Scion
Communications Ltd

Tomorrow's Communications Today

DS-5000 HANDSET SERIES

QUICK REFERENCE GUIDE

SAMSUNG

CONTENTS

HANDSET FEATURES

DS-5007 (7 BUTTON HANDSET)

LCD Panel   Soft Buttons

Programmable
Buttons (7)   Scroll Button

Speaker   Volume Button
                                         Redial Button
                                         Conference Button
                                         Transfer Button
                                         Hold Button
                                         Microphone
         Dial Buttons
                   Speaker Button

DS-5014 (14 BUTTON HANDSET)

LCD Panel
                     Soft Buttons

Programmable
Buttons (14)   Scroll Button

Speaker   Volume Button
                                         Redial Button
                                         Conference Button
                                         Transfer Button
                                         Hold Button
                                         Microphone
         Dial Buttons
                   Speaker Button

This quick reference guide provides the basic operation of your Samsung telephone handset.

PLACING CALLS

OUTSIDE (EXTERNAL) CALLS

To place a call to an outside party
- Lift the handset and press '**9**' to get the dial tone – Unless the 'Hotline' function is in place. Please confirm with the Installation Engineer or the Scion Support Documentation
- Dial the telephone number required
- Replace the handset or press the **END** button when the call is completed

NOTE: To call pre-programmed external speed dial numbers, simply press ***** followed by the command speed dial number.

INTERNAL CALLS

To place a call to another extension at your office
- Lift the handset and dial the extension number or group number
- Wait for the party to answer. If you hear a brief tone burst instead of ring-back tone, the extension you have dialled is set to Voice Announce or Auto Answer. Begin speaking after the tone
- Replace the handset or press the **END** button when the call is completed

SPEAKER CALLS

Your Samsung handset has full speakerphone capability. This feature is used for both internal and external calls. To activate this feature
- Press the **SPEAKER** button
- Place an internal or external call
- Press **SPEAKER** button to disconnect the call

NOTE: The handset can be used at any time during the conversation. To resume hands free operation, press the **SPEAKER** button and replace the handset.

ANSWERING CALLS

OUTSIDE (EXTERNAL) / INTERNAL / SPEAKER CALLS

To answer these three types of calls
- Lift the handset or press the **BLUE** button to answer on SPEAKERPHONE and you are automatically connected to the ringing call
- Replace the handset or press the **BLUE** button when the call is completed

NOTE: If a call is flashing at your telephone but not ringing, you must press the flashing button to answer. The volume can be adjusted at any time by pressing the up and down arrow keys on your navigation button.

PLACING A CALL ON HOLD

Calls can be placed on **System Hold** and these calls can then be picked up from any extension.

SYSTEM HOLD

To place a call on Hold
- Press the **HOLD** button. The call will flash green at your telephone
- To take the caller off hold, press that button and the green flashing light will go steady green again
- Resume conversation

TRANSFERRING CALLS

You can transfer a call by notifying the party to which the call is being transferred or without notification.
- While on a call, press the **TRANSFER** button and dial an extension number. Your call is automatically put on transfer hold
- Wait for the called party to answer and announce the call (optional)
- Replace the handset

CALL WAITING

If an outside call is camped-on to your phone or another station is camped-on to you
- Your handset rings and the call that is waiting (camped-on) flashes green
- Press the flashing button to answer; the other call is put on hold automatically if your extension has the Automatic Hold feature set. If not, you must press **HOLD** and then the flashing button or finish the first call and hang up; the waiting call will ring
- Lift the handset or press the **SEND** or **ANS/RLS**

NOTE: Intercom calls will not go on Automatic Hold.

CONFERENCE CALLS

To make a conference call while engaged in a conversation:
- Press the **CONFERENCE** button and receive conference tone
- Make another call, either intercom or outside, press the **CONFERENCE** button and receive conference tone
- Make another call or press the **CONFERENCE** button to join all parties. You can conference up to five parties – you and 4 others
- Repeat the last step until all parties are added
- Hang up to leave the conference call

NOTE: When attempting to add another party to the conference and you are not able to reach the desired person, hang up. Simply press the **CONFERENCE** button again to return to the previous conversation.

FORWARDING CALLS

You can forward your calls to another extension, group of extensions or an external telephone number. Program a destination for the type of forwarding you want as detailed below. If you have **FWD ALL**, **FWD BUSY** and **FWD NO ANSWER** keys, press the associated soft key to activate the feature. A steady red light reminds you what forward condition is activated.

