

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 O** until the screen turns on.

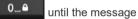
Turn Off Your Handset

Press and hold **Power/End O** 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 does not display when you lock the keypad.

Press and hold Zero (0)



"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.

0_0 Press and hold Zero (0)

until the message

"Press and hold 0" does not display on the screen.

Make a Call

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

Answer a Call

Press Answer/**Send** or **Answer** softkey.

Hold and Resume a Call

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

Mute Your Call



To unmute vourself, press Mute again. 2.

Create a Conference Call

- 1. From an active call, press More softkey > select Conference option from menu and then press Hold softkey
- Enter the coworker's number and press 2.

Answer/Send Call softkey.

3. Press Conf after the coworker answers.

Transfer a Call

- 1. From an active call, press More softkey > use Navigation Ring to highlight Transfer option and select it.
- 2. Enter the coworker's number and press

Answer/Send Call softkey.

3. Press **Transfer** after the first ring tone or after your coworker answers.



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–) up or down.

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 Menu > Contacts and highlight an entry.
- 2. (Optional) Press the right on the Navigation ring Uto select an alternate number.
- 3. Press Call.

Call a Directory Contact

- 1. Press Directory softkey.
- 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.
- Press the Navigation ring left or right to view different lists.

Use Push to Talk (if enabled)

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

Assign a Speed-Dial Number



2. Highlight a contact.

1

- 3. Press More select Speed Dial.
- 4. 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

Access Your Voicemail

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

Change the Volume on a Call

While on a call, press Volume (+

Set Do Not Disturb

Press Menu

1.

1.

- 2. Select Settings > Do notdisturb.
- 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

- 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 Cisco IP DECT 6800 Series User Guide

For further information on other Masergy supported telephones, please visit the Masergy <u>IP Phones</u> webpage.