CLOUD9
HERE TO MAKE THINGS **FASTER**

GRANDSTREAM
CONNECTING THE WORLD

Grandstream

GXP1615 IP Phone

Quick User Guide

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.

MAKING A CALL

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) Enter the phone number.

4) Press the SEND button or press the # key.

ENDING A CALL

End a call by pressing the "EndCall" soft key or hang up the phone.

CALL HOLD/RESUME

1) Hold: Place a call on 'hold by pressing the hold button.

2) Resume: Resume call by pressing the corresponding blinking LINE.

CALL TRANSFER

1) Press the Transfer Button and the active call will be placed on hold automatically.

2) Dial the required extension number and press #

3.) Announce the call and press the Softkey 'Transfer' to place the call through to other party.

MUTE/DELETE

1) Press the MUTE button to mute/unmute the microphone.

The Mute icon indicates whether the microphone is muted.

VOLUME ADJUSTMENTS

Use the volume button to adjust the ring volume when the phone is idle.

Press the volume button during an active call to adjust the call volume.

3-WAY CONFERENCE

Initiate a Conference Call:

Assuming that you are already in a conversation and wish to bring a third party together in a 3-way conference.

1) Press conference button to bring up conference dialing screen.

2) Dial the third party number followed by # key.

3) When the call is established to the third party, press the "ConfCall" soft key to initiate 3 -way conference.

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 to hold the conference call with all parties are on hold;

2) Press "ReConf" soft key to resume conference call.

End The Conference:

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