

# Easy Occasional Use

## Toggling between two participants

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During the 1st call, dial the number of the 2nd party. The 1st party is in the queue, the 2nd party answers.

You can switch between the two calls by pressing the function key **Make It**. End the currently active call with the function key **Rückfrage**.

## Conduct three-party conference

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During the 1st call, dial the number of the 2nd party. The 1st party is in the queue, the 2nd party answers.

By pressing the code number 3, you are connected to both subscribers. The word "Conference" appears in the display.

If you want to end the three-party conference, replace the handset. The other two parties are still connected and can continue speaking.

A three-party conference can be held with two internal participants, two external participants or one internal participant and one external participant. In a three-party conference with two external participants, the connection of the two external participants is interrupted when you hang up.

## Get call

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A device in your group rings. Proceed as follows to pick up the call:

Call, specific code           # \* and enter the call number to be picked up.

Get in the group           # #

## Call waiting

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When a connection is established, a second party (internal or external) tries to reach you. If call waiting is allowed, you will hear an alerting tone during the call.

### Prevent/allow call waiting

You can prevent call waiting by pressing the code number \* 4. External calls are then forwarded to the attendant. You can cancel this block by pressing the \* 4 code again.

### Accepting a waiting call

If you want to accept the second call, press the function key . Your first call partner is in the queue.

### „Call waiting“ by yourself

The other party's phone is busy. If this extension has allowed call waiting, you can activate an alert tone for the current call. To do this, press the code number 4.

## Phone number transmission

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Your device is connected to the public digital network. This means that your phone number or your name will be transmitted during calls. It also allows you to see the number and name of your call partners (provided they have enabled number transmission).

## Phone number suppression

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You do not want your phone number to be displayed for an external call:

Press the function key assigned the code \* # 2 by your system administrator.

This function is retained until you deactivate it again (press the corresponding function key again).

## Multi-frequency mode dialling (DTMF dialling)

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In the course of an internal or external call, it is possible to transmit multi-frequency codes to terminals (for example, to an answering machine interrogated remotely or to an automatic attendant).

You are making a call. Press the digit \* \* 8 and dial all digits to be sent in DTMF. The function expires automatically when the call is terminated.

## Hunt group

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Hunt group connection means an interconnection of extensions under the same exchange number. A call on this number reaches one of the free lines of the extensions in this group. You can reach an exact telephone in the group at any time by selecting its own number.

Switch on in group:      Code number \* 2 6 

Switch out of group:      Code Number \* 2 5 