Gigaset pro

Vodia

Quick start guide

Gigaset pro

N870/N670 - Vodia

Version September 2019

BECAUSE IT'S YOUR BUSINESS.

This quick start guide demonstrates key features of the Gigaset DECT handsets connected to the Vodia platform and is designed to help you learn the basics quickly.

Please note that most of the functions described here depend on the features assigned to the account to be used with the telephone. Some of the features can be configured and enabled by you and/or by your administrator.

- Basic Call Features
- Call Transfer Attended
- Call Transfer Un-Attended
- Call swapping
- Blind transfer
- Conference Call

Additional Information

Additional information is available and can be found: http://wiki.gigasetpro.com

! This quick start guide is based on the software dd: September2019, N670/N870 Software 2.23.0 and the then available Vodia Gigaset offers different DECT (pro) handsets.

Basic Call Features

The following basic call features are supported.

Feature	Action
Make Call	> Enter the number and briefly press the **Talk** key.
	> For handsfree press again the **Talk** key.
	You can switch between **handsfree** or **handset** at any time during the call.
End active call	> To end the call press the **End call** key.
Answer incoming call	> Press the **Talk** key.
	> Or press the Left Soft key **Accept**
	> Or if **Auto Answer** is activated, lift handset from cradle.
Reject incoming call	> Press the **End call** key.

Feature	Action
Call lists	> Press the Left Soft key **Calls** > Or press right to open the **Menu** and select the Call Lists > Scroll up & down to select the required Call list. - All calls - Outgoing calls - Accepted calls - Missed calls > Scroll up & down to select the number. > Press the **Talk** key the start the call.
Speed Dial	> Via Long press key **2 - 9**.
Redial	> Briefly press the **Talk** key . > Scroll up & down to select the number. > Press the **Talk** key .
Volume	> During the call press the **up** key .
Activate / Deactivate Ring tone	> The handset has 3 sound profiles press the **profile** key. - Loud - Silent (Ringtone deactivated) - Personal

Feature	Action
Muting	> During the call press the **Mute** (right) key . On the display you can see that the Mute is enabled.
Hold	> During the call press the Left Soft key **Ext. Call** to put the call on hold. > To resume, press the Left Soft key **End**. If you Hangup the call when on hold, a recall is initiated.
Message waiting	> New messages are signalled via flashing **MWI** key
Message Centre	> Press the **MWI** key to open the message Centre. > Select between **Mailbox** or **Missed** calls. > Press the **centre** of the Control key. > The Voicemail is played via the speaker.

Call Transfer Attended

When using attended transfer, you first make sure that the contact where you want to transfer the call, is available and willing to answer this call. There is first a 2 way conversation before you transfer the call.

- You have an active call.
- During the call press the Left Soft key **Ext. Call** to put the call on hold.
- Enter the phone number.
- Wait until the call is answered and you announced the call.
- Hang up to **transfer** the call.
- Or press **up & down** to swap between the calls.

Blind Transfer

When using Blind transfer, you transfer the call without announcing it to the other party. The call is transferred with one key press.

- You have an active call.
- During the call press the Left Soft key **Ext. Call** to put the call on hold.
- Enter the phone number.
- Press the Right Soft key **Transf.** to transfer the call.

Call Transfer Un-Attended

When using un-attended transfer, you transfer the call without announcing it to the other party.

- You have an active call.
- During the call press the Left Soft key **Ext. Call** to put the call on hold.
- Enter the phone number.
- Wait until you hear the ringing tone.
- Hang up to **transfer** the call.

Call Swapping

- You have an active call.
- Press **up & down** to swap between the calls.

Conference Call

You can set-up a conference call to talk to two participants at the same time.

> You have an active call.

> During the call press the Left Soft key **Ext. Call** to put the call on hold.

> Enter the phone number.

> Wait until the call is answered.

> During the call press the Left Soft key **Conf**.

> The conference is enabled, you know can talk to both parties.

> With the Left Soft key **End Conf.** you place one party on hold and can talk to the other party.

> Or press the **End call** key to disconnect both parties.