

## Registering the LWS-WK to the LWS-BS

To register to the LWS-BS, below procedure is performed on the LWS-WK.

1. Press **[Menu]** button to display the menu.
2. Highlight **[Phone Register]** using the Navigation up/down key, and then press **[OK]** soft button or Navigation 'OK' key.
3. Select **[Subscription]** using the Navigation up/down key, and then press **[OK]** soft button or Navigation 'OK' key.
4. Display **[Searching..1]**.
5. The system **[RFPI : eg. 01234567890123]** will be displayed when a system is found. The RFPI of your system is available from your System Administrator, or perhaps the attendant.
6. Press **[OK]** soft button or Navigation 'OK' key. In a few second, a confirmation tone is received at the LWS-WK.
7. If the registration fails, repeat procedure from Step 1 to 7 at the LWS-BS and Step 1 to 6 from the LWS-WK.

## 6 LWS-BS User Operation

### Call forward

1. Press **[Forward]** soft button.
2. Select forward type. ("Uncondition", "Busy", "No Answer", "Busy/No Ans").
3. Select station number or VM - Voice Mail
4. Press **[Save]** soft button.

### Call Pick-up

1. Lift the handset or press **[Speaker]** button.
2. Press **{Station}** button for ringing station.

### Call Transfer

While on a call, to perform a Screened Call Transfer:

1. Press **[Trans]**.
2. Dial the station to receive the transfer.
3. When answered, announce call.
4. Hang-up to complete the transfer.

While on a call, to perform an Unscreened Call Transfer:

1. Press **[Trans]**.
2. Dial the station to receive the transfer.
3. If the ring-back tone from the station is played, hang-up to complete the transfer.

### Call Waiting/Camp on

To activate a Camp-On while receiving the Intercom busy tone:

1. Press the **\*\*** button, called and calling stations receive Camp-On tone.

## Line Access

To place an outgoing line call:

1. Lift the handset or press the **[Speaker]** button.
2. Press desired **{Line}** button, or dial the line access code.

To answer an incoming line call:

1. Lift the handset or press the **[Speaker]** button.

## Line Ring Assignment

1. Press **[Menu]** button.
2. Dial 1 3 2.
3. Select a line.
4. Press the button of desired station and LED of button is turned on.
5. Press **[Save]** button.

## Directory

1. Press the **[Directory]** soft button.
2. Select "Station directory" or "System directory".
3. Select desired name and press **[Send]** soft button.

## Hold

To place a call on System Hold:

1. Press the **[Hold]** button.

To access a call from System Hold:

1. Press the **{Line}** button.

## Intercom Call (ICM Call)

1. Lift the handset or press the **[Speaker]** button to receive ICM dial tone.
2. Dial station number or press the **{Station}** button.
3. For ring-back tone, await answer.

## Intercom Call Hold

1. Press the **[Hold]** button.

## Mute

1. Press the **[Mute]** button; the **[Mute]** button LED illuminates, the microphone (Handset, Speakerphone, Headset) is muted, and the other party cannot hear you.

## Answering Machine

Unanswered calls ringing on the W-SoHo can be directed to a specific 'system voice mail box' regardless of how many stations are ringing.

The 'system voice mail' is an existing W-SoHo station mailbox with this additional facility.

1. Select which station's voice mail box will be the system voice mail, S100~S107.  
**MENU 2 5** (default S100)
2. Decide which line/s will be answered by 'system voice mail'.
3. Change the 'Auto Attendant Destination' for the line/s from *Greeting to System VM*.  
**MENU 2 3 7**
4. Set the 'Auto Attendant Delay Timer' for the delay, in seconds, before the system voice mail answers the call, in seconds.<sup>1</sup> Can be different for each line.  
**MENU 2 3 6** (00 to 30 seconds)
5. Activate the Auto Attendant for the lines chosen.  
**MENU 2 3 1**

*Optional:* Out of hours - to have all calls answered by system mail box immediately press DND on station 100 and select 'SYSTEM VM'. To restore standard ringing press DND and select OFF.

<sup>1</sup> One ring cycle equals three seconds.

## Voicemail

Every station on the W-SoHo, with the exception of S108 (FAX/SLT) has an individual voice mailbox.

