



## **Cisco IP DECT 6800 Series User Guide**

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# CHAPTER 1

## Your Handset

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- [Your Handset](#), on page 1
- [Getting Started](#), on page 2
- [Buttons and Hardware](#), on page 3
- [Care of Your Handset](#), on page 11
- [Additional Help and Information](#), on page 13

## Your Handset

The Cisco IP DECT 6800 Series is made up of the Cisco IP DECT 210 Multi-Cell Base Station and the Cisco IP DECT Phone 6825 Handset.

**Figure 1: Cisco IP DECT 210 Multi-Cell Base Station and Cisco IP DECT Phone 6825 Handset**



The handsets communicate with the base station using Digital Enhanced Cordless Telecommunications (DECT) to provide call functions.

In this document, the term *phone* means the handset and the term *system* means the handset and base station.



---

**Note** Not all features may be supported by your handset. Contact your service provider for the supported features.

---

# Getting Started

## Turn On Your Handset

### Procedure

---

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

---

## Turn Off Your Handset

### Procedure

---

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

---

## Report an Emergency Situation

Your handset has an emergency button, located at the top of the handset. If set up by your administrator, you can press this button to raise an alert in an emergency situation. The handset places a call to a predefined emergency number and automatically turns on the speakerphone.

### Procedure

---

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

---

## Lock the Handset Keypad

You can manually lock the keypad to stop accidental dialing.






---

**Note** When the keypad is locked, you can only dial emergency numbers.

---

### Procedure

---

Press and hold **Asterisk**  until the message “Press and hold \*” and the key lock icon ( or ) are displayed on the screen.

### Related Topics

[Set the Handset Lock and PIN](#), on page 61

[Set the Timer to Automatically Lock the Handset](#), on page 62

## Unlock the Handset Keypad

If the keypad is locked, you must unlock it before you can place most calls. You may need to input a PIN to unlock the handset.

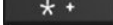




**Note** When the keypad is locked, you can only dial emergency numbers.

---

### Procedure

---

Press and hold **Asterisk**  until the message “Press and hold \*” and the key lock icon ( or ) doesn't display on the screen.

### Related Topics

[Set the Handset Lock and PIN](#), on page 61

[Set the Timer to Automatically Lock the Handset](#), on page 62



## Buttons and Hardware








Your handset has many buttons and hardware features that you will use regularly. Use the following figure and table to identify the important button and hardware features.





Figure 2: Cisco IP DECT Phone 6825 Handset Buttons and Hardware





Table 1: Cisco IP DECT Phone 6825 Handset Buttons and Hardware

Item	Name or Grouping	Description
1	Indicator light (LED)	Indicator light—Use the light to identify states. You can configure the event that triggers the red, yellow, or green LED.
2	Emergency button	<b>Emergency</b>  Raises an emergency alarm, if configured.
3	Headset port	Headset port with cover  . Remove the protective cover and plug in a headset or ear buds (3.5 mm audio jack).

Item	Name or Grouping	Description
4	Softkeys, handset control buttons ( <b>Speaker</b> , <b>Menu</b> ), Navigation cluster, call control buttons ( <b>Answer/Send</b> , <b>Power/End</b> ).	<p><b>Softkeys</b>  Activate the option displayed on the screen.</p> <p><b>Speaker</b>  Toggle the speaker mode on or off for the handset.</p> <p><b>Menu</b>  Access directories, settings, status, and other information.</p> <p>Navigation cluster  Navigation ring and <b>Select</b> button:</p> <ul style="list-style-type: none"> <li>• Navigation ring (outer ring): Move up, down, left, or right.</li> <li>• <b>Select</b> button  (center of the cluster): select a menu item.</li> </ul> <p><b>Answer/Send</b>  Answer a ringing call or, after dialing a number, place the call.</p> <p><b>Power/End</b>  Turn the handset on or off, or end a connected call. In menus, the button returns you to the previous screen.</p>

Item	Name or Grouping	Description
5	Keypad	<p>Dial numbers and enter letters.</p> <p><b>One</b> </p> <ul style="list-style-type: none"> <li>• Enter “1” when you dial a number.</li> <li>• Access voicemail. Press and hold to automatically dial the voicemail system.</li> <li>• Enter these special text characters: . ! ? , - " @ + ; :</li> </ul> <p><b>Asterisk</b> </p> <ul style="list-style-type: none"> <li>• Press and hold to add the plus (+) symbol at the beginning of a phone number.</li> </ul> <p><b>Zero</b> </p> <ul style="list-style-type: none"> <li>• Enter “0” when you dial a number.</li> <li>• Press and hold to lock or unlock the keypad.</li> <li>• Enter a space.</li> </ul> <p><b>Pound</b> </p> <ul style="list-style-type: none"> <li>• Press and hold to silence the handset ringer. If configured, the handset will vibrate instead.</li> <li>• Enter this special text characters: #</li> </ul> <p>Use the keys 2 through 9 to enter letters and numbers.</p> <p><b>Note</b> In some languages, additional characters may be present.</p>



Item	Name or Grouping	Description
6	Volume and Mute buttons	 <p><b>Volume</b></p> <ul style="list-style-type: none"> <li>• When the handset is idle, change the ring volume or turn off the ringer.</li> <li>• During a call, control the speaker volume for the active handset, headset, or speaker.</li> </ul> <p><b>Mute</b>  Toggle the mute feature on or off.</p>

## Navigation

Use the outer ring of the Navigation cluster to scroll through menus and to move between fields. Use the inner **Select** button of the Navigation cluster to select menu items.



