Call Handling

Transferring a call to another party

You are speaking to one participant & you want to transfer the call to a third participant. Note this can be an internal extension or an external party.

Transfer without consultation

R

Press the R transfer key or the Soft Key labelled Ext. Call. The call is placed on hold



Enter the phone number (or use the **Directory**) for the participant to whom you wish to transfer the call & wait



Listen for ringing & press the **End** key. Your connection to the participant is ended & the call is transferred

Consultation call with or without transfer

Use this function to announce the call to the other party with the option to transfer or to return to the caller again.

R

Press the R transfer key or the Soft Key labelled Ext. Call. The call is placed on hold



Enter the phone number (or use the **Directory**) for the participant you wish to call & wait

When the other party answers....

EITHER: announce the call & press the End key to transfer



OR: to return to the held party press the **Options** soft key then select **End Active Call** then select **OK**[Note also the other Option to Conference both parties instead at this stage]

Voice Mail

Voice Mail

You will be notified of new messages by the flashing Envelope **Message** key. Also the quantity of new messages is displayed next to the **Q_O** icon in the display



Press the **Message** key or press and hold **1**. Follow the prompts for instructions

Gigaset DECT Handset ~ Quick Start User Guide



Support: hello@tipicall.co.uk 0203 328 4500







Gigaset pro

Internal Extensions

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Handset Overview



1	Handsfree Speaker
2	Send key
3	Transfer key R
4	Soft Keys (call transfer during call)
5	Message Centre
6	Navigation key
7	End key

Making Calls



Enter the number



EITHER: Press the Send key

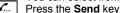


OR: Press the Handsfree Speaker key

Note you can switch to handsfree or to the handset again at any time during the call

Last Number Redial

You can select from previously dialled numbers as follows:



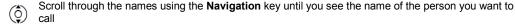
Scroll up and down until you see the number you want to call

Press the **Send** key



Dialling a number from the directory

Open the **Directory** using the **Navigation** key



Press the Send key. The party is called

Receiving Calls

You hear the ringer and the **Send** key flashes. To answer:

6...

EITHER: Press the Send key

OR: Handsfree Speaker key

Note you can switch to handsfree or to earpiece again at any time during the call

Call Pick-up

Directed If you can hear a specific phone ringing & you want to answer it from your own handset you can do so by entering a feature code:



* 8 followed by the extension number of the ringing phone

Group To answer any ringing phone in your Group enter the following feature code:



Additional Features

Keypad Lock



To avoid accidental use (eg when handset is in your pocket) press and hold the # / lock key. You will hear a confirmation tone. Press and hold again to activate the keypad

Ringer Off



To mute the ringer (eg when you are in a meeting) press and hold the * / ringer key. You will hear a confirmation tone. Press and hold again to activate the ringer

Hold



To hold the current Call press R or the Soft Key labelled Ext. Call

To return to the held Call press the Soft Key labelled End