

SAMSUNG

POT (analogue) User Guide

1. To Make an Outside Call

Dial 9 followed by the number you require.

2. To Call an Extension

Dial extension number required.

3. To Transfer a Call

Press **Recall** (or **R**) and dial the extension number, wait until they answer, announce the call and replace the handset.

If the extension you require is busy or not answered press **Recall** (or **R**) and you will return to the caller.

4. Redial

If you do not have a redial button you can press 19

5. Hold

To hold a call at your phone press **Recall** (or **R**)

To retrieve the held call press **Recall** (or **R**) again.

If you leave a call on hold longer than the recall timer, it will recall your phone.

6. Group Pick Up

To pick up a ringing call from another extension dial **65** plus their extension number.

7. Callback CBK

When reaching a busy extension number dial **Recall 44** and replace the handset. Your extension number will ring to notify you when their line is free. Answer the call and their phone will ring.

8. To Access System Speed Dial Numbers

Dial **16** followed by the 3-digit code required

The system will now dial the number stored.

9. To set Do Not Disturb

Lift handset and dial **401**. Replace handset.

To cancel, lift handset and dial **400**.