



SAMSUNG QUICK REFERENCE GUIDE

For Using Samsung Falcon Handsets

GETTING STARTED

Using Samsung Falcon Handsets

MAKING CALLS	ACTION
INTERNALLY EXTERNALLY USING SPEED DIALLING (PHONES WITH LCD)	Lift handset and dial extension number <i>OR</i> Simply press the extension button if it has been programmed into your phone Lift handset and dial "0", followed by the number <i>OR</i> For handsfree mode, simply dial "0", follow by the number Press " MEMORY " key or dial 16 and enter speed dial location Or DIRECTORY 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 TO ANSWER SECOND CALL	Lift handset, <i>OR</i> For handsfree mode, press the blue " ANS/RLS " key Press the next flashing CALL key (<i>Caller one is automatically placed on hold</i>)
HOLDING CALLS	ACTION
TO PUT A CALL ON HOLD <i>TO RETRIEVE CALL FROM HOLD</i>	Press the pink " HOLD " key (Note: Call key is flashing green slowly) Press the steady flashing green/amber Call Key <i>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.</i>
TRANSFERING A CALL	ACTION
TO ANOTHER EXTENSION IF TRANSFER IS NOT SUCCESSFUL	With the caller still on line, Press TRSF and dial extension number or programmed key. <i>(Optional – Announce call)</i> Hang up Press " TRSF " key to take the call back
PARKING CALLS AND PAGING	ACTION
PARKING A CALL TO PICK THE CALL FROM PARK	Put the call on PARK , then select " Orbit # " 0-9 From any extension, press PARK , then select " Orbit # " 0-9
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
REDIAL	Last number redial (external numbers only) or dial 19
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 dialling, press MEMORY and speed dial number
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