

## OCEAN TELECOM USER GUIDE

### SAMSUNG KEYPHONE

- **To make an outside call**

Dial 9 followed by the telephone number

To finish the call press the **ANS/RLS** key or replace the handset

- **To call another extension**

Dial the extension number, or press the pre-programmed soft key that corresponds to the required extension.

- **To Transfer a call**

**Announced:**

Press **TRSF**, dial the extension, wait until they answer, announce the call then press **ANS/RLS** & replace the handset.

If the extension number is programmed under a soft key, you do not need to press **TRSF**.

**Unannounced:**

Press **TRSF**, dial the extension number, on hearing ringing, press **ANS/RLS** and replace the handset.

If the extension you require is busy or fails to answer, press **TRSF** and you will return to the caller.

- **Volume controls +/-**

Regulates the volume of the ringing, the speaker and the handset.

- **Redial**

Last number redial can be activated without lifting the handset.

- **Memory**

You can use this key to dial pre-programmed telephone numbers stored in either your personal or system list.

- **DND (Do Not Disturb)**

This key will stop all calls to your extension. Pressing the key will turn this feature on and off.

- **Speaker**

The speaker key allows you to replace the handset if for example an outside caller has put you on hold. To activate, press **SPEAKER** and replace the handset, to continue the conversation lift the handset.

- **Hold**

To hold a call at your phone press HOLD and to retrieve the held call press the green flashing line or call key.

If you leave a call on hold longer than the recall timer, it will recall your phone.

- **ANS/RLS**

Answers a call ringing at your extension without having to lift the handset. If used while on a call this releases the call without having to replace the handset.

- **To select a different ring tone**

With the handset down press **TRSF 111**, then press keys 1 to 8 to hear each tone. To select a tone press **TRSF** again.

- **To set programmed messages**

You can display a message on your phone when you are away from your desk to advise colleagues calling you of your status or to follow your instructions.

**To action leave the handset down and dial 48 plus a message code:**

**01 = In a meeting**

**06 = Out of town**

**02 = Out on a call**

**07 = In tomorrow**

**03 = Out to lunch**

**08 = Return afternoon**

**04 = Leave a message**

**09 = On vacation**

**05 = Page me**

**10 = Gone home**

**To cancel dial 4800**

## Soft programmable keys (right hand side of the phone)

- **Group pick up**

To pick up a call ringing at another extension, press the pre-programmed flashing **PICK UP** or dial 65 followed by the ringing extension number.

- **Paging**

Lift the handset and press **PAGE**, announce message and press **ANS/RLS** to hang up.

Alternatively, ask a person to 'meet you' then press the **WAIT** key, which will be the third key under the display and remain holding the handset.

When paging from a non display phone press **TRSF** instead of **WAIT**.

- **To answer the paging call (Meet Me)**

When you hear your name over the page, go to the nearest handset, lift the receiver and press **Meet Me**. You will be connected to the person paging you.

- **Directory**

A Directory key can be used to look up a speed dial number alphabetically through a name list.

To action press **Directory or DIR** enter the first letter of the name you wish to search for then press the volume keys to scroll through the names.

You will be given options in the display to

**DIAL**      **VIEW**      **EXIT**

Use the keys under the prompt you wish to action.

**DIAL** will dial the number you have selected.

**VIEW** will display the telephone number.

**EXIT** brings you out.

## The Three Prompt Keys (under the display)

- **CONF (conference calls)**

You may conference up to five parties in any combination of outside lines and internal extensions.

While engaged in a conversation, press **CONF** and make another call, either internal or an outside line, when they answer press **CONF twice** to include all parties. To include further parties repeat above instructions again.

- **LISTEN**

Use to hear the callers voice over the speaker to allow other people to hear their voice. You must remain speaking through the handset.

- **MUTE**

You can mute the handset during a conversation which will allow you to still hear them but they can't hear you.

To action press **MUTE** and to resume normal conversation press again.

- **CBK Callback (Internal only)**

When reaching a busy extension number press **CBK** and replace the handset. Your extension number will ring to notify you when their line is free. Answer the call and their phone will ring.

### Personal Speed Dials from 00 to 09

1. Leave handset down and press **TRSF 105**
2. Enter a 2 digit code between 00-09
3. Dial **9** followed by the number to be stored (max. 18 digits)
4. Press **TRSF** to store number

**HOLD** will delete a previous entry.

### To Dial a Speed Dial Number

Press **MEMORY** followed by the code required.

The system will now dial the number stored.