercom group call,</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Dial the <u>intercom group number</u>. 	<p><i>INT. Group No.</i></p> <p>186 : 620 ~ 649 100 : 620 ~ 634 34i : 620 ~ 627 16/20W: 61~64</p>

Placing a CO Call on Hold

Button	Procedures	Range
	<ul style="list-style-type: none"> • Press HOLD/SAVE button. <ul style="list-style-type: none"> - Once for system hold - Twice for exclusive hold Reverse if hold preference is programmed to system hold. • Press HOLD/SAVE button (in GDK-16/20W). CO call will be put on hold according to the Hold Preference. <p><i>To retrieve the call,</i></p> <ul style="list-style-type: none"> • Lift handset and press flashing outside line button. 	

Group Call Pick-up

Button	Procedures	Range
	<p>You should be in the same pick-up group as ringing phone.</p> <ul style="list-style-type: none"> • You hear an unattended phone ringing. • Lift handset or press MON/SPEAKER button. • Dial 6 6 . <p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p> <ul style="list-style-type: none"> • Press the 4th menu key from the main menu. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <ul style="list-style-type: none"> ▪ INTERCOM CALL ▪ STATION SPD DIAL ▪ SYSTEM SPD DIAL ▪ FEATURE PROGRAM ▪ STA 102 (T) ▪ NOV 02 01:40pm </div> <div style="font-size: 2em;">▶</div> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <ul style="list-style-type: none"> ▪ INT PAGE (01-20) ▪ INT ALL CALL ▪ EXT ALL CALL ▪ INT/EXT ALL CALL ▪ MEET ME ▪ STA 102 (T) ▪ NOV 02 01:40pm </div> </div> <ul style="list-style-type: none"> • Pressing PAGE down(▼) key, you will see the following. <div style="border: 1px solid black; padding: 5px; width: 40%; margin-top: 10px;"> <ul style="list-style-type: none"> ▪ CALL PARK (01-19) ▪ GROUP PICKUP ▪ DIR PICKUP (STA#) ▪ STA 102 (T) ▪ NOV 02 01:40pm </div> <ul style="list-style-type: none"> • Select the GROUP PICKUP. You will be connected to the calling party automatically. 	

System Features

Conference

Button	Procedures	Range
	<p><i>To establish a conference,</i></p> <ul style="list-style-type: none"> • Call desired party. (internal or outside) • Press CONF button. (CONF button is lighting and the called party is put on exclusive hold.) • Call the next party. • Press CONF button twice. (once if adding additional parties) • Conference is established. <p><i>To add another party in the conference, (not available in GDK-16/20W)</i></p> <ul style="list-style-type: none"> • Press CONF button. • Call the next party. • Press CONF button twice. <p><i>To exit a conference (unsupervised),</i></p> <ul style="list-style-type: none"> • Press CONF button in the supervisor station and hang up. Other parties are still connected. <p><i>Re-entering a conference,</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press CONF button. <p><i>To drop an outside party, (not available in GDK-16/20W)</i> (You should be active in the conference.)</p> <ul style="list-style-type: none"> • Press outside line of party you wish to drop. • Hang up or press MON/SPEAKER button. <p><i>To terminate the conference,</i></p> <ul style="list-style-type: none"> • Hang up or, press CONF button if unsupervised. 	<p>GDK-16/20W: At most 3 parties can be active in a conference.</p>
	<p><i>On LKD-2N/S, 8D/S,</i></p> <ul style="list-style-type: none"> • Conference feature can be accomplished by programming a flexible key as CONF button (TRANS + 91). 	

System Features

Access Authorization Code (*)

To prevent unauthorized outside calling, DISA access or Trunk access on your station by others, the system provides a means to lock/unlock a station by access authorization code.

Button	Procedures	Range
 	<p><i>To register access authorization code,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button and dial 4 4. (MON/SPEAKER button is lighting.) • Dial your own 5 digits access authorization code. • Press HOLD/SAVE button. • Confirmation tone is heard. 	
<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p>		
	<ul style="list-style-type: none"> • Press the 5th menu key from the main menu. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <ul style="list-style-type: none"> ▪ INTERCOM CALL ▪ STATION SPD DIAL ▪ SYSTEM SPD DIAL ▪ FEATURE PROGRAM ▪ STA 102 (T) ▲ ▪ NOV 02 01:40pm ▼ </div> <div style="font-size: 2em;">▶</div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <ul style="list-style-type: none"> ▪ ATD PROGRAM ▪ STATION PROGRAM ▪ LCD BRIGHTNESS ▪ RING VOLUME ▪ SPEAKER VOLUME ▪ STA 102 (T) ▲ ▪ NOV 02 01:40pm ▼ </div> </div> <ul style="list-style-type: none"> • Select the STATION PROGRAM and you will see the following. <div style="border: 1px solid black; padding: 5px; width: 45%; margin-bottom: 10px;"> <ul style="list-style-type: none"> ▪ S>WAKE-UP SET ▪ S>WAKE-UP ERASE ▪ S>REG PASSWORD ▪ S>CHG PASSWORD ▪ S>INTERCOM ONLY ▪ STA 102 (T) ▲ ▪ NOV 02 01:40pm ▼ </div> <ul style="list-style-type: none"> • Select the REG PASSWORD and enter the 5 digits access authorization code. • Press HOLD/SAVE button. 	
  	<p><i>To change access authorization code,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button and dial 4 5. • Dial your current access authorization code. You will hear confirmation tone. • Dial your new 5 digits access authorization code. • Press HOLD/SAVE button. • You will hear confirmation tone. 	
<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p>		
	<ul style="list-style-type: none"> • Press the 5th menu key from the main menu. • Select the STATION PROGRAM. • Select the CHANGE PASSWORD and enter your current access authorization code. • Enter your new 5 digits access authorization code. • Press HOLD/SAVE button. 	

Blocking Outside Calls (*)

Note : An access authorization code should be registered.

Button	Procedures	Range
 	<ul style="list-style-type: none"> Press TRANS/PGM button and dial 4 6. (MON/SPEAKER button is lighting.) Press HOLD/SAVE button. (Confirmation tone is heard.) MUTE button will flash until restored to normal. <p>Or using display, (<i>Only in KD-33LD, KD/E-36LD, LKD-30LD</i>)</p>	
	<ul style="list-style-type: none"> Press the 5th menu key from the main menu. Press HOLD/SAVE button. (Confirmation tone is heard.) MUTE button will flash until restored to normal. Select the STATION PROGRAM and you will see the following. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> ▪ S>WAKE-UP SET ▪ ▪ S>WAKE-UP ERASE ▪ ▪ S>REG PASSWORD ▪ ▪ S>CHG PASSWORD ▪ ▪ S>INTERCOM ONLY ▪ STA 102 (T) ▲ NOV 02 01:40pm ▼ </div> <ul style="list-style-type: none"> Select INTERCOM ONLY. 	

