

# **SAMSUNG DECT CORDLESS PHONES**

## **QUICK REFERENCE GUIDE – BASIC FUNCTIONS**

### **MAKING CALLS**

(Use C key to correct any mistakes)

#### **External Calls**

- Pick up the handset and press the talk button
- Dial 1, then the phone number
- To finish the call replace the handset in charger or press the talk button.

#### **Calling the Operator**

- Pick up the handset and press the talk button
- Dial 0
- To finish the call replace the handset in charger or press the talk button

#### **Internal Calls**

- Pick up the handset and press the talk button
- Dial the extension number
- To finish the call replace the handset in the charger or press the talk button

#### **Last Number Redial**

- Press the redial button
- View the number on the screen
- To dial press the talk button
- To cancel press the redial button

### **RECEIVING CALLS**

#### **Answering your Phone**

- Pick up the handset from the charger or press the talk button

#### **Answering Another Ringing Extension**

- Pick up the handset and press the talk button
- Dial 65 then the extension number of the phone which is ringing.

#### **Answering the Nightbell**

- Pick up the handset and press the talk button
- Dial 67.

#### **Transferring Calls**

- While on a call press the recall button
- Dial the extension number
- Press the talk key to release or wait for an
- Answer and then press the talk key.
- (if you hear an engaged tone or misdial press the recall key to return to the caller.)

#### **Holding a Call**

- Ask your caller to hold
- Press the recall button
- Dial 91 (holds the call)
- Dial 91 (takes your call off hold)

## **QUICK REFERENCE GUIDE – OTHER FUNCTIONS**

### **SPEED DIALING**

#### **System speed Dialing**

- Pick up the handset and press the talk button
- Dial 96, then the digit access code e.g. 500-999.

#### **Personal Speed Dialing**

- Press the Memory button and dial location number or use the volume up/down button to select the number required.
- Press the talk button.

#### **Programming Personal Speed Dialing**

To programme the name and number:

- Press the FN button followed by the memory button
- Dial the 2 digit memory code (01-20) or press the volume up/down button to scroll to the number.
- Press the memory button to select and a cursor appears on the screen.
- Use the Alpha keys on the numerical keypad to enter the name
  - if you wish to enter a space press the 1 key twice
  - if you wish to enter a letter which is on the same key as the previous letter use the volume up/down button to move the cursor.
- Press the memory key to store the name
- Enter the line access code 1, then press the recall button
- Enter the telephone number
- To save and move to the next memory location press the memory button or
- To save and exit press the FN button

### **ADJUSTING EARPIECE VOLUME**

While the handset is in use, press the volume up/down button to reach the desired level. There are 3 levels available. This will be indicated on the screen.

### **ADJUSTING RINGER VOLUME**

In idle condition press the volume up/down button to adjust the volume level. There are 3 levels available. This will be indicated on the display.