

Connect Telephone and Computer Group

Samsung 7 Button Phone - IP or Digital

Company: _____

Extension Name: _____

Extension Number: _____

Sample set up is in light gray

1	2	3	4	5	6	7
Line 1 or #	Line 2 or #	Line 3 or #	Park 1	Call 1	Call 2	Voicemail



Speaker is a hard key
Hold is a hard key
Transfer is a hard key
Conference is a hard key
Redial is a hard key
Mute is a soft key on a call

The boxes represent the label that will appear on your phone station. Each phone will have a unique label and will require a label sheet to be completed for each station. In most cases the label sheet will be placed in the space above the number pad on the phone. For assistance please call 406-922-5000.

Tips

- 1) Place line keys (make similar on all phones) i.e. 555-5555 or Line 1
- 2) Choose keys for extension names/numbers i.e. Jamie, 108 or Jamie 108
- 3) Designate keys for Speed Dial Numbers (provide a name for the key, not a phone number)
- 4) Select keys for Special Key Feature Options some examples would be an Intercom key for paging extensions or a Voicemail key if you have system voicemail. More options are below.

Examples of Special Key Features

Line Buttons	Caller ID Log	Do not Disturb	Night Mode
Call Buttons	Headset	Voicemail box	
Stations/Exts	Redial	Voicemail Transfer	
Park	Message	System Directory	
Forward	Speed Dial	Speed Directory	