

EASY USER INSTRUCTIONS FOR SAMSUNG iDCS

VOLUME CONTROLS:

Press the VOLUME up or down keys while the phone is in the function you want to set: ringing, speaker, or handset. These three levels will be stored in memory until changed.

TO ANSWER CALLS RINGING AT YOUR EXTENSION:

Any time your phone is ringing, simply pick up the handset or press SPK to be connected to the caller.

TO TRANSFER A CALL TO ANOTHER EXTENSION:

Press TRANSFER (do not hang up); dial the desired extension number (or press their DSS button). You may announce the call to the extension if wait for the called party to answer, or simply hang up. The call will be sent to the extension as soon as you hang up. As soon as they pick up their handset the caller will be connected. If you make an error in your transfer, you may press the line button to get the caller back.

TO MAKE AN OUTSIDE CALL:

Press a LINE button and dial the number you desire.

PLACE CALL ON HOLD:

Press the HOLD button once. To retrieve the call, press the flashing green light.
For EXCLUSIVE HOLD, press the HOLD twice, and then only you can retrieve that call.

USER PREFERENCES:

Intercom Answer Mode: Ring, Voice Announce only or Auto Answer

While on-hook, press TRANSFER and dial 103

Dial 0 for Ringing, 1 for Auto answer or 2 for voice Announce

Press TRANSFER to store your selection.

Station Name Entry: To set your own name display

While on-hook, press TRANSFER and dial 104, use the keypad to spell name, volume keys move cursor, (press 1 for a space), press TRANSFER to store name.

Program Personal Speed Dial Numbers: 10 per phone

While on-hook, press TRANSFER and dial 105, dial bin number (00-09)

Dial 9 plus the desired number. Press TRANSFER to store number.

TO USE: press Speed Dial key and 2-digit code.

TO CANCEL MESSAGE LIGHT ON YOUR PHONE: Dial 42 plus your extension number

DISPLAY FEATURES:

The three keys below the display are substitutes for dedicated feature keys and access codes. Pressing one of these soft keys has the same effect as pressing a programmed key, except their functions are not fixed.

SCROLL key: Displays the options available to the user during a specific procedure.

While the phone is idle pressing the SCROLL key displays three categories available...

ANSWER: guides you though the options to answer calls

OTHER: guides you through features other such as Page, DND, In/Out Group, & Timer

CALL: guides you though the options to make a call such as Redial, SNR, & Speed Dial