Restoring Outside Calls (*)

Button	Procedures	Range
	<ul style="list-style-type: none"> Press TRANS/PGM button and dial 4 7. Dial your current access authorization code. (Confirmation tone is heard.) MUTE button will be extinguished. <p>Or using display, (<i>Only in KD-33LD, KD/E-36LD, LKD-30LD</i>)</p>	
 	<ul style="list-style-type: none"> Press the 5th menu key from the main menu. Press STATION PROGRAM key. Press PAGE down(▼) key. On the display, you will see the following. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> ▪ S>RESTORE COS ▪ ▪ S>MSG PROGRAM ▪ ▪ S>ICM ANS MODE ▪ ▪ S>MUSIC CHANNEL ▪ ▪ S>PRESELECT MSG ▪ STA 102 (T) ▲ NOV 02 01:40pm ▼ </div> <ul style="list-style-type: none"> Select RESTORE COS key. Enter your current access authorization code. Press HOLD/SAVE button. 	

System Features

Wake-up Call

The system automatically sends ring signal to a station which registers a wake-up time. There are two kinds of wake-up call, one is effective for one-day, the other is effective until canceled.

Button	Procedures	Range
 	<p><i>To register wake-up time,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial 4 1 and 4-digit wake-up time (HHMM) in 24-hour mode. (HH = 00~23, MM = 00~59) • Press HOLD/SAVE button for “one-day” or dial # and HOLD/SAVE button for “until canceled”. (Confirmation tone is heard.) 	
<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p>		
  	<ul style="list-style-type: none"> • Press the 5th menu key from the main menu. <ul style="list-style-type: none"> ▪ ATD PROGRAM ▪ STATION PROGRAM ▪ LCD BRIGHTNESS ▪ RING VOLUME ▪ SPEAKER VOLUME ▪ STA 102 (T) ▪ NOV 02 01:40pm • Select the STATION PROGRAM and you will see the following. <ul style="list-style-type: none"> ▪ S>WAKE-UP SET ▪ S>WAKE-UP ERASE ▪ S>REG PASSWORD ▪ S>CHG PASSWORD ▪ S>INTERCOM ONLY ▪ STA 102 (T) ▪ NOV 02 01:40pm • Select WAKE-UP SET key. • Enter 4-digit wake-up time (HHMM) in 24-hour mode. (HH = 00~23, MM = 00~59) • Press HOLD/SAVE button for “one-day” or dial # and HOLD/SAVE button for “until canceled”. (Confirmation tone is heard.) <p><i>To cancel wake-up call,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button and dial 4 2. • Press HOLD/SAVE button. (Confirmation tone is heard.) 	
<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p>		
	<ul style="list-style-type: none"> • Press the 5th menu key from the main menu. • Select STATION PROGRAM key. • Select WAKE-UP ERASE key. • Press HOLD/SAVE button. (Confirmation tone is heard.) 	

Using Dial By Name

Each station and speed dial number can be assigned to a name. When names are programmed, you may select a speed dial number by the stored name.

Button	Procedures	Range
	<ul style="list-style-type: none"> Press SPEED button twice. On the display, you will see the following. <div data-bbox="507 689 794 748" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> DIAL BY NAME ICM : 1 U_SPD : 2 S_SPD : 3 </div> Select desired type. <ul style="list-style-type: none"> 1 : Intercom 2 : User (Station Speed Dial) 3 : System (System Speed Dial) Confirmation tone is heard and you will see the following. <div data-bbox="507 904 794 963" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> 1 : XXXX XXXX XXXXXX 2 : YYYY YYYY YYYYYY </div> 	
	<ul style="list-style-type: none"> Press the VOLUME button to see the next two names. You may enter characters using the code in "Storing Dial by Name". The LCD will display the first two names which match your input. 	
	<ul style="list-style-type: none"> To select the name in line 1, press HOLD/SAVE button. To select the name in line 2, dial 2 and press HOLD/SAVE button. The call is placed automatically. 	
<p><i>In GDK-16/20W,</i></p>		
	<ul style="list-style-type: none"> Press SPEED button twice. On the display, you will see the following. <div data-bbox="507 1308 794 1366" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> DIAL BY NAME ICM : 1 U_SPD : 2 S_SPD : 3 </div> Select desired type. <ul style="list-style-type: none"> 1 : Intercom 2 : User (Station Speed Dial) 3 : System (System Speed Dial) Confirmation tone is heard and you will see the following. <div data-bbox="507 1509 794 1568" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> 1 : XXXX XXXX XXXXXX 2 : YYYY YYYY YYYYYY </div> Pressing VOLUME button, the cursor will be moved to the next name. When the cursor points a name or a dial number to call, press HOLD/SAVE button. Then, the stored number is dialed. You may enter characters using the code in "Storing Dial by Name". The LCD will display the first two names which match your input. (You may delete the last letter of your input by pressing CALLBK button.) You can see the matched phone number by pressing FLASH button while the name is displayed (toggle). The call is placed automatically. 	
		

System Features

Using Dial By Name (in KD-33LD, KD/E-36LD, LKD-30LD) (Cont'd)

Button

Procedures

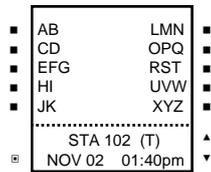
Range

Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)

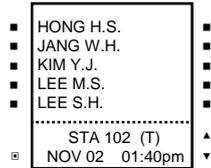
Intercom Call

(Intercom name should be programmed by attendant.)

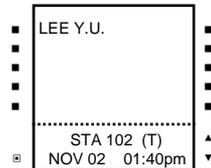
- Press the 1st menu key from the main menu.
If it is programmed, you will see the following on the display.



- Select the key according to the first letter of the desired party's name. (Ex. Selecting the first letter with HI, you will see the sorted subscriber's name as follows.)

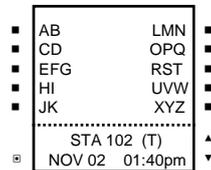


- Press **PAGE**(▲/▼) key until you find the desired name.



Station Speed Dial

- Press the 2nd menu key from the main menu.
You will see the following on the display.



- Follow the procedure as described in *Intercom Call*.

System Speed Dial

- Press the 3rd menu key from the main menu.
- Follow the procedure as described in *Station Speed Dial*.

System Features

Programming Your Name into Display

You can program your name and people using display phones will see your name instead of your station number.

