



**Grandstream**  
**GXP1610/1620/1625/1628/1630**  
**IP Phone**  
Quick User Guide



Basic Phone Operation

For detailed information please consult the GXP1610/1620/1625/1628/1630 User Manual available at:  
[www.grandstream.com](http://www.grandstream.com)


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**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) If you wish, select another LINE key (alternative SIP account).
- 4) Enter the phone number.
- 5) Press the SEND button  or press the "#" key.

**REDIAL**

- 1) Take the phone off-hook.
- 2) Press the SEND button  or press the "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:**

- 1) Answer call by taking Handset/Headset off hook or pressing SPEAKER or by pressing the corresponding account LINE button.


**Multiple Incoming Calls:**

- 1) When there is a call waiting, users will hear a Call Waiting tone.
- 2) The next available line will flash red.
- 3) Answer the incoming call by pressing its corresponding LINE button.
- 4) The current call will be put on hold.
- 5) Toggle between the calls using the LINE button.

**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**

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 the 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.

**3-WAYS CONFERENCE (4-WAY CONFERENCE for GXP1630)**

**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 SEND key.


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

- 4) Repeat step 1-3 to add the fourth party into the conference (GXP1630 only).

**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; or select the corresponding blinking LINE to speak with an individual party.

**End The Conference:**

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



**VOICEMAIL MESSAGE**

A blinking red MWI (Message Waiting Indicator) indicates a message is waiting.


- 1) Press the Message button to retrieve the message. An IVR will prompt the user through the process of message retrieval.
- 2) Press a specific LINE to retrieve messages for a specific line account.

**Note:** Each account requires a voicemail portal number to be configured in the "voicemail user id" field.

**MUTE/DELETE**

- 1) Press the  MUTE button to mute/unmute the microphone.
- 2) 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.