

MAKING A CALL

Option 1:

1. Dial the Number¹ or Extension
2. Lift the **Handset**, press the **Speaker** button or press the **Headset** button (if you have a Headset)

Option 2:

1. Lift the **Handset**, press the **Speaker** button or press the **Headset** button (if you have a Headset)
2. Dial the Number¹ or Extension
3. Press; **Dial**, **Send** or **#**

REDIAL

Option 1:

1. Lift the **Handset**, press the **Speaker** button or press the **Headset** button (if you have a Headset)
2. Press **Redial**

Option 2:

1. Press **Redial**
2. Lift the **Handset**, press the **Speaker** button or press the **Headset** button (if you have a Headset)

ANSWERING CALLS

Lift the **Handset**, press the **Speaker** button or press the **Headset** button (if you have a Headset)

CALL HOLD/REUSME

- Press the **Hold** button
- To Resume the Call; Press **Resume** or the **Hold** button again

MUTING A CALL

- Press the **Mute** button
- To Unmute; press the **Mute** button again

¹ Dial 8 for a Local number. Dial 81 for a Long Distance number. For International numbers, contact the Help Desk.

CALL TRANSFER

Blind Transfer

1. Press **Transfer**
2. Enter the Extension to transfer the call to
3. Press **BlindTrnf**

Attended Transfer

1. Press **Transfer**
2. Enter the Extension to transfer the call to
3. Press the **Send** button or press **#**
4. Press **Transfer** to transfer the call

Direct Transfer to Voicemail

1. Press **Transfer**
2. Dial * and the Extension
3. Press **BlindTrnf**

VOICEMAIL SETUP

1. Lift the **Handset**
2. Press the **Voicemail** button
3. Enter the **Password** (initially it will be the same as your extension)
4. You will be walked through setup

ACCESSING VOICEMAILS

From your Phone

1. Press the **Voicemail** button
2. Enter the **Password**

CALL FORWARDING

1. Select the Account to be forwarded with the **Navigation** buttons
2. Press **ForwardAll**
3. Enter the Number¹ or Extension
4. Press **OK**

END CALL FORWARDING

1. Select the Account being forwarded
2. Press **CancelFwd**

RECORDING A CALL

During a call; Dial *1 to begin recording.

These recordings can be accessed with the UCP in the Call History Widget.

PHONEBOOK

1. Press the center button of the **Menu Navigation** to access the phone menu
2. Press the right arrow twice to highlight **Contacts**
3. Press the center button
4. Press the center button again to select the **Local Phonebook**.
5. Press the up arrow to get to **Search**
6. Press the button under **Quick**
7. Press the button under **1Bc** to change the entry mode to ABC
8. Use the **Standard Key Pad** to search by Name

How to Determine your Direct Number

Extensions **2500-2699**

Direct Number is **913-577-0###**

Extensions **2700-2999**

Direct Number is **913-577-####**

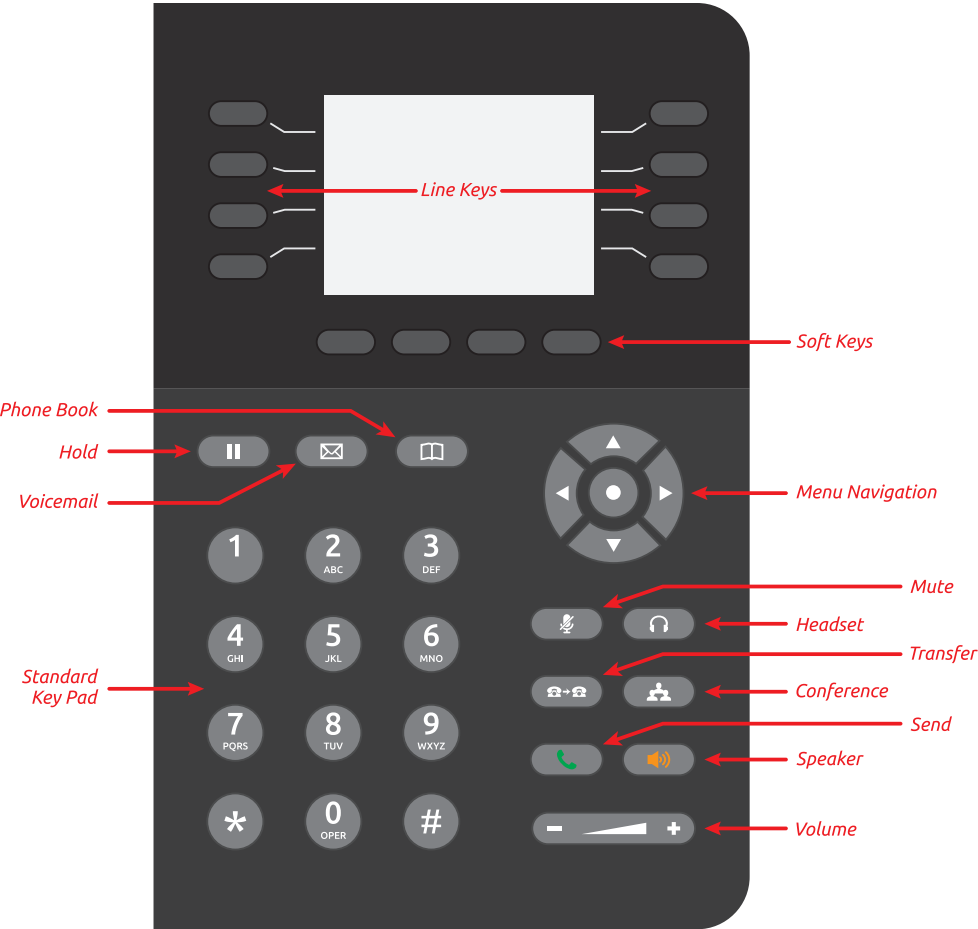
Extensions **3800-3899**

Direct Number is **913-577-0###**

= Last 3 digits of the extension

= All 4 digits of the extension

GrandStream GXP-2135 - Standard Phone



GrandStream GXP-2170 - Advanced Phone

