



GHP630(W)

GHP631(W)

**Grandstream  
GHP630(W)/GHP631(W)  
IP Hotel Phones**

## Quick User Guide

For detailed information, please consult the GHP6xx User Manual available at [www.grandstream.com](http://www.grandstream.com)

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### HANDSET AND SPEAKER MODE

- 1) The GHP630(W)/GHP631(W) allows switching between the handset and the speaker when making calls. Please press the speaker button  to start using the speaker. If you wish to switch to the handset after activating the speaker, just unhook the handset and the audio will be emitted through the handset's speaker.
- 2) Dial the number that you wish to call and press # or dial key  to send the call, or wait for a second for the number to be sent.

### MAKING A CALL

There are several ways to complete a call.

**On-hook dialing.** Enter the number when the phone is on-hook and then send it out.

- 1) When the phone is idle, enter the number to be dialed out;
- 2) Press the dial softkey  or # or speaker key .
- 3) The call will be dialed out.

**Off-hook and dial.** Off-hook the phone, enter the number, and send it out.

- 1) Take handset off-hook
- 2) Compose the number to be dialed out.
- 3) Press the dial softkey , #, or the speaker key  for the call to be performed.

### RECEIVING A CALL

The phone rings with the selected ringtone. take the handset off-hook or press the speaker button , or the answer call softkey  to answer the call.

### REJECTING A CALL

To reject an incoming call, while the phone is ringing, press the End call softkey  on the LCD screen.

### REDIAL

In Order to redial a number you can either :

- 1) Press the redial key , this will compose the last entered number
- 2) Press the redial softkey , when putting the handset off-hook
- 3) Press the # key, this will trigger a call to the last composed number

### DIRECT IP CALLING

To make a direct IP call, please follow the steps below:

- 1) Take the handset off-hook, press the Speaker button or press the Headset button on the headset plugged in.
- 2) Input the target IP address in this format example: 192\*168\*1\*60#5062
- 3) Press the Dial key , speaker key , or # to send the call

### SET UP MULTI-PURPOSE KEYS

Multi-purpose keys can be configured to quickly dial a certain extension. When the MPK has been pressed the number will be quickly dialed and the call sent out.

This can be done in the web UI of the IP Phone, under the section "Programmable keys", the multipurpose key can be set either as Speed Dial, DTMF, or GDS Opendoor.

### CALL HOLD

- 1) User can use the hold button  to put the call on hold.
- 2) When receiving a call on the second line, the user can use the Flash key to hold the call on the first line and switch to the call on the second line. If the user wants to unhold the first call, the user may press the Flash key again to recover the call.
- 3) The user can also click the Hold soft key on the LCD screen, to put the call on hold.

### CALL TRANSFER

#### Blind Transfer :

- 1) Alice is talking with Bob.
- 2) Alice presses Flash  or "New call" to initiate a new call to Carl, and Bob is held automatically.
- 3) Alice composes Carl's extension and clicks on "Transfer", then clicks on Blind Transfer .
- 4) Carl will be transferred directly to Bob.
- 5) If Carl rejects or does not answer the call, Bob is automatically sent back to Alice, the initial Transferee.

**Note:** For the blind transfer recovery to work, the "Enable Recovery on Blind Transfer" feature needs to be enabled in the web UI under **Account => Call Settings => Transfer.**

#### Attended Transfer:

- 1) Alice is talking with Bob.
- 2) Alice presses Flash , "Transfer" softkey, or "New Call" to initiate a new call to Carl, and Bob is held automatically.
- 3) Carl answers the call, and Alice talks with Carl about Bob, then Alice clicks on the attended transfer softkey , and Bob will be transferred to Carl automatically.

### SWITCH LINE

When there are multiple calls connected, Press the "Swap" Softkey followed by "Resume" softkey, or press the Flash Softkey  to switch between lines simultaneously.

### END CALL

To end a call, off-hook the handset, or press End Call Softkey .

### VOICEMAIL

The Waiting Message Indicator will blink in a green color when there is a new voicemail. To listen to the voicemail, press the Voicemail button  on the phone and enter the voicemail password if configured.

### MUTE

- 1) When during a call, Press the MUTE button  to mute/unmute the microphone.
- 2) The Mute LED indicates whether the microphone is muted.

### VOLUME ADJUSTMENTS

- Press key  to decrease the volume.
- Press key  to increase the volume.

### SLEEP MODE

Sleep mode is a feature to enable the screen and LED to be off immediately, when answering a call or doing any operation on the phone, the screen will be woken up temporarily, then back to sleep until the sleep mode is disabled.

- 1) To enable Sleep Mode, While on Idle Mode, press the key .

- 2) For the icon corresponding to Sleep  Press the Enable Softkey  to enable Sleep Mode

- 3) Sleep Mode will be enabled and displayed on main LCD screen.

### DND MODE

- 1) To enable DND Mode, While on Idle Mode, press the key .
- 2) For the icon corresponding to DND  Press the Enable Softkey  to enable DND Mode.
- 3) DND Mode will be enabled and displayed on main LCD screen.

### SLEEP AND DND MODE

- 1) To enable Sleep& DND Mode simultaneously, While on Idle Mode, press the key .
- 2) For the icon corresponding to Sleep&DND  Press the Enable Softkey  to enable Sleep&DND Mode.