## Using the Grandstream GXP-1625 (applicable for other models)

#### **Making Calls**

- Pick up the handset and dial the number.
  - O You can dial any district phone user at their 4 digit extension.
  - o All outside lines can be called by dialing 9 and the number.
- To disconnect the call, hang up the handset.

### **Transfer Calls**

While in an active call with another user:

- Press the TRANSFER button and wait for dial tone.
- Dial the third party's extension (xxxx). Press SEND button.

While in an active call, \*1 (xxxx) to send to extension voicemail.

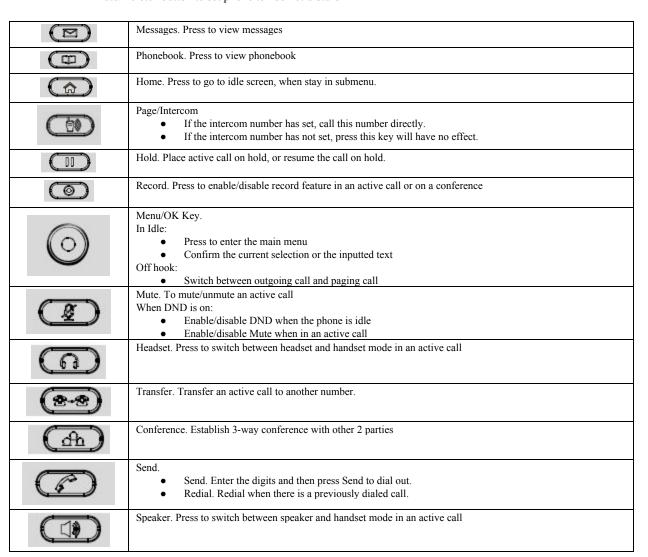
## **Conference with up to 5 Other Users**

While in an active call with another user:

- Press the CONF button and listen for dial tone.
- Dial the third party's number (extension or outside number).
- Press the SEND button
- If the third party answers, press CONFERENCE again to establish 3-way call.
- If the third party does not answer, press FLASH to resume the call without the third party.
- Continue steps until all parties are connected.
- End conference by pressing HOLD to end the conference call and put all parties on hold.
- The party that starts the conference call has to remain in the conference for its entire duration, you can put the party on mute but must remain in the conversation.



- 1. Press the "Mute/Del" button if you do not want to take any calls. This will send all callers directly to voicemail (icon will appear on your LED screen). To remove "do not disturb" press "Mute/Del" button again.
- 2. When receiving a call, if you do not want to talk to the caller, press "Mute/Del" button to send caller to voice mail. Press the "Mute/Delete" button to set phone to "do not disturb"





# Setting Up Your Phone Mailbox and Voicemail



Pick up handset

Press MSG button on your phone

Voice prompt will ask for your password

(Your password will be distributed by district staff)

Press 0 for Mailbox Options

Press 1 to record your unavailable message

Press 2 to record your busy message

Press 3 to record your name

Press 4 to record your temporary greeting

Press 5 to change your password

Press \* to return to main menu

Press # when you are **finished** with each recording

Press 2 to **listen** to the recording

Press 1 to **accept** the recording

"Busy message is not used."

"Temporary greeting" is used for vacation. It will remain active until it is deleted.

You must go in and delete it when you return to the office.

## **Retrieve Messages from Phone**

When you have a message the Message Indicator Light will blink red

Press MSG button on your phone

Press 1 for New Message

Press 3 for Advanced Options

Press 5 to **Repeat** 

Press 7 to **Delete** 

Press 8 to **Forward** 

Press 9 to Save

- Press 0 to save to **New Folder**
- Press 1 to save to **Old Folder**
- Press 2 to save to **Work Folder**
- Press 3 to save to **Family Folder**
- Press 4 to save to **Friends Folder**
- Press # to Cancel

Press \* for **Help** 

Press # to Exit



# Missed Calls

A Message will appear on your LED panel that says

1 New Missed Call

• Press ^ key to view on LED screen



• Press menu button

Missed calls will be listed with time of call and name of caller **Dial** option will be highlighted

If you wish to return the call, press **Menu** button