# Cisco IP DECT 6823 Handset Quick Start Guide

## Your Handset

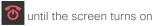


### Legend

- (1) Indicator light (LED)
- (2) Headset port
- (3) Softkeys, phone control buttons (Speaker, Menu), Navigation cluster (Navigation ring and Select button, call control buttons (Answer/Send, Power/End)
- **(4)** Keypad
- **(5) Volume** and **Mute** buttons

## Turn On Your Handset

Press and hold **Power/End** until the screen turns on.



## Turn Off Your Handset

Press and hold **Power/End** until the screen turns off.

# Lock the Handset Keypad

You can lock the handset keypad to stop accidental dialing. When you lock the keypad, you can still dial emergency numbers. The softkey label doesn't display when you lock the keypad.

Press and hold **Zero (0)** until the message

"Press and hold 0" is displayed on the screen.

# Unlock the Handset Keypad

You must unlock the handset keypad to make calls. You can however, dial emergency numbers from the locked keypad. When you unlock the keypad, the softkey labels appear...

Press and hold **Zero (0)** until the message "Press and hold 0" doesn't display on the screen.

#### Make a Call

- 1. When your handset is idle, enter the phone number with the keypad.
- 2. Press Answer/Send

# Dial an Emergency Number

- **1.** When your handset is idle, enter the emergency number with the keypad.
- 2. Press Answer/Send

## Answer a Call

Press Answer/Send

### Hold and Resume a Call

- 1. From an active call, press Hold.
- 2. Press Resume to pick the call back up.

### Mute Your Call

- 1. Press Mute
- 2. To unmute yourself, press Mute again.

## Create a Conference Call

- 1. From an active call, press More > Conference.
- 2. Enter the coworker's number and press
  - Answer/Send
- 3. Press Conf after the coworker answers.

## Transfer a Call

- 1. From an active call, press More > Transfer.
- 2. Enter the coworker's number and press
  - Answer/Send
- **3.** Press **Transfer** after the first ring tone or after your coworker answers

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#### Add a Contact

- 1. Press **Recents** and highlight the recent caller.
- Press More, highlight Save as Contact, and press Select
- Highlight the category, press Select, and press Save to save the number.
- (Optional) Highlight a field to add or replace other information.
- 5. Press Save and press Yes.

#### Call a Local Contact

- 1. Press **Contacts** and highlight an entry.
- (Optional) Press the right on the Navigation ring to select an alternate number.
- 3. Press Call

# Call a Directory Contact

- 1. Press Directory
- Scroll down to highlight an entry, or press Search, enter a name, and press Search.
- Press Line and select a line to call on.
- Press Select.

### View Your Recent Calls

- 1. Press Recents
- 2. Press the Navigation ring left or right to view dfferent lists.

## Use Push to Talk

- Press and hold Mute
- Talk when connected and release Mute at the end of your message.

# Assign a Speed-Dial Number

- 1. Press Contacts:
- 2. Highlight a contact.
- 3. Press More select Speed Dial.
- To reuse an existing speed-dial index entry, highlight a number, press Unassign and press Yes.
- 5. Highlight an empty speed-dial index and press Add.
- 6. Press Power/End To

## Access Your Voicemail

- 1. Press and hold **One** until you hear the ringtone.
- 2. Follow the voice prompts.

# Change the Volume on a Call

While on a call, press **Volume** + - up or dow

### Set Do Not Disturb

- 1. Press Menu
- 2. Select Settings > Do not disturb.
- Select Disabled (default) to turn off DND or select Enabled to turn on DND.
- 4. Press Select to save the setting.

# Set the Coverage Warning

- 1. Press Menu
- 2. Select Settings > Audio Settings.
- 3. Highlight Coverage warning
- **4.** Press **Off** to stop the tone or press **On** to play the tone.

### User Guide

View the full User Guide at <a href="https://www.cisco.com/c/en/us/support/collaboration-endpoints/ip-dect-6800-series-multiplatform-firmware/products-user-quide-list.html">https://www.cisco.com/c/en/us/support/collaboration-endpoints/ip-dect-6800-series-multiplatform-firmware/products-user-quide-list.html</a>.

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