

Welcome to Futiva!

Futiva is packed with many advanced features that will enhance your day-to-day business activities and make your life easier. This guide is designed to help you use some of the most popular features of your new cordless Grandstream IP DECT DP715.

*44	Call Recording
*72	Call Forwarding Always Activation
*73	Call Forwarding Always Deactivation
*90	Call Forwarding Busy Activation
*91	Call Forwarding Busy Deactivation
*92	Call Forwarding No Answer Activation
*93	Call Forwarding No Answer Deactivation
*67	Calling Line ID Delivery Blocking per Call
*65	Calling Line ID Delivery per Call
*68	Call Park
*88	Call Park Retrieve
*98	Call Pickup
*69	Call Return
*70	Cancel Call Waiting
*99	Clear Voice Message Waiting Indicator
*55	Direct Voicemail Transfer
*78	Do Not Disturb Activation
*79	Do Not Disturb Deactivation
*66	Last Number Redial
*62	Voice Portal Access

Note: Some of these codes may not be available to all users. See your group admin to add features.

Grandstream® IP DECT PHONE DP715



844 238 8482

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Futiva Quick Start Guide

Before You Start

You need to configure your Account settings in the Futiva Customer Administration Portal. Go to access.futiva.biz and click "Log In". You can create your profile settings, set up your voicemail, set up call forwarding, upload phone lists and more. If you need assistance in doing so, please call 844-2FUTIVA.



- Display Screen
- Display Soft Keys
- Call / Speakerphone
- Navigation Key
- End Call / Power Key
- Charger Cradle / Base Station
- Active Call / Voicemail Indicator

The Basics

Navigation Keys

The navigation keys allow you to scroll through the options on the display by pressing a display soft key and using the up or down arrow keys to navigate.

- > Pressing the up arrow displays the recently placed calls list.
- > Pressing the down arrow displays the recently received calls list.

> To call another handset:

Press the left arrow key and enter the other handset number.

> While on an active call:

Press the right arrow key to Transfer.

Turning the Handset On/Off

To turn the handset on or off, long press the **End Call** key.

Turning Silent Mode On/Off

To turn Silent Mode on or off, long press the * key.

Turning Keypad Lock On/Off

To turn the Keypad lock on, long press the # key. Press the Unlock display soft key followed by the # key to unlock. Calls can still be answered while the keypad is locked.

Answer a Call

To answer a call, press the **Call/Speakerphone** key or the **Accept** soft key.

Place a Call

To place a call, just dial the number and press the **Call** key.

Other Features

Set Up Voicemail

- > Place a call to your extension.
- > At prompt, you will be asked to enter a new pass code (using only 4 to 8 digits), followed by the # sign.
- > When you are asked to verify your pass code, re-enter your pass code, followed by the # sign.
- > Record your first and last name at the prompt, followed by the # sign.
- > Follow prompts to also:
 - > Set up Busy greeting
 - > Set up No Answer greeting
 - > Set up Call Forward options

(You can also customize your greeting and greeting options in the Futiva Customer Administration Portal.)

Retrieve Voicemail Messages

The **green** phone indicator light on the base blinks notifying you when any handset has a new voicemail message.

Additionally, the handset will indicate you missed a call.

- > To check your voicemail, dial your extension.
- > Enter your voicemail pass code, then press #. (If you forgot your pass code, please contact your administrator.)
- > Follow the audio prompts to listen to voicemails.

Access Call Lists

> Press either the UP navigation key to view and select outgoing calls or the DOWN navigation key to select incoming (including missed) calls.

Mute and Un-Mute a Call

> While on a call, press the right display soft key. To un-mute, press the right display soft key again.

Speakerphone On / Off

To turn on the speakerphone on an active call:

- > Press the **green** Call/Speakerphone key.
- > Press it again to turn off the speakerphone.

Transfer a Call

After the first call is connected:

> To conduct a blind transfer:

- > Press the right navigation key.
- > The active call will be placed on hold.
- > Dial the number or extension.
- > Wait until you hear ringtone and then hangup.

> To conduct an announced transfer:

- > Press the right navigation key.
- > The active call will be placed on hold.
- > Dial the number or extension.
- > Once the receiving party answers, announce the call and hang up to complete the transfer.

3-Way a Call

After the first call is connected:

> To initiate a 3-way call:

- > Press the right navigation key.
- > The active call will be placed on hold.
- > Dial the number or extension of whom you want to conference in.
- > Once the receiving party answers, announce the call.
- > Press the right navigation key again to join all callers together. Hang up to end the call.

> To transfer to voicemail:

- > On an active call, press the right navigation key.
- > The active call will be placed on hold.
- > Dial *55 followed by the extension. The call will disconnect when successful.