



	Contacts. Press to view and edit contact information.
	Hold. Press to put call on hold or resume the call.
	Mute. Press to mute or unmute the call.
	Headset. Press to switch to headset mode.
	Message. Press to view voicemail messages.
	Transfer. Press to transfer call.
	Conference. Press to conference call.
	Speaker.
	Send/Redial.
	Volume.

MAKING PHONE CALLS HANDSET, SPEAKER AND HEADSET MODE

The GXP2170 allows users to switch among handset, speaker or headset when making calls.

- Press the Hook Switch to switch to handset;
- Press the Headset button to switch to headset (if equipped); or
- Press the Speaker button to switch to speaker

COMPLETING CALLS

There are several ways to complete a call.

- ⌚ **On hook dialing.** Enter the number when the phone is on hook and then send out.
 - When the phone is in idle, enter the number to be dialed out;
 - Take handset off hook; or
 - Press Speaker button; or
 - Press Headset button with headset plugged in; or
 - Select an available LINE key;
 - The call will be dialed out.

- ⌚ **Off hook and dial.** Off hook the phone, enter the number and send out.
 - Take handset off hook; or
 - Press Speaker button; or
 - Press Headset button with headset plugged in; or
 - Press an available LINE key to activate speaker;
 - You shall hear dial tone after off hook;
 - Enter the number;
 - Press SEND key or # to dial out.

- ⌚ **Redial.** Redial the last dialed number.
 - Take handset off hook; or
 - Press Speaker button; or
 - Press Headset button with headset plugged in; or
 - Press an available LINE key to activate speaker; or
 - When the phone is in idle;
 - Press SEND key, or the REDIAL soft key.

- ⌚ **Via Call History.** Dial the number logged in phone's call history.
 - Press MENU button to bring up the main menu;
 - Enter Call History;
 - Select the entry you would like to call using the navigation arrow keys;
 - Press SEND button to dial out.

ANSWERING PHONE CALLS

RECEIVING CALLS

- ⌚ **Single incoming call.** Phone rings with selected ring tone. The corresponding LINE key will flash in red. Answer call by taking handset off hook, or using Speaker/Headset, or pressing the flashing LINE key;

- ⌚ **Multiple incoming calls.** When another call comes in while having an active call, the phone will produce a Call Waiting tone (stutter tone). The other LINE key will flash in red. Answer the incoming call by pressing the flashing LINE key. The current active call will be put on hold automatically.

CALL TRANSFER

- ⌚ **Blind Transfer.**
 - During the first active call, press TRANSFER and dial the number to transfer to;
 - Press SEND key or # to complete transfer of active call.

- ⌚ **Park Transfer.**
 - Press available PARK key (Unused park slots will illuminate green);
 - Call can then be retrieved from any other phone by selecting appropriate park button.