Button	Procedures	Range
  	<ul style="list-style-type: none"> • Press TRANS/PGM button. • Press SPEED button and dial 0 0. • Press SPEED button. • Enter your name. (up to 7 letters using the code in "Storing Dial by name.") • Press HOLD/SAVE button. <p>• <i>In GDK-16/20W, pressing [▼] key while entering station name, the last character will be erased.</i></p>	

Pre-selected Message (*)

Button	Procedures	Range
 	<ul style="list-style-type: none"> • Press TRANS/PGM button and dial 7 7. • Dial the number of desired message. Date, Time or Station Number if required. • Press HOLD/SAVE button. (DND/FWD button is flashing.) <div style="background-color: #f0f0f0; padding: 5px;"> <p>0 1 LUNCH, RETURN HH:MM 0 2 ON VACATION / RETURN AT MM:DD 0 3 OUT OF OFFICE / RETURN TIME (HH:MM) 0 4 OUT OF OFFICE / RETURN AT MM:DD 0 5 OUT OF OFFICE / RETURN UNKNOWN 0 6 CALL : XX.... (Telephone no: max.17 digits) 0 7 IN OFFICE/STA XXXX 0 8 IN A MEETING/RETURN TIME (HH:MM) 0 9 AT HOME 1 0 AT BRANCH OFFICE # to cancel 1 1 ~ 2 0 are used for customized messages which are programmed by attendant. (See "Creating Customized Message")</p> </div>	

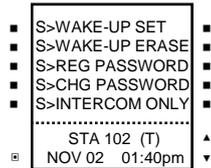
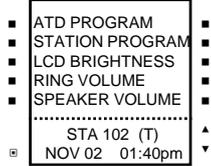
Pre-selected Message (*)

You can select a pre-assigned message to be displayed on the LCD of the phone calling the station.

Button	Procedures	Range
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Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)

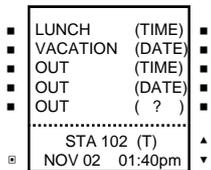
- Press the 5th menu key from main menu and you will see the following on the display.



- Press **PAGE** down(▼) key and you will see the following on the display.



- Select **STATION PROGRAM** key.
On the display, you will see the following.
- Select **PRESELECT MSG**.
- On the display, you will see the following.



- Select desired message key, date, time or station number, if required.
- Press **HOLD/SAVE** button. (**DND/FWD** button is flashing.)

To turn off message display,

- Press flashing **DND/FWD** button.



System Features

User Custom Message Programming (*)

You may program a custom message 00 to be displayed on the LCD of the phone calling your station.

Button	Procedures	Range
	<ul style="list-style-type: none"> • Press TRANS/PGM button and dial 4 8 at the station. (Confirmation tone is heard.) • Enter the message. (up to 24 letters using the code in "Storing Dial by Name") • Press HOLD/SAVE button. 	
		

Background Music

A station can receive audio, generally music from an internal or external source while idle.

Button	Procedures	Range
	<ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial 7 3. • Internal BGM is heard. • Pressing TRANS/PGM + 7 3, the selected music is changed by turns. (Channel 0: BGM is not heard.) • The default setting is assigned by PGM 41-BTN 1. 	186 : 0~9 100 : 0~9 34i : 0~9 16/20w : 1~3

DISA (Direct Inward System Access)

Outside caller can access a CO line which is programmed as DISA line.

Button	Procedures	Range
	<ul style="list-style-type: none"> • Dial the CO access code after hearing dial tone or voice guide from DVU. • Or, dial the CO access code after dialing the programmed authorization code (when needed) for outgoing call. 	

Voice Announcement

This feature provides the station with an audible system prompt, you can record a greeting that will be played to the caller when the call is not answered within the predefined time.

Button	Procedures	Range										
 SPEAKER  HOLD/SAVE	<p><i>Time Prompt;</i></p> <ul style="list-style-type: none"> • Dial 6 7 1. • You will hear the time prompt, "Time is XX : XX PM." <p><i>Date Prompt;</i></p> <ul style="list-style-type: none"> • Dial 6 7 2. • You will hear the date prompt, "Date is December, 20th." <p><i>Station Number Prompt;</i></p> <ul style="list-style-type: none"> • Dial 6 7 3. • You will hear the station number prompt, "This is station XXXX." <p><i>Record your greeting;</i></p> <ul style="list-style-type: none"> • Dial 6 7 4 (for No Answer FWD) or 6 7 # (for Busy FWD). • To stop recording, press MON/SPEAKER or HOLD/SAVE button. (MON/SPEAKER button: erased automatically after 48 hours, HOLD/SAVE button: remained until canceled) • After recording your greeting message, a caller will hear your greeting message when you do not answer the call within a predefined time (PGM 43-BTN 24). <p><i>Delete your greeting;</i></p> <ul style="list-style-type: none"> • Dial 6 7 5 (for No Answer FWD) or 6 7 * (for Busy FWD). <p><i>Playback your greeting;</i></p> <ul style="list-style-type: none"> • Dial 6 7 6 (for No Answer FWD) or 6 7 0 (for Busy FWD). (You will hear the recorded greeting message.) <p><i>Station status prompt;</i></p> <ul style="list-style-type: none"> • Dial 6 7 7. (You will hear below list (a-h). c-g items will be omitted if not active.) <table border="0" data-bbox="491 1240 1094 1352"> <tr> <td>a) Station number XXXX</td> <td>b) Intercom Answer mode</td> </tr> <tr> <td>c) Listed message X</td> <td>d) Wake-up time XXXX AM or PM</td> </tr> <tr> <td>e) Do not disturb</td> <td>f) Forwarded to station XXXX</td> </tr> <tr> <td>g) Forwarded to speed bin XXX</td> <td>h) Locked (temporary COS change)</td> </tr> <tr> <td>i) COS X</td> <td></td> </tr> </table> <p><i>Record paging message;</i></p> <ul style="list-style-type: none"> • Dial 6 7 8. • Lift handset to record your paging message. • Press HOLD/SAVE button after recording. <p><i>Confirm paging message;</i></p> <ul style="list-style-type: none"> • Dial 6 7 9. • The paging message is heard. <p><i>Activate Call Forward to DVU;</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press DND/FWD button. • Dial 7, 8, or 9. (Select DVU forward type for no answer or busy). • Go on-hook. <p><i>Deactivate Call Forward to DVU;</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press DND/FWD button. • Dial #. • Go on-hook. 	a) Station number XXXX	b) Intercom Answer mode	c) Listed message X	d) Wake-up time XXXX AM or PM	e) Do not disturb	f) Forwarded to station XXXX	g) Forwarded to speed bin XXX	h) Locked (temporary COS change)	i) COS X		
a) Station number XXXX	b) Intercom Answer mode											
c) Listed message X	d) Wake-up time XXXX AM or PM											
e) Do not disturb	f) Forwarded to station XXXX											
g) Forwarded to speed bin XXX	h) Locked (temporary COS change)											
i) COS X												
 HOLD/SAVE												
 SPEAKER  DND/FWD												

System Features

Voice Announcement (Cont'd)

