












Quick User Guide: GXP 2135/2170 Phones



Function Keys and Operation:

	Hold: Place caller on/off hold.
	Message: Access voicemail, messages, and features.
	Contacts: Access directory and contacts, review and edit.
	Direction Pad: Navigate phone (up, down, left, right and center key for select).
	Mute: Mute or unmute your microphone while on a call. Use to toggle phone in/out of do not disturb by pressing while phone is idle.
	Headset: Press to engage headset when headset is connected to phone.
	Transfer: Transfer active call.
	Conference: Add additional callers to active call.
	Send/Redial: Use to call number after dialing. Access call history and redial call entry.
	Speaker: Press to toggle active call on/off speaker.
	Volume: Use to increase/decrease caller volume on active call, and phone ringer when idle.

ANSWERING CALLS

Single Incoming Call:

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

Multiple Incoming Calls:

- 1) When there is a call waiting, users will hear a Call Waiting tone.
- 2) The next available line will flash red.
- 3) Answer the incoming call by pressing its corresponding LINE button.
- 4) The current call will be put on hold.
- 5) 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.

MAKING A CALL

- 1) Take Handset/Headset off-hook or press Speaker button or an available LINE key.
- 2) The line will have dial tone and the corresponding line’s LED will turn green.
- 3) Enter the phone number.
- 4) Press the SEND button or press the “DIAL” soft key

USING THE HEADSET OR SPEAKER

- 1) Use the Speaker Button to turn speaker ON/OFF.
- 2) Use the Headset button to use the headset once it had been connected.

Quick User Guide cont...

REDIAL

- 1) Take the phone off-hook.
- 2) Press the SEND button or press the "REDIAL" soft key.

HOLD/RESUME

- 1) Hold: Place a call on 'hold' by pressing the hold button.
- 2) Resume: Resume call by pressing the hold button or corresponding blinking LINE.

Mute/Delete/Do Not Disturb

- 1) Press the MUTE button to mute and unmute the microphone.
- 2) The Mute icon indicates whether the microphone is muted
- 3) When phone is idle, use Mute key to toggle phone in/out of Do Not Disturb (when activated, all calls will go to voicemail).

CALL TRANSFER

Blind Transfer:

- 1) Press transfer button.
- 2) Dial the number and press the transfer button to complete transfer of active call.

Attended Transfer:

- 1) Press transfer button.
- 2) Dial the number and once the call is established, press transfer to transfer the call.

DIRECT TRANSFER TO VOICEMAIL

Transfer call directly to a user's voicemail:

- 1) Press the transfer button.
- 2) Dial *86 followed by the destination extension number.
- 3) Press the transfer button to complete transfer of active call.

VOICEMAIL MESSAGE

A blinking green light indicates a message is waiting.

- 1) Press the Message button to retrieve the message.
- 2) The system will prompt the user through the process of message retrieval.

3-WAY CONFERENCE

Initiate a Conference Call: While on an active call, bring a third party together:

- 1) Press conference button.
- 2) Dial the third party's number.
- 3) When the call is established to the third party, press the "ConfCall" soft key to initiate 3 -way conference.

To Cancel a Conference Call:

- 1) Press "Cancel" soft key in conference dialing screen to resume the two-way conversation.

Hold The Conference:

- 1) Press hold button;
- 2) Press "ReConf" soft key to resume conference call; or select the corresponding blinking LINE to speak with an individual party.

End The Conference:

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

CALL PARK

Placing a Call on Park:

- 1) While on an active call, press the Transfer key, then the PARK function key.
- 2) The system will announce the park number where the call is parked.

Note: Parked calls will go to the first available park number incrementally, ex: If you have parked a call on 701, and park a 2nd call, that call will park on the next available 702

Accessing a Call on Park:

- 1) Dial the park number where the call is parked and press #.

DIRECTED CALL PICKUP

- 1) Dial *8 Extension Number #

GROUP PICKUP

- 1) Dial *8#

Note: Assumes your extension is a member of the pickup group.

SOFT KEYS

Soft are located at the bottom of the phone's LCD display. These keys' functions change depending on if you are on an active call or idle. Soft key functions duplicate some buttons' functions, and can be used interchangeably.