# SAMSUNG

## Telephone Quick Reference Guide
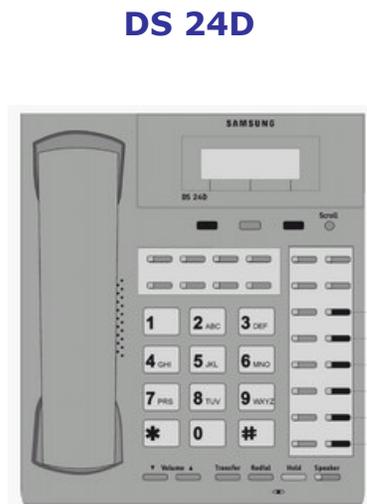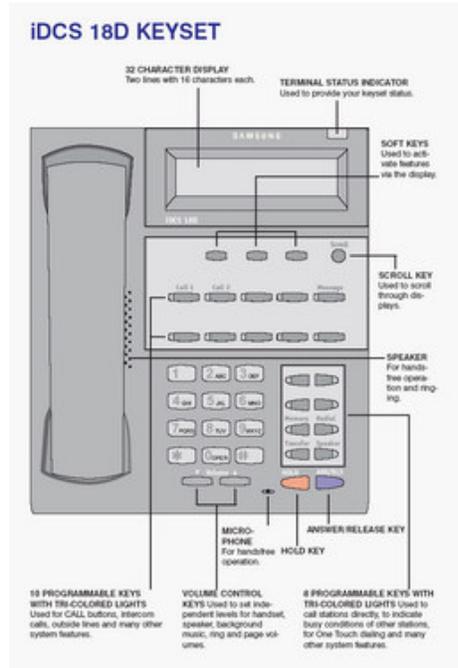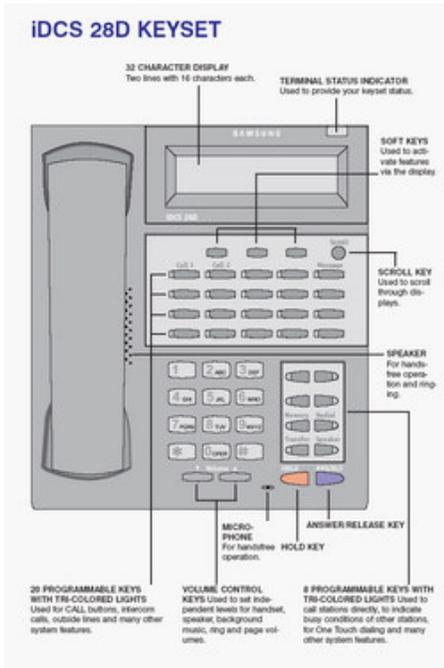
### Harding TELECOM

**iDCS 28D KEYSET**

**iDCS 18D KEYSET**

**DS 24D**

DS 24 telephones do not have an **ANS/RLS** key but can be programmed using a feature key.

The **ANS/RLS** key can be used to answer a ringing call or hang up.

| | | |
|---|---|---|
| ***Making Calls*** | Internal | Dial the extension number. |
| | External | Press an idle line key or dial '9', then dial the telephone number. |

***Using the Speakerphone***
When using the handset, press SPEAKER and hang up.
To disconnect from a hands free call, press ***ANS/RLS***
To allow **group listening** press **scroll** key three times, press **listen** soft key.

| | | |
|---|---|---|
| ***Hold*** | Regular | Press the ***HOLD*** key once. |
| | Exclusive | Press the ***HOLD*** key twice |

This feature will hold a line exclusively on your set and cannot be picked up from another telephone.

***Transfer***
While talking, press **DSS/BLF** station key or,
press the ***TRANSFER*** key, dial extension.
announce the call if required,
hang-up or press **ANS/RLS** key to complete the transfer

if you need to return to the caller press the ***RETURN*** soft key.

***Conference Call***
Make or receive your first call,
press ***CONF*** key or press  ***SCROLL . CONF.***
            press **DSS/BLF** key or,
            dial extension or outside telephone number,
press ***CONF*** key to add another party or
press ***CONF*** key **twice** to **begin conference**.
Maximum of 5 parties can be connected.

