

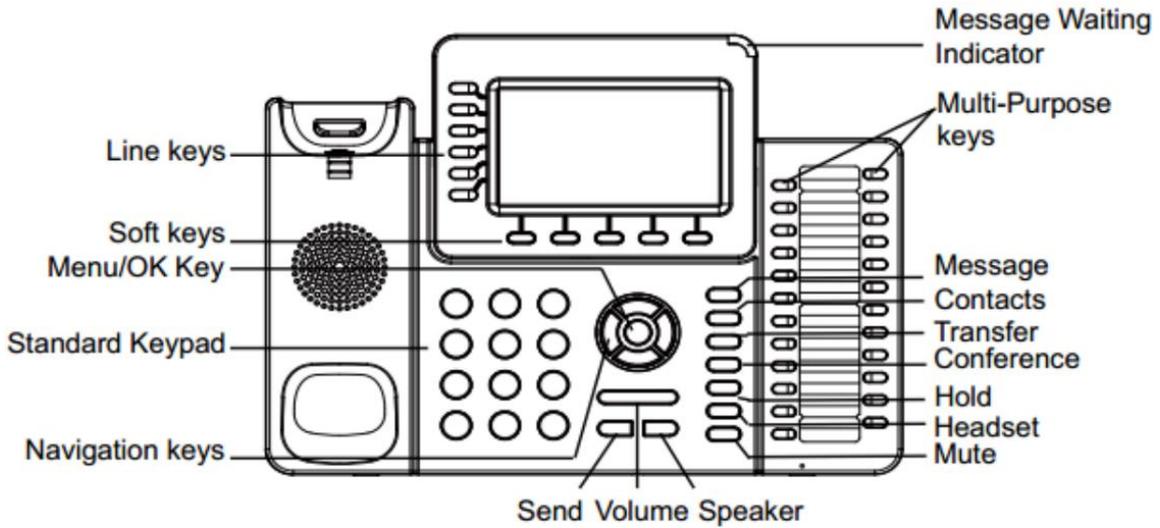
Grandstream Basic operations manual

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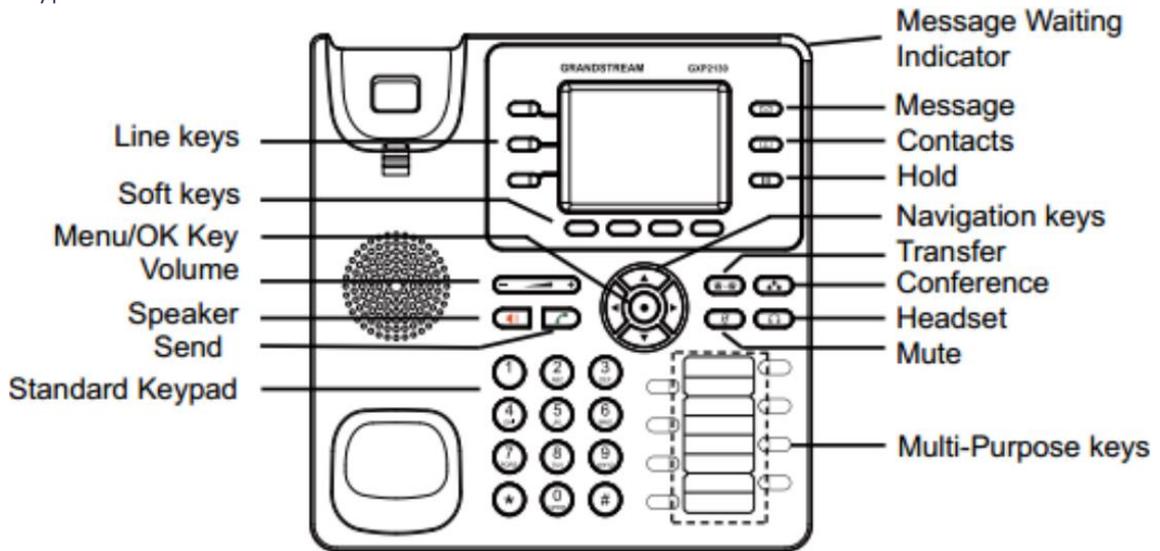
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Phone layout

