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

Internal user /group
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

External number
Enter the phone number **with the defined prefix** 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

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

External number
Enter the phone number **with the defined prefix** 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 icon in the display

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

Gigaset DECT / Hybird 120 GE ~ Automatic outside Line

Internal Extensions

Users

... .
... .
... .
... .
... .
... .
... .
... .
... .
... .
... .
... .
... .
... .
... .

... .
... .
... .
... .
... .
... .
... .

Groups

... .
... .
... .
... .
... .
... .
... .

50 Voicemail

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

External number
Enter the number

Internal user /group
Enter the number

EITHER: Press the **Send** key

OR: Press the **Handsfree Speaker** key

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:

***# 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**

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**

Other Useful Network Features

⇒	Call Forward Always	on ****11 target #**	off ***#11**
⇒	Call Forward on No Answer	on ****12 target #**	off ***#12**
⇒	Call Forward on Busy	on ****13 target #**	off ***#13**
⇒	Night mode on	****90**	
⇒	Day mode on	***#90**	
⇒	Make announcement	****27 target**	