



Your Gigaset A540H.

☎ 0333 043 6600
✉ info@circle.cloud
🌐 circle.cloud

📘 circle.cloud.comms
📷 circle.cloud
🐦 CircleCloudCo

HANDSET USER GUIDE GIGASET A540H



Your Gigaset A540H is designed for scalability and efficiency. Your handset combines the benefits of wireless communication with business-savvy features of VOIP technology. Offering an extended battery life, it is an ideal match for those always on the move at work.



REGISTERING YOUR HANDSET

Your handset can be registered on up to 4 base stations. To connect your handset to a base station, firstly press and hold the **registration key** on the base station for 3 seconds. On your handset, press the centre of the control key to access your main menu. From your menu, go to **Settings >Registration > Register handset**. Select your desired base station and connect.

DIALLING OUT

Your handset has an automatic dial rule of 3.5 seconds which means it will dial 3.5 seconds after the last number was entered. To dial an outside line or internal number, hold the **TALK** key and use the keypad to enter the number or extension.

YOUR CONTROL KEY

Your control key enables you to navigate the menus and input fields and also to use certain functions dependent on your situation. When your phone is idle, hit the centre of the control key to access the main menu. The centre of your control key can also be used to confirm a function. To access your handset directory, tap down briefly and hold down to view all your available online directories - this can be done both when the phone is idle or on a call. During phone conversations, you can mute your microphone by pressing the right of your control key.

SWITCHING ON AND OFF

Your handset can be switched on and off by holding down the **END CALL** key and can be unlocked from idle status with the # key.

SPEED DIAL

Your handset supports a one touch call facility, also known as speed dial. To set up a speed dial, hold down the number on the keypad you would like to use and when your directory appears, select your desired contact. To then use this speed dial feature, hold down on your desired key and it will dial your contact.

CALL TRANSFERS

Whilst on a call, tap **EXT** via the left function key, type the number or extension you would like to transfer to and press the center of your control key. This will place the first call on hold and allow you to speak with the new party. To transfer the call, tap **OPTIONS** on your right function key and select transfer call. To place a blind transfer, which sends the call without offering the option to speak to the transferred party, simply hang up before the other party answers and the call will be explicitly transferred.

CALL LIST

The call list allows you to view all the latest incoming, outgoing or missed calls on your device. To do this, press the centre of your control key and navigate to the call list. You can choose whether to view all calls, outgoing, accepted or missed calls. You can also make calls from your call list by tapping the **TALK** key whilst hovering over the desired contact. When the phone is unlocked, the call list can also be accessed via the left function key.

CONFERENCE CALLING

You can set up a conference call with a maximum of 3 parties. When you want to add another party into a call, tap **EXT** via your left function key followed by the extension or telephone number. Once the call is connected, tap **CONF** on the left transfer key to merge all parties together into a conference call.

NIGHT / DAY MODE

When the system is in day mode, it will ring as normal and when in night mode all calls will forward to your out of hours voicemail service. These voicemails will be forwarded to a designated email address. If you require this setting, this can be discussed with your engineer on the day of installation or contact us via your support portal.

Login to your support portal for further information: support.circle.cloud

CALL FORWARDING

You can forward calls from your handset as well as calls coming into your main telephone number to anywhere you choose from your online phone portal. If you wish to do this for your handset only, access the menu via the center of the control key and navigate to select services. Call divert can be enabled here with options of where to send the call as well as when such as when there is no answer, when the line is busy or always.

ADJUSTING VOLUME

By pressing up on your control key, you can manage the volume for both your earpiece and speaker. Whilst the phone is idle, both can be changed and when on a call, the volume will only change either the earpiece or the speaker dependent on which one you are using.

VOICEMAIL

To access your mailbox, simply hold down number **1** on your keypad. You must enter your PIN followed by # and follow the audible instructions. When your mailbox is full, it will stop working, therefore it is important to delete all used messages.

RECORDING VOICEMAIL GREETINGS

To record your voicemail greeting, access your mailbox as usual and once logged in, press 2 to change your mailbox busy greeting, 3 to change your no answer greeting and 4 to change your mailbox extended away greeting. If you would like assistance in setting your voicemail greeting or would like a professional recording, please contact us via your support portal and we can arrange this for you.