Accessing the mailbox

1. Press the MSG button or dial 620
2. At the prompt enter your station number followed by your password. I.E. **1 0 0 \***  
The default mailbox password is \*

Recording your greeting

1. Access your mailbox using the instructions above.
2. Press **8 1 7** and record your greeting
3. Press **#** to end recording and save your greeting.

## Night/Weekend mode

To activate night/weekend mode:

1. Press **[DND]** button.
2. Select either the station or System VM where the incoming ring is to be directed.
3. Press **[Save]** soft button. Then **[DND]** button LED illuminates.

To deactivate night/weekend mode:

1. Press **[DND]** button in night/weekend mode.
2. Select **[RING DEST <OFF>]** submenu using navigation left/right key.
3. Press **[Save]** soft button or Navigation 'OK' key.
4. The **[DND]** button LED turns off.

## Three-Party Voice Conference

1. Establish first call.
2. Press the **[Conf]** soft button; and the connected party is placed on exclusive hold
3. Place second call.
4. When connected, press **[Conf]** soft button to establish 3-party conference.

## Wake-Up Alarm

1. Press the **[Menu]** button.
2. Dial 5 4.
3. Select **['Single' or 'Continuous']** submenu using navigation left/right key.
4. Dial 2-digit hour and 2-digit minute for alerting.
5. Press **[Save]** button.

## Feature Code

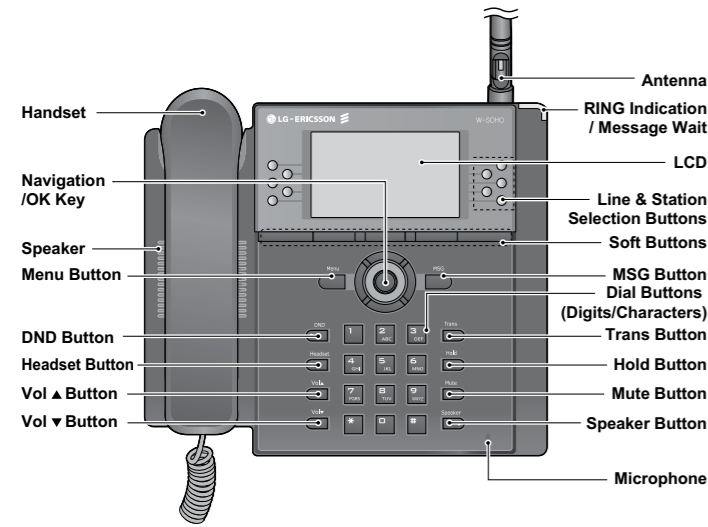
Feature	Code	Remark
Intercom Call	100-108	
Group Call Pickup	**	
Direct Call Pickup	*7	
Individual Line Access	88 XX	XX : 01 ~ 03 (Line number)
Line Access Code	0	
Voice Mail access Code	620	
Access individual held line	8# XX	XX : 01 ~ 03 (Line number)
Access held line	8*	

# LWS-BS

## Quick User guide



## 1 LWS-BS Appearance



Brief Description of Features

**DND Button** – Activate/deactivate the Night/weekend mode. Red LED illuminates when the 'Night/weekend mode' is on.

**Headset Button** – Activate headset mode to place/answer calls using the headset (optional)

**Vol ▲ ▼ Button** – Adjusts volume on Handset, Speaker or Headset during a call/off hook state. Ringer volume is turned up or down if phone is ringing. LCD contrast is turned up or down if phone is in idle state.

**Trans Button** – Transfer a line call or an intercom call to another station during a call.

**Hold Button** – Places an active call on hold, the held party will hear a hold music.

**Mute Button** – In call state this disables the handset, speakerphone or headset microphone whilst continuing to listen to the other party. Red LED illuminates when the 'mute mode' is on.

**Speaker Button** – Used to place/answer calls using the speaker/microphone or headset (optional).

**Menu Button** – Used to set or change the configuration, or to enable handset registration to the LWS-BS.

**MSG Button** – Used to access voice messages.

**3 Soft Buttons** – Used to set features displayed on the LCD.

**Line & Station Selection Buttons** – Access Lines and Stations for making, receiving and transferring line and intercom calls. These illuminate to provide visual line and station status.