Button	Procedures	Range
  	<p><i>Listen to the recorded message,</i></p> <ul style="list-style-type: none"> • Press the flashing CALLBK button. • The recorded message is heard with the time and date. • Pressing HOLD/SAVE button, the current message is saved and the next message is heard. • Pressing CALLBK button, the recorded message is heard from the first message saved. • Pressing CONF button, the current message is deleted. <p>※ The recorded caller's message will not be erased without pressing CONF button. When the system power is off or system is reset, it will be erased.</p> <p>※ The max. user recording time is 250sec. (Default: 20sec: it can be programmable with admin programming - PGM 44-BTN 16)</p>	
<p><i>On LKD-2N/S, 8D/S,</i></p>	<ul style="list-style-type: none"> • If a DVU message is left, the MSG lamp is flashing. • Dial 5 7 or programmed CALLBK button to listen to the recorded message. • The recorded message is heard and then the message is automatically deleted when you hang up. • Pressing HOLD/SAVE button while a message is played, saves the message and the next message is heard. • Pressing programmed CALLBK button, the recorded message is heard from the first message saved. • If you don't press HOLD/SAVE button, the current message is deleted. • If you program a flex. button as a CONF button, the message will be saved and you should press the programmed CONF button to delete the message (only in GDK-16). 	
	<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p> <p><i>Time Prompt;</i></p> <ul style="list-style-type: none"> • Dial 6 7 1. • You will hear the time prompt, "Time is XX : XX PM." <p><i>Date Prompt;</i></p> <ul style="list-style-type: none"> • Dial 6 7 2. • You will hear the date prompt, "Date is December, 20th." <p><i>Station Number Prompt;</i></p> <ul style="list-style-type: none"> • Dial 6 7 3. • You will hear the station number prompt, "This is station XXXX." <p><i>Record paging message;</i></p> <ul style="list-style-type: none"> • Dial 6 7 8. • Lift handset to record your paging message. • Press HOLD/SAVE button after recording. <p><i>DVU station status;</i></p> <ul style="list-style-type: none"> • Press the 4th key from the main menu. • Press PAGE down (▼) key 4 times. • Select DVU STA STATUS. <p>You will hear below lists (a - l).</p>	
 		

System Features

Voice Announcement

Button	Procedures	Range
 	<p>a) Station number XXXX b) Ring assignment c) Listed message X d) Wake-up time XXXX AM or PM e) Do Not disturb f) Forwarded to station XXXX g) Forwarded to speed bin XXX h) Locked (temporary COS change) i) COS X</p> <p><i>Record your greeting;</i></p> <ul style="list-style-type: none"> • Press the 4th key from the main menu. • Press PAGE down(▼) key 3 times. • Select DVU RECORD key. • Lift handset to record your greeting message. • Press HOLD/SAVE button. <p><i>Delete your recording;</i></p> <ul style="list-style-type: none"> • Press the 4th key from the main menu. • Press PAGE down(▼) key 3 times. • Select DVU DELETE key. <p><i>Playback your greeting;</i></p> <ul style="list-style-type: none"> • Press the 4th key from the main menu. • Press PAGE down(▼) key 3 times. • Select DVU PLAY key. <p><i>Paging your greeting;</i></p> <ul style="list-style-type: none"> • Lift handset and dial the desired page zone. • After hearing confirmation tone, your recorded paging message is sent to the page zone automatically. 	
<p><i>In GDK-16/20W,</i></p>  	<p><i>Record your greeting;</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press DND/FWD button. • Dial 7 #. <p><i>Delete your greeting;</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press DND/FWD button. • Dial 7 *. <p><i>Activate Call Forward to DVU;</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press DND/FWD button. • Dial 7 . • Go on-hook. <p><i>Deactivate Call Forward to DVU;</i></p> <ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press DND/FWD button. • Dial #. • Go on-hook. 	

System Features

Voice Announcement (in GDK-16/20W)

Button	Procedures	Range
  	<p><i>To listen to the recorded message,</i></p> <ul style="list-style-type: none"> • Press the flashing CALLBK button. • The recorded message is heard with the time and date. • Pressing HOLD/SAVE button, the current message is saved and the next message is heard. • Pressing CALLBK button, the recorded message is heard from the first. • Pressing CONF button, the current message is deleted. <p>* The operation of 2/8 BTN keyset is the same with other GDK systems. (Refer to p.34)</p> <p>※ The max. user recording time is about 250sec. (Default: 20sec: it can be programmable with admin programming - Main Menu 6-1-24)</p>	

CO Message Wait

When a call is received with DISA/DID, the Calling Line Identification (CLI) of the incoming call is displayed on the LCD of the station. If the DISA/DID external party hangs up the call before answered, the CLI will be stored in the CO message wait queue in the called party.

Button	Procedures	Range
	<p><i>To retrieve CLI Message,</i></p> <ul style="list-style-type: none"> • Press CALLBK button. • The stored message will be shown on the LCD. 	
	<p><i>To delete the current CLI message and see the next one,</i></p> <ul style="list-style-type: none"> • Press CONF button. 	
	<p><i>To make a callback,</i></p> <ul style="list-style-type: none"> • Press HOLD/SAVE button. • The stored number is dialed as speed dialing. 	
	<p><i>To see the next/previous CLI message,</i></p> <ul style="list-style-type: none"> • Press VOLUME button. 	
	<p><i>To delete all CLI messages, (Not available in GDK-16/20W)</i></p> <ul style="list-style-type: none"> • Press SPEED button twice. • If DVU message is stored with CLI message, the CLI message will not be deleted by pressing SPEED button. 	

System Features

LCD Language Change (*)

Button	Procedures	Range
	<ul style="list-style-type: none"> • Press TRANS/PGM button and dial 5 1 . • The language in LCD is changed into default value. • If pressing TRANS/PGM + 5 1 , the language in the LCD is changed to the nation's language. 	

Alarm Reset

Button	Procedures	Range
	<p><i>To terminate alarm signal while idle state,</i></p> <ul style="list-style-type: none"> • Dial 6 5. • Confirmation tone is heard and the alarm signal is terminated at all assigned stations. 	
	<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p>	
	<ul style="list-style-type: none"> • Press the 4th menu key from main menu to select FEATURE. • Press PAGE down(▼) key twice. On the display, you will see the following. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> ▪ ACC CO-GR(01-48) ▪ ▪ ACC 1 CO(01-96) ▪ ▪ UNIV NITE ANSWER ▪ ▪ TIE ROUTE (01-30) ▪ ▪ ALARM RESET ▪ STA 102 (T) ▲ NOV 02 01:40pm ▼ </div> <ul style="list-style-type: none"> • Select ALARM RESET key. • Ring is stopped. 	

Two-way Recording (Only in GDK-16/20W)

While a CO line call, you can record the conversation and it will be saved in its own mailbox.

Button	Procedures	Range
	<p><i>To record the conversation,</i></p> <ul style="list-style-type: none"> • Press the programmed {RECORD} button. <div style="background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>To program the {RECORD} button, [TRANS/PGM] + Flex. BTN + [TRANS/PGM] + # 4 + [HOLD/SAVE]</p> </div> <p><i>To finish the recording,</i></p> <ul style="list-style-type: none"> • Press the programmed {RECORD} button again. Or, replace the handset. 	

