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 Transfer key. The call is placed on hold



Internal user /group



EITHER: dial the telephone number for the participant to whom you wish to transfer & press the Transfer key. The call is transferred & you can hang up



OR: press the internal Extension function key for the participant to whom you wish to transfer the call & hang up



External number



Dial the telephone number with the defined prefix for the participant to whom you wish to transfer & press the Transfer key.



The call is transferred & you can hang up.

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 or to toggle between parties.



Press the Transfer key. The call is placed on hold



Internal user /group



EITHER: dial the telephone number for the participant whom you wish to call & press the DIAL soft key as indicated in the display



OR: press the internal Extension function key for the participant to whom you wish to call

External number

Dial the telephone number with the defined prefix for the participant to whom you wish to & press the **DIAL** soft key as indicated in the display

When the other party answers...



EITHER: announce the call & either press the Transfer key again or hang-up. Your connection to the participant is ended & the call is transferred



OR: to return to the held party either use the Navigation key & select that party by confirming with the green tick

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 OO icon in the display



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

Gigaset Desktop Phone/Hybird 120 GE ~ Automatic outside line



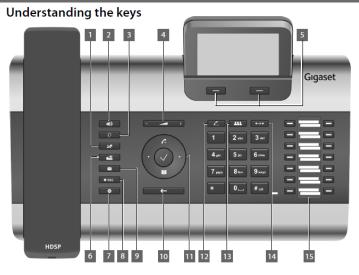


Gigaset pro

Internal numbers

User	S			50	Voicemail
		Grou	ps		
					V2

Phone Overview (DE900 shown - other models vary)



1 Mute 3 Headset
2 Speaker 4 Volume

	5	Display / soft keys		
	6	Information Centre Do Not Disturb		
	7			
	8	Call Record		
	9	Message Centre		
1	10	End Call / back		
1	11	Navigation key		
1	12	Consultation		
1	13	Conference		
1	14	Transfer		
1	15	Extension/Function keys		

Making Calls

- Enter the phone number or press the appropriate Function (Speed Dial) key
- Press the **Handsfree Speaker** key or lift the handset. The number is called

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 & view the number you want to call
- Press the Handsfree Speaker key or lift the handset. The number is called

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 **Handsfree Speaker** key. The party is called

Receiving Calls

You hear the ringer & the Handsfree Speaker key flashes. To answer:

EITHER: Lift the handset

OR: press the Handsfree Speaker key

Note you can switch to handsfree or to the handset 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 phone you can do so by entering a feature code:



*# 0 followed by the extension number of the ringing phone

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



** 0

Conference Calls

Your Gigaset Phone can support conference calls for multiple parties [DE310 & DE410 Three parties | DE700 & DE900 Five parties]



During an existing call press the **Conference** key. Dial the telephone number of the party you wish to include in the existing call.

Repeat to add more parties to your Conference Call

Additional Features

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Call Recording (DE900 only)

During a call you can begin recording. After the call you can listen to the recording by using the Navigation Keys & selecting Messages. Select Call Records from the menu.

**90 *#90



Do Not Disturb

Activating this feature will send callers directly to your Voice Mail or return engaged tone.



Mute

Activating this feature will mute the microphone during the call.

Other Useful Network Features

 \Rightarrow Call Forward Always on **11 target # off *#11 \Rightarrow Call Forward on No Answer on **12 target # off *#12 \Rightarrow Call Forward on Busy on **13 target # off *#13

⇒ Night mode on⇒ Day mode on

> Make announcement **27 target

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