**RING Indication** – Illuminates when ringing

**Message Wait** – Flashes when message is received (optional).

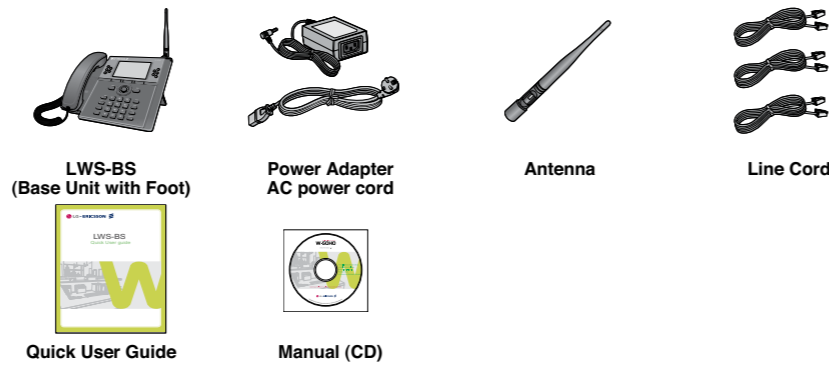
**LCD** – Displays status and information about the phone interface or setting.

**Microphone** – Used for hands-free speakerphone function.

**Navigation Key** – Used to set or change the configuration with Menu and soft buttons.

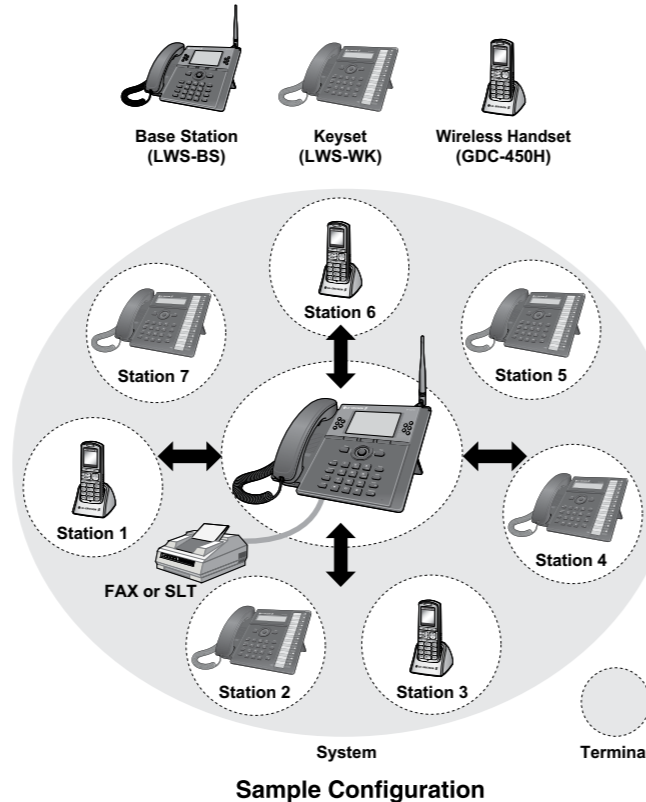
## 2 LWS-BS Contents in the Package

Verify that all parts shown below were provided in the package.



