



WP816/WP826 Wi-Fi Cordless IP Phones Quick User Guide

For detailed information, please consult the WP8x6 User Manual available at www.grandstream.com

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Turning ON/OFF the Handset

Turning ON the handset

In order to turn the handset ON, long press the Power Key  until the LCD screen lights up.

Turning OFF the handset

To turn OFF the handset, long press the Power Key  until a drop-down menu appears (bottom of the screen) and select **Power Off**.

Activate/Deactivate Wi-Fi

- 1) On the phone's idle screen, press the Menu key  and navigate to Settings .
- 2) In **Wi-Fi Settings** set **Wi-Fi** to **Enable** or **Disable**.

Connecting to Wi-Fi Network

For easy deployment, WP8XX out of the box is preconfigured to connect to a default SSID named **wp_master** with a password (WPA/WPA2 PSK) equal to **wp1987@dmn**. users can adapt these settings from the web UI as well to make it easier for deployment on customer site.

Manual Connection

The WP8x6 supports dual-band 802.11a/b/g/n/ac/ax Wi-Fi, please follow these steps to connect :

- 1) On the LCD menu, press the Menu key  and navigate to **Settings**  → **Wi-Fi Settings**.
- 2) Navigate to **"Wi-Fi Network"**. A list of Wi-Fi networks will be displayed.
- 3) Select the desired network to connect to. (Enter the correct password to connect if requested)

The handset will display a Wi-Fi icon on the main LCD menu if the connection to the Wi-Fi network is successful.

Wi-Fi Band Configuration

If 5GHz and 2.4GHz are both available, the handset will use 5GHz, but it may switch to 2.4GHz if the signal of 5GHz is poor. Users may also specify the Wi-Fi Band to fix it or to keep it Dual Band (Automatic) under **Settings**  → **Wi-Fi Settings** → **Wi-Fi Band**.

Wi-Fi Alarm Threshold

Users Can configure Wi-Fi signal warning or disable it under **Settings**  → **Wi-Fi Settings** → **Alarm threshold**. Three signal levels are available.

Activate/Deactivate Bluetooth

Please follow the steps below to activate/deactivate Bluetooth function :

- 1) On the idle screen, press the Menu button .
- 2) Go to **Settings**  → **Bluetooth Settings**.
- 3) Set **"Bluetooth"** to **Enable** or **Disable**.

A Bluetooth icon will be displayed on the main screen.

Setting the Screen Lock

Enabling Screen Lock

In order to configure Screen Lock from the handset, please follow these instructions :

- 1) Go to **Settings**  → **Basic Settings** → **Lock Screen**
- 2) Set **"Lock Screen"** to **Auto** or **Manual**.

Note: If set to "Auto", the screen will automatically get locked after timeout. If set to "Manual", users will need to manually lock the screen.

Locking/Unlocking Screen

- To lock the screen : Press the Pound Key and hold for approximately 2 seconds.
- To unlock the Screen: Press the Unlock button (Left softkey) followed by the Pound Key

Configuring the LCD Brightness and Screen Timeout

- 1) Press the **Menu Key**  and click on **Settings** .
- 2) Go to **Basic Settings** → **Appearance**.
- 3) Configure the LCD Brightness under **"Brightness"**, and set **"Timeout Screen Shutdown"**.

Return to Idle Screen

Press the **Power Key**  to quickly exit the Menu, a call or return back to the main idle screen.

Selecting the Menu Language

- 1) Press the **Menu Key**  and click on **Settings** .
- 2) Go to **Basic Settings** → **Language**.
- 3) Click on the **Menu Key** to **Confirm**.

Configure Date and Time

- 1) Press the **Menu Key**  and click on **Settings** .
- 2) Go to **Basic Settings** → **Date & Time**.
- 3) Under this menu, users can configure **Time Display Format**, **Date Display Format** and **Time Zone**.

Making Calls

Method 1

- 1) Enter the digits using the keypad numbers.
- 2) Click on **Account** (Left Softkey) to toggle between registered SIP accounts.
- 3) Press the **Dial Key**  or the **Speaker Key**  to initiate the call.

Method 2

- 1) Press the **Dial Key**  or the **Speaker Key** .
- 2) Enter the digits using the keypad numbers.
- 3) Press the Dial Key to initiate the call.

Answering Calls

Press the **Dial Key** , **"Accept"** button (Left Softkey) or the **Speaker Key**  to answer an incoming call.

Ending Calls

Press the **Power Key**  to terminate or reject a call.

Hold/Resume Calls

- During a call, users can press the **"Hold"** key (Right Softkey) to place the call on hold.
- To resume the call, the same softkey can be used which will appear as **"Resume"**.

Call Transfer

Blind Transfer

- 1) During an established call, press the **"Option"** key (Left Softkey) and choose the **"Transfer"** option. (The initial call will be put on hold)
- 2) Enter the number you would like to transfer the call to and select **Transfer**.
- 3) Choose **Blind transfer** by selecting it and clicking on the **"OK"** softkey.

Attended Transfer

- 1) During an established call, press **Option** → **Transfer**.
- 2) Choose the line and enter the number you want to transfer the call to, then press the **Dial Key**  and select **"New Call"** (The initial call will be put on hold).
- 3) Once the second call is established, press **Transfer** to complete.

Conference

The WP816 supports 3-Way conferencing, while WP826 allows 4-way conferencing. To start a conference on WP8x6, please follow the below steps:

- 1) Place a call to the first party and press the left softkey **"Option"**, then select **"Conference"**.
- 2) Enter the number of the second party you want to add to the conference and press the **Dial Key**  to initiate the call.
- 3) Once the Third-party picks up the call, the conference will be automatically initiated.
- 4) Users can split the conference or kick a member under the **"Option"** Menu.

Mute/Unmute Microphone

During an established call, users can mute/unmute the microphone by pressing the **Mute Key** .

(There will be a mute icon displayed on the screen to indicate that the microphone is muted).

Activating Call Features

Users can configure Call Forward, Auto Answer, Call Waiting, Anonymous Call Reject, Caller ID Blocking and Do Not Disturb by going to **"Settings**  → **Call Settings"**.

Silent Mode

In order to activate or deactivate Silent Mode, press and hold the **Star Key**  until the handset displays **"Silent mode on/off"**.

Accessing Voicemail Messages

- 1) Press the **Menu Key**  and choose **Voicemail** .

- 1) Choose the account, press the **"Select"** button, and enter your Voicemail password.
- 2) Select and retrieve your voice messages saved and listen to each voicemail.

Do Not Disturb

Users can enable DND mode by long pressing the Mute Key in idle mode.

Another way to enable/disable Do Not Disturb Mode is :

- 1) Press the **Menu Key**  and click on **Settings** .
- 2) Choose **Call Settings** and set **DND** to **"Enable"** or **"Disable"**

Quick Access Settings

WP8x6 supports quick access settings feature that allows users to perform certain actions with a single click.

Users can either choose **"Quick Start"** mode to configure a call feature shortcut or **"Quick Open"** mode to launch a specific phone application.

Please follow the steps below to add a quick access shortcut :

- 1) Press the Mute key  in idle screen.
- 2) Click on **Config** and select either **"Quick Start"** or **"Quick Open"** under **Mode**.
- 3) Choose the function, label and the corresponding parameters.
- 4) Press the left Softkey (**OK**) to confirm the changes.