USING

PLACE A CALL ON HOLD

While on a call, press the **HOLD** key.

TAKE A CALL OFF HOLD

To resume the call, press the **HOLD** key again or press the flashing LINE key.

CALL TRANSFER to PHONE

While on a call, press the **TRANSFER** key, then:

•**Attended/Announced Transfer:** Press the '**Attend Trnf**' Soft Key, then dial the extension number and press '#' or 'SEND', announce the transfer, then press the '**Transfer**' Soft Key to complete the Transfer.

NOTE: The party receiving the Transfer will see your extension number, not the number of the Outside Caller.

•**Blind Transfer:** Press the '**Blind Trnf**' Soft Key, then dial the extension number and press '#' or 'SEND'.

NOTE: The party receiving the Transfer will see the Caller ID number of the Outside Caller.

CALL TRANSFER TO VOICEMAIL

Follow the **Blind Transfer** instructions, however, dial * before the extension number to transfer the caller to the user's voicemail greeting instead of ringing the user's phone.

USING

VOICEMAIL

Your MESSAGE WAITING indicator on the top right corner of your phone is flashing red when you have a new voicemail message.

You may also receive a copy of your voicemail message in a pre-configured email Inbox. Consult your System Administrator to determine your Voicemail pre-configured User Preferences/Settings.

RETRIEVE VOICEMAIL from YOUR PHONE

1) Press the **Message** key
2) Dial your Password _____
3) Follow the Voice Prompts

RETRIEVE VOICEMAIL from ANOTHER PHONE:

From another **INTERNAL** Phone:

1) Dial ***98,**
2) Dial your mailbox number (ext. no.)
3) Dial your Password

From an **EXTERNAL** Phone:

Place a call to one of your ComNet Lines:

a. If Answered Live, ask to be transferred to your Voicemail, During your own Voicemail Greeting, Dial * then your Password

b. If Answered by a greeting (Automated Attendant or a voicemail greeting), Dial *98 then your mailbox number,

http://www.AffiliatedCom.com Help Desk 214.382.9945

AFFILIATED ComNet

clear cloud **UNISON**

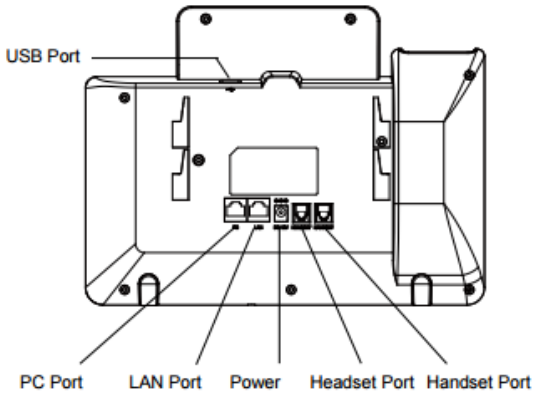
Grandstream GXP2160 VoIP Phone

QuickStart Guide

Document Release 3.2
July, 2017

SETUP

Your Phone has been pre-configured to seamlessly operate with the Affiliated ComNet Clear Cloud UNISON network after proper network connection has been made and power has been applied.

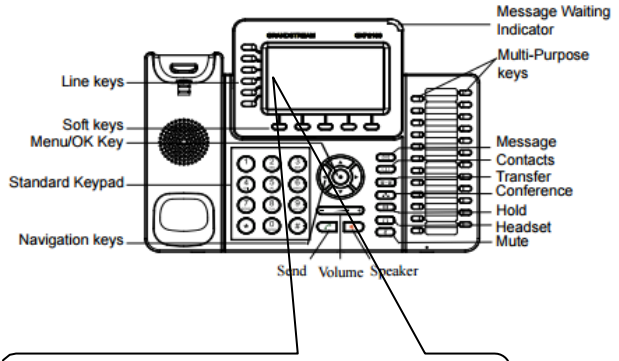


Once connected, please take a few moments to complete the following Setup practices in order to simplify, unify, and enhance everyone's experience:

FROM YOUR DESKPHONE:

1) Note Extension number _____
2) Press the **Message** key
3) Dial your Password _____#
4) Listen to voice prompts, press option '0' for mailbox setup:
   a) Record your **Unavailable** Voicemail Greeting
   b) Record your **Busy** Voicemail Greeting
   c) Record/change other mailbox options as desired.

USING



***LINE** keys are used for Incoming and Outgoing call Status and Control.*

PLACE A CALL

Dial the Extension or Outside Telephone Number, then press the **# or** **(Send)**

- Continue talking Handsfree, or
- Lift Handset, or
- Press **HEADSET**(if using Headset)

To toggle between Handset mode and Handsfree mode, press the **SPEAKER/Handsfree key**.

There is no need to dial a '1' in front of any telephone number when placing calls throughout the United States or Canada.

VOLUME ADJUSTMENT

While on a call, press the Volume Up (+) or Down (-) key. The Volume Adjustment effects the active device (e.g. Ringer when idle, handset when using handset, speaker when using speaker, etc.).

USING

END A CALL

While on a call:

- Press **SPEAKER** key, or
- Replace Handset, or
- Press the **END CALL** soft key, or
- Press **HEADSET**(if using Headset)

ANSWER A CALL RINGING to YOUR PHONE

To answer a call ringing at your phone:

- Press **SPEAKER** key, or
- Lift Handset, or
- Press **HEADSET**(if using Headset)

ANSWER A CALL RINGING to ANOTHER PHONE

To answer a call ringing at another telephone:

- Press **SPEAKER** key, or
- Lift Handset, or
- Press **HEADSET**(if using Headset)

Dial ** then the **Extension Number** of the ringing telephone.