

Connect Telephone and Computer Group

Samsung 28 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	Extension	Extension	Extension
11	12	13	14	15
Extension	Extension	Speed Dial	Speed Dial #	Speed Dial #
16	17	18	19	20
Speed Dial #	Speed Dial #	Speed Directory	Sys. Directory	Night



21	22
Do not disturb	Forward
23	24
Conference	Headset
25	26
Memory	Redial
27	28
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