





## SAMSUNG QUICK REFERENCE GUIDE

### For Using Samsung 7, 14 and 38 Button Handsets

OTHER KEYS/FEATURES	FUNCTION
<b>- volume +</b>	Independently changes the volume for ring, speaker, handpiece, music on hold through the handset
<b>Redial (for external numbers)</b>	To redial the last number you dialed from your handset press the <b>Redial</b> key or Dial 19.
<b>Conference Calling</b>	With your first caller on the line press the <b>Conference</b> button (first call is placed on HOLD ) and make your next call either internal by dialing extension number or external by dialing '0' and the number. Once you have your second party on the line you can press the Conference key again to have a three way conversation.
<b>CBK (CALLBACK)</b>	If you receive a busy signal when calling another keyset or selecting an outside line, press <b>CBK key</b> . When the keyset or line becomes free, the system will call you back.
<b>AUTOMATIC REDIAL/RETRY</b>	On hearing busy signal, press <b>RETRY key</b> . If you make another call, auto-redial is cancelled.
<b>DND</b>	When only <b>DND</b> is activated, all calls to your keyset will get busy signal. To set dial 401 with the handset down or to cancel dial 400 with the handset down
<b>Speaker</b>	To put calls on handsfree mode, press " <b>SPEAKER</b> " key then place the handpiece down
<b>Scroll</b>	The scroll key when pressed will show more soft button options on the screen
<b>HOLD</b>	While keyset is idle, pressing the key once will activate Music on Hold (if connected)
<b>Forwarding calls</b>	Call forward keys can be set up to forward your calls to other extensions or voicemail such as FWD NA – No Answer or FWD All – All Calls – see your system administrator to set up your call forwards.
<b>MUTE</b>	To temporarily mute your voice from a conversation press the <b>MUTE</b> soft button and again to go back to the conversation.
<b>Call pick up</b>	Upon hearing a call ringing at another extension it can be answered by dialing 65 and the extension number or the call pick up key if programmed .
<b>PAGING</b>	Press the Page key to page to a group of extensions or external speakers. Or alternatively dial 55* to page all handsets.
<b>Message Light Indication (when no voicemail is being used)</b>	If you are calling another extension and it is busy or doesn't answer you can leave a message light indication by pressing the MESS soft button (or dial 43 for non display handsets). The message light will appear on that extensions handset. To return the call press the message light. To cancel the message light dial 42 followed by the extension number.

N.B. for programming of System speed dials please see your System Administrator