**Making A Call:**

* Dial number required, either extension or outside line and press the Green dial button
* To use Handsfree Green dial button again
* To cancel Handsfree Green dial button again

**Answer A Call:**

* Press the Green dial button
* To use Handsfree Green dial button again
* To cancel Handsfree Green dial button again

**Enquiry/Transfer:**

* You are on a call
* Press the R key
* The call will go onto consultation hold
* Dial the number you want to enquire with or transfer to and press the Green dial button
* When they answer the call
* Toggle between calls with the navigation key top/bottom
* Conference by selecting the soft key under Conf.
* Transfer by pressing Menu, navigate down to see
“Call transfer” and press the soft key under OK
* To reconnect to the first call if the call is not answered or you dial a wrong number, press the R key

**Hold:**

* You are on a call
* Press the R key
* To retrieve the call Press the R key

**To Retrieve Parked Call:**

* Your phone is idle
* A call has been parked by a desk phone
* Dial #56 + the park number given by the person who parked the call
E.G. if 0 (Dial #560)
* Press the Green dial button to retrieve the call

**Call Pick Up:**

* A call is ringing in your pickup group
* Dial \*\* and press the Green dial button
* Greet the caller

**Redial:**

* Your phone is idle
* Press the Green dial button
* Scroll down with the navigation key
* Press the Green dial button to dial the displayed number

**Call Forwarding:**

* Your phone is idle
* Dial \*40 and the number you want to forward to
* Press the Green dial button
* Here the announcement “The feature is now activated”

**To Cancel:**

* Your phone is idle
* Dial #40
* Press the Green dial button
* Here the announcement “The feature is now de-activated”

**Call volume:**

Adjusting the Receive Volume while On A Call

* You are on a call
* Press the top of the navigation key
* To increase, press the top of the navigation key
* To decrease, press the bottom of the navigation key

**Ring Volume**

* Your phone is idle
* Press the top of the navigation key
* Press the bottom of the navigation key (twice)
* Choose Ringer Volume by the R key under OK
* Now you can change ring volume up or down with the navigation key

Print this document double sided (flip pages on the short edge)

and you will have a nice fold up user guide

**OpenScape Voice**

Gigaset E630A.GO

User Guide

