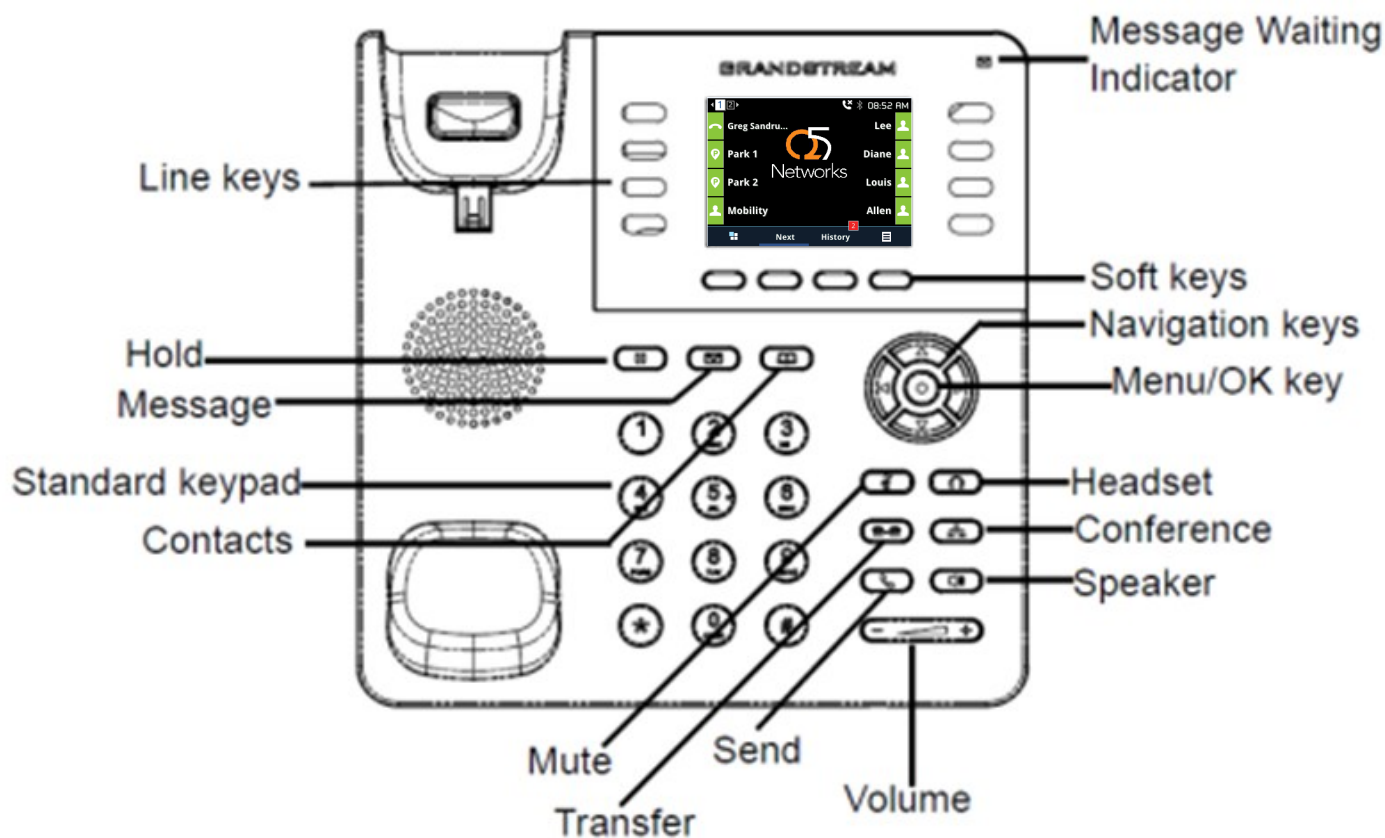
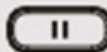


## Grandstream GXP2135 Quick Guide

### Phone Overview



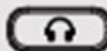
**Contacts.** Press to view and edit contact information.



**Hold.** Press to put call on hold or resume the call.



**Mute.** Press to mute or unmute the call.



**Headset.** Press to switch to headset mode.



**Message.** Press to view voicemail messages.



**Transfer.** Press to transfer call.



**Conference.** Press to conference call.



**Speaker.**



**Send/Redial.**



**Volume.**



**Up Navigation key.** In idle screen, press to see the IP.


## Making calls

While phone is on hook

Dial number you wish to dial.

Press the  "Send" Key to activate speakerphone, or lift the handset.

OR if you prefer

Press the  "Speaker" button or lift handset.



Dial the number you wish to call.

After 4 seconds of no additional digits received the call proceeds .


## Answering Calls

While the phone is ringing

To answer on the handset, lift the handset

To answer on speakerphone, press the  "Speaker" button, or the  "Answer" soft key below the display.


## Rejecting a call



While the phone is ringing, you can choose  "Reject" by using the soft key at the bottom of the display. If you are not using Mobility, the caller is placed into your voicemail box. If you are using Mobility, the call will stop ringing on your desk phone, but will continue to ring on your Mobility destination.

## Transfer a call

While on a call press the  "Transfer" button.

Dial the desired transfer destination.



If you wish to make a **blind transfer**, (the caller begins ringing the transfer destination), press  "BlindTrnf" soft key.

If you wish to make a **supervised transfer**, press the  "Send" Key. When the destination party answers, announce the call, and press the  "Transfer" button, or soft key to immediately connect the 2 parties. If the destination party does *not* wish to take the call, wait until they hang up. You can now retrieve the caller by pressing the line button, which will be blinking indicating a holding call.



