

# Advanced Daily Use

## Conducting a call

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You want to conduct an outside call: dial key figure **0** + number.

You want to conduct an external, private call: dial key figure **19** + number.

You want to conduct an internal call: dial number.

You want to call the attendant: dial key figure **1 0** (university hospital). Dial key figure **1 3** (RWTH).

## Connecting a call

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If you want to connect a call to another, it is sufficient to dial the number of the new participant during the 1. call. If the participant you are calling is free, you can immediately connect the call by replacing the handset or pressing the key **verb.**. Of course you also have the option to wait for the participant to pick up and provide further information. To connect, you simply hang up the handset.

If the called participant does not want to accept the waiting call, you can end the consultation call by pressing the consultation call key **RÜKAUS**. You are now connected to the 1. participant again.

If the called participant is busy the waiting call has to be connected again with the consultation call key **RÜKAUS**.

## Consultation call with another participant


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Dial the 2. participant's call number during the 1. phone call. The 2. participant answers (the 1. participant is in the queue) and you can exchange information.

End the 2. call with the consultation call key **RÜKAUS**. You are now connected to the 1. participant again.


## Repeat dialing

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If you want to redial the last called number (internal or external) you simply have to press the key . The call is made automatically.


## Short-term saving of a number

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Your interlocutor (external) does not answer. Before hanging up, press the key . The number is now saved and can be redialed by pressing this key. This number remains stored until it is either used or a new number is saved.

## Initiating callback

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If you are calling an internal phone and the participant is busy or does not answer the call, you can initiate a callback. To do so press the callback key .

Once the participant has ended the connection or returned to their work place, they will receive your callback request and can react accordingly.


To cancel the callback request (when busy), press the key figure \* 3 4 followed by the extension number.



## Answering a callback request

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You received a callback request during a call:


Once you end the current call, the first interlocutor, who initiated a callback request, will automatically be called back from your device.

During your absence you received a callback request: the display beside the key  shows a black bar.


Press , then .

The display shows the following options:

 callback

 save call number

 delete call number

 scroll to next call number (the currently displayed number will be deleted if you have not saved it before).

## Inquiry of calls (ISDN message store)

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During your absence you received internal calls. The display beside the key **Nachricht** shows a black bar.

Press **Nachricht**, then **Lesen**.

The display shows the following options:

**Rückr.** callback

**Speich** save call number

**Zurück** delete call number

**Nächst** scroll to next call number (the currently displayed number will be deleted if you have not saved it before).

## Inquiry of calls (internal message store)

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During your absence you received internal calls. The display beside the key **Nachricht** shows a black bar.

Press **Nachricht**, then **Lesen**.

The display shows the following options:

**Rückr.** callback

**Speich** save call number

**Zurück** delete call number

**Nächst** scroll to next call number (the currently displayed number will be deleted if you have not saved it before).

## Dialing by name/ETB (electronic telephone book)

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Enter last name via keyboard (at least two characters) and **Name** drücken. The full name, the call number and the following keys will now be displayed:

**Anruf** call found participant

If there are several possible names (max. twelve) the additional keys appear:


**Nächst** scroll forward in the name list

**Vorher** scroll backward in the name list

If the name list contains more than twelve names, the following options appear:

**Liste** scroll and call as described above

**Ändern** further letters can be added to the first entry.

If the last name does not suffice, reenter last name, space and first name and press .


## Activating call forwarding

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### Call forwarding immediately

Key figure \* 1 1 and call number which calls are to be forwarded to 

### Call forwarding when busy

Key figure \* 1 2 and call number which calls are to be forwarded to 

### Call forwarding after delay

Key figure \* 1 3 and call number which calls are to be forward to 

### Call forwarding when busy/after delay

Key figure \* 1 4 and call number which calls are to be forwarded to 

Instead of a call number you can also enter **71** for the voicemail.

### Delete call forwarding

(applies to all call forwarding types) \* 1 0 

Note: Each call forwarding can also be deleted again by reentering the introductory key figure (e.g. immediate call forwarding can also be deleted via \* 1 1) or overwritten by entering a new call forwarding key figure.

## Phone lock

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### Lock phone

\* 3 3 

### Unlock phone

\* 3 3 and password 