



## 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

 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.

 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]*

## Gigaset DECT Handset ~ Quick Start User Guide




Support  
eMail: [tsc@ihub.co.uk](mailto:tsc@ihub.co.uk)




### Gigaset pro

## 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  icon in the display

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

## Internal Extensions

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....
- 10 .....
- 11 .....
- 12 .....
- 13 .....
- 14 .....

## 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:

Press the **Send** key

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

Scroll through the names using the **Navigation** key until you see the name of the person you want to call

Press the **Send** key. The party is called

## Receiving Calls

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

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 6 followed by the extension number of the ringing phone

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

\* 8 7

## 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**

### Anonymous Call

Prefix the telephone number with \*141