



MASERGY

Cisco 6800 Series Multiplatform IP Phones Quick Start Guide

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Masergy Cisco 6800 Series Multiplatform IP Phone

Your Phone







Cisco IP Phone 6841 shown.

1. Incoming call or voicemail indicator
2. Line keys, SCA, and BLF buttons
3. Softkeys
4. Navigation cluster
5. Hold, Transfer, and Conference
6. Speakerphone, Headset, and Mute
7. Voicemail, Menu, and Directory
8. Volume

Line Key Buttons

Use the line keys to access the assigned lines.

Buttons illuminate to indicate status:

-  Green, steady: Line is idle
-  Red, steady: Line in use
-  Red, slow flashing: Line on hold
-  Red, fast flashing: Incoming call
-  Amber, steady: Line unregistered
-  Amber, flashing: Line registering


Place a Call

Enter a number and pick up the handset.


Answer a Call

Press the flashing red line button to answer the non-shared line. If line is shared must select “answer” softkey.


Put a Call on Hold

1. Press Hold 
2. To resume a call from hold, press Hold again.


View Your Recent Calls

1. Press Menu 
2. Scroll and select Recents.
3. Select a line to view.


Transfer a Call to Another Person

1. From a call that is not on hold, press Transfer 
2. Enter the other person’s phone number.
3. Press Transfer again (before or after the party answers).


Add Another Person to a Call

1. From an active call, press Conference 
2. Enter the number you want to join and press Dial.
3. Once the call is connected, press Conference again.


Place a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press Headset 


Place a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press Speakerphone 

Mute Your Audio

1. Press Mute 
2. Press Mute again to turn mute off.



Listen to Voice Messages

Press Messages  and follow the voice prompts. To check messages for a specific line, press the line button first.



Forward All Calls

1. Select the right side softkey with Dots to locate the Forward and press this softkey.
2. Dial the number that you want to forward to followed by “#”, you will hear confirmation tone.
3. When you return, select the softkey with Dots to locate the Clr Fwd softkey and press this softkey to end call forwarding.


Adjust the Volume in a Call

Press Volume   up or down to adjust the handset, headset, or speakerphone volume when the phone is in use.


Adjust the Ringtone Volume

Press Volume   up or down to adjust the ringer volume when the phone is not in use.

Change Ringtone

1. Press Menu 
2. Select User Preferences.
3. Select Audio Preferences.
4. Select Extension(line key).
5. Use Navigation Cluster right arrow to go to the list of ringtones and press Play to hear a sample.
6. After choosing your ringtone using the "select" softkey and then hit the Set softkey to save the new ringtone.

Adjust the Screen Contrast

1. Press Menu 
2. Select User Preferences.
3. Select Screen Preferences
4. Select Contrast Level using Navigation Cluster.
5. Press the Navigation Cluster right to decrease, left to increase, the contrast level.
6. Press Save

For further information on other Masergy supported telephones please visit the Masergy [IP Phones](#) webpage.