

SLT User Guide for GHX System

Placing an Outside Call

- Lift handset.
- Dial appropriate access code.
 - 308A : 9, 81~83 or 8801~8803
 - 36 : 9, 81~87 or 8801~8812
 - 46 : 9, 81~87 or 8801~8814
 - 616 : 9, 81~87 or 8801~8806
- Dial the desired number.

Placing an Incoming Call

- Lift handset.
- Dial 3-digit intercom number.

Placing a Call on Hold (Exclusive Hold)

- While connected to an outside line, briefly press and release the hook switch.
- To retrieve the call, briefly press and release the hook switch again.

Placing a Call on Hold (System Hold)

- While connected to an outside line, briefly press and release the hook switch.
- Dial **8**.
- To retrieve the call held by itself, dial **8 ***.

To Retrieve a Call on Hold

- Lift handset.
- Dial **8 9** (or **8 #**) and line no.
(01-03 : 308A, 01-12 : 36, 01-14 : 46, 01-06 : 616)

To Transfer a Call to Internal Party

- While connected to an outside line, briefly press and release the hook switch.
- Dial the station number to transfer.
- Hang up to complete call transfer.
(Or, hang up after you announce the called party that a call is waiting.)

Flashing

Disconnects the present outside line and reseizes dial tone from PSTN.

- While connected to an outside line, briefly press and release the hook switch.
- Dial **7 5 1** and the phone number.

Last Number Redial

- Lift handset.
- Dial **7 5 0** . (or **# #** in GHX-616/36/46)

Group Call Pick-up

When hearing an unattended phone ringing in your area,

- Lift handset.
- Dial ******.
- You will be connected to the incoming extension or outside line call.

Call Forward

- Lift handset.
- Dial **7 5 4** .
- Dial the desired call forward number.
 - 0 - For unconditional, 1 - For no answer calls,
 - 2 - For busy calls,
 - 3 - For busy/no answer calls,
 - 4 - Follow me,
 - 5 - Off-net (Forward to outside)

(In GHX-308A, just unconditional call forward is available. You need not dial the call forward type no.)
- If you want forward number 1-4, dial the extension number receiving calls. (If you select forward type **5**, dial telephone number to be forwarded and make hook flash.)
- Hang up.
- To cancel Call Forward, lift handset and dial **7 5 4**.
- Hang up.

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.
- Dial busy line. (Busy tone is heard.)
- Dial **7 5 6** . (Confirmation tone is heard.)
- Hang up.

Storing Station Speed Dial Numbers

- Lift handset.
- Dial **7 5 5** .
- Dial speed dial number bin.
(00~09 : 36/46, 00-19 : 308A/616)
- Dial speed dial number you wish to store.
- Briefly press and release the hook switch.
(Confirmation tone is heard.)

Using Speed Dial

- Lift handset.
- Dial **7 5 *** or **7 5 8**.
- Dial the desired speed number bin.
(00~09 : 36/46, 00-19 : 308A/616)
- Hang up.

Placing a Call Wait

After receiving intercom busy tone,

- Briefly press and release the hook switch.
- Dial **3** .
- When the called party answers, consult with them.

Receiving a Call Wait

- Receive call wait warning tone by handset.
- Hang up on the present call to take a new one, or ignore the call wait signal.

SLT User Guide for GHX System

Message Wait Indication

To leave a message wait indication,

- Dial intercom station number.
- Briefly press and release the hook switch.
- Dial **7 5 6** .
- Hang up.

To answer a message wait indication,

(This feature is allowed in GHX-36/46, and this can not be used without Message Wait Unit)

- Lift handset.
- Dial **7 5 6** .
- The station that left message will ring.

Callback

To request callback,

- Dial busy intercom station number.(Busy tone is heard.)
- Dial **7 5 6** .
- Hang up.

Conference

You may set up a conference of two external or internal station. (To set up a conference of two external lines, multi line conference should be enabled.)

- Place an outside call.
- Briefly press and release the hook switch and dial **7 5 2** .
- Dial the number of internal station you wish to add.
- When the station answers, briefly press and release the hook switch again.
- Dial **7 5 2** .

Access Authorization Code

To prevent unauthorized outside call on your station by others, the system provides user with means to lock/unlock the station by Access Authorization Code.

- Lift handset.
- Dial **7 4 4** and enter 4 digits Access Authorization Code (0000~9999).
- Hang up.

To change Access Authorization Code,

- Lift handset.
- Dial **7 4 5** .
- Enter your current access authorization code.
- Dial your new access authorization code.
- Hang up.

Blocking Outside Call

If your station has been registered,

- Lift handset.
- Dial **7 4 7** .
- Hang up.

Restoring Outside Call

If your station has been registered and locked,

- Lift handset.
- Dial **7 4 8** and access authorization code.
- Hang up.

Wake-up Call

The system automatically sends ring signal to the station which registers wake-up time.

- Lift handset.
- Dial **7 4 1** (effective until canceled) or **7 4 2** (for one-day).
- Enter 4-digit wake-up time (HHMM) in 24-hour mode. (HH : 00~23, MM:00~59)
- Hang up.

To cancel wake-up call,

- Lift handset.
- Dial **7 4 3** .
- Hang up.

Universal Night Answer

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

- Lift handset.
- Dial UNA Access Code **7 7 7** .
- You will be connected to an incoming call if it was programmed as an UNA line.

Preselected Message

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

- Lift handset.
- Dial **7 2** .
- Dial the following number to leave a message. (01~20)

Message Type - I

0 0 : cancel the message
 0 1 : OUT TO LUNCH
 0 2 : ON VACATION
 0 3 : OUT OF OFFICE - BACK AM
 0 4 : OUT OF OFFICE - BACK PM
 0 5 : OUT OF OFFICE - BACK TOM
 0 6 : OUT OF OFFICE - BACK UNKN
 0 7 : OUT OF TOWN
 0 8 : IN A MEETING
 0 9 : AT HOME
 1 0 : AT BRANCH OFFICE
 1 1~2 0 : Customized messages

SLT User Guide for GHX System

Message Type - II

(It is available for only GHX-36/46/616. You can select Message Type I or II by programming.)

- 0 0 : cancel the message
- 0 1 : Lunch, return at xx:xx (xx:xx : time (4 digits))
- 0 2 : vacation, return on xx:xx
(xx:xx : time or date (4 digits))
- 0 3 : Absent, return at clk xx:xx (xx:xx : time (4 digits))
- 0 4 : Absent, return at date xx:xx(xx:xx : date (4 digits))
- 0 5 : Out Of Office - Back Tom
- 0 6 : Call xxxxx (max. 12 digits)
- 0 7 : In Office xxx (3 digits internal station number)
- 0 8 : Meeting clk xx:xx (xx:xx : time (4 digits))
- 0 9 : At Home
- 1 0 : At Branch Office
- 1 1~2 0 : Customized messages

- Hang up.

Paging (Only external page is available for GHX-308A)

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

Page Zones

- Call all zones : # 0 Call all internal zones : # 5
- Internal zone 1 : # 1 External Page : # 6
- Internal zone 2 : # 2
- To answer page: # 7 (Dial ## in GHX-308A)

Name Display Program

- Lift handset.
- Dial **7 5 5 *** and enter name code. (up to 7 characters)

Q - 11 Z - 12 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	#

- Make hook flash.
 - Hang up.
- (To erase name display, dial **755*** and make hook flash.)

DND (Do Not Disturb)

- Lift handset.
- Dial **7 5 3** to make or remove DND.
(Confirmation tone is heard.)
- Hang up