System Features

Automatic Call Distribution (ACD) Operation (*)

A separate or common supervisor can be assigned in a UCD group, and the assigned supervisor can monitor and change the status of UCD group.

Button	Procedures	Range
	<p>The ACD status key can be programmed onto a Supervisor station, the Supervisor must be a digital display telephone. (The Supervisor can be assigned by PGM 48-BTN 13)</p> <p>To program {ACD} button at the supervisor station, [TRANS/PGM] + flexible button + [TRANS/PGM] + 8 * + [HOLD/SAVE]</p> <p>To use the ACD Status key to monitor agents,</p> <ul style="list-style-type: none"> • Dial the agent station to be monitored, or press the DSS key for the agent. • On hearing busy tone, press the ACD key. • Three basts if tone will be heard by the agent, and the caller will now be monitoring the agent's conversation. • At this point, your MUTE button will be alight, your phone will be muted, so that the agent and caller will not be able to hear anything from your telephone. It is not possible to disable this mute during monitoring. • The three basts of tone can be disabled with programming. (PGM 21-BTN 2) <p>To use the ACD Status key for group statistics, (With the Supervisor's phone on-hook,)</p> <ul style="list-style-type: none"> • Press the ACD Status key. • You will see the following display; <div data-bbox="499 1294 788 1352" style="border: 1px solid black; padding: 2px;"> <p>ACD STATUS (GGG) STAT: 1 DB: 2 DUTY: 3 PRT: #</p> </div> <p>Where GGG is the group number. If the phone is the Supervisor for more than one group, you can use the Volume key to arrow up or down through the groups.</p> <p>For statistics, dial 1.</p> <p>The bottom line will show the group statistics. There are a number of these available, to scroll through them, you can press the down arrow on the Volume key. The statistics available are;</p> <p>TOTAL CALLS x This shows the total calls presented to the group.</p> <p>AVE CALL TIME xx:xx This is the average conversation time for calls within the group, shown in minutes and seconds.</p> <p>AVE RING TIME xx:xx This is the average ringing time for calls presented to the group, before they are answered.</p>	

System Features

Automatic Call Distribution (ACD) Operation (Cont'd) (*)

Button	Procedures	Range
	<p>BUSY x TIME xx:xx This gives a count of how many times all agents have been busy and how long they were all busy for.</p> <p>CALLS IN QUEUE x This shows how many calls are queuing within the group at the present time. This will not increment if left on the display.</p> <p>AVE xx:xx LONG xx:xx This shows the average and longest ringing times for calls, before they are answered in the group.</p> <p>UNANSWERED CALLS x This shows the number of calls that have not been answered in the group. (the caller has hung up)</p> <ul style="list-style-type: none"> If you wish to print the statistics you can take the PRT option from the display above. Pressing # key, the details will be printed from the serial port on the system. 	

Large LCD Features

The following features are operated only KD-33LD, KD/E-36LD and LKD-30LD.
(Large LCD Digital Keypad)

Large LCD

LCD Brightness Control (*)

Button	Procedures	Range
	<ul style="list-style-type: none"> Press the 5th menu key from main menu. Select LCD BRIGHTNESS. Press VOLUME (▲/▼) button to control the brightness. 	

Door Open

Button	Procedures	Range
	<ul style="list-style-type: none"> Press the 4th menu key from main menu to select FEATURE. Press PAGE down(▼) key 3 times. On the display, you will see the following. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <pre> ▪ DOOR OPEN (1-4) ▪ ▪ DVU RECORD ▪ ▪ DVU DELETE ▪ ▪ DVU STA STATUS ▪ ▪ DVU PLAY ▪ ▪ STA 102 (T) ▲ ▪ NOV 02 01:40pm ▼ </pre> </div> Select DOOR OPEN(1-4) key. Select the door open type by pressing dial button 1-4. 	

Calendar Display

Button	Procedures	Range
	<ul style="list-style-type: none"> Press MENU key to display Calendar. On the display, you will see calendar as follows; <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <pre> ▪ MAR 2000 ▪ ▪ S M T W T F S ▪ ▪ 1 2 3 4 ▪ ▪ 5 6 7 8 9 10 11 ▪ ▪ 12 13 14 15 16 17 18 ▪ ▪ 19 20 21 22 23 24 25 ▪ ▪ 26 27 28 29 30 31 ▪ ▪ ▪ ▪ STA 102 (T) ▲ ▪ SEP 02 01:40pm ▼ </pre> </div> While the calendar is displayed, the main menu key and other menu keys will not work. To display the main menu instead of calendar, press MENU key. 	

Flexible Button Programming

Button	Procedures	Range
 	<p><i>To program flexible buttons,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Press a flexible button to program. • See the below table and enter the desired code. • Press HOLD/SAVE button. <p><i>To erase a flexible button,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Press the flexible button to be erased. • Press HOLD/SAVE button. 	

Code for Flexible Button Programming

Direct Station Select	station number 186 : 100~291 100 : 100~235 34i : 100~177 16 : 100~115 20W : 100~133	System speed dial	SPEED + <u>bin no.</u> 186 : 200~999 100 : 200~399 34i : 200~399 16/20W : 21~99
Call Park	parking location 186 : 601~619 100 : 601~610 34i : 601~605 16/20W : 601~606	Intercom Answer Mode	TRANS/PGM + 4 9
Hunt Group	internal hunt group 186 : 620~649 100 : 620~634 34i : 620~627 16/20W : 61~64	Stop Watch Event Timer	TRANS/PGM + 8 9
Group Call Pick-up	6 6	Alarm Reset	6 5
Dial Memo	TRANS/PGM + 8 0	Station DVU Access	6 7
Call Wait (Camp-on)	TRANS/PGM + 8 5	Account Code	TRANS/PGM + 8 1
Wake-up		Camp-on	TRANS/PGM + 8 5
To register (continued)	TRANS/PGM + 4 1	Outside Line Access	
To cancel	TRANS/PGM + 4 2	Group access	9
Paging	Refer to p. 21	Group #1	8 0 1 186: Group#01~48
Access Authorization code		Group #2	8 0 2 100: Group#01~24
Blocking outside call	TRANS/PGM + 4 6	:	: 34i: Group#01~09
Restoring outside call	TRANS/PGM + 4 7	Group #48	8 4 8
Pre-selected Message	TRANS/PGM + 7 7	Individual Line Access	8 8 + <u>line no.</u>
Background Music	TRANS/PGM + 7 3		186 : 01~96
LCD Display Change	TRANS/PGM + 5 1		100 : 01~48
Intercom Hold	TRANS/PGM + 8 3		34i : 01~34
Universal Night Answer	6 9		16/20W : 01~06
Loop button	TRANS/PGM + 8 4		
Speed Dial			
Station speed dial	SPEED + <u>bin no.</u> 186/100/34i: 00~19 16/20W: 01~20		

