Basic Phone Operation

For detailed information please consult the GXP2130/2140/2160/2135/2170 User Manual available at: www.grandstream.com

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**USING THE HEADSET OR SPEAKER**

1) Use the Speaker Button to turn speaker ON/OFF.
2) Use the Headset button to use the headset once it had been connected.

**MAKING A CALL**

1) Take Handset/Headset off-hook or press Speaker button or an available LINE key (activates speakerphone).
2) The line will have dial tone and the corresponding line's LED will turn green.
3) If you wish, select another LINE key (alternative SIP account).
4) Enter the phone number.
5) Press the SEND button or press the "DIAL" soft key.

**REDIAL**

1) Take the phone off-hook.
2) Press the SEND button or press the "REDIAL" soft key.

**ANSWERING CALLS**

**Single Incoming Call**

1) Answer call by taking Handset/Headset off hook or pressing SPEAKER or by pressing the corresponding account LINE button.

**Multiple Incoming Calls**

1) When there is a call waiting, users will hear a Call Waiting tone.
2) The next available line will flash red.
3) Answer the incoming call by pressing its corresponding LINE button.
4) The current call will be put on hold.
5) Toggle between the calls using the LINE button.

**ENDING A CALL**

End a call by pressing the “EndCall” soft key or hang up the phone.

**CALL HOLD/RESUME**

1) Hold: Place a call on 'hold' by pressing the hold button.
2) Resume: Resume call by pressing the corresponding blinking LINE.

**CALL TRANSFER**

Assuming that you are in a call and wish to transfer the call to another party.

**Blind Transfer**

1) Press transfer button.
2) Dial the number and press the send button to complete transfer of active call.

**Auto-Attended Transfer**

1) Set "Auto-Attended Transfer" to "Yes" on Web GUI.
2) Establish one call first.
3) Press transfer key followed by the LINE button of the held line to transfer the call.
4) After the call is transferred, phone will display idle screen.
5) Press transfer key again to make the transfer.

**VOICEMAIL MESSAGE**

A blinking red MWI (Message Waiting Indicator) indicates a message is waiting.
1) Press the Message button to retrieve the message. An IVR will prompt the user through the process of message retrieval.
2) Press a specific LINE to retrieve messages for a specific line account.

**MUTE/DELETE**

1) Press the MUTE button to mute/unmute the microphone.
2) The Mute icon indicates whether the microphone is muted.

**VOLUME ADJUSTMENTS**

Use the volume button to adjust the ring volume when the phone is idle.
Press the volume button during an active call to adjust the call volume.