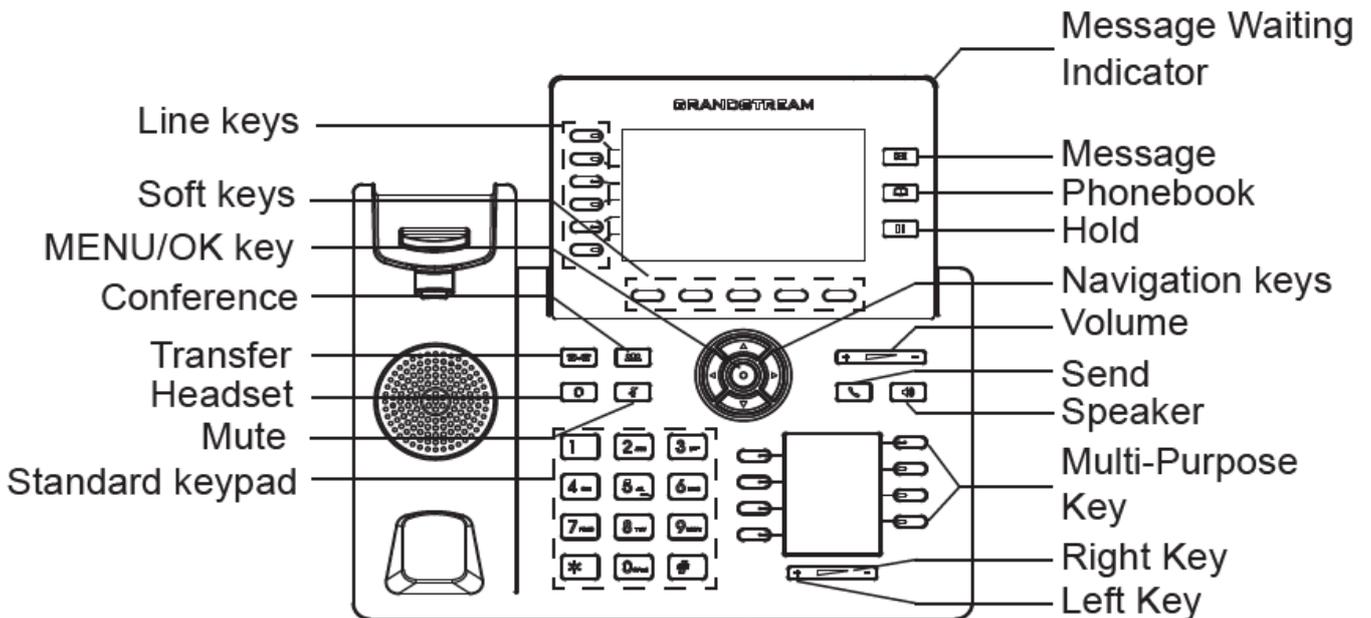
GXP2160 Keypad

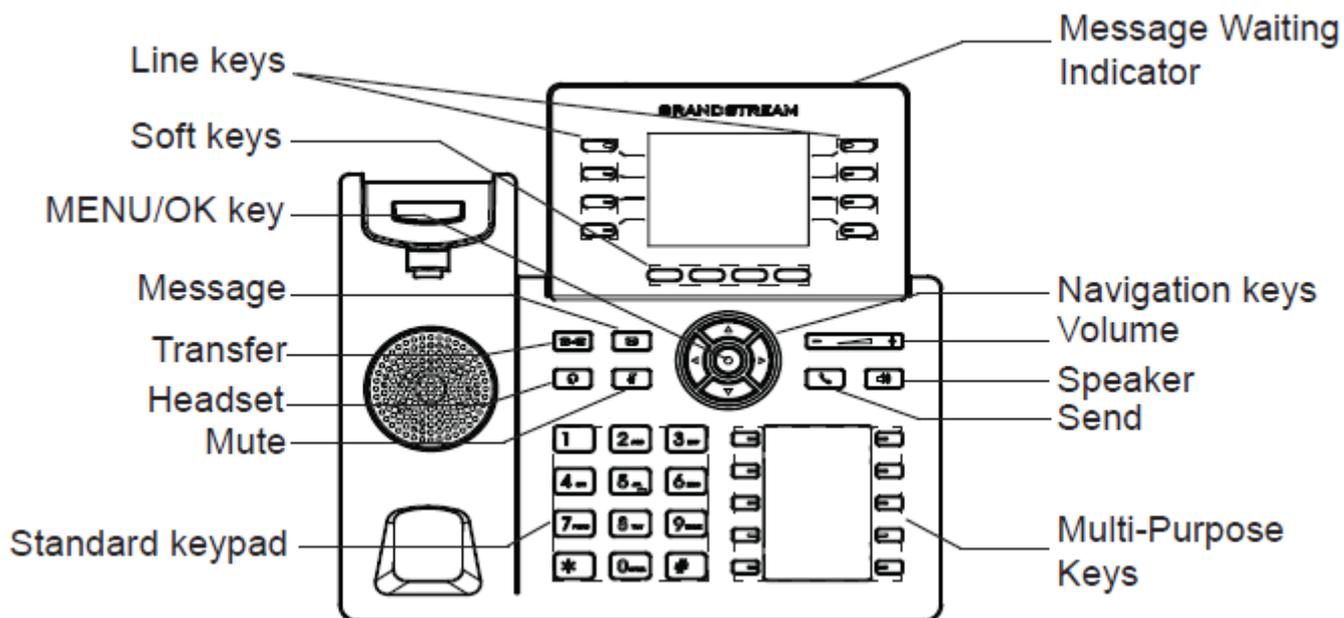


GXP2130 Keypad

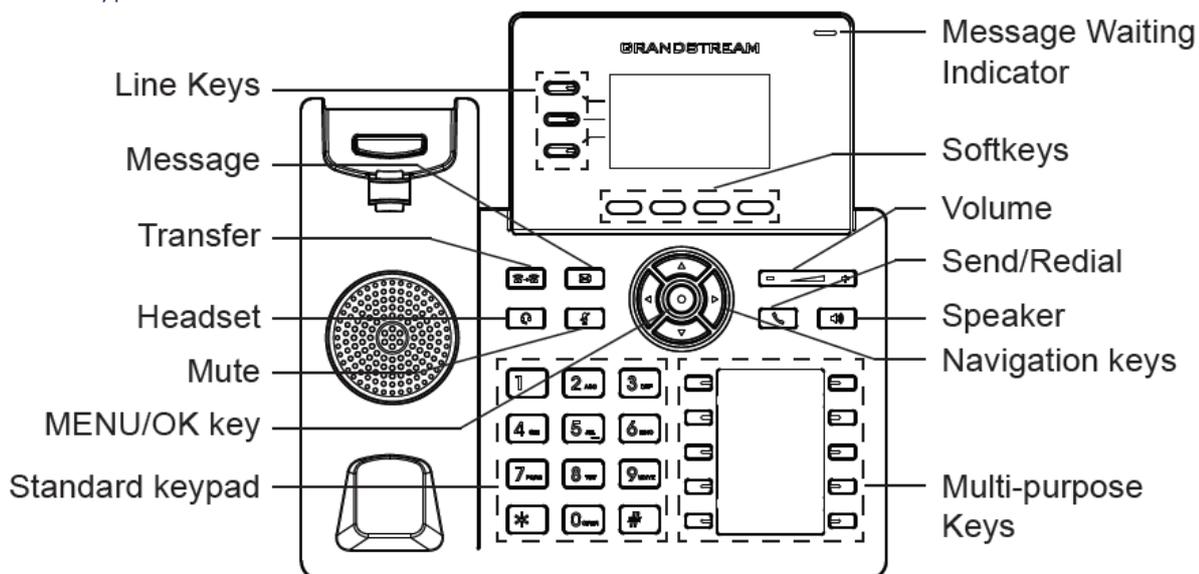


GRP2616 Keypad





GRP2604 Keypad



Grandstream Basic Operations Manual
Keypad Button Description

	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.

Phone operation

Making calls

External Calls

calling out of the system does not require picking up a line or dialling 0, simply dialling the number of the destination into the keypad is all that is required. A call can be forced to proceed by pressing the dial Soft key on the bottom of the screen or the send button .

Internal calls

Calling extensions can be achieved by pressing the corresponding Multi-Purpose Key on the right hand side of the phone or dialling the relevant extension number into the keypad.

Speaker phone

If a number is dialled while the handpiece is hung up the call will connect to the speaker phone, picking up the handpiece, deactivate speaker mode and transfer the call to the hand piece.

To transfer a call to speaker phone press the speaker button  and hang up the hand piece.

To answer a call on speaker phone press the speaker button , press the speaker button again to hang up the call or press the End Call soft key on the bottom of the screen.

Placing calls on hold

The system offers two methods of holding calls

Private Hold

using the hold key  on the right-hand side of the handset will place a call on hold or resume the call, this held call will only be visible to the handset that held the call.

Call Parking

Using the Park keys on the left-hand side of the screen will place a call in or resume a call from a park position. This parked call can be viewed or retrieved from any handset.

