

RECEIVING CALLS	
TO ANSWER YOUR OWN EXTENSION	Lift the handset or press SPEAKER key
TO ANSWER ANOTHER RINGING EXTENSION	Press PICKUP key Or Dial 66
TO ANSWER A SPECIFIC RINGING EXTENSION	Press the flashing extension key Or Dial 65 followed by the extension number
TO ANSWER NIGHT BELL	Dial
TRANSFERRING CALLS	
TRANSFER	Press extension key Or Press TRANSFER followed by the extension number Wait for an answer (optional) Replace handset If there is no answer, the call will return back to you
To retrieve the call	
➤ Prior to replacing handset	Press the TRANSFER key
➤ After replacing handset	Press into the flashing extension key Or Dial 65 followed by the extension number
➤ If the extension is engaged	Optional - Retrieve the caller (as above) to inform your caller Transfer the call and replace handset
CALL WAITING <i>You will hear a quick burst of beeps through the speaker, your 2nd Call key will also illuminate</i>	1. Ignore the call, it will return to its originator Or 2. Finish your current call Or 3. Hold the current call
HOLDING CALLS	
HOLD	Press HOLD key
To retrieve the Caller	Press into the flashing CALL or LINE key

OTHER FEATURES	
CONFERENCE <i>Maximum of five parties including yourself in any combination of internal and external</i>	1. You are connected to your caller 2. Press CONF soft touch key (under screen) 3. Dial 2 nd party (for external line, enter 1 first) 4. Repeat steps 2 and 3 for further parties 5. Press CONF soft touch key twice (under screen) 6. All parties are connected
DO NOT DISTURB	Press DND key (red light illuminates)
To Cancel	Press DND key (light returns idle)
CALL FORWARD USE DIVERT KEYS ON PHONE OR MANUALLY DIAL DIVERT CODES <i>Call forwards your phone to an alternative destination</i>	All Calls Dial 601 Enter the extension number or 1 for an outside line and the number you wish to diver to then press SPEAKER to save Busy Dial 602 Enter the extension number or 1 for an outside line and the number you wish to diver to then press SPEAKER to save No Answer Dial 603 Enter the extension number or 1 for an outside line and the number you wish to diver to then press SPEAKER to save Busy And No Answer Activate Busy (above) Activate No Answer (above) Dial 604
To Cancel	Dial 600
PARKING <i>Allows a caller to be held from an extension, and then retrieved from any extension Also used by operators paging you to retrieve a call</i>	1. Ask your caller to hold 2. Press PARK key Or Press TRANSFER # 3. Enter any number between 0 – 9 4. Your caller is now on hold
To Retrieve the Caller	1. From any extension 2. Press PARK key Or Dial # 3. Enter the number between 0 – 9 4. You are now connected to your caller
BACKGROUND MUSIC	Press HOLD key
To Cancel	Press HOLD key

PAGING	Press PAGE or Dial 55, followed by * (Internal and External) 1 – 4 (Internal zones) 5 – 8 (External zones)
ABSENT MESSAGES <i>Programmes an absent message on your phone, visually displayed to screen phones ringing you</i>	<ol style="list-style-type: none"> 1. Scroll to and select OTHER soft touch key 2. Scroll to and select PMSG soft touch key 3. Enter 2 digits from the following selection 01 In a meeting 02 Out on a call 03 Out to lunch 04 Leave a message 05 Page me 06 Out of town 07 In tomorrow 08 Return afternoon 09 On vacation 10 Gone home
To Cancel	<ol style="list-style-type: none"> 1. Follow steps 1 and 2 above 2. Dial 00
PROGRAMMING YOUR PHONE	
EXTENSION KEYS	➤ The key must first be assigned as an extension key <ol style="list-style-type: none"> 1. Press TRANSFER 107 2. Press the extension key 3. Enter the extension number from your keypad 4. Press TRANSFER to store and exit
RINGING TONE	<ol style="list-style-type: none"> 1. Press TRANSFER 111 2. Dial any number 1 – 8, listen to select desired tone 3. Press TRSF to store and exit
HEADSET / HANDSET	<ol style="list-style-type: none"> 1. Press TRANSFER 110 2a. Dial 21 for Headset (ANS/RLS key illuminates red) or 2b. Dial 20 for Handset 3. Press TRANSFER to store and exit
To Use Headset Mode	Press ANS / RLS key to answer and disconnect calls

SAMSUNG:QUICK REFERENCE DIGITAL SYSTEM PHONES

MAKING CALLS	
EXTERNAL	Dial 1 Or Press into an idle line key
INTERNAL	Press the extension key Or Dial the extension
AUTOMATIC CALLBACK	After your have dialed an extension that is engaged Press CBK soft touch key (under screen) When your phone rings, lift your handset, the other party is called
VOICEMAIL	Press "Message" key or dial 519 to access voicemail Default password 0000 To Record Greeting press 0 - 5 - 7 (Press # to save greeting) To change PIN press 0 - # - 7 - 1
SPEED DIALING	
SYSTEM SPEED DIALING	Press SPEED key, or Dial 96 Dial the access code 500 – 699
PERSONAL SPEED DIALING <i>Provides each user 20 personal speed dials</i>	To Store Numbers <ol style="list-style-type: none"> 1. Leave handset down 2. Press TRANSFER 105 3. Enter a speed number 00 – 19 4. Dial 1, followed the desired telephone number 5. Press TRANSFER to store and exit To Dial <ol style="list-style-type: none"> 1. Press SPEED key, or Dial 96 2. Enter the desired the speed number
PROGRAMMING A ONE TOUCH SPEED KEY <i>Provides external speed dialing from a one touch key</i>	➤ The speed number needs to be pre-programmed as a system or personal speed number i.e. 500 - 699 or 00 - 19 ➤ Your technician needs to have programmed a SPD key To Program <ol style="list-style-type: none"> 1. Leave handset down 2. Press TRANSFER 107 3. Select and press the pre-assigned SPD key 4. Enter the speed code 00-19 or 500-699 5. Press TRANSFER to store and exit To Dial Press the one touch key