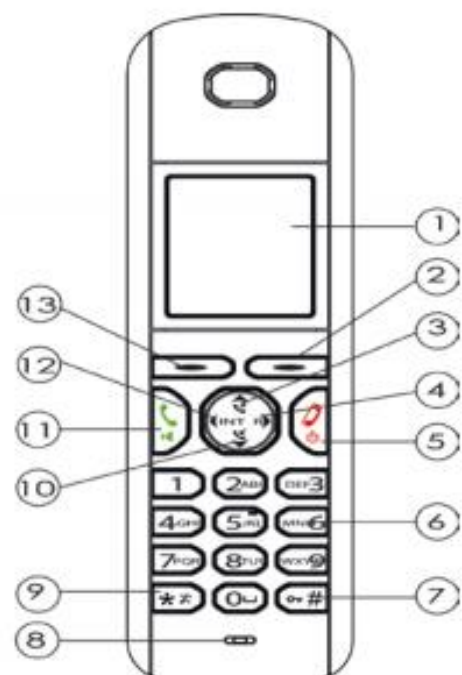


Grandstream DP715 Quick Reference Sheet



What Do These Keys Do?

1	Display	
2	Right display button (display functions)	
3	Up/Redial key	
4	Right/Recall key	
5	On-hook/Power key	
6	Alphanumeric keypad	
7	Keypad lock key	
8	Microphone	
9	Ringer off-key	
10	Down/Calls list key	
11	Off-hook key/Handsfree key	
12	Left/Internal call key	
13	Left display button (display functions)	



Turning the Handset On/Off

Press the power key (5) to turn the handset on.

To switch the handset off, press and hold the power key (5) until the handset switches off.

Making Phone Calls

To an extension:	Dial the required extension and press the green off-hook key (11).
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To an external number:	Dial 9, followed by the number, and press the green off-hook key (11).
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To redial:	Press the up key (12). Use the up and down keys to search your recent call history, then press the green off-hook key (11) to dial.
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Answering Calls

Press the green off-hook key (11) to answer an incoming call.

Answering a Waiting Call

If you are on a call and receive a second call, you will hear three short beeps. Toggle between the incoming call and the current call by pressing the right/recall key (4).
If you wish to end a call, press the relevant line key to connect to that caller and press the on-hook key (5).

Hold

To place a call on hold press the right/recall key (4). To un-hold a call, press the right/recall key again.

Transferring a Call

Blind/Unannounced Transfer	Blind transfers are not supported on the DP715.
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Attended/Announced Transfer	While on a call, press the recall/right key (4) and then dial the number you want to transfer the call to.
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	When the destination party answers, you will be able to speak to them privately.
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	Complete the transfer by pressing the red on-hook key (5).
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Conference Call

While on a call, press the recall/right key (4), and dial the third party. When the answer, press the recall/right key (4) again to form a three-way conference.

Call Pick Up

Dial *8 or press the flashing extension key to answer a call that is not ringing on your phone.

Missed Calls

The Missed Call soft key will appear on your screen if you have any missed calls. To view them, press the “MissedCall” soft key and a list will be displayed with the date and time. Use the arrows on the keypad to navigate and the soft keys to Dial or Delete.

Note: If your phone is part of a ring group, calls answered by other users in the ring group may show as a missed call on your phone.

Call History

When you receive a call, the phone number of the caller, the date and time appear in the handset display. The name will be also shown if it's present in the phonebook or in the SIP Invite.

The calls received are stored in a calls list (maximum of 30 call entries are saved). When the memory is full, the new calls automatically replace the oldest ones in the log.

The upper icon in the display flashes if there are new missed calls in the calls list, and the number of new calls is shown in the middle of the display next to the icon.

If the calls list is empty and you press down/call list key (11), Calls List Empty appears.

Call Forward

By default, your phone will automatically forward to voicemail if unanswered after 30 seconds.

To forward your calls:

Dial *72.

You will be prompted to enter the destination number followed by the **# key** (make sure to enter a 9 first if it is an external number).

To cancel the call forward:

Dial *73


Contacts

You can store 200 numbers (up to 24 digits long) with an associated name (up to 16 characters long) in the phonebook.

Saving a New Entry in the Phonebook

1. Press the phonebook soft key (13).
2. Press *Option* and confirm the New Entry with the tick soft key (2) to add a new entry. *Name:* appears on the display.
3. Enter the name using the alphanumeric keys.
4. Press the Save soft key and enter the phone number.
5. Press the Save soft key and select the ringer melody required.
6. Press the Save soft key to save the entry to the phonebook or press the return soft key (13) to cancel without saving.

Voicemail

To access your voicemail press  or dial *97.

You will be asked to enter your password, which by default will be the same as your extension number.

