

Connect Telephone and Computer Group

Samsung 21 Button Phone - IP or Digital

Company: _____

Extension Name: _____

Extension Number: _____

Sample set up is in light grey

1 Line 1 or #	2 Line 2 or #	3 Line 3 or #	4 Park 1	5 Park 2	6 Voicemail	7 VM Transfer
8 Call 1	9 Call 2	10 Speed Dial	11 Syst. Direct.	12 Night	13 Forward	14 Extension
15 Extension	16 Extensnion	17 Speed #	18 Speed #	19 Speed #	20 Speed #	21 Speed #



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. You can see more options below.

Examples of Special Key Featu

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