## 3 Configuration

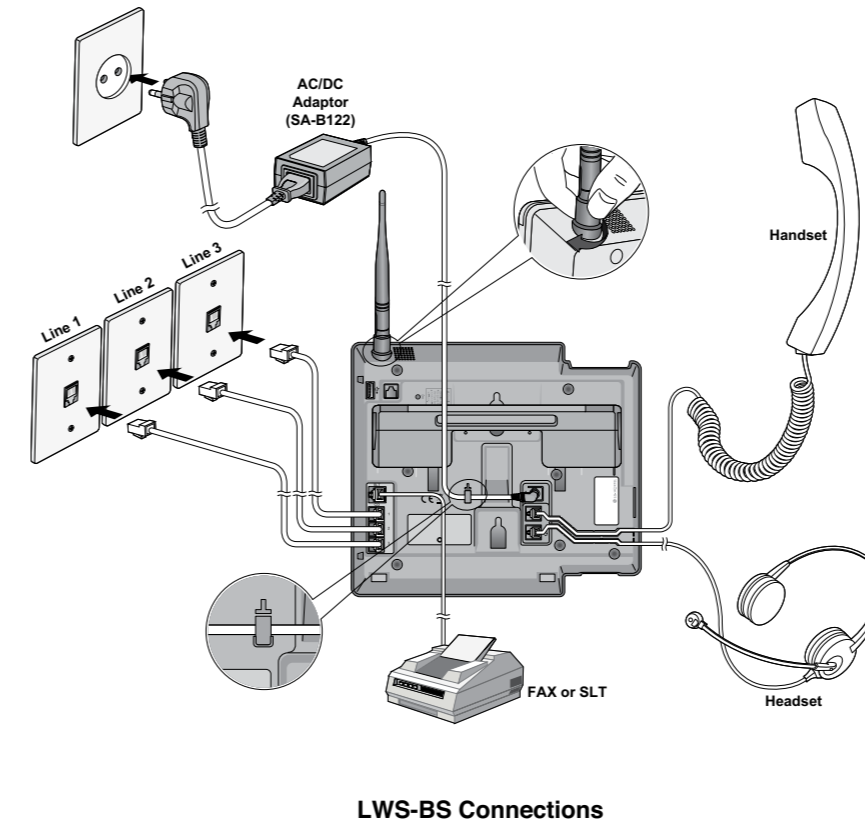
The following figure depicts a sample configuration using the LWS system.



## 4 LWS-BS Connections

To connect the LWS-BS with phone lines and its peripherals:

1. Connect the line cords to the line ports on the bottom of the LWS-BS and its other ends to the wall sockets.
2. Plug the AC/DC Adapter (SA-B122) cord and FAX/SLT Line into the bottom of the LWS-BS.
3. Connect the handset curly cord to the handset jack on the bottom of the LWS-BS.
4. Connect the optional Headset to the headphone jack on the bottom of the LWS-BS.
5. Screw the included rubber antenna clockwise onto the terminal at right side of the top of the LWS-BS.



## 5 Registration of LWS-WK and GDC-450H

The LWS-BS controls the functional service and registration related to the LWS-WK and GDC-450H. Each LWS-WK and GDC-450H must be registered to the LWS-BS (Base Station) before use. Only one LWS-WK and GDC-450H can be registered to the LWS-BS at a time.

**To enable a registration, below procedure should be performed on the LWS-BS**

1. Press **[Menu]** button.
2. Press **[Digit 1]** (CONFIGURATION submenu), or Select **[1. CONFIGURATION]** using the Navigation up/down key and then press **[OK]** soft button or Navigation 'OK' key.
3. Press **[Digit 4]** (STATION REGISTRATION submenu), or Select **[4. STATION REGISTRATION]** using the Navigation up/down key and then press **[OK]** soft button or Navigation 'OK' key.
4. Press **[Digit 1]** (REGISTER STATION submenu), or Select **[1. REGISTER STATION]** using the Navigation up/down key and then press **[OK]** soft button or Navigation 'OK' key.
5. Select the phone type using the Navigation left/right key (GDC-4XX or LWS-WK).
6. Press Navigation **[OK]** button or **[OK]** soft key.
7. Proceed to instructions following - "Registering GDC-450H to the LWS-BS" or "Registering LWS-WK to the LWS-BS."
8. When the registration is completed, below message is shown on the LCD of the LWS-BS.  
**STATION: 10X**  
**SUBSCRIBED: SUCCESS**

**Registering the GDC-450H to the LWS-BS**

To register to the LWS-BS, below procedure should be performed on the GDC-450H.

1. Press **[Menu]** ( ) button to display the menu.
2. Highlight **[Phone Register]** in the menu using the Navigation ( ) button.
3. Press **[OK]** ( ) button; then the Phone Register menu will be displayed.
4. Select **[LWS Subscription]** using the up and down arrows of the Navigation ( ) button and press **[OK]** ( ) button.
5. Display **[Searching.1]**.
6. The system **[RFPI : eg. 01234567890123]** will be displayed when a system is found. The RFPI of your system is available from your System Administrator, or perhaps the attendant.
7. Press **[OK]** ( ) button; in a few second, a confirmation tone will be heard at the GDC-450H.
8. If the subscription fails, repeat the procedure from Step 1 to 7 at the LWS-BS and Step 1 to 7 from the GDC-450H.