Button Assignment for LKD-2/8 button	
REDIAL button	TRANS + 8 8
SPEED button	TRANS + 9 0
CONF button	TRANS + 9 1
CALLBK button	TRANS + 9 2
DND button	TRANS + 9 3
FLASH button	TRANS + 9 4 (*)
MUTE button	TRANS + 9 5
MON button	TRANS + 9 6 (*)

Information

- . You cannot use Large LCD digital keyset in GDK-16/20W.
- . Programming flexible buttons for the following features are not supported in GDK-16/20W (marked (*)).
- Dial Memo
- Access Authorization Code
- Pre-selected Message
- LCD Display Change
- Stop Watch Event Timer
- Account Code

Wake-up Call

Button	Procedures
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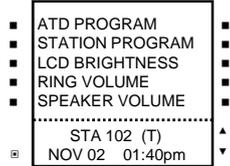
To register wake-up call,

- Press **TRANS/PGM** button.
- Dial **4 1**.
- Dial the station range (6 digits). In case of one station, dial the station number twice.
- After hearing confirmation tone, enter 4-digit wake-up time (HHmm) with 24-hour mode. (HH= 00~23, mm= 00~59)
- Press **HOLD/SAVE** button for one-day, or dial # and **HOLD/SAVE** button for until canceled.

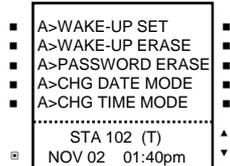


Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)

- Press the 5th menu key from the main menu to select PROGRAM. On the display, you'll see the following.



- Select the ATD PROGRAM. On the display, you'll see the following.



- Select the WAKE-UP SET key.
- Enter the station range(XXX-YYY) to receive wake-up call.
- Enter 4-digit wake-up time (HHmm) in 24-hour mode.
- Press **HOLD/SAVE** button for one-day, or dial # and **HOLD/SAVE** button for until canceled.



To cancel wake-up call,

- Press **TRANS/PGM** button.
- Dial **4 2**. (Confirmation tone is heard and **MON/SPEAKER** button is lighting.)
- Dial the station range to be canceled.
- Press **HOLD/SAVE** button. (**MON/SPEAKER** button will be extinguished.)



Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)

- Press the 5th menu key from the main menu.
- Select the ATD PROGRAM.
- Select the WAKE-UP ERASE key.
- Enter the station range to be canceled (XXX-YYY).
- Press **HOLD/SAVE** button.



Attendant Operation

System Greetings

It provides announcements for Hunt service (UCD/Circular/Terminal) or DISA and only the system attendant can record this message.

Button	Procedures
	<ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 4. • For DVU, dial 0 1 for announcement 1, dial 0 2 for announcement 2, or 0 3 for announcement 3. (Announcement 3 is played back when the called party is busy.) • For EDVU, you have 31 (01~31) system greetings; <ul style="list-style-type: none"> 1~9 : for Hunt or company information with DISA 10 : for Invalid message 11 : for Time-out message 12 : for Try again message 13 : for Transfer to attendant message 14 : for Leave message 15 : for Record message 16 : for Enter authorization message 17 : for MOH message 18 : for Busy message 20 : for STA off-net announcement message • Press # (to record with DKTU) button or * (to record with external MOH) button after hearing the message. • Record your greeting and hang up to finish the recording. • To delete, press DND/FWD button while the message is played.

In GDK-16,

	<ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 4. • Select the announcement type. (1: System Greeting, 2: System Prompt) • Dial the announcement number. • Dial the source number. (1: external MOH, 2: DKTU) • Dial # to start recording. • Press HOLD/SAVE button.
	<ul style="list-style-type: none"> • You have 6 System Greetings and 9 Prompts; <ul style="list-style-type: none"> <u>System Greetings (Announcement Type 1)</u> <ul style="list-style-type: none"> 1 : Day Time System Greeting 2 : Night Time System Greeting 3 : Circular & Terminal Hunt Group Greeting 4 : 1st UCD Group Announcement 5 : 2nd UCD Group Announcement 6 : DVIB MOH 7 : SLT Message Wait Indication Announcement 8 : Station Off-net Call Forward Announcement <u>System Prompts (Announcement Type 2)</u> <ul style="list-style-type: none"> 1 : Timeout Prompt 2 : Retry Prompt 3 : Busy Prompt 4 : DND Prompt 5 : Invalid Prompt 6 : No Answer Prompt 7 : Transfer to Attendant Prompt 8 : Authorization Code Prompt 9 : Record Start Prompt • To delete announcement, dial the announcement number and #.

Attendant Clock Set

This feature allows the attendant to set the Time/Date without entering Admin Programming.

Button	Procedure
	<ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 1. • Enter Date + Time. Enter as YYMMDDHHmm. (YY= Year 00~99, MM= Month 01~12, DD= Date 01~31, HH= Hour 00~23, mm= minute 00~59) If there is no need to change date or time, press * key. (YYMMDD + * or * + HHmm) • Press HOLD/SAVE button.
	<p><i>In GDK-16,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 1. • Enter Date as MMDDYY (6 digits) and press HOLD/SAVE button. • Enter Time as military format (4 digits) and press HOLD/SAVE button. If there is no need to change date or time, press HOLD/SAVE button to go to the next step.

Attendant Operation

Changing Time/Date Format

Button	Procedure
	<p><i>To change the date format on the LCD,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial * 5. • The format toggles between DDMMYY and MMDDYY. (YY : year, MM : month, DD : date) <p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p> <ul style="list-style-type: none"> • Press the 5th menu key from the main menu to select PROGRAM. • Select the ATD PROGRAM key. • Press PAGE down (▼) key once. On the display, you'll see the following. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <pre> ■ A>WAKE-UP SET ■ ■ A>WAKE-UP ERASE ■ ■ A>PASSWORD ERASE ■ ■ A>CHG DATE MODE ■ ■ A>CHG TIME MODE ■ -----▲ ■ STA 102 (T) ▲ ■ NOV 02 01:40pm ▼ </pre> </div> <ul style="list-style-type: none"> • Select the CHG DATE MODE key. • The format toggles between DDMMYY and MMDDYY. (YY : year, MM : month, DD : date)
	<p><i>To change the time format on the LCD,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial * 6. • The format toggles between 12-hour mode and 24-hour mode.

Changing Time/Date Format (Cont'd)

Button	Procedure
--------	-----------

Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)

- Press the 5th menu key from the main menu to select PROGRAM.
- Select the ATD PROGRAM key.
- Select the CHG TIME MODE key.
The format toggles between 12 and 24-hour mode.

