

**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

