Grandstream GXP1760 & GXP1780/82 IP Phone

Quick User Guide

Basic Phone Operation

For detailed information please consult GXP17XX administration or user guides available at: www.grandstream.com

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USING THE HEADSET, OR SPEAKER

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

MAKING CALLS

1. Take Handset/Headset off-hook or press Speaker button or an available LINE key (activates speakerphone).
2. The line will have dial tone and the corresponding line's LED will turn green.
3. If you wish, select another LINE key (alternative SIP account).
4. Enter the phone number.
5. Press SEND button or press "#" key.

REDIAL

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

Note: The phone will redial using the same SIP account as was used for the last call.

ANSWERING CALLS

Single Incoming Call

Answer call by taking Handset / Headset off hook or by pressing SPEAKER or by pressing the corresponding account LINE key.

Multiple Incoming Calls

When there is a call waiting, users will hear a Call Waiting tone. The next available line will flash red.

Answer incoming call by pressing its corresponding LINE button and current call will be put on hold.

You can Toggle between calls using LINE button.

ENDING A CALL

End a call by pressing "End Call" soft key or hang

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CALL HOLD/RESUME

To place an established call on hold, press soft key "Hold".

You can resume the call by pressing the corresponding blinking line or "Resume" soft key.

CALL TRANSFER

Assuming that you are in a call and wish to transfer the call to another party.

Blind Transfer

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

Attended Transfer

1. Press an idle line key to make a new call and the active LINE will be placed on hold automatically.
2. Once the call is established, press transfer button followed by the LINE button of the held line to transfer the call.
3. After the call is transferred, phone will display idle screen.

Auto-Attended Transfer

1. Set "Auto-Attended Transfer" to "Yes" on Web GUI.
2. Establish one call first.
3. Press transfer key to bring up a new line, and the first call will be placed on hold automatically.
4. Dial the number and press SEND button to make a second call.
5. Press transfer key again to make the transfer.

5-WAY CONFERENCE

Initiate a Conference Call

Assuming that you are already in a conversation and you wish to bring a third party together in a conference call.

1. Press conference button to bring up conference dialing screen.
2. Dial third party number followed by SEND key
3. When the call is established to the third party, press the "Conf Call" soft key to initiate conference.
4. Repeat step 1-3 to add the other party into the conference.

Cancel a Conference Call

Press "Cancel" soft key in conference dialing screen to resume the conference call.

End The Conference

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

VOICEMAIL MESSAGE

A blinking red MWI (Message Waiting Indicator) indicates a message is waiting. To retrieve your voicemail messages, you need to call your voice mail access number. An IVR will prompt the user through the process of message retrieval.

MUTE/UNMUTE

- Press the mute button to mute/ unmute the microphone.
- The Mute icon indicates whether the microphone is muted.

VOLUME ADJUSTMENTS

- Use volume button to adjust the ring volume when the phone is idle.
- Press volume button during an active call to adjust the call volume.