

SLT User Guide for ipLDK-60 System

“The following numbering plan code can be changed by Admin Programming 104-107,109 depending on the user’s needs”

Placing an Outside Call

- Lift handset.
- Dial **9**.
(In the following countries, dial **0** to access
CO line:Finland/Brazil/Norway/Netherlands/
Belgium/Denmark/Spain/Italy)
- Dial the desired number.

Placing an Intercom Call

- Lift handset.
- Dial intercom number.

Placing an Outside Call on Hold

- While connected to an extension call, press hook switch.
- Dial **560**

Retrieving a Held Outside Call

- Lift handset.
- Dial **8 #** and CO line number(01 ~ 36).
- You can dial **8 *** in case you don't remember the held CO number.

Placing an Outside Call via CO Group Access

- Lift handset.
- Dial **8** and CO group number(01 ~ 24).
- Dial the desired number.

Placing an Outside Call via CO Individual Access

- Lift handset.
- Dial **8 8** and CO line number(01~36).
- Dial the desired number.

Re-directing an Incoming Call (*) (Call Pick-up)

When you hear a phone ringing in your area,

- Lift handset.
- Dial **7**.
- Dial the extension number of the ringing phone.

Answering an Waiting Call

- You will receive warning tone in handset.
- Hang up the present call to take a new one.

Call Wait (Camp-on)

- After receiving intercom busy tone, dial ***** .
- Camp-on tone is heard in the called station.
- When called party answers, talk or hang up to transfer the call.

Making a Screened Transfer

- While connected to an outside line, press hook switch.
- Dial the desired extension number and wait to be answered.
- Announce the call.
- Hang up to complete call transfer.

Making an Unscreened Transfer

- While connected to an outside line, press hook switch.
- Dial the desired extension number
- Hang up to complete call transfer.

Last Number Redial

- Lift handset.
- Dial **5 5 2** .

Storing Station Speed Dial Numbers

- Lift handset.
- Dial **5 5 5**.
- Dial speed dial number (000~099)
- Dial speed dial number you wish to store.
- Press hook switch.
- You will hear confirmation tone and hang up.

Using Station Speed Dial Numbers

- Lift handset.
- Dial **5 5 8**.
- Dial the desired speed dial number(000~099).

Group Call Pick-up

When hearing an unattended phone ringing in your area,

- Lift handset.
- Dial **5 6 6**.
- You will be connected to an incoming extension or outside line call. (You should be in the same pick-up group.)

Establishing a Conference

The system allows you to set up a 3-way conference.

- Lift handset.
- Call the desired party. (outside or internal)
- Press hook switch.
- Dial the internal extension number.
- When the other party answers, press hook switch twice in 2 seconds.
(All three parties are now connected.)

Message Waiting

- Lift handset.
- Dial the desired extension number.
- No reply from a key station or extension busy tone from a SLT key station.
- Press hook switch.
- Dial **5 5 6**.
- Hang up.

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Call Forward

- Lift handset.
- Dial **5 5 4**.
- Dial the desired call forward number.
 - 1 - Unconditional, 2 - Busy calls
 - 3 - No answer calls, 4 - Busy/no answer calls
 - 5 - Station off-net, unconditional with speed bin
 - 6 - Station off-net, no answer with speed bin.
 - 7 - Incoming outside line off-net (ATD only)
 - 8 - Station unconditional off-net with telephone number.
 - 9 - Station No answer off-net with telephone number.

To make Call forward to VMIB, press # key after dialing call forward type (1~4).

To make off-net forward type 8 or 9, press hook switch after entering telephone number.

- Dial the station number or Hunt Group to forward incoming calls to.
(Station: 100~151, Hunt Group: 620~629)
- Hang up.
- To cancel Call Forward, lift handset and dial **554** and # Or,dial **559**)

For Follow Me call forward, (*)

- Go to the forwarding station and lift handset.
- Dial **5 5 4**.
- Dial **0**.
- Dial the station number that calls are to be forwarded.
- Dial the authorization code of forwarded extension.
(The authorization code should be registered before "Follow Me" Call Forward can be set.)
- Dial the extension number that will receive the call.
- Hang up.

Do Not Disturb (DND)

- Lift handset.
- Dial **5 5 3**.
- Place the handset.

To cancel Do Not Disturb,

- Lift handset.
- Dial **5 5 9**
- Hang up.

Shuttle Call

- An extension user engaged in an internal or external call, should briefly press hook switch to hold a call.
- The holding party hears music on hold. (If equipped)
- Dial the second number of another internal or external call.
- When the second call is connected, the extension user may alternate the call between holding parties by pressing hook switch.
- Then, you may make a conference by pressing hook switch.

Universal Night Answer

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

- Lift handset.
- Dial UNA Access Code **569**.
- You will be connected to an incoming call if it was programmed as an UNA line.