Call Transfer

The preferred method of transferring calls is to use the Park buttons, as this allows the recipient to retrieve the call when they are ready, whereas use of Blind or Attended transfers forces the recipient to immediately receive the transfer. Park positions is closer to the old method of "Call for you on line 1"

Transfer by Park

Press one of the line keys labelled Park on the left hand side of the screen, the park key will now turn red. Call the recipient by pressing the corresponding Multi-Purpose key or dialling the extension number. Transfer by Park can only transfer to internal extensions.

Attended Transfer

1. During the call, press transfer button  or transfer soft key below the screen. A new line will be brought up and the first call will be automatically placed on hold.
2. Dial the recipient number or press the corresponding Multi-Purpose key and press AttTrnf softkey below the screen
3. Announce the call to the recipient and hang up
4. Transfer is now complete.

Attended transfer recipient can be internal extensions or external land line or mobile numbers.

Blind Transfer

1. During the call, press transfer button  or transfer soft key below the screen. A new line will be brought up and the first call will be automatically placed on hold.
2. Dial the recipient number or press the corresponding Multi-Purpose key and press BlindTrnf softkey below the screen and hang up.
3. Transfer is now complete.

Blind transfer recipient can be internal extensions or external land line or mobile numbers.

Grandstream GRP26xx WiFi connection

To connect these models to a Wi-Fi Network through the keypad menu. Please follow the below steps:

1. On LCD MENU, navigate to **System -> Wi-Fi settings**.

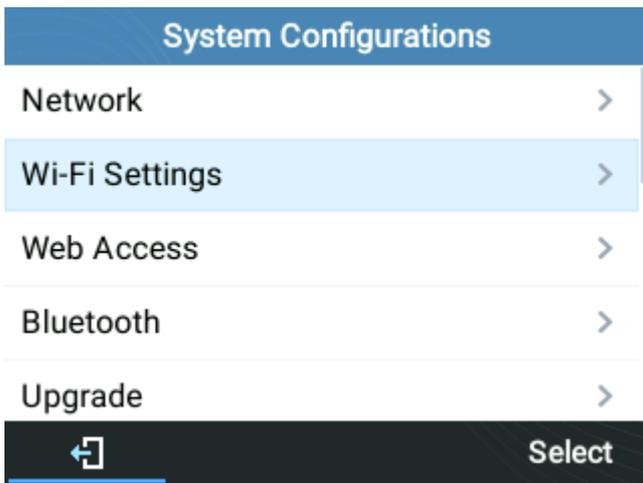


Figure 84: Wi-Fi feature

2. Set Wi-Fi to “Enabled” and press the “Save” button.

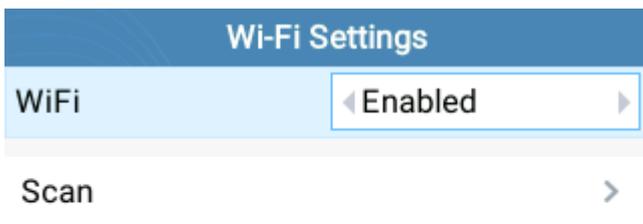


Figure 85: Enable Wi-Fi

3. Select “Scan”.

The device will automatically start scanning for Wi-Fi access points within the range