## Supported Characters

When you input information, the Cisco IP DECT Phone 6825 Handset supports the following characters:

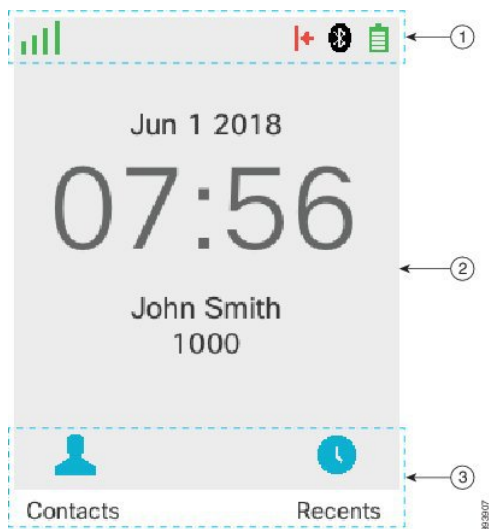
Figure 3: Supported Characters

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0			0	@	P	`	p	€	ı	ı	°	À	Đ	à	đ	
1		!	1	A	Q	a	q	ı	'	ı	±	Á	Ñ	á	ñ	
2		"	2	B	R	b	r	,	'	¢	Č	Â	Ò	â	ò	
3		#	3	C	S	c	s	f	"	£	č	Ã	Ó	ã	ó	
4		\$	4	D	T	d	t	_	"	¤	´	Ä	Ô	ä	ô	
5		%	5	E	U	e	u	...	•	¥	µ	Å	Ö	å	ö	
6		&	6	F	V	f	v	†	-	ı	¶	Æ	Ö	æ	ö	
7		'	7	G	W	g	w	‡	—	§	·	Ç	×	ç	÷	
8		(	8	H	X	h	x	^	˘	˙	˚	È	Ø	è	ø	
9		)	9	I	Y	i	y	Ř	ř	Û	Đ	É	Ù	é	ù	
A		*	:	J	Z	j	z	Š	š	û	d'	Ê	Ú	ê	ú	
B		+	;	K	[	k	{	<	>	«	»	Ë	Û	ë	û	
C		,	<	L	\	l		œ	œ	Ë	Ë	İ	Ü	i	ü	
D		-	=	M	]	m	}	Š	š	ě	ı'	Í	Ý	í	ý	
E		.	>	N	^	n	~	Ž	ž	Ň	ň	İ	ı	ı	ı	
F		/	?	O	_	o	Ğ	ğ	Ÿ	ı	ı	ı	ı	ı	ı	

## Handset Screen Features

The screen shows information about your handset such as directory number, date and time, and softkeys. The screen is made up of three sections: the header row, the middle section, and the footer row.

Figure 4: Handset Screen



- At the top of the screen is the header row. The header row displays the radio signal strength and battery charge, as well a number of icons. The icons display when features are active.  
If your organization uses the BroadWorks Shared Call Appearance feature, a row of boxes displays immediately below the header row.

2	The middle of the screen displays the information associated with the handset: date and time, configured handset owner, and handset phone number.
3	The bottom row of the screen contains the softkey labels. Each label indicates the action for the softkey button below the screen. Sometimes, icons are displayed above the softkey labels.







### Related Topics

[BroadWorks Shared Call Appearance](#), on page 31





## Header Icons

The header icons tell you about the handset state. This section displays the header icons and gives their meaning. The header row icons can be different when do not disturb (DND) is enabled.











### Audio Path Icons

Icon	DND Mode Icon	Description
		Speaker is off
		Headset in use.
		Handset is muted.













### Bluetooth Icons

Icon	DND Mode Icon	Description
		Bluetooth is connected.
		Bluetooth is disconnected.







### Network Icons

Icon	DND Mode Icon	Description
		No network connection.
		Weak network connection.
		Good network connection.
		Better network connection.
		Best network connection





### Battery Icons

Icon	DND Mode Icon	Description
		Battery is depleted. Recharge the battery to use the handset.
		Battery is 1% to 24% charged. Recharge the battery as soon as possible.
		Battery is 25% to 49% charged.
		Battery is 50% to 74% charged.
		Battery is 75% to 100% charged.
		Battery is charging.

### Call-Related Icons

Icon	DND Mode Icon	Description
		Answered call
		Dialed call
		Do not disturb is enabled.
		Phone is forwarded.
		Voicemail message waiting.
		Missed call

### Other Icons

Icon	DND Mode Icon	Description
		Handset keypad is locked.
		Message

## Differences Between Phone Calls and Lines

We use the terms *lines* and *calls* in very specific ways to explain how to use your phone.

- Lines—Each line corresponds to a directory number or intercom number that others can use to call you. You have up to four lines.
- Calls—Each line can support up to two calls. However, you can have only two calls on the handset. Only one call can be active at any time; the other call is automatically placed on hold.