To Set Current Time 1 Hour Early/Late (Only in GDK-16/20W)

Button	Procedure
--------	-----------



- To set the current time 1 hour early,*
- Press **TRANS/PGM** button.
 - Dial * 1.

- To set the current time 1 hour late,*
- Press **TRANS/PGM** button.
 - Dial * 2.

System Speed Dial

A group of speed dial numbers can be stored within the system for access by allowed stations. These numbers provide speedy access to often used outgoing CO dialing numbers.

Button	Procedure
--------	-----------



- To store system speed numbers,*
- Press **TRANS/PGM** button.
 - Dial **SPEED** button.
 - Dial speed number bin.
GDK-186 : 200~999
100 : 200~399
34j : 200~399
 - Dial the phone numbers to be stored.
 - Dial **HOLD/SAVE** button.
16/20W : 21~99

Or,

- Press **TRANS/PGM** button.
- Dial **SPEED** button.
- Dial speed number bin.
- Press desired outside line button.
- Dial the phone numbers to be stored.
- Dial **HOLD/SAVE** button.

- To use system speed numbers,*
- Press **SPEED** button.
 - Dial speed number bin.

Attendant Operation

Attendant Intrusion

Attendant may intrude into any station which is in conversation with a CO line.

Button	Procedure
	<p><i>To assign a flexible key as the Intrusion button (Not available in GDK-16/20W),</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Press the desired flex. key to be registered. • Press TRANS/PGM button. • Dial 8 6. • Press HOLD/SAVE button.
	<p><i>To activate attendant intrusion (GDK-186/100/34i),</i></p> <ul style="list-style-type: none"> • Press DSS button corresponding to the busy station you wish to call. (Busy tone is heard.) • Press ATD INTRUSION button. (Intrusion warning tone is heard in the busy station, then a 3-way conference is set up.) <p><i>To activate attendant intrusion (GDK-16/20W),</i></p> <ul style="list-style-type: none"> • Press CO button you wish to converse. (If intrusion is allowed by Admin program, then 3 way conversation is set up. If intrusion is not allowed, busy tone will be heard.) • System Base Program (Main Menu 5) - System Attribute (Sub Menu 1) - Privacy (Terminal Menu 2)

Attendant Operation

Day/On-demand/Night Mode Service (Manual/Automatic)

The attendant station can be placed into night service mode allowing ring assignments and answering privileges to station not having the privileges in the day mode. Or, can be placed into on-demand service mode allowing ring assignments and answering privileges to station not having the privileges in the night mode. (In GDK-16, only Day/Night mode change is available by pressing DND button at attendant station.)

Button	Procedures
	<p><i>To activate/deactivate Day/Night/On-demand mode manually,</i></p> <ul style="list-style-type: none"> • Press DND/FWD button at attendant station. • Then, DND/FWD button is flashing. (The system is placed into On-demand mode.) • If pressing the DND button once more, then the system is placed into Night service mode. • On-demand mode is not activated automatically.
	<p><i>To change Day/Night mode automatically,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 9. • Enter DAY TIME + NIGHT TIME, or DAY TIME + * or * + NIGHT TIME . (Enter as HHmm (HH= hour 00~23, mm= minute 00~59)) • Press HOLD/SAVE button.
	

To Print out Accumulated SMDR Records (*)

Station Message Detail Recording (SMDR) can provide details on both incoming and outgoing calls.

Button

Procedures

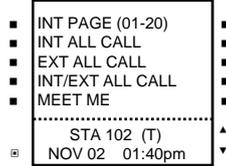


For station basis,

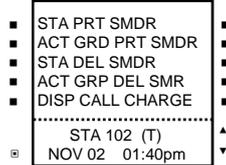
- Dial * 0.
- Enter the desired station range.
- Press **HOLD/SAVE** button.
Accumulated SMDR records will be printed out through the printer connected to KSU.

Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)

- Press the 4th menu key from the main menu to select FEATURE. On the display, you will see the following.



- Press **PAGE** down key(▼) 4 times. On the display, you will see the following.



- Select STA PRT SMDR key.
- Enter the desired station range to be printed.
- Press **HOLD/SAVE** button.

For account group basis,



- Dial * 1.
- Enter the desired account group to be printed. GDK-186 : 01~99
- Press **HOLD/SAVE** button. 100 : 01~24
(Accumulated SMDR records will be printed out through the printer connected to KSU.) 34i : 01~24

Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)



- Press the 4th menu key from the main menu to select FEATURE.
- Press **PAGE** down key(▼) 4 times.
- Select ACT GRP PRT SMDR key.



- Enter the account group to be printed. GDK-186 : 01~99
- Press **HOLD/SAVE** button. 100 : 01~24
34i : 01~24

Attendant Operation

To Erase SMDR Records (*)

Button	Procedure
	<p><i>For station basis,</i></p> <ul style="list-style-type: none"> • Dial * 2. • Enter the desired station range. (SMDR records will be erased for all stations in the range.) • Press HOLD/SAVE button.
<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p>	
	<ul style="list-style-type: none"> • Press the 4th menu key from the main menu to select FEATURE. • Press PAGE down key(▼) 4 times. • Select STA DEL SMDR key.
	<ul style="list-style-type: none"> • Enter the station range to be erased. • Press HOLD/SAVE button.
	<p><i>For call account group,</i></p> <ul style="list-style-type: none"> • Dial * 3. • Enter the desired account group. (SMDR records will be erased for all stations in the range.) • Press HOLD/SAVE button.
<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p>	
	<ul style="list-style-type: none"> • Press the 4th menu key from the main menu to select FEATURE. • Press PAGE down key(▼) 4 times. • Select ACT GRP DEL SMDR key. • Enter the account group to be erased. • Press HOLD/SAVE button.
	<p><i>To display call charge,</i></p> <ul style="list-style-type: none"> • Dial * 4. • Enter the station number. • Press HOLD/SAVE button.
<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p>	
	<ul style="list-style-type: none"> • Press the 4th menu key from the main menu to select FEATURE. • Press PAGE down key(▼) 4 times. • Select DISP CALL CHARGE key. • Enter the desired station number. • Press HOLD/SAVE button.

Attendant Operation

Dial by Name (for ICM) (*)

Button

Procedure



- Press **TRANS/PGM** button.
- Dial **# 8**.
- Dial the station number and enter the name using the code shown below.

Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30
G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60
P - 71 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90
*1 - Blank *2 - : *3 - ,	0-00	#



- Press **HOLD/SAVE** button.

Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)



- Press the 5th menu key from the main menu to select PROGRAM.
- Select the ATD PROGRAM key.
- Press **PAGE** down key (▼) 3 times. On the display, you'll see the following.

<ul style="list-style-type: none"> ▪ A>USER DIAL NAME ▪ A>AUTO DAY-NIGHT
<p>.....</p> <p>STA 102 (T)</p> <p>NOV 02 01:40pm</p>



- Dial the station number and enter the name using the code.
- Press **HOLD/SAVE** button.

