SAMSUNG QUICK REFERENCE GUIDE
For Using Samsung Euro Handsets

GETTING STARTED
Using Samsung Euro Handsets

MAKING CALLS	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
USING SPEED DIALLING (PHONES WITH LCD)	Press your **"DIRECTORY"** key and then enter the speed dial position **OR** Press "**SEARCH**" key and select: **PERS (Personal), SYS (System) or STN (Station)** Using keypad, key in the first alphabet Use + or - volume button to scroll through directory

TO ANSWER CALL(S)	ACTION
WHEN PHONE RINGS	Lift handset, *OR* For handsfree mode, press the green "**ANS/RLS**" key
TO ANSWER SECOND CALL	Press the next flashing CALL key *(Caller one is automatically placed on hold)*

HOLDING CALLS	ACTION
TO PUT A CALL ON HOLD	Press the red "**HOLD**" key (Note: Call key is flashing green slowly)
TO RETRIEVE CALL FROM HOLD	Press the steady flashing green/amber Call 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 **TRSF** and dial extension number or Press the programmed extension key *(Optional - Announce call)* Hang up
IF TRANSFER IS NOT SUCCESSFUL	Press "**TRSF**" key to take the call back

PARKING CALLS AND PAGING	ACTION
PARKING A CALL	Put the call on **PARK, by selecting either the PARK 1 or PARK 2 key on the programmable keys**
TO PICK THE CALL FROM PARK	From any extension, press either **PARK 1 or PARK 2 (the key you originally placed the call on)**

OTHER	FUNCTION
- volume +	Independently changes the volume for ring, speaker, handpiece, music Also use to scroll through features of your keyset when in programming mode
REDIAL	Last number redial (external numbers only)
AUTOMATIC REDIAL	On hearing busy signal, press **RETRY key.** If you make another call, auto-redial is cancelled.
CBK (CALLBACK)	If you receive a busy signal when calling another keyset or selecting an outside line, press **CBK key.** When the keyset or line becomes free, the system will call you back.
MEMORY	For speed dialing, press **DIRECTORY** key
DND	When only **DND** is activated, all calls to your keyset will get busy signal
SPEAKER	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)
ANS/RLS	For handsfree mode, press once to **ANSWER**, press again to **RELEASE** call
FWD	FWD NA – No Answer FWD ALL – All Calls