Here is an example: If you have four lines and each line supports two calls, then you can have two connected calls at one time. These two calls can be on the same line or on different lines. Only one of those calls is active and the other is a held call.

## Phone Batteries

Your phone contains a lithium ion battery. The fully charged battery provides the following hours of service:

- Up to 17 hours of talk time
- Up to 200 hours of standby time

The battery life is reduced when the phone is turned on. Calls, messages, application use, Bluetooth use, and actions like menu navigation use power and reduce the talk time. Your phone screen dims and turns off after a configurable period of inactivity to reduce battery drain.

### Related Topics

[Set the Timer to Turn Off the Screen](#), on page 61

## Care of Your Handset

You can clean your handset. Make sure you follow our cleaning instructions.

Clean your handset immediately if it comes in contact with anything that may cause stains, or other damage; for example, dirt or sand, ink, makeup, soap, detergent, acids, acidic foods, or lotions.



---

**Caution**

Do not blow or use compressed air (for example, aerosol cans, low- or high-pressure air nozzles) to clean the openings of the handset.

Do not use a vacuum cleaner or other suction device to clean the openings of the handset.

Do not use pins or other objects to clean the openings of the handset.

Use of air, suction, or mechanical objects to clean the openings can damage the handset and voids the handset warranty.

---

If you happen to drop the handset into water, or it gets splashed, follow our instructions to dry off the handset. See [If You Drop Your Handset in Water](#), on page 13.

## Clean the Handset Screen

### Procedure

---

If your handset screen gets dirty, wipe it with a soft, dry cloth.

**Caution** Do not use any liquids or powders on the phone because they can contaminate the handset components and cause failures.

---

## Clean the Handset Exterior

You can clean the handset exterior using a dry, lint-free cloth. For the health-care environment, we recommend that you use Caviwipes™ and Saniwipes™ to thoroughly clean the handset. Caviwipes and Saniwipes contain up to 17% isopropanol.

Any cleaning solution containing a higher amount of isopropanol, including pure isopropanol, or an alternative alcohol-based liquid could potentially damage the handset. Do not clean the handset with bleach or other caustic products.

Excessive use of Caviwipes and Saniwipes more than 3 times a day will damage the handset surface coating and will change the appearance of handset.

Clean your handset immediately if it comes in contact with anything that may cause stains, or other damage; for example, dirt or sand, ink, makeup, soap, detergent, acids, acidic foods, or lotions.



---

**Caution** Do not blow or use compressed air (for example, aerosol cans, low- or high-pressure air nozzles) to clean the openings of the handset.

Do not use a vacuum cleaner or other suction device to clean the openings of the handset.

Do not use pins or other objects to clean the openings of the handset.

Use of air, suction, or mechanical objects to clean the openings can damage the handset and voids the handset warranty.

---

### Procedure

---

**Step 1** Remove the handset from the charger.

**Step 2** Wipe the handset and screen with a soft, lint-free cloth or with an approved sanitizing wipe.

**Step 3** If there are foreign objects (for example, fine sand) in an opening in the handset, tap the handset against your hand to dislodge the objects.

---

## If You Drop Your Handset in Water

If you drop your handset in water, here's what you do:

- *Gently* shake the water off the handset.
- Dry the handset with a soft, dry, lint-free cloth.
- Leave your handset in a dry area with some air flow; for example, a fan blowing *cool* air can be directed onto the handset speaker grill to help the handset dry out. Just don't put the fan close to the handset.

Here are some things you don't do:

- Don't open the battery door while the handset is wet.
- Don't use compressed air to blow off the water.
- Don't use a hair dryer to dry off the handset.
- Don't put a cotton swab, paper towel, or cloth into the headset jack or inside the battery compartment.
- Don't tap the handset on a hard surface.
- Don't put a wet handset into the charging cradle. You must wait until the handset is completely dry.



---

**Note** The handset warranty does not cover handsets that have been dropped in water or other fluids.

---



---

**Caution** Do not blow or use compressed air (for example, aerosol cans, low- or high-pressure air nozzles) to clean the openings of the handset.

Do not use a vacuum cleaner or other suction device to clean the openings of the handset.

Do not use pins or other objects to clean the openings of the handset.

Use of air, suction, or mechanical objects to clean the openings can damage the handset and voids the handset warranty.

---

If the sound is muffled after you dry the handset, there may still be water in the microphone or speaker compartments. Place your handset, speaker-side down, on a dry, lint-free cloth to see if water drips out. If there is still water in the handset, allow the handset to completely dry before you use it.

## Additional Help and Information

If you have questions about the functions available on your phone, contact your administrator.

The Cisco website (<https://www.cisco.com>) contains more information about the phones and call control systems.

