



Grandstream GXV3140 IP Multimedia Phone Quick User Guide

Basic Phone Operation


For detailed information please consult the GXV3140 User Manual available at:
www.grandstream.com

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Basic Phone Features


USING THE HEADSET OR SPEAKER

- 1) Use the Speaker Button  to turn speaker ON/OFF
- 2) Use the "Headset" softkey to use the headset once it had been connected.

MAKING A CALL

- 1) Take the handset off hook or use the speaker/headset.
- 2) Adjust account if necessary by pressing the LINE  button to select the desired account/line.
- 3) Dial the number

- 4) Press the SEND softkey or the  button .

Note: To redial, press the  button or the "redial" softkey when the phone is offhook.

ANSWERING CALLS



When the phone rings, you can use the headset, handset or speaker to answer the call.

- 1) Handset : Lift the handset to answer calls
- 2) Headset : Press the "Accept" softkey
- 3) Speaker : Press the SPEAKER button.

ENDING A CALL


End a call by pressing the "End" softkey or hang up the phone.

CALL HOLD/WAITING


- 1) Press the HOLD button  to place the call on hold.
- 2) Press the HOLD button again or press the "Resume" softkey to return to the call.
- 3) Users can also press the LINE  button to select the line , this will hold or resume calls depending on the line the user selected.

CALL TRANSFER

BLIND TRANSFER:




- 1) Press the "CALL TRANSFER" button  .
- 2) The phone will display the following message: "Dial Number (Blind) OR Select Line (Attended)".
- 3) Dial the extension number and press F3 for "SEND". This will transfer the call to the other party immediately.

ATTENDED TRANSFER:


- 1) Press the "LINE" button  , select an idle line to use for attended transfer.
- 2) Dial the number that you wish to transfer to and after confirmation from the party, press the "CALL TRANSFER" button.
- 3) Press the "LINE" button and select the line on hold.

3-WAY CONFERENCE

INITIATE A CONFERENCE CALL:


1. Place the first call on hold by pressing the "LINE" button  .
2. Call the second party.
3. Press the "CONFERENCE" button  .
4. Select the line on hold by pressing the "Line" button  again. Select the line by pressing the corresponding line softkey. This would bring the three parties together in a 3 way conference.

END THE CONFERENCE:

- There are two ways to end a conference.
- 1) Press "HOLD"  , this breaks the conference and places both parties on hold, and the user can now speak to individual party by selecting the corresponding LINE.
 - 2) The second way is to simply hang up and terminate the call.

VOICEMAIL MESSAGE

If the blue MWI LED icon is flickering on the upper right hand corner, it means that a new message is waiting.

- 1) Press the MSG button  to retrieve the message (the button needs to be configured).
- 2) Select the line prior to pressing the MSG button if the user wish to access the mailbox of Account 2 or Account 3.
- 3) Follow the IVR prompt to retrieve the voicemail.

MUTE

During a call, the LCD screen will display "Mute". Press the corresponding FUNCTION button to mute the call.

UNMUTE

After the "Mute" button is pressed, the LCD screen will display "Unmute", when this button is pressed, the mute feature is cancelled.


VOLUME ADJUSTMENTS

Use the Up/Down arrow keys to adjust the ring volume when the phone is idle. Use the Up/Down arrow keys to adjust the call volume during the call.

CAMERA ADJUSTMENTS

Use the Left/Right arrow keys to adjust the camera zoom during the call.

PHONEBOOK

Press the phonebook button  to access the phonebook.