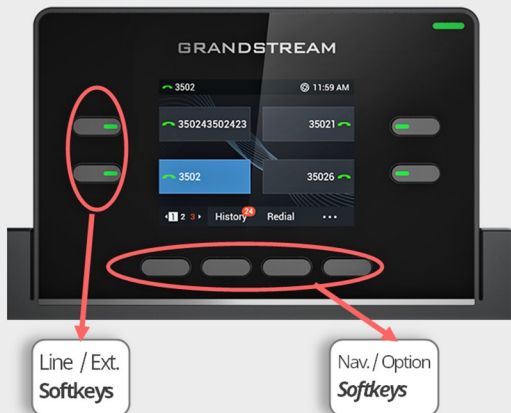


Grandstream 2613

the NetOPS Team Quick Start Guide



Using the Phone — The Basics



Making Calls

1— You can either start a call by:

- ↳ Picking up the **Handset**
- ↳ Selecting a **Line** Softkey
- ↳ Pressing the **Speaker** key
- ↳ Dialing a phone number.

2— Then press either the green **Dial Softkey** that will appear or hit the **'Send / Dial'** key.

Answering Calls

Answer a call by taking the **Handset** off the hook or by pressing **'Speaker'** key.

*You may Reject or Forward a call using the **Softkey** options that become available when a call is being received.*

Ending / Redialing Calls

End a call by:

- ↳ Pressing the **'End Call'** Softkey option.
- ↳ **OR** returning the **handset** to the receiver.

Press the **Redial** Softkey to call the last dialed number. You can also use the **History** Softkey to

Transferring Calls

During a call, you can either use the **'Transfer'** Softkey that appears, or hit the **'Transfer Call'** hard key.

When the prompt appears, start dialing the number or extension

- ↳ Hit **'Send'** key once number is completed.
- ↳ **OR** use the directional **arrows / menu** key to select the quick match result as during the dialing process.

Main Menu

1	2	3	4
New Messages	Old Messages	Send Messages	Call Forwarding
5	6	7	
Pass/Name Change	Greetings	Recover a Voicemail	

Listening Menu

1	2	3	4
Save Messages	Repeat Messages	Forward Messages	Delete Message
5	6	7	
Go To Next	Reply to Message	End	

Navigating Voicemail

To access the prompt-style voicemail, **Dial 5001** or hit the **'Voicemail'** hard-key on your phone.

To access all voicemail settings and web-based functions, log onto the NetOPS Team Portal:

<https://pbx.netopsteam.com/>



NetOPS TEAM