

6 LWS-WK User Operation

Call forward

1. Lift the handset or press **[Speaker]**.
2. Dial digit "554".
3. Dial forward type (1:Unconditional, 2:Busy, 3:No Answer, 4:Busy/No Answer).
4. Dial station number or **{VSF/VM access}** code.

Call Pick-up

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

Phone Book

To register the line access code:

1. Press the **[Menu]** button.
2. Select the Phone settings menu.
3. Select the Edit CO Code menu.
4. Press **[EDIT]** soft button.
5. Dial the line access code. (ex. 0, 9)
6. Press **[OK]** soft button.

To add records to the Phone Book:

1. Press the **[P.BOOK]** soft button.
2. Select **[ADD]** soft button.
3. Enter the desired name and press **[OK]** soft button.
4. Enter the desired number and press **[OK]** soft button.
5. Select CO Line Access Code(line access code) "Yes" and press **[OK]** soft button.
6. Enter phonebook position (01 - 60) and press **[OK]** soft button.

DND(Do Not Disturb)

To activate DND:

1. Press the **[DND]** button; the **[DND]** button LED illuminates.

To remove DND:

1. Press the **[DND]** button; the **[DND]** button LED turns off.

Group Call Pick-up

1. Lift the handset or press **[Speaker]** button.
2. Dial the **{Group Call Pick-up}** code.

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.

Alarm

1. Press the **[Menu]** button.
2. Select Phone Settings sub menu.
3. Select Alarm Clock.
4. Select Yes.
5. Dial 2-digit hour and 2-digit minute for alerting.
6. Press **[OK]** button.

Feature Code

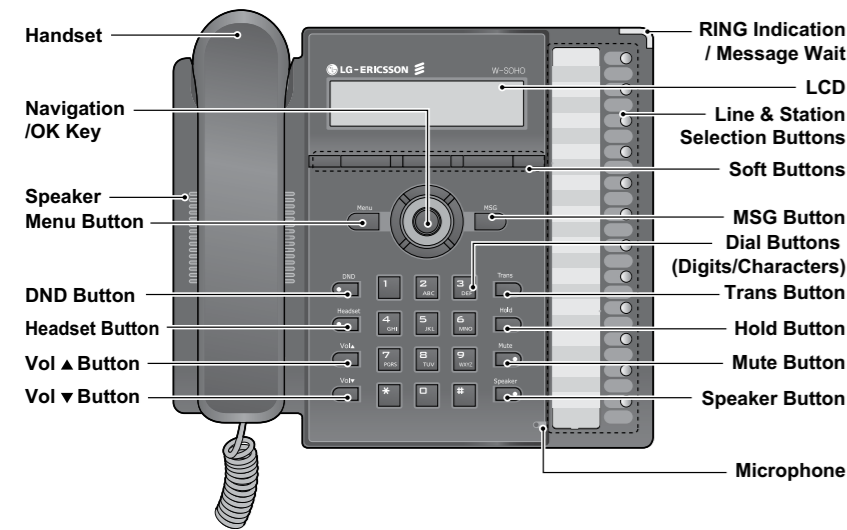
| Feature | Code | Remark |
|-----------------------------|---------|-------------------------------|
| Intercom Call | 100-108 | |
| DND | 553 | |
| Call Forward | 554 | |
| Change VM password | 559 | |
| Group Call Pickup | ** | |
| Direct Call Pickup | *7 | |
| Individual Line Access | 88 XX | XX : 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* | |
| Attendant Code | 9 | |

LWS-WK

Quick User guide



1 LWS-WK Appearance



Brief Description of Features

DND Button – Do Not Disturb - Blocks incoming calls ringing. This applies to outside calls, intercom calls and transfers. Red LED illuminates when DND is on. Press to turn on/off.

Headset Button – Used to place/answer calls using the headset.

Vol ▲ ▼ Button – Adjusts 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.

Menu Button – Used to set or change the configuration, or to register to a LWS-B.S.

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)

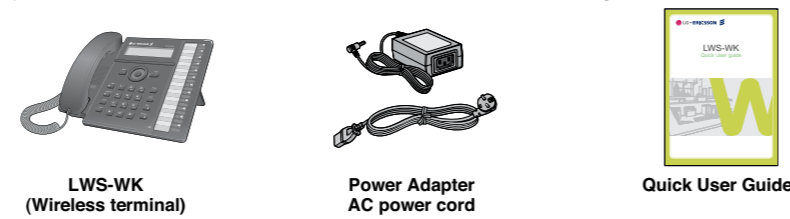
LCD – Displays status and information about the phone interface or setting.

Microphone – Used for hands-free speakerphone function.