- For quick start guides and end-user guides in English, follow this link:

<https://www.cisco.com/c/en/us/support/collaboration-endpoints/ip-phone-6800-series-multiplatform-firmware/products-user-guide-list.html>

- For guides in languages other than English, follow this link:

<https://www.cisco.com/c/en/us/support/collaboration-endpoints/ip-phone-6800-series-multiplatform-firmware/tsd-products-support-translated-end-user-guides-list.html>

- For licensing information, follow this link:

<https://www.cisco.com/c/en/us/support/collaboration-endpoints/ip-phone-6800-series-multiplatform-firmware/products-licensing-information-listing.html>

## Cisco IP DECT 6800 Series Documentation

See the publications that are specific to your language and firmware release. Navigate from the following Uniform Resource Locator (URL):

<https://www.cisco.com/c/en/us/support/collaboration-endpoints/ip-dect-6800-series-multiplatform-firmware/tsd-products-support-series-home.html>

## Lost Phone Connectivity

Sometimes your phone can lose its connection to the base station, or the base station can lose its connection to the call control system. When this connection is lost, your phone displays a message.

If you are on an active call when either connection is lost, the call ends.

If you lost the connection because you moved out of the base station range, you should add a coverage warning. For more information, see [Set the Coverage Warning, on page 58](#).

When the phone reconnects to the base station or the base station reconnects to the call control system, you'll be able to use your phone normally again.

## Cisco One-Year Limited Hardware Warranty Terms

Special terms apply to your hardware warranty and services that you can use during the warranty period.

Your formal Warranty Statement, including the warranties and license agreements applicable to Cisco software, is available on Cisco.com at this URL: <https://www.cisco.com/go/hwwarranty>.





## CHAPTER 2

# Handset Setup

---

- [Handset Hardware Installation, on page 15](#)
- [Handset Battery Charging, on page 21](#)
- [Automatic Handset Configuration, on page 22](#)
- [Manual Handset Configuration, on page 22](#)
- [Handset Firmware Upgrades, on page 23](#)

## Handset Hardware Installation

### Handset Package Contents

Your handset package has the following contents:

- Handset with attached belt clip. Inside the handset is the battery, with a piece of plastic over the battery contacts.



---

**Note** You need to remove the plastic over the battery contacts. For more information, see [Install the Battery in the Handset, on page 16](#).

---

- Charging cradle with attached USB cable.
- Regional power adapter for the charging cradle.
- Plastic cover to replace the belt clip on the handset.



---

**Note** Make sure that you save this small plastic cover, in case you need it.

---

- Printed compliance document.

#### Related Topics

- [Install the Battery in the Handset, on page 16](#)
- [Handset Battery Charging, on page 21](#)

[Remove the Handset Clip](#), on page 19

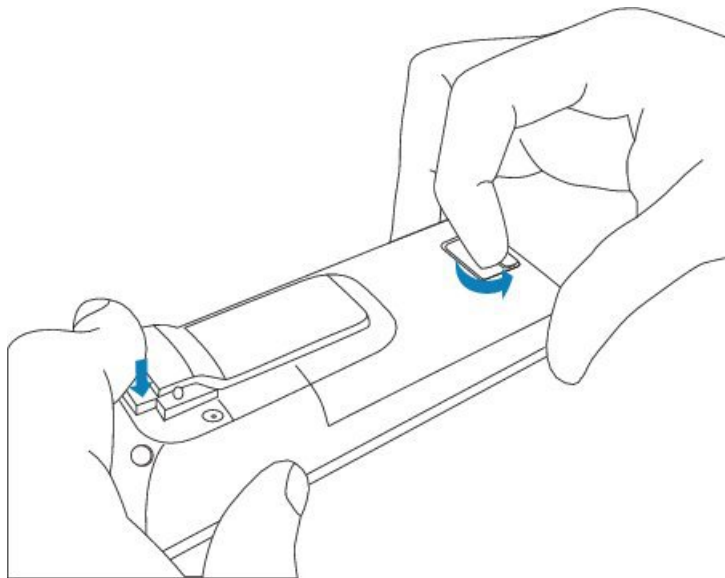
## Install the Battery in the Handset

The handset battery is shipped inside the handset, but there is a plastic tab over the battery contacts. You need to remove the plastic tab.

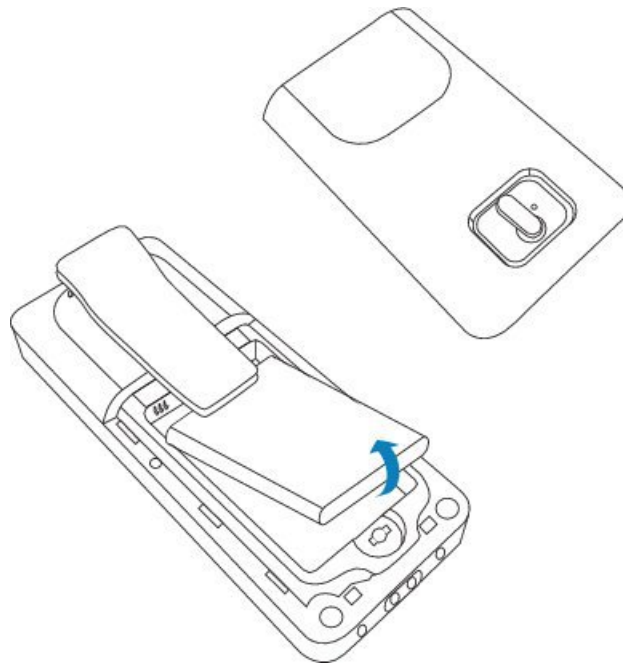
### Procedure

---

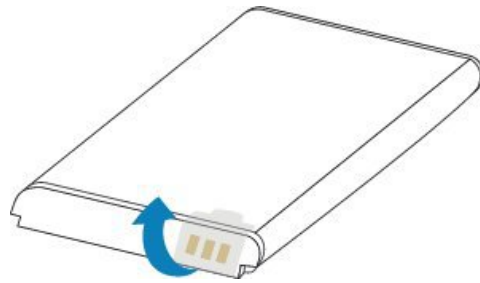
- Step 1** On the back of the handset, turn the latch counterclockwise to unlock the back, lift the clip, and lift the cover to remove the battery cover.



