SAMSUNG QUICK REFERENCE GUIDE
For Using Samsung DX Handsets

GETTING STARTED
Using Samsung DX Handsets

	ACTION
INTERNALLY	Lift handset and dial extension number *OR* Simply press the extension button if it has been programmed into your phone
EXTERNALLY	Lift handset and dial “0”, followed by the number *OR* For handsfree mode, simply dial "0", follow by the number

TO ANSWER CALL(S)	ACTION
WHEN PHONE RINGS	Lift handset, *OR* For handsfree mode, press the "**SPEAKER**" key
TO ANSWER SECOND CALL	Press the “**HOLD**” key and then press the flashing call key

HOLDING AND PARKING CALLS	ACTION
TO PUT A CALL ON HOLD	Press the pink “**HOLD**” key (Note: Call/Line key is flashing green slowly)
TO RETRIEVE CALL FROM HOLD	Press the steady flashing green/amber Call/Line Key *Please note: If a call is left on hold longer than the hold timer, the call will recall your keyset with a flashing amber light. Your keyset will continue to ring until picked up.*

TRANSFERING A CALL	ACTION
TO ANOTHER EXTENSION	With the caller still on line, Press the programmed extension key, or Press **TRSF** and dial extension number *(Optional - Announce call)* Hang up
IF TRANSFER IS NOT SUCCESSFUL	Press "**TRSF**" key to take the call back

OTHER KEYS/FEATURES	FUNCTION
- volume +	Independently changes the volume for ring, speaker, handpiece, music Also use to scroll through features of your keyset when in programming mode
SPEAKER	For handsfree mode, press once to answer, press again to release call. To put calls on handsfree mode, press "**SPEAKER**" key then place the handpiece down
TRSF	While keyset is idle, pressing **TRSF** gets you into programming mode
HOLD	While keyset is idle, pressing the key once will activate Music on Hold (if connected)