**Simplified Instructions for Samsung Telephone**

**Personal speed dials (ex: your home, spouse etc.)**

* press transfer 105
* dial the memory location you want to program, 00 to 19. Follow the cursor.(or use volume keys to search)
* enter 9 and the number ex:250-717-0024 (to delete an entry press the red HOLD key)
* press the right soft-key (these are the three keys under the display) you can now enter another memory location.
* When you are finished press transfer

**System Speed Dials (**all phones can access these numbers)

* press transfer 200
* dial 1234, then 1, press transfer
* press transfer 705
* enter system memory location (500-699)
* enter 9 and the telephone number to be stored
* press transfer to store and exit or press the right soft-key to program another entry(these are the three keys under the display)
* to change an existing speed dial can just go in then hit 9, then type in new phone #. Or to delete the whole number can go in and select the number you want and press the HOLD key

**Using Speed Dials**

* To use system speed dials press Speed Dial button and enter speed dial number
* If there is no speed dial button then use the doughnut on OfficeServ DS telephones only. Press Menu, scroll to Speed Dial. Hit enter then can use the volume keys to go through the list. Hit send on the doughnut

**Selecting a custom ring tone**

* press transfer 111
* use the volume keys to select a new tone
* press transfer

**Adjusting volume levels**

* press transfer 114
* use volume keys to choose which volume you wish to adjust
* press right softkey, then use volume keys to adjust
* press left softkey to choose another adjustment
* when finished press transfer

**Time & Date**

* press Transfer 200
* dial 1234, then 1, press transfer
* press transfer 505
* enter in the new date & time starting with the day of the week 0=Sun, 6=Sat
* press transfer again to store

**Change Name on Set**

* hit the Transfer button, dial 104
* use the keypad to select the letters you need. Volume keys will move the cursor forward and back.
* Hit Transfer button again to save in system.
* HOLD key deletes the whole entry

**Conference Calls**

* can conference the same amount of people as the lines you have with your system (ex 5 lines-5 people)
* to make a conference call while you are in a conversation, press the Conference button and you will hear a tone. Dial the next number, can be internal (in your own building) or any city, then press the conference button and will hear a tone. Can dial another number or if that’s all you need then press the conference button again and all parties will now be joined. (repeat the last step until all parties are joined)
* to leave the conference call simply hang up
* if you are unable to reach a party when dialing, just hang up and press the conference button again and you will be returned to the conversation.