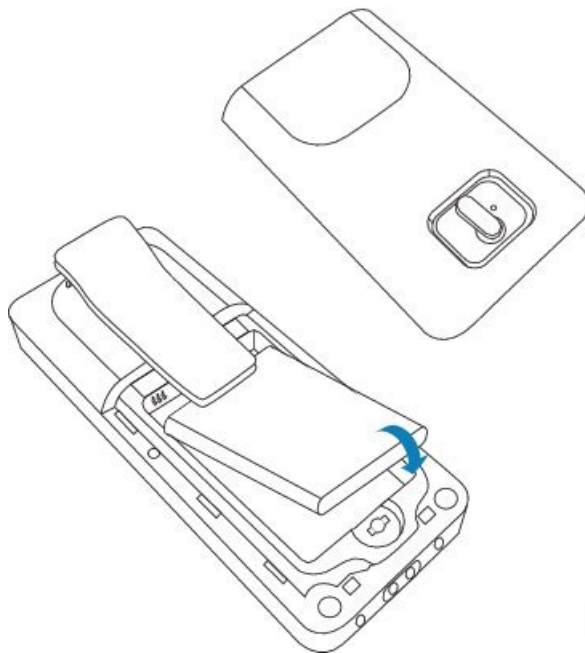
- Step 2** Remove the battery from the handset.



**Step 3** Remove the plastic over the contacts.



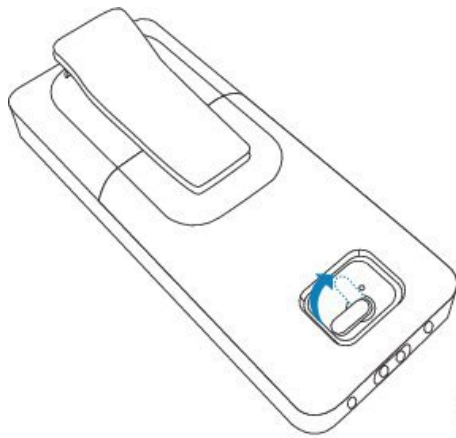
**Step 4** Place the battery under the clip and drop it into the compartment.



The battery contacts are on the top left edge of the battery and the top left edge of the battery compartment. Ensure that the contacts meet and that the battery is seated in the compartment.

**Step 5** Replace the battery cover, make sure that the cover is closed, and turn the latch clockwise to the locked position.

Don't force the cover closed. If it doesn't close easily, take it off and check that the battery is completely seated in the battery compartment.



### What to do next

Before you use the handset, you need to charge it. See [Charge the Handset Battery, on page 21](#).

## Remove the Handset Clip

You can remove the clip from the back of the handset and replace it with a smooth cover that shipped with your handset.

### Before you begin

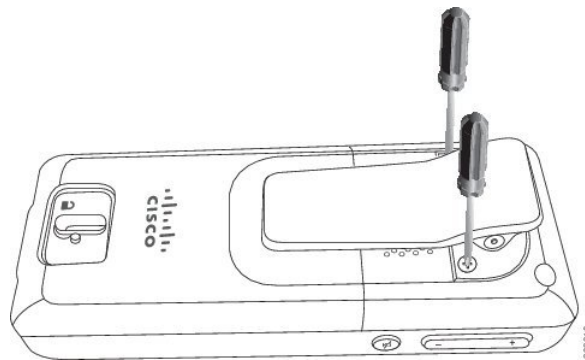
You need:

- #1 Phillips-head screwdriver
- Plastic cover to replace the belt clip on the handset. This cover is shipped to you in the product box.

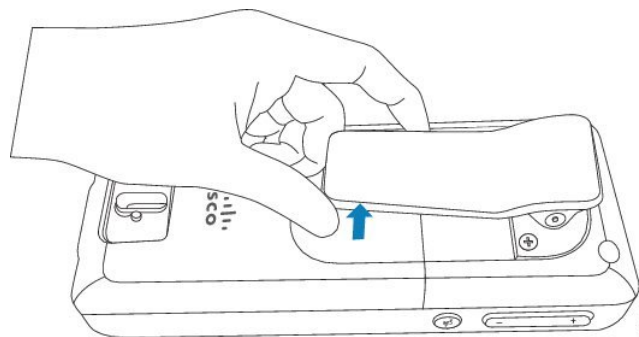
### Procedure

- 
- Step 1** Turn off the handset.
- Step 2** Place the handset face down on a flat, level surface. You may want to place the handset on a large, clean cloth to protect the handset.
- Step 3** Use the screwdriver to remove the screws on the clip. Set the screws aside.

