PHONE USER GUIDE: Grandstream GXP2130/GXP2160

Function	Action	Notes
Answer Incoming Call	Pickup handset or press the speaker button on phone	Answers calls to your phone
Make Outbound Call	Dial phone number or Extension and press the speaker, press #, or pickup handset	Dialing phone number before picking up handset, pressing speaker, or # will execute the call immediately. You may also dial traditionally by picking up the handset, then dialing number, then pressing the send button on the phone.
Do Not Disturb	Press Mute button	Will prevent your phone from receiving inbound calls. Calls will deliver to voicemail.
Voicemail	Press Envelope image button on Phone, or dial *<extension>	Allows user to access user's voicemail box. User will be prompted for password.
Redial	Press the "Redial" softkey	Redials last called number.
Call Park	Press Assigned Green Button BLF	Park a call.
Pick Up Parked Call	Press Assigned Red Button BLF	Pick up a parked call.
Attended Transfer	Press Line 2 > Dial Extension + Dial, then + Line 1 after accepted	This will allow you to call the Extension privately before the transfer of a call.
Blind Transfer	+ Extension + Transfer	This will blindly transfer calls to an Extension
Transfer directly to Voicemail	+ *98 + Extension + Transfer	Used to transfer a call to a user's voicemail box without first ringing the user's phone.
Intercom	*96 + <extension>	Automatically opens a channel to another phone.
Conference	Press + Dial Number + Press dial > ConfCall	Adds a second party to existing call.

For assistance, please contact us at support@hopdial.com or call 866.305.0407