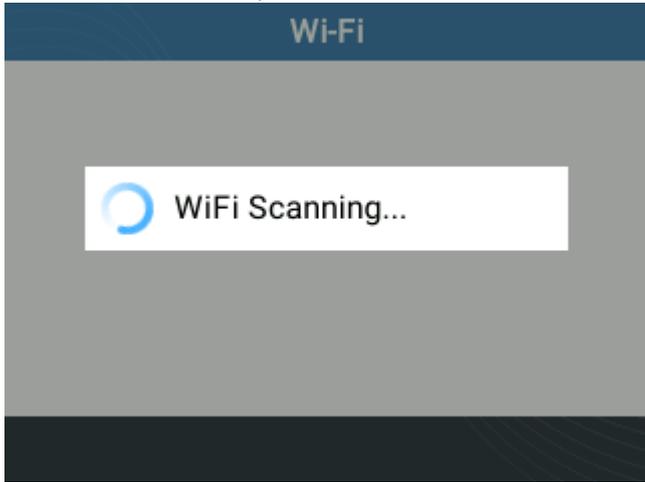


Figure 86: Wi-Fi Scanning

4. A list of available Wi-Fi networks will be displayed. Select the desired network,

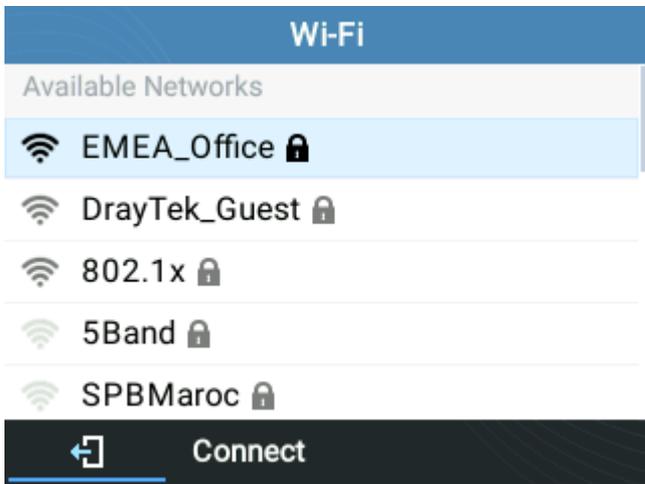


Figure 87: Nearby Wi-Fi networks

5. If required, enter the password to connect.

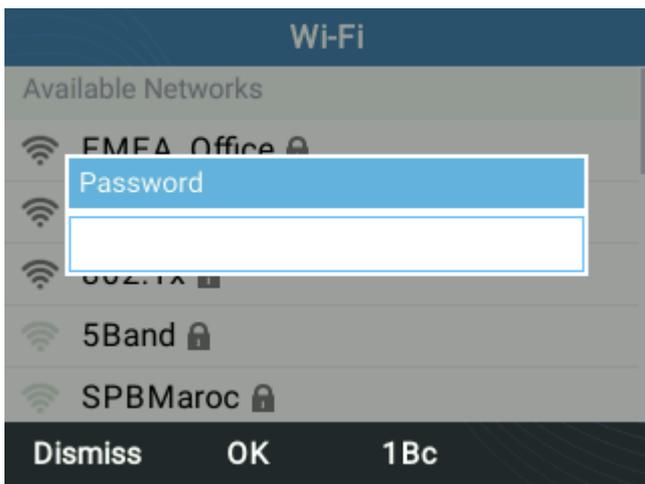


Figure 88: Wi-Fi password required

6. An incorrect password will trigger an error message “Cannot connect to the selected network”.
– If the connection is successful a “Wi-Fi NetWork Connected” message will display on the screen

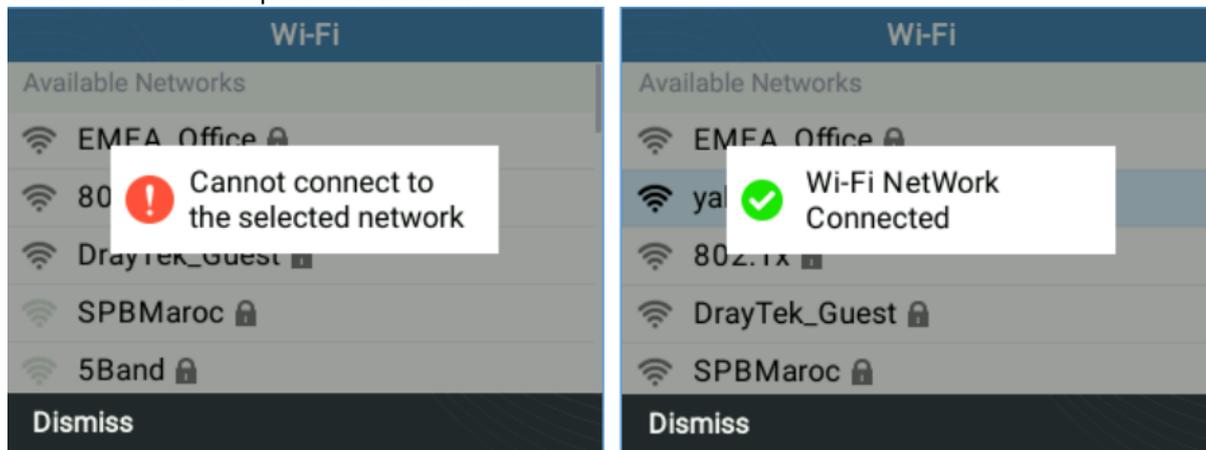


Figure 89:

Failed/Successful Wi-Fi connection

7. Check the Wi-Fi icon on the idle screen to verify if the Wi-Fi network is properly connected.

