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

## Making Calls
- Pick up the handset and dial the number.
    - You can dial any district phone user at their 4 digit extension.
    - 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.

## Do Not Disturb
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"

| Button | Description |
|---|---|
| Messages | Messages. Press to view messages |
| Phonebook | Phonebook. Press to view phonebook |
| Home | Home. Press to go to idle screen, when stay in submenu. |
| Page/Intercom | Page/Intercom<br>● If the intercom number has set, call this number directly.<br>● If the intercom number has not set, press this key will have no effect. |
| Hold | Hold. Place active call on hold, or resume the call on hold. |
| Record | Record. Press to enable/disable record feature in an active call or on a conference |
| Menu/OK Key | Menu/OK Key.<br>In Idle:<br>● Press to enter the main menu<br>● Confirm the current selection or the inputted text<br>Off hook:<br>● Switch between outgoing call and paging call |
| Mute | Mute. To mute/unmute an active call<br>When DND is on:<br>● Enable/disable DND when the phone is idle<br>● Enable/disable Mute when in an active call |
| Headset | Headset. Press to switch between headset and handset mode in an active call |
| Transfer | Transfer. Transfer an active call to another number. |
| Conference | Conference. Establish 3-way conference with other 2 parties |
| Send | Send.<br>● Send. Enter the digits and then press Send to dial out.<br>● Redial. Redial when there is a previously dialed call. |
| Speaker | Speaker. Press to switch between speaker and handset mode in an active call |

# 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

Menu Button

- 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