**Note** The screws are small, so be careful not to lose them.



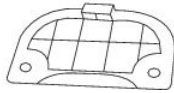
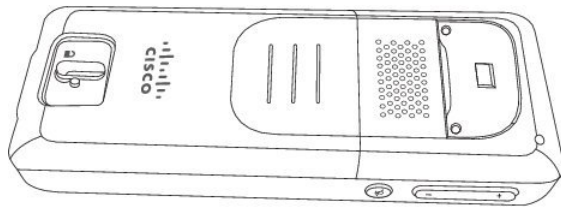
- Step 4** Lift up the loose end of the clip. The clip assembly should come off the handset.



- Step 5** The replacement cover has a hook in the back. Slide the hook into the recessed area of the handset and press it into the handset.

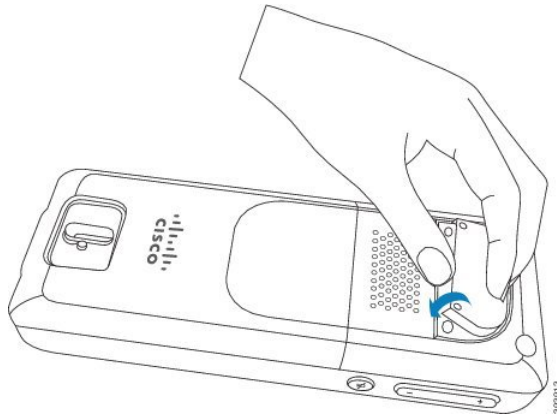
This diagram shows the hook on the back.

## Remove the Handset Clip



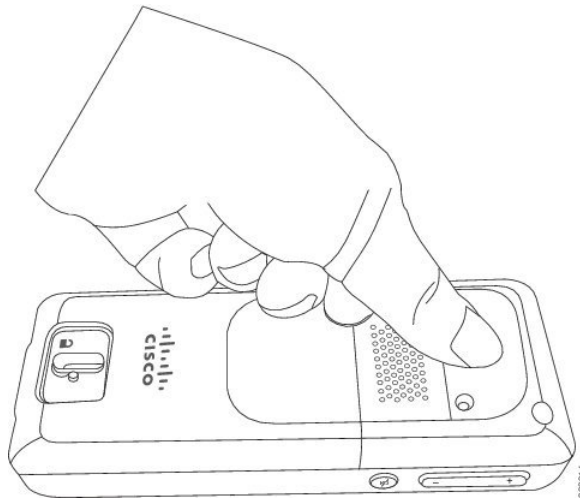
360912

This diagram shows the way you put the hook into the handset.



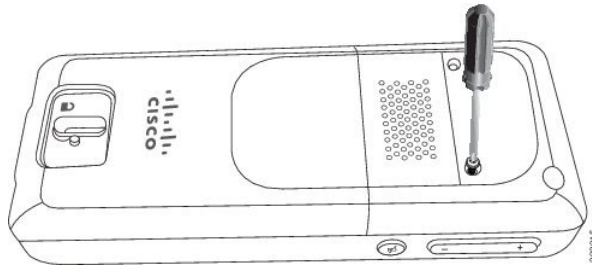
360913

Press down until the clip is in position and the back is flat.



360914

**Step 6** Use the screwdriver to screw the screws into the cover and handset.



- Step 7** Store the cover with the belt clip, in case you need to use it.
- 

## Handset Battery Charging

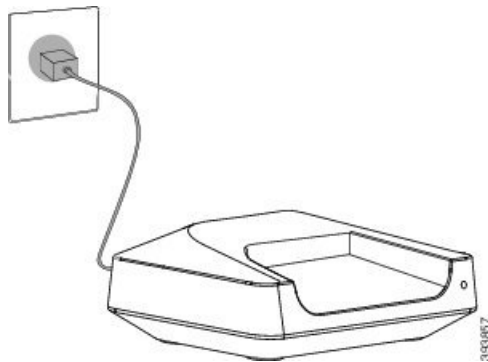
### Set Up the Charging Cradle

You use the charging cradle to charge the handset. The cradle has a built-in USB cable that plugs into the power adapter. The power adapter is designed for your country's electrical outlet configuration and power rating.

#### Procedure

---

- Step 1** Place the cradle on a level surface.
- Step 2** Plug the USB connector of the power cord into the power adapter.
- Step 3** Plug the power adapter into the electrical outlet.



### Charge the Handset Battery

You use the handset charger to charge the handset battery. The battery comes partially charged, but you should charge it for a minimum of 10 hours before you use it for the first time.

If you remove and replace the battery from the handset, you need to fully discharge and then fully charge the battery so that the battery indicator is accurate.



---

**Caution** Charge the battery with the handset charger provided. If you use another method, you can damage the battery, the handset, or your surrounding area.

---

Only charge the battery in environments where the temperature is between 32°F (0°C) and 104°F (40°C).



---

**Caution** Do not charge the battery in hazardous environments or where there is explosion danger.

---

When you place the handset into the charger, it turns on (if not already on) and displays a message that the handset is charging. The handset screen dims and turns off at the configured time.

If the LED on the handset starts to flash, the handset is updating its firmware.

