

SAMSUNG 7100/7200 QUICK REFERENCE

Telephone

Making Outgoing Calls

- Lift handset dial 3 digit intercom number or dial “9” for an outside line

Incoming Calls

- Lift handset to answer or press the flashing line key to retrieve caller

Holding Calls

- Press the orange Hold key (Call will ring back to you if it is not answered)

Transferring Calls

- Press transfer, dial extension # (or push button), hang up

Transferring Calls to Voice Mail

- Press VT Key, dial extension # (or push button), hang up

Speed Dial

- Press Speed button plus 2 digit personal bin# or 3 digit system bin#

Paging

- Dial “55” followed by zone **0- internal, 9- external, *- both**

Background Music

- Press the Hold key to turn background music at your station on/off (if equipped)

VoiceMail

Accessing your Mailbox

- From you own phone simply press your VMMSG or voice mail key
- Enter your password if prompted (default is 0000)
- From outside the office once the main company greeting answers press the # key. Enter you mailbox (extension) number and password when prompted.

Greetings

- once in your mailbox you should record a personal no-answer greeting by pressing (5,1)
- You should also record your name (the system uses your name recording when it says transferring to.....(#72)
- if required you could also change your default password (#71)
(*Tip press the # key to end your recording.*)

Leaving an internal voice mail

- Pressing the “#” key followed by an extension number will allow you to quickly leave a voice message for another user

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System Administration

Time & Date

- press transfer 200
- dial 1234, then 1, press transfer
- press transfer 505
- enter in the new date & time starting with day of the week 0=Sun,6=Sat.
- press transfer

System Speed Dials

- 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 softkey to program another entry
- (Naming the System speed dial)
- Press transfer 706
- Enter system memory location (500-699)
- Press corresponding keys to name (#2 key once for an A etc.)
- (Use right softkey to move cursor for a space)
- press transfer to store and exit or press the right softkey to program another entry

Main company Greetings

- press VM Admin key (if your phone has one)
- enter password (0000)or (1972)
- press 1 for system prompts
- Prompt # 1001 will be the company day greeting
- Prompt # 1002 will be the company night greeting.
- Prompt # 1003 will be the custom staff directory (if equipped)
- Listen and re-record as required
(Option 2 to continue recording should not be used!)

Changing Ring Plans

- RP#1 (Day Mode typically) Press RP#1 key, enter password (0000)
- RP#2 (Night Mode typically) Press RP#2 key, enter password (0000)