| | |
|---|---|
| **Personal Speed Dial**<br>     **Programming** | Press **TRANSFER**, dial 105<br>Enter speed dial memory number (00-49)<br>Dial '9' and the telephone number<br>Press **TRANSFER** to store the number |
| **To use personal Speed dial** | Press **SPEAKER** or lift handset,<br>Press speed dial, Enter **2 digit** memory code **00-49** |
| **To use system Speed dial** | Press SPEAKER or lift handset,<br>Press speed dial, Enter **3 digit** memory code **500-999** |
| **Last Number Redial** | Press **REDIAL** or dial **'19"** |
| **Automatic Redial** | Receive busy tone, press **SCROLL** and press **RETRY.**<br>The system makes up to 15 attempts to dial the busy<br>telephone number. Lift and replace handset to cancel. |
| **Headset Operation** | Press the **HEADSET** key to disable the handset then use the<br>**ANS/RLS** key to answer and disconnect callers |
| **Paging** | Lift handset and press **Page** key or<br>dial '**55**' **+ paging group**.<br>Press **\*** for all call<br>Page, press **ANS/RLS** key or hang up when complete |
| **Meet Me Paging** | Lift handset, dial '**54**' **plus page group**<br>Press **\*** for all call<br>Page, press **WAIT** softkey or T*ransfer* when done.<br>Remain off hook |
| **To respond** | On any telephone, Lift handset, Dial **56**. |
| **Changing your name** | Press **TRANSFER**, dial **104**<br>Spell your name using the keypad. press<br>Use the **Volume Keys** to move cursor.<br>Press **Hold** to erase name<br>Press **TRANSFER** when complete |
| **Changing intercom mode** | Press **TRANSFER**, dial **103**<br>Use volume keys to set intercom answer mode<br>Press **TRANSFER** when complete |
| **Call Forward options** | Press **TRANSFER**, dial **102**<br>Use Volume Keys to select forward type<br>All, Busy, No Answer , Busy/No Answer, DND Auto or External<br>     Press right soft key<br>     Dial extension or group number<br>     To transfer to an external number dial 9 +number.<br>Use **Volume Keys** to select Yes/No<br>Press **TRANSFER** when complete<br>Set Busy and No Answer destinations before selecting<br>B/NA |
| **Changing Ringing** | Press **TRANSFER**, dial **111**<br>Dial **1** thru **8** or **Volume Keys**<br>Use Volume Keys to select Yes/No<br>Press **TRANSFER** when complete |

*If you have a SVMi series Voicemail system :*

**To Access Voicemail**          Press **VM** key
                                 Enter your **password** default is **0000**
                                 Use the **softkeys** to listen to messages

**To transfer a call directly to a mailbox**
Press Transfer, Dial Voicemail group
*DS16 systems,  Voicemail is 509*
*iDCS systems,  Voicemail is 519*

                                 When voicemail answers
                                 press **\***, **9** + **extension** number
                                 press **ANS/RLS** key or hang up

          Using **VMXfer** key          Press **VMXFER**, dial extension
                                 press **ANS/RLS** key or hang up

          *Shortcuts*

                                 **57** for mailbox greeting
                                 **#71** password
                                 **#72** name
                                 **#74** enable/disable extended message information
                                 prompts

                                 Press **0** for other options

# Voicemail feature codes

**\***   Backs you up 1 menu
**#**   Enter your extension and
        password from most menus
  Also prompts you to leave a
  *quick  memo when set is idle*
.
**1**   Listen to new message
**2**   Record and send a message
**3**   Listen to saved message
**#71**      Change your password
**#72**      Record name
        (for Directory and Call Transfer)
**#73**      Enter your name using the
dial pad
        (for Directory)

**51+ 3** Selects up to 9 separate greetings
            (advanced users only)
**57**      Change Basic Busy/No answer
Greeting
**66**      Auto play of message information
**65**      Auto play new message
**#74**      Extended prompting
            (See system user guide)
**46**      Find Me
            (Calls you at a series of numbers)
**61**    Message alert on off
**62**    Pager notification
**#2**    Stored telephone number
 **63**          Undelete messages

# *Feature Codes*

## Telephone feature codes  (xxx can be a local, extension or group)

### Call Forwarding

**600 Cancel**        **601 All**        **602 Busy**    **603 No Answer**
**604 Busy/No Answer**    **605 From another station**    **606 To external number.**

### Set a Message on your phone
***48 + xx***
00 Cancel
01 In a Meeting
02 Out on a call
03 Out to lunch
04 Leave a message
05 Page me
06 Out of town
07 In Tomorrow
08 Return Afternoon
09 On Vacation
10 Gone home
11-30 Customized(See Admin Guide)

### Turning on the message light at another phone
41 Send message
42 Cancel message sent
43 Return message

### Holding a call
*Flash* + 11 or Hold
12 + XXX pick up Held call

16   Enter speed dial #
    00-49 station speed dials
    500-699 for System speed dial

17   Save and redial
18   New call (Recall)
19   Last number redial
400      Cancel DND
401   Set DND
44   Call Back
45   Busy station camp on
46   Conference
47   Account code
49   CO Flash (Call waiting)
56   Meet me answer
65+XXX   Pick up ringing
         extension
55 +1-9 (Page Group) or * Page All
0+XXX   pick up parked call
9 or 800-899 Trunk groups
701-749     Outside lines
201-399     Station numbers
500-509     Station groups (DS16)
500-519     Station Groups
          (iDCS100 or 500)
0   Operator