

Grandstream GXP 1625

QUICK USER GUIDE

USING THE HEADSET OR SPEAKER

- Use the Speaker button  to turn speaker ON/OFF.
- Use the Headset button  to use the headset once it has been connected.

MAKING A CALL

- Take the Handset/Headset off-hook or press the Speaker button or an available LINE key (activates speakerphone).
- The line will have a dial tone and the corresponding line's LED will turn green.
- If you wish, select another line key.
- Enter the phone number.
- Press the SEND button  or press the '#' key.

REDIAL

- Take the phone off-hook.
- Press the SEND button  or press the 'REDIAL' soft key.

ANSWERING CALLS

Single Incoming Calls:

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

Multiple Incoming Calls:

- When there is a call waiting, users will hear a Call Waiting tone.
- The next available line will flash red.

- Answer the incoming call by pressing its corresponding LINE button.
- The current call will be put on hold.
- 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

To Hold a call:

Place a call on 'hold' by pressing the hold button .

To Resume a call:

Resume a call by pressing the corresponding blinking LINE.

CALL TRANSFER

When you are on a call and wish to transfer the call to another party, follow these steps:

For a Blind Transfer:

- Press the transfer button 
- Dial the number and press the send button  to complete the transfer to active call.

For an Attended Transfer:

- Press an idle line key to make a new call and the active LINE will be placed on hold automatically.
- Once the call is established, press the transfer button  followed by the LINE button of the held line to transfer the call.
- After the call is transferred, the phone will display an idle screen.

INITIATE A CONFERENCE CALL

When you are already in a conversation and wish to bring a third party in a 3-way conference, follow these steps:

- Press the conference button  to bring up the conference dialing screen.

- Dial the third party number followed by the SEND key.
- When the call is established to the third party, press the 'ConfCall' soft key to initiate the 3-way conference.

CANCEL A CONFERENCE CALL

Press the 'Cancel' soft key on the conference dialing screen.

HOLD A CONFERENCE CALL

- Press the hold button  to hold the conference call.
- Press the 'ReConf' soft key to resume the conference call, or select the corresponding blinking LINE to speak with an individual party.

END THE CONFERENCE CALL

The conference call will be terminated for all three parties if the conference initiator hangs up or presses the 'EndCall' soft key.

VOICEMAIL MESSAGE

A blinking red MWI (Message Waiting Indicator) means a message is waiting.

- Press the Message button to retrieve messages for a specific line account.

MUTE/DELETE CALL

- Press the MUTE button  to mute/unmute the microphone.
- 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.