Clear all call forward conditions set at your extension by lifting the handset and dialling **600**.

FORWARD ALL CALLS

To forward all your calls to another extension
- Dial **601** plus the extension or group number
- Receive a confirmation tone and hang up

FORWARD BUSY

To forward calls to another extension when you are on the phone
- Dial **602** plus the extension or group number
- Receive a confirmation tone and hang up

FORWARD NO ANSWER

To forward calls to another extension when you do not answer
- Dial **603** plus the extension or group number
- Receive a confirmation tone and hang up

FORWARD BUSY/NO ANSWER

If you have both a Forward On Busy destination and a Forward No Answer destination programmed, you can activate them simultaneously
- Dial **604**
- Receive a confirmation tone and hang up

OTHER FEATURES AND FUNCTIONS

SPEAKER/RECEIVER VOLUME

Press the up (▲) or down (▼) arrow buttons during a conversation to raise or lower the volume.

RINGER VOLUME

Press the up (▲) or down (▼) arrow buttons to adjust the ringer volume while the telephone is ringing.

LAST NUMBER REDIAL

To redial the last dialled telephone number, press the **REDIAL** button.

NAVIGATION BUTTON

The **NAVIGATION** button is divided into separate feature buttons

MENU BUTTON

1. **Outgoing Log**

   Provides a list of the 30 most recent outgoing calls
   - Press the **MENU** button, scroll or dial number **1**
   - Press **ENTER**
   - Scroll to the desired **PHONE NUMBER**
   - Press the **SEND** button to dial the number

2. **Incoming Log**

   Provides a list of the 30 most recent incoming calls
   - Press the **MENU** button, scroll or dial number **2**
   - Press **ENTER**
   - Scroll to the desired **PHONE NUMBER**
   - Press the **SEND** button to dial the number

3. **Speed Dial**

   Searches through extension and system speed dial numbers
   - Press the **MENU** button, scroll or dial number **3**
   - Press **ENTER**, scroll to option or dial option – 1. Personal Speed or 2. System Speed
   - Press **ENTER**, scroll to the desired **PHONE NUMBER**
   - Press the **SEND** button to dial the number

4. **Directory Dial**

   Searches for station speed, system speed and station numbers based on their associated programmed name
   - Press the **MENU** button, scroll or dial number **4**
   - Press **ENTER**, scroll to option or dial option – 1. Personal Speed or 2. System Speed or **3**. Station Number

o Enter the name associated with the speed number or station number and press the **SEND** button to dial the number

5. **Forward Set**

Assigns station call forward conditions for the phone. You must first set the forward type and destination (Options 2-5) then activate the forwarding in option 1

o Scroll or dial option number **5**
o Press **ENTER**, scroll or dial the desired option and assign the forward to extension number: **2**. ALL FWD NO, **3**. BUSY FWD NO, **4**. NOANS FWD NO, **5**. DND FWD NO, **0**. FWD CANCEL
o Press **ENTER**, scroll or dial **1. FORWARD TYPE**
o Scroll or dial the desired forward type and press **ENTER** to activate the desired call forward type

6. **Alarm Reminder**

Sets an Alarm Reminder for up to three alarms

o Scroll or dial option number **6**
o Scroll or dial the desired alarm number (Alarm 1-3)
o Press **ENTER**
o Enter Alarm Type:

    0. NOT SET - Disables alarm

    1. TODAY - Rings alarm one time only, on the day set

    2. DAILY – Rings alarm daily at time set

o Press **ENTER**, display confirms setting and returns to that alarm set menu
o Scroll up to set **ALARM TIME** and press **ENTER**
o Enter **ALARM TIME** (24 hour format) and press **ENTER**
o Display confirms setting

SEND BUTTONS

Lists recently received or called numbers. It also connects incoming calls

END BUTTONS

Disconnects a call after a conversation. It also returns the display to the main menu.

CANCEL BUTTON

Returns display to the main menu.

FEATURE ACCESS CODES

0	Operator
16 + xxx	Speed Dialling
400	Cancel Do Not Disturb
401	Do Not Disturb
53 + xxx + 1	In Group
53 + xxx + 0	Out of Group
600	Cancel All Call Forward
601 + xxx	Set Forward All Calls
602 + xxx	Set Forward Busy
603 + xxx	Set Forward No Answer
604 + xxx	Set Forward Busy/No Answer
605 + xxx	Set Forward on DND
606 + xxx	Set Forward Follow Me
65 + xxx	Pick Up Ringing Extension
66 + xx	Pick Up Group

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