Your Handset

Legend

① Indicator light (LED)

② Emergency button

③ Headset port

④ Softkeys, phone control buttons (**Speaker**, **Menu**), Navigation cluster (Navigation ring and **Select** button, call control buttons (**Answer/Send**, **Power/End**)

⑤ Keypad

⑥ **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** .

Report an Emergency Situation

(If configured)

Press and hold **Emergency** for 3 seconds.

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 **Conf**.
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 **Transfer**.
2. Enter the coworker's number and press **Answer/Send** .
3. Press **Transfer** after the first ring tone or after your coworker answers.

Add a Contact

1. Press **Recents** and highlight the recent caller.
2. Press **More**, highlight **Save as Contact**, and press **Select**.
3. Highlight the category, press **Select**, and press **Save** to save the number.
4. (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.

2. (Optional) Press the right on the Navigation ring to select an alternate number.
3. Press **Call**.

Call a Directory Contact

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

View Your Recent Calls

1. Press **Recents**.

2. Press the Navigation ring left or right to view

   different lists.

Use Push to Talk

1. Press and hold **Mute** .
2. Talk when connected and release **Mute** at the end of your message.

Assign a Speed-Dial Number

1. Press **Menu** > **Contacts** or **Contacts**:
2. Highlight a contact.
3. Press **More** and select **Speed Dial**.
4. To reuse an existing speed-dial index entry, highlight a number, press **Delete** and press **Yes**.
5. Highlight an empty speed-dial index and press **Add.**

6. Press **Power/End** .

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 down.

Set Do Not Disturb

1. Press **Menu** .
2. Select **Settings > Do not disturb**.
3. 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 https://www.cisco.com/c/en/us/support/collaboration-endpoints/ip-dect-6800-series-multiplatform-firmware/products-user-guide-list.html.