Returning Call to Host System

If ipLDK-60 is connected to another system, you can use this feature to transfer a call back to an extension on the other system.

(Your installer will tell you need the feature.)

- While connected to an extension call, press hook switch.
- Dial **5 5 1**.
- Hearing new dial tone from the other system, dial the extension number on the required system.
- When the station answers, (See Screened Transfer) speak or hang up (See Unscreened Transfer) to transfer the call.

Paging

- Lift handset.
- Dial the desired page zone number.
- Give your message.
- Hang up to complete paging.

Page Zones

Call all zones	: 5 4 9
Call all internal zones	: 5 4 3
Internal zone 1 ~ 10	: 5 0 1 ~ 5 1 0
External zone 1	: 5 4 5

Meet Me Paging

When hearing a paging announcement,

- Dial **544**.

Queuing (*)

If you access a busy line, you may request the system to place you on hold, until the next line becomes idle.

- Lift handset.
- Press hook switch.
- Dial **5 5 6**.
- You will hear confirmation tone when the call is accepted.
- Hang up.

Call Park (*)

While connected to an outside call,

- Lift handset.
- Press hook switch.
- Dial parking location(601~610)
- Hang up.
- To retrieve a parked call, dial parking location.

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Pre-selected Messages (*)

You can choose a pre-selected message to be displayed on the LCD of the phone calling your station.

- Lift handset.
 - Dial **5 6 3** (Program Entry Code)
 - Dial **5 1**.
 - Dial the following number to leave your message.
(01~10)
Dial 01 + (Time) LUNCH, RETURN HH:MM
Dial 02 + (Date) ON VACATION, RETURN AT MM:DD
Dial 03 + (Time) OUT OF OFFICE RETURN TIME HH:MM
Dial 04 + (Date) OUT OF OFFICE RETURN MM:DD
Dial 05 OUT OF OFFICE RETURN UNKNOWN
Dial 06 + (External no.) CALL XX.... (17 digits)
Dial 07 + (Extension you can be called) IN OFFICE, STA XXXX
Dial 08 + (Time) IN A MEETING, RETURN TIME HH:MM
Dial 09 AT HOME
Dial 10 AT BRANCH OFFICE
 - Press hook switch.
 - Hang up.
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- To erase a pre-selected message, lift handset and dial **5 6 3 + 5 1 + #**.
 - Press hook switch.
 - Hang up.

Voice Announcement

Date & Time Prompt;

- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 2**.
You'll hear date & time prompt,
"Date is March, 20th and Time is 00:00."

Extension Number Prompt;

- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 3**.
You'll hear extension number prompt,
"This extension is XXXX."

Extension Status Prompt;

- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 4**.
You'll hear items listed below. (a~h)
a) Extension number
b) Intercom Answer Mode
c) Listed message X
d) Wake-up time XX:XX AM or PM
e) Do Not Disturb
f) Forwarded to extension XXXX
g) Forwarded to speed bin XXX
h) Queued CO XXX
i) Locked (Temporary Class of Service Charge)
j) COS X

Recording Your Message;

- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 1**.
- Record your message.
- Place the handset.

Deleting Your Message;

- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 6**.

Recording Paging Message;

- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 5**.
- Record paging message.
- Place the handset.

Deleting Your Message;

- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 6**.

Deleting Paging Message;

- Lift handset.
- Dial **5 6 3**.
- After hearing confirmation tone, dial **6 7**.

To activate Call Forward to VMIB,

- Lift handset.
- Dial **5 5 4**.
- Dial Call Forward type number (1~4)
- Dial #.
- Hang up.

To deactivate Call Forward to VMIB,

- Lift handset.
- Dial **5 5 4**.
- Dial #.
- Hang up.

To hear the recorded voice Message,

- Dial **5 5 7**.
- The message number prompt and the first voice message is played.
- To delete current voice message and hear next message, dial #1.
- To save current voice message and hear next message, dial #2.
- To hear current voice message, dial #3.

Programming Authorization Code (*)

- Lift handset.
- Dial **5 6 3**.
- Dial **3 1**.
- Dial 3~5 digits as authorization code.
- Press hook switch.

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Programming Your Name (*)

- Lift handset.
- Dial **5 6 3**.
- Dial **7 4**.
- Enter your name using the same codes as those of keysets.
- Press hook switch. (Confirmation tone is heard.)
- Hang up.

Entering an Account Code (*)

To identify a call, system provides the user with an account code field in the Call Logging printout by entering an account code while on an outside call.

After dialing or during a conversation with an external party,

- Press hook switch.
- Dial **550** and account code.
(An account code can be up to 12 digits.)
- Press hook switch.
- Continue conversation and hang up to finish the call.

Handset Off-hook Alarm (*)

Should the handset be left off the cradle unattended, for any length of time, the user will receive a high pitched signal.

- To cancel the signal, hang up.