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

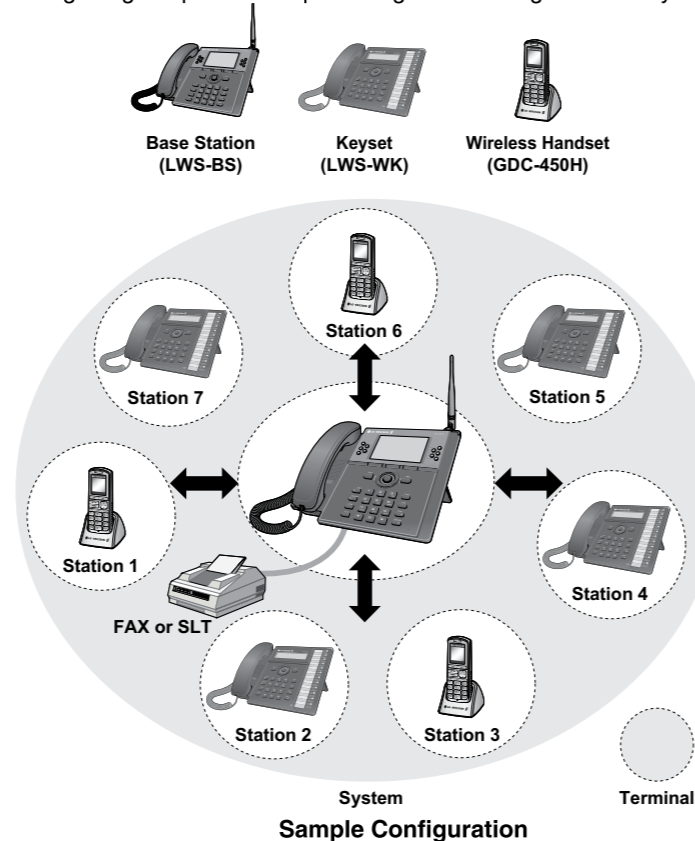
2 LWS-WK Contents in the Package

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



3 Configuration

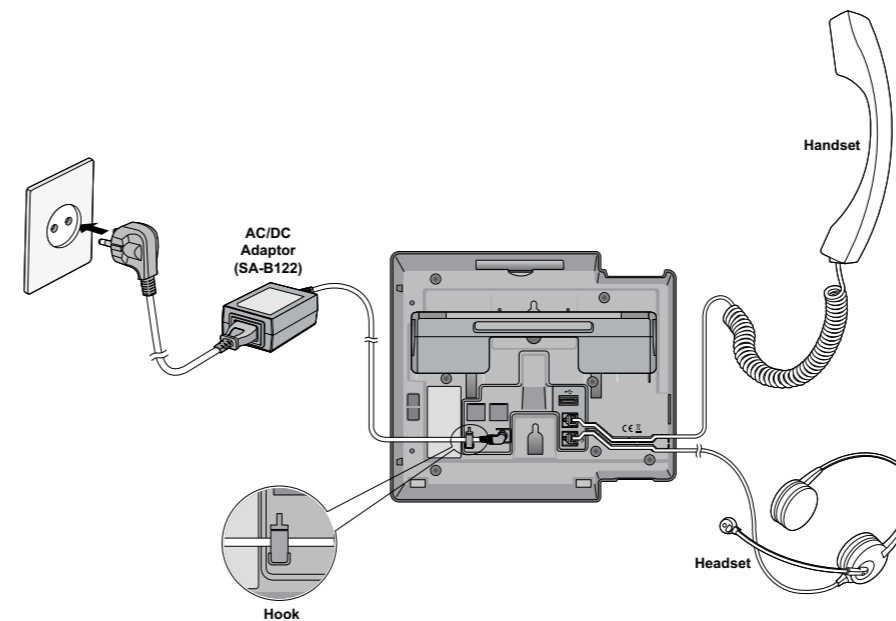
The following image depicts a sample configuration using LWS-B.S system and phones.



4 LWS-WK Connections

To connect the LWS-WK to be used with the system:

1. Plug the AC/DC Adaptor cord into the bottom of the LWS-WK.
2. Fasten the AC Adaptor cord to the latch Hook as shown (inset detail).
3. Connect the handset to the bottom of the LWS-WK.
4. Connect the headset to the headset jack on the bottom of the LWS-WK. (Optional)



LWS-WK Connections

5 LWS-WK Registration to LWS-B.S

The LWS-B.S controls the functional service and registration related to the LWS-WK. Each LWS-WK must be registered to the LWS-B.S before use. Only one LWS-WK can be registered to the LWS-B.S at a time.

To enable a registration, the below procedure must be performed on the LWS-B.S

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 below - "Registering LWS-WK to the LWS-B.S."
8. When the registration is completed, below message is shown on the LCD of the LWS-B.S.
STATION: 10X
SUBSCRIBED: SUCCESS

Registering the LWS-WK to the LWS-B.S

To register to the LWS-B.S, 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-B.S and Step 1 to 6 from the LWS-WK.