### Before you begin

Set up the cradle as described in [Set Up the Charging Cradle, on page 21](#).

Ensure that your handset charger is plugged into the electrical outlet.

### Procedure

---

Place the handset in the charger so that the contacts in the handset and the contacts in the charger match.

The handset screen should turn on and display a message that the handset is charging. If this doesn't happen, remove the handset from the charger and try again.

---

## Automatic Handset Configuration

In many cases, when you first power on the handset, it will automatically configure itself to communicate with the base station. If your handset doesn't automatically configure, you have to manually configure it, using information provided by your administrator.

## Manual Handset Configuration

Sometimes you have to manually configure your handset. Your administrator will give you the information you need to access the base station web pages, access appropriate web pages, and set various fields.

You can find the manual configuration instructions in the *Cisco IP DECT 6800 Series Administration Guide*.



## Handset Firmware Upgrades

From time to time, your administrator will need to upgrade the firmware on your handset. The handset downloads the new firmware file from the server.

After the download completes, the handset needs to install the file. You see a message on the screen to tell you to put your handset into the charging cradle. When you put the handset in the charging cradle, the LED flashes to alert you that the handset is loading the new firmware. Leave the handset in the charging cradle until the LED stops flashing.





## CHAPTER 3

# Calls

---

- [Make Calls, on page 25](#)
- [Answer a Call, on page 28](#)
- [End a Call, on page 30](#)
- [Hold and Resume a Call, on page 30](#)
- [Mute Your Call, on page 30](#)
- [Create a Conference Call, on page 31](#)
- [Transfer a Call, on page 31](#)
- [BroadWorks Shared Call Appearance, on page 31](#)
- [Star Codes, on page 32](#)
- [Use Push to Talk, on page 34](#)

## Make Calls



Your handset works just like a regular phone. But we make it easier for you to make calls.

### Make a Call

Your handset can have more than one line. By default, you place calls on the primary line.

#### Procedure

---


- Step 1** When your handset is idle, enter the phone number with the keypad. To start the number with plus (+), press and hold **Asterisk**  until the + displays on the screen.
- Step 2** Press **Answer/Send** .
- 

### Make a Call on a Different Line

You may have more than one line on your handset. By default, your handset selects the first line. But, you can make a call from the second line.

### Procedure



---

- Step 1** When your handset is idle, enter the phone number with the keypad. To start the number with plus (+), press and hold **Asterisk**  until the + displays on the screen.
- Step 2** Press **Line**.
- Step 3** Highlight the line and press **Select**.
- 

## Make a Call with the Speakerphone

### Procedure



---

- Step 1** When your handset is idle, enter the phone number with the keypad. To start the number with plus (+), press and hold **Asterisk**  until the + displays on the screen.
- Step 2** Press **Speakerphone** .
- 

## Make a Call with a Headset

### Procedure

---

- Step 1** When your handset is idle, remove the cover from the headset port and plug in your headset.
- Step 2** Enter the phone number with the keypad. To start the number with plus (+), press and hold **Asterisk**  until the + displays on the screen.
- Step 3** Press **Answer/Send** .
- 

## Speed Dial Calls

If you make frequent calls to specific phone numbers, you can set up your handset for speed dials. You can set up to 8 speed dial numbers.


### Assign a Speed Dial Number

You can assign a speed dial number to a contact. You assign speed dials to entries 2 to 9. Entry 1 is used for your speed dial to voicemail.

### Before you begin

You need at least one contact in your Contacts list.

### Procedure

- 
- Step 1** Press **Contacts**.
  - Step 2** Highlight the contact.
  - Step 3** Press **More**.
  - Step 4** Select **Speed Dial**.
  - Step 5** If you don't have an empty speed dial index entries, highlight a number you don't need, and press **Delete**.
  - Step 6** Highlight an empty speed dial index and press **Add**.
  - Step 7** Press **Power/End** .

---

### Related Topics

[Add a Local Contact](#), on page 43

## Speed-Dial Numbers

When you dial a number on your handset, you enter a series of digits. When you set up a speed-dial number, the speed-dial number must contain all the digits you need to make the call. For example, if you need to dial 9 to get an outside line, you enter the number 9 and then the number you want to dial.

You can also add other dialed digits to the number. Examples of additional digits include a meeting access code, an extension, a voicemail password, an authorization code, and a billing code.

The dial string can contain the following characters:

- 0 to 9
- Pound (#)
- Asterisk (\*)
- Comma (,)—This is the pause character, and gives a 2- second delay in the dialing. You can have several commas in a row. For example, two commas (,,) represent a pause of 4 seconds.

The rules for dial strings are:

- Use the comma to separate the parts of the dial string.
- An authorization code must always precede a billing code in the speed-dial string.
- A single comma is required between the authorization code and the billing code in the string.
- A speed-dial label is required for speed dials with authorization codes and additional digits.

Before you configure the speed dial, try to dial the digits manually at least once to ensure that the digit sequence is correct.

Your handset does not save the authorization code, billing code, or extra digits from the speed dial in the call history. If you press **Redial** after you connect to a speed-dial destination, the handset prompts you to enter any required authorization code, billing code, or additional digits manually.

