

Connect Telephone and Computer Group


Samsung 18 Button Phone

Company: _____

Extension Name: _____

Extension Number: _____

Sample set up is in light gray

1	2	3	4	5		
Line 1 or #	Line 2 or #	Line 3 or #	Park 1	Park 2		
6	7	8	9	10		
Call 1	Call 2	Voicemail Box	Ex: Speed Dial	Ex: Night		
					11	12
					Extension	Extension
					13	14
					Do not Disturb	Conference
					15	16
					Memory	Redial
17	18					
Transfer	Speaker					

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 a Speed Dial key or a Voicemail key if you have system voicemail

Examples of Special Key Features

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