



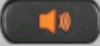
Grandstream GXP2135 Basic Features Guide



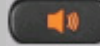
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Answering an Incoming Call

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Placing an Outgoing Call

1) Pick up the Handset or press the  SPEAKERPHONE key.

*For calls within the district, dial the party's 4-digit extension.
For outside calls, dial 1 + Area Code + Number or
Area Code + Number.*

NOTE: The system does not require a "7" or "9" to dial out.

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Placing a Call on Hold

1) Press the  HOLD key during an active call.

NOTE: Using HOLD key places the caller on hold at your phone only.

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*For more information regarding these or more advanced features,
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To Pick up a Parked Call

1) Pick up the Handset and dial the parking spot number.

NOTE: All calls will be parked on an assigned parking location. For Example: 71, 72 or 73. The person who parked the call will announce which parking spot the caller is waiting on.

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NOTE: All calls will be parked on an assigned parking location. For Example: 71, 72 or 73. The person who parked the call will announce which parking spot the caller is waiting on.

To Blind Transfer a Call (Unannounced Call Transfers)

- 1) Press the **Transfer** key on the display.
- 2) Dial the 4-digit extension using the keypad.
- 3) Press the **BlindTrnf** key on the display to complete the transfer.

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Attended Call Transfer (Announced Call Transfers)

- 1) Press the **Transfer** key on the display.
- 2) Dial the 4-digit extension using the keypad.
- 3) Press the **AttTrnf** key on the display.
- 4) When the party answers, announce the call.
- 5) Press the **Transfer** key on the display to complete the transfer.

Attended Call Transfer (Announced Call Transfers)

- 1) Press the **Transfer** key on the display.
- 2) Dial the 4-digit extension using the keypad.
- 3) Press the **AttTrnf** key on the display.
- 4) When the party answers, announce the call.
- 5) Press the **Transfer** key on the display to complete the transfer.


Voicemail Box Guide

- 1) Press the  VOICEMAIL key or Dial *97 on the dial pad.
- 2) Enter your password (123 by default).
- 3) Press "0" for Mailbox Options.

Press "1" to Record your Unavailable Message.
Press "3" to Record your Name.
Press "5" to Change your Mailbox Password.

NOTE: All received voicemails will be delivered to your school email address as a .WAV file attachment.

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