gTalk® PBX USER GUIDE

How to Use Grandstream GXP1620/1625 IP Phone

No	Features	Description
1.	Handset	Pick up to place or answer a call.
2.	Line keys	Indicates phone line status. When lit: Green: Line is idle. Red (steady): Line is active or in use. Red (blinking): Line is on hold.
3.	Message Waiting Indicator	Displays solid red when you have a new voice mail message.
4.	Soft-key buttons	Press a soft-key button to perform the action shown on the label on the screen above.
5.	Messages button	Press to access voice mail.
6.	Navigation button	Press an arrow to scroll left, right, up, or down through items shown on the screen.

7.	Mute button	Press to mute or unmute the phone. When phone is muted, the button glows green.
8.	Headset button	Push to turn the headset on or off. When the headset is on, the button glows green.
9.	Conference button	Press to place a call on conference.
10.	Transfer button	Press to place call transfer.
11.	Speaker button	Push to turn the speaker on or off. When the speaker is on, the button glows green.
12.	Volume button	Press + to increase the volume and - to lower the volume of the handset, headset, speaker (when the handset is off the phone), or ringer volume (when the handset is on the phone).
13.	Keypad	Use to dial outbound calls, enter letters, and choose menu items.
14.	Hold button	Press to place a call on hold.
15.	Phone directory	Press to access phone directory.

Receive/Hang up Incoming Calls

• Pick up the handset/Place it back.

• For hands free press the button or 'Green Phone icon', or press the 'Answer' (screen) button.

Ignore Incoming Call

Press 'Reject' (screen) button.

Hold Incoming Call

Press button on phone. The top LHS Green button will start blinking.

Remove Hold

Press the top LHS blinking Green button.

Transferring a Call

• Press the button.

• Dial the extension number to transfer the call to and then Press #.

• Press when connected.

• Once the call is transferred simply hang up.

Accessing Voice mail

To Access and Delete Voice Mail (the right corner button will be lit RED if there is a voice mail):

• Press the button or dial your own extension.
• Enter your voice mail pass code.
• To hear the voice mail press 1.
• To hear the old voice mail press 2.
• To delete voice mail press 3.

Call Forward

Activating Call Forwarding: Activate Call Forwarding feature whenever you want your calls to be forwarded to another phone. Once activated, all incoming calls will be forwarded to the number you specified.

• Dial *41 + Number + # - To forward incoming calls to a specific telephone number for any reason.

• Dial *42 + Number + # - To forward incoming calls to a specific telephone number when unreachable.

• Dial *43 + Number + # - To forward incoming calls to a specific telephone number after Ring-Timeout.

Deactivating Call Forwarding:

• Dial *44# - To cancel call Forwarding .

Note: You may also configure your Call Forwarding feature by login to your account panel.

Block Caller ID

This feature allows you to block your phone number along with your name i.e. CNAM information associated with your phone number.

To set Block Caller ID: *31#
To remove: *32#

Note: You may also configure your Block Caller ID feature by login to your account panel.

Anonymous Call Block

With Anonymous Call Block, all incoming calls from unknown callers will hear a busy tone. So you may no longer want to receive calls from the caller's phone numbers.

Dial *33# -- To block anonymous calls.

Dial *34# -- To cancel anonymous call block.

Note: Also you may enable this feature by login on to your account panel.

Selective Call Blocking

This feature allows you to block incoming calls that you have placed on a list of phone numbers you wish to be blocked.

Dial *35 + number# -- To add a specific telephone number to block list.

Dial *36 + number# -- To delete a specific telephone number from block list.

Note: Also you may configure this feature by login to your account panel. You may Add/Edit/Delete any number which you want to block/unblock.

Speed Dial

A speed dial number is a numeric number to which a destination telephone number is pre-set by a caller. This allows the caller to avoid dialing the full destination number. gTalk PBX providing 99 (1-99) speed dial facility.

gTalk PBX provides 99 (1-99) Speed Dial facility. To set speed dial

01. Login to your gTalk PBX account

02. Go to Speed Dial under User Menu

Follow onscreen instructions to Add/Edit/Delete Speed Dial number.

How to Install gTalk PBX Mobile App

With every Extension gTalk PBX offers a feature rich App compatible with Android and iPhone sets.

- **Android:** To install gTalk PBX App for Android sets, download the App on your smart phone by browsing the Google Play Store. Search for gTalk PBX, and then press Install. Once installed enter Account ID, Extension and password to login gTalk PBX App.

- **iPhone:** To install gTalk PBX App for iPhone sets download the App on your smart phone by visiting the Apple Store, search for gTalk PBX, and then press Install. Once installed enter Account ID, Extension and password to login gTalk PBX App.
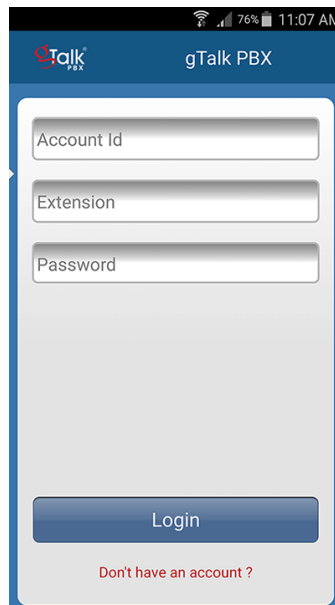
Use of gTalk PBX Mobile App

Use of the gTalk mobile App is user friendly and intuitive. Most of the functions of your gTalk IP Phone sets may be performed by using gTalk Mobile App. Some of the important functions are: **Make or receive calls, check voice mail or missed calls, set call receive preferences, line preference, see extension directory and make direct calls, make call using speed dial etc.**