

Check Voicemail Message

- If there is an active voice mail on your phone, the Green led on the top right of the phone will be Flashing
- Dial *97 or press the Envelop button on the phone.
- Enter your password followed by the # key, contact your system administrator to acquire your password. Default is 10xx (extension)
- You will hear directions to listen to the message.
- While listening to a message, you may save it by pressing 2 or delete it by pressing 7.

Call Park

- Call Park places a call on public hold making it accessible to others.
- Each phone is equipped with park buttons
- To park a call, while conversing, press a green park key,
- it changes to red on all associated phones to mark it in use..
- To pick up a parked call, on any phone press the red park key.

Do Not Disturb

- Your phone has a button with a microphone on it, this is for "do not disturb". This feature is disabled on all phones as it quite often gets set by mistake. If you require this feature, please contact your system administrator to have this enabled;

Paging Phone

- **Paging Phones:** To page all phones, press the "Page Phones" button (or dial *724)
- **Paging Phones and Speakers:** To page all phones and external speakers, press the Page All button (or dial *725)

Call Transfer

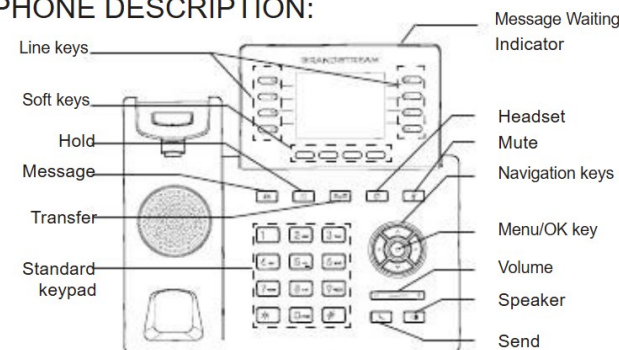
- **Call Transfer to extension:** To transfer a call to an extension or ring group, press the button on the phone assigned to the Person or Ring Group, you do not need to use the transfer button..
- **Call Transfer to external number:** To transfer a call to an external phone or cell phone, press the Transfer  button, dial the number, then select the blind transfer to send the call to the external party.

Voicemail

- **Access Voice mail:** Press the Voicemail button  on the phone. It will ask your for your password, it is 10 followed by your extension number. Follow the instructions to check your voice messages. After you have listened to your voice messages, you can press 5 for advanced options, there you can select 1 to record a new message. If you record a new message, ensure after you listen to your new message, you press 2 to save it.

GRP2624 User Guide

PHONE DESCRIPTION:





Soft Keys

- The buttons immediately below the LCD display are called “soft keys”
- Each soft key will perform the action that is described immediately above it on the display.
- The behavior of soft keys is context sensitive -- the action associated with each soft key will change depending on the phone’s current state.

To Place A Call

- Dial the internal extension or external number you want to reach.
- Pick up the receiver or press the speaker-phone button to start the call.
- Alternatively, you may lift the handset and dial after receiving dial tone. You may have to press the send button to complete the call if it is to an extension.

Last Number Redial

- Press the Redial soft key or the redial key.
- Lift handset or use the speaker phone to converse.

Call Hold

- Press the Hold key. Press the blinking line key to resume call.
- This places the call on private hold and can only be retrieved on this phone.

Call Transfer

- With call in progress, press the Transfer key.
- You now have two options, press a program extension button on the phone and the call will transfer to that location
- Or Dial the destination number and press the send button . The Call is blind transferred to the destination.
- The Same process can be used to transfer to an external number.



Button Assignment and usage

- The GXP 2135 has 8 programmable buttons.
- Using the Next Soft key, these expand to 32.
- The buttons may be assigned as either extensions or external speed dial numbers.
- To program these buttons, use the web interface button tab.
- Buttons assigned as extensions serve a dual purpose, they also double as monitor keys giving a status of in use (red) or idle (green).
- To make a call using these buttons, simply press the button.
- To Transfer a call using these buttons, while conversing, press the transfer key and then press the button.
- Call Pickup, if Button is flashing indicating a ringing phone another extension may answer this call by pressing the flashing line key. You do not have to be in the same pickup group for this to work.

Group Paging

- The GXP 2135 supports multicast paging which allows users to perform a one way page to a pre selected group of phones.
- To Page a group, one of the 8 buttons will be assigned to page. Press the page key before lifting the handset.
- Now lift the handset and make your announcement, remember to press the End Call soft button to end the page.

Mute

- To Mute your handset or microphone on the phone, press the mute key



Call Forwarding

- To enable call forwarding, lift the handset or press the speaker key and dial *72. You may have to press the send button.
- You will hear dialtone, dial your destination followed by the # key. You will receive verbal confirmation call forwarding is active.
- To disable: lift the handset and dial *73.

Ad-Hoc Conference / 3 Way Calling

- With a call on the line, press the conference key.
- Dial the second party and press the conf button after voice communications is established to establish the conference.
- Press hold-key to put both parties on hold (which ends the conference).

Ringer and Handset Volume

- To change the ringer volume, press the menu button and scroll down until you reach Preference. Press the menu button and scroll to Ring Volume. Use the left and right arrow keys to adjust the volume. Press ok when done.
- During an active call, use the up and down arrow keys to increase or reduce the volume of the call. This also applies to the speaker phone volume.

Directories

- Press directory button on the phone
- Use up/down arrows to scroll through the list of contacts.
- Press to the dial soft key to dial the number.
- Consult the web quick start guide for assistance setting up your directory.