



Start up guide

Gigaset A540 Handset



Your quick start guide

Gigaset A540

Operating your Handset

Making Calls

Internal – Dial the internal extension number (i.e. 3xx).

And press the Green Talk key




External – Dial 9 & the external number, including the full area code.

And press the Green Talk key



Answering – Press the Green Talk key  or

press the Handsfree Key 

Terminating – Press the Red End key 


Placing a call on Hold

Whilst on an active call, press the **Recall button**. 



To resume the held call press on the Display Soft key below that shows END

Transferring a Call


Supervised Transfer

During a call, press the Recall  key. The first call is placed on hold > Dial the required number > Once the second call answers > announce the call > press the **options** display soft key > and press **Call Transfer** or select **End Active Call** to resume to original caller

Unsupervised Transfer


During a call, press the Recall  key. The first call is placed on hold > Dial the required number and when the called party rings press the Recall  key and the call is directly transferred to the called device.

Three Party Conference

During a call, press the Recall  key. The first call is placed on Hold Dial the second destination when they answer press the Conf key on the display soft key and all three parties will be connected.

Group Call Pickup

To pick up a call directed to any phone in your group



Dial ***98** > Press the Green Talk key 

Directed Call Pickup

To pick up a call directed to another phone: Dial the ***97** Ext number

> Press the Green Talk key 

Redial

Press the Green Talk key  the redial list is shown Scroll and select the desired number > Press the Green Talk key  to dial.

Do Not Disturb

To Activate Dial the ***78** Ext number Press the Green Talk key 

To De-Activate Dial the ***79** Ext number Press the Green Talk key 

Call Forward

You can forward all calls, when busy or when there is no answer. Configure these settings through Phone Manager.




Call History List

To view the Call History lists: Press the Display Soft key for **calls** Select the Call History list you want to view: All calls, outgoing calls, accepted Calls or missed calls

Volume Adjustment

Press + to increase, - to lower the volume of the handset, speaker or ringer volume.

Accessing Voicemail

Internal – To listen to your messages or to change your set up select voice mail display soft key  > Press the Green Talk key  or dial **1571** Press the Green Talk key 

Remote – To listen to your messages or to change your features, dial **08456 999 003**.

Phone Manager

Phone Manager is an online web portal, allowing the user to manage and change allocated features for their account.

To Login

In your Internet browser, enter the URL, myphone.katcommunications.co.uk

At the login screen, enter your full DDI number and password.