

Top Performance Communications

A.B.N 31 057 851 304
A.C.N 057 851 304

Unit 9, 85 – 91 Keilor Park Drive
P.O Box 479
Tullamarine VIC 3043
Telephone: 03 9335 4000
Fax: 03 9335 3864
E: service@topperformance.com.au



Your Extension Number is:.....

Your Direct Number is:.....

Samsung PABX BASIC USER GUIDE

Making a call

Internal calls Pick up handpiece (Off Hook) and dial extension number **or**
Press pre-programmed Flexi-Key (one-touch key)

External calls Pick up handpiece (Off Hook), dial '0' then dial number
Press pre-programmed Flexi-Key (one-touch key) **or**
Use 'MENU' to access Personal or System Directory

Handsfree calls Dial extension number or dial '0' to make external calls.

Placing a call on Hold Press 'HOLD' then hang up

Retrieving a call To retrieve a call placed on hold or attempted to transfer,
press flashing Flexi-key (line key)

Transferring a call Press 'TRANSFER' then dial extension number,
Announce the call (optional) **OR**
Hang up for call to go direct without announcement

Forward a call with the FWD/DND Button

To set Press

- 601 then press destination number to forward all calls
- 602 then press destination number to forward busy call
- 603 then press destination number to forward no answer call
- 604 then press destination number to forward for busy/no answer call

Hang up after the confirmation tone is received.

To cancel Press 600.

To Store Personal Speed Dial Up to 50 Personal Speed Dial numbers can be programmed for each handset.

- Press the [Transfer] button and press [1]▶[0]▶[5], without lifting the handset
- Select a free speed dial number location(00-49).
- Dial the telephone number to be saved
- Press the [Transfer] button to save the number.

Assign A Name To Personal Speed Dial

- Press the [Transfer] button
- Press [1]▶[0]▶[6]
- Press the speed dial number location to be assigned with a name(00-49).
- Enter a name.
- Press the [Transfer] button to save the speed dial name

To Use Speed Dial(System/Personal Speed Dial)

- Press [1]▶[6], without lifting the handset
- Dial the speed dial location number that is programmed with the telephone number you wish to call.
- The telephone number is automatically dialled for you.

Setting your phone for Headset mode

- Press the [Transfer] button.
- Press [1]▶[1]▶[0].
- To use the handset, press [0]▶[2]▶[0], and to use the headset, press [0]▶[2]▶[1].
- Save the selected entry by pressing the [Transfer] button.

Background Music

To Turn on To listen to the music, press the **[Hold]** button while on-hook.

To Turn off Press the **[Hold]** button again to cancel.

System All Page Dial '55*'

System Programming

SAMSUNG OS 7030\7100\7200\7400

To enter programming mode the handset must be ON HOOK.

- Press **TRSF** and then dial **200**.
- Your display shows [ENABLE CUS. PROG. PASSCODE].
- Dial '1234'
- The display shows [ENABLE CUS. PROG. - DISABLE].
- Dial **1** to enable. The display shows [ENABLE CUS. PROG - ENABLE].
- Press **TRSF**. The keyset returns to its idle condition.

Enter Programming Mode before doing any of the below programming.

Date and Time Setting

1. Press **TRSF** and then dial **505**
2. Enter the new time and date
3. Press **TRSF** to store and exit

System Speed Dial Number Set

1. Press **TRSF** and then dial **705**
2. Enter Speed Dial code (500-999)
3. Enter '0' (for an outside line) then the required telephone number
4. Press **TRSF** to store and exit

System Speed Dial Name Set

1. Press **TRSF** and then dial **705**
2. Enter Speed Dial code (500-999)
3. Enter the name
4. Press **TRSF** to store and exit

Extension Name Change

1. Press **TRSF** and then dial **104**
2. Dial station number (e.g., **205**)
3. Enter the station name
4. Press **TRSF** to store and exit

Program Flexi-Keys

- Press **TRSF** and then dial **107** Display shows the first station
- Dial the station number (e.g., **205**) OR use UP or DOWN to scroll through the station numbers and press the right soft key to move the cursor
- Press the key to be programmed
- Dial the extender according to the following table and the system will display your selection

Some common keys that require extenders are:

key	Description	Extender	Sample
DS	Direct Station	Any extension Number	DS201
DT	DT Trunk	Any Trunk Number	DT701

- Press **TRSF** to store and exit