## Transfer to Voicemail





You can bypass ringing the phone, and send the caller directly to the users voicemail box by performing a blind transfer to \* **(star)** and the **extension number**.

## Hold



Using hold places the call on hold on **only your phone**. To place a call on hold press the  "Hold" button. While the call is on hold, you can make another call by lifting the handset, or selecting the  "Speaker" button.

## Retrieving calls from hold




If you only have 1 call on hold, pressing the  "Hold" button, pressing the blinking line button, or selecting the  "Resume" soft key will pick the call back up.

If you have multiple calls on hold, pressing the  "Hold" button or the blinking line button will pick up the most recent call placed on hold. In order to select the specific call to pick up use the  "UP" and  "DOWN" buttons to select the specific call, and press the  "Resume" soft key to connect back to the highlighted call.

## Park

Park buttons are system wide hold buttons. They are used to allow you to place a caller on hold, and have someone be able to pick the call up at another phone. To place a call on Park, while on the call, press an available  “Park” button. To retrieve a call from Park, press the specific  “Park” button. When a call is on Park, the corresponding button will be red on all phones.

## Mobility


Mobility allows a call directed to your desk phone, to ring on your desk phone, and cell phone simultaneously. If configured, you have a button on your desk phone labeled  “Mobility”. This button is used to indicate the current state of your mobility setting, and also allows you to turn it on, or off by pressing the button.  Mobility OFF  Mobility ON

## Set Mobility Phone Number

To set the mobile number used for Mobility, dial **\*6 followed by the mobile phone number**. The system will read back the phone number to you.

**Conference -** You are able to hold up to a 5 way conference


While on a call, press the  “Conference” button .




Dial the number and press  “Send” to establish the second call.

Press the  “Conference” button, or  “ConfCall” soft key.





To add additional callers, repeat.

## Redial






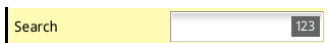


**Last Number Redial:** To call back the last number you dialed, press the  “Redial” soft key.

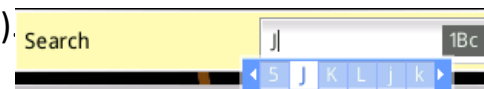
**Redial Menu:** To access a list of recently dialed calls, press the  “Send/Redial” button. Find the call in the list of Dialed calls, and press the  “Dial” soft key. You can also just lift the handset, or press the  “Speaker” button to Dial the selected number.

## History

Selecting the  “History” soft key, opens the call log for your phone. The call history is separated into categories which you can see across the top of the screen.  The categories are “All, Answered, Dialed, Missed, and Transferred”. You can move between the categories by using the right and left arrow keys. In order to select the call, use the up and down arrow keys, and to call the party back press the  “Dial” soft key, the  “Speaker” button, or lift the handset.


## Directory

The phone has a built in Directory accessible by pressing the  “Contacts” button. It will automatically include the other users on your system. It can also contain external contacts. You can add them onto your phone by using the “New” soft key, or they can be added to the system directory to be accessible from all phones. Use the  “UP” and  “DOWN” buttons to select the desired contact. To call the contact, select the  “Dial” soft key, press the  “Speaker” button, or lift the handset. The top line in the Directory labeled  “Search” allows for quickly filtering the directory entries. By default it is set for number entry. You can change it to Name, by selecting the  “Quick” soft key and dialing a name using the keypad. Backspace is used by selecting  “More” and pressing the corresponding digit (1).



## **Voicemail Instructions**

### **Logging in from YOUR PHONE**

Press the  "Message" button.  
If prompted, enter your password followed by #.

### **Logging in from SOMEONE ELSE'S PHONE**

Dial \*96 followed by your extension number.  
Enter your password followed by #.

### **Logging in from OUTSIDE**

Call into your mailbox.  
While your greeting is playing press the \* (star) key.  
Enter your password followed by #.

### **Recording you name**

Log into your mailbox.  
Press 0 for Mailbox options  
Press 3 to Record your name  
Record at the tone, press # when complete.  
Press 1 to accept the recording.

### **Recording your Unavailable greeting**

Log into your mailbox.  
Press 0 for Mailbox options.  
Press 1 to record your Unavailable message  
Record at the tone, press # when complete.  
Press 1 to accept the recording

### **Recording your Busy greeting**

Log into your mailbox.  
Press 0 for Mailbox options.  
Press 2 to record your Busy message  
Record at the tone, press # when complete.  
Press 1 to accept the recording.

### **Recording your Temporary Greeting**

Log into your mailbox.  
Press 0 for Mailbox options.  
Press 4 to record your Temporary message  
Record at the tone, press # when complete.  
Press 1 to accept the recording.

### **Remove your Temporary Greeting**

Log into your mailbox.  
Press 0 for Mailbox options.  
Press 4 to record your Temporary message  
Press 2 to Erase your temporary greeting.

### **Changing your mailbox password**

Log into your mailbox.  
Press 0 for Mailbox Options  
Press 5 to change password  
Enter password followed by #  
Confirm Password followed by #

### **Listening to Your Messages**

Log into your mailbox.  
Press 1 for NEW messages.  
The system begins by playing the "envelope" information, then it plays the message.  
Once the message is played you will be presented with the following options.  
3 for Advanced Options  
5 to Repeat the message  
7 to Delete the message  
8 to Forward the message  
9 to Save the message  
You will be prompted to choose which folder to save the message to ...  
0—New  
1—Old  
2—Work  
3—Family  
4—Friends  
# to cancel.