Attendant Operation

Customized Message (*)

Button

Procedure



- Press **TRANS/PGM** button.
- Dial *** 7**.
- Dial the number of the desired message. (11~20)
- Enter the desired message using the code in Dial by Name.
- Press **HOLD/SAVE** button.



CO Outgoing Disable (*)

Button	Procedure
	<p><i>To disable outgoing calls a CO line,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial * 8. • Press the desired outside line button. (Confirmation tone is heard.) • After hearing confirmation tone, selected outside line button is disabled. • Repeat the process to enable the CO line.
<p><i>Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)</i></p>	
	<ul style="list-style-type: none"> • Press the 5th menu key from the main menu to select PROGRAM. • Select the ATD PROGRAM key. • Press PAGE down key(▼) once. On the display, you'll see the following. <div data-bbox="517 882 703 1043" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> ▪ A->DISABLE CO OUT ▪ A->STA MSG ERASE ▪ A->SET ICMBOX MSC ▪ A->CLOCK SET ▪ A->INTERCOM ONLY <hr style="border: 0.5px dashed black;"/> <p style="text-align: center;">STA 102 (T)</p> <ul style="list-style-type: none"> ▪ NOV 02 01:40pm </div> <ul style="list-style-type: none"> • Select the DISABLE CO OUT key. • Press the desired outside line button. (Confirmation tone is heard.)

Attendant Operation

Temporary COS Change (*)

A station user can change the class of service to lower class temporarily to prevent unauthorized use of the station by others.

Button	Procedures
	<p><i>To activate temporary COS change,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 2. • Enter the station range. • Press HOLD/SAVE button.
	
	<p><i>To remove temporary COS change,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 3. • Enter the station range. • Press HOLD/SAVE button.
	

Traffic Analysis (*)

The system will monitor the system and record various traffic data which can be printed upon request. The information can be used to determine whether the circuits installed in the system are adequate. When enabled, it will continue to monitor the traffic until disabled. The traffic data is collected and sent to the RS232C port upon request. The collected traffic data contains two types of traffic data. The first type is peg counts which give an actual count of the number of times a particular operation has occurred. Peg counts are given in absolute values from 00000 to 99999. The second type of data is usage times which give the average percent occupancy of a device, i.e., stations, CO lines, DTMF receivers, etc. Usage times are given in seconds from 00000 to 99999. Counts and times are cumulative from the time the monitoring is activated, and are reset by initiating the start up procedure again.

Attendant Operation

Button	Procedure
 	<p><i>To start the traffic analysis at system attendant,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 7 1. • Press HOLD/SAVE button. <p><i>To stop the traffic analysis at system attendant,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 7 2. • Press HOLD/SAVE button. <p><i>To print the result of traffic analysis at system attendant,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 7 3. • Press HOLD/SAVE button. <p><i>To abort printing at system attendant,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial # 7 4. • Press HOLD/SAVE button.

Erasing Station Message (*)

The attendant can cancel the features, DND CALL FORWARD and preselected message activating at other station.

Button	Procedure
 	<ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial * 9. • Dial the desired station range to be canceled. • Press HOLD/SAVE button.

Attendant LCD Language (*)

Button

Procedure



To change the LCD language at attendant,

- Press **TRANS/PGM** button.
- Dial **5 1**.
- Dial the station range to be changed.
- Select the language type with the following codes.
- Press **HOLD/SAVE** button.

Type (00~25)

GDK-186	GDK-100/34i	Language
0 0	0 0	English
0 1	0 1	Korean
0 2	0 2	Italy
0 3	0 3	English for Large LCD
0 4	0 4	Swedish
0 5	0 5	Norwegian
0 6	0 6	Finnish
0 7	0 7	Dutch
0 8	0 8	Spanish
0 9	0 9	Korean for Large LCD
1 0	1 0	Danish
..	1 1	German
..	1 2	German for Large LCD
1 3	1 3	Estonia
1 2	1 4	Estonia for Large LCD
1 4	1 5	Swedish for Large LCD
1 5	1 6	Italy for Large LCD
1 6	1 7	Norway for Large LCD
1 7	1 8	Finnish for Large LCD
1 8	1 9	Dutch for Large LCD
2 0	2 0	Russian
9	2 1	Spanish for Large LCD
2 1	2 2	Russian for Large LCD
1 1	2 3	Danish for Large LCD
2 2	2 4	Portuguese
..	2 5	Portuguese for Large LCD

Attendant Operation

Intercom Box BGM Selection by Attendant (*)

The attendant can select the music channel source to an ICM box.

Button

Procedure

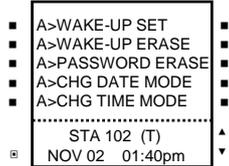


- To set ICM box music,
- Press **TRANS/PGM** button.
 - Dial * **0**.
 - Dial the music channel (0~9).
 - Press **HOLD/SAVE** button.

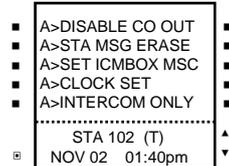
Or using display, (Only in KD-33LD, KD/E-36LD, LKD-30LD)



- Press the 5th menu key from the main menu to select PROGRAM.
- Select the ATD PROGRAM key. On the display, you will see the following.



- Press **PAGE** down key (▼) once. You'll see the following.



- Select the SET ICMBOX MSC.
- Press the Music type;
 - 0 : No music
 - 1~9 : Music from channel 1~9
- Press **HOLD/SAVE** button.

Attendant Operation

Overriding a Key Telephone in Do Not Disturb (in GDK-16/20W)

Button

Procedure

- Press DSS button of the station to be overridden. (DND tone or busy tone is heard.)
- Dial * to override the station in DND or in busy.

Attendant DSS Operation /Placing an Intercom Call from the DSS

Button	Procedures
	<ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press the desired DSS station button. • Hang up or press RELEASE button to terminate the call. (RELEASE button is not available in GDK-16/20W.)

Making a Page

Button	Procedure
	<ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press PAGE button. • Speak in normal voice tone to announce message. • Hang up or press RELEASE button. (RELEASE button is not available in GDK-16/20W.)

Transferring an Outside Line to Another Station

Button	Procedure
	<ul style="list-style-type: none"> • While connecting an outside line, press the desired DSS station button. • You can wait to announce the transfer or, • Hang up or press RELEASE button. (RELEASE button is not available in GDK-16/20W.)

Intercom Group Call (*)

Button	Procedure
	<ul style="list-style-type: none"> • Lift handset or press MON/SPEAKER button. • Press the programmed INTERCOM GROUP CALL button. • The call is connected to an idle station in the group.

Overriding a Key Telephone in Do Not Disturb (*)

Button	Procedure
	<ul style="list-style-type: none"> • Press DSS button of the station to be overridden. (DND tone or busy tone is heard.) • Press programmed OVERRIDE button.

Attendant Operation