**Example**

To set up a speed-dial number to call a person at a specific extension, and if you need an authorization code and billing code, consider the following requirements:

- You need to dial **9** for an outside line.
- You want to call **5556543**.
- You need to input the authorization code **1234**.
- You need to input the billing code **9876**.
- You must wait for 4 seconds.
- After the call connects, you must dial the extension **56789#**.

In this scenario, the speed-dial number is **95556543,1234,9876,,56789#**.

**Make a Speed Dial Call**

After you set up the speed dial, as described in [Assign a Speed Dial Number, on page 26](#), you can make a speed dial call. Speed dial indexes are the numbers 2 to 9.

**Example**

If you have your home number in your local contacts, you can assign it the speed dial index 9. Then when you press and hold the **9** key, the handset automatically dials your home.

**Before you begin**

You need the speed dial index for the contact.

**Procedure**

- 
- Step 1** Press and hold the number on the keypad corresponding to the speed dial index.
- Step 2** Release the key when the call starts to dial.
- 

**Answer a Call**

If you have multiple lines, your handset displays the line that has the incoming call.

If you have a Bluetooth headset paired to the handset, the call is answered on the headset. If you don't have a Bluetooth headset paired, the call is answered on the handset.


**Procedure**


---

Press **Answer/Send** .

---

## Answer an Alarm Call

If your handset is set up as the recipient of alarm (emergency) calls, you receive alarm calls when someone presses the **Emergency**  button on their handset. Alarm calls can be set up to ring one handset or a number of handsets.

When an alarm call rings, you hear a different ringtone and your handset indicates that you have an alarm call. If you accept the call, the alarm is saved in the Alarms list. If you reject the call, the alarm isn't saved in the Alarms list.

### Procedure

---

Press **Ok** to answer the call or press **Reject**.

---

### Related Topics

[Emergency Alarm List](#), on page 51


## Answer Call Waiting

If you are on a call, and another call comes in, you hear the call waiting tone and the incoming call displays on the handset screen.

### Procedure

---

Do one of these actions:

- To accept the call, press **Answer/Send** . Your active call is automatically put on hold.
  - To reject the call, press **Decline**. The call is sent to voicemail, if configured.
- 

## Silence an Incoming Call

If you don't want to answer a call, you can silence the handset to stop the ringing. The call will transfer to your voicemail, if voicemail is configured.

### Procedure

---


When a call is ringing,

- Press **Decline** to immediately send the call to voicemail (if configured).
  - Press **Ignore** to silence the ringer. If the call is not answered, then it is sent to voicemail (if configured).
-

## End a Call

### Procedure

---

Press **Power/End** .

---

## Hold and Resume a Call

You can put a call on hold and then resume it.

### Procedure

---

**Step 1** From an active call, press **Hold**.

**Step 2** Press **Resume** to pick the call back up.

---

## Swap Between Active and Held Calls

When you have an active call and a held call, you can easily swap the calls. The current active calls goes on hold and the previously held call becomes the active call.

### Procedure

---

Press **Swap**.

---

## Mute Your Call

You can mute yourself, so that others on the call can't hear you.

### Procedure

---

**Step 1** Press **Mute** .

**Step 2** To unmute yourself, press **Mute** again.

---




## Create a Conference Call

You can add another person into an active call to create a 3-way conference call.

### Procedure

---


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

## Transfer a Call

You can transfer a call to a coworker. You can transfer the call without waiting for the coworker to answer, or talk with the coworker before you transfer the call.

### Procedure

---

- Step 1** From an active call, press **Transfer**.
- Step 2** Enter the coworker's number and press **Answer/Send** .
- Step 3** Press **Transfer** before or after the coworker answers.
- 

### Related Topics

[Transfer a Call with a Star Code](#), on page 32

## BroadWorks Shared Call Appearance

Your organization may use the BroadWorks Shared Call Appearance feature. With this feature, handsets are set up in groups. When enabled, each handset in the group displays as a box immediately below the header row. The color of the box identifies the state of the handset:

- Red: The handset in use.
- Solid green: The handset is idle.
- Flashing green: The handset has an incoming call.

For details about this and other BroadWorks features, see the Broadworks documentation.

## Star Codes

You can use star codes to quickly access some functions. These codes are made up of the asterisk (\*) and a 2-digit code.

For the list of star codes, contact your administrator.

### Return a Call with a Star Code

You can call the last person who called you with a star code instead of using the Recents list.

Use the star code given to you by your administrator or service provider.

#### Procedure

---

While your handset is idle, enter the call return star code.

---

#### Related Topics

[Call Someone in Your Recent Calls List](#), on page 47

### Transfer a Call with a Star Code

You can immediately transfer a call to a coworker. This type of transfer doesn't allow you to talk with the coworker first.

Use the star code given to you by your administrator or service provider.

#### Procedure

---

**Step 1** While on an active call, enter the call transfer star code.

**Step 2** Enter the number to transfer the call to.

---

#### Related Topics

[Transfer a Call](#), on page 31

### Activate and Deactivate Call Forward All with Star Codes

You can set up your handset to forward all your calls to another coworker or to voicemail with a star code.

Use the star code given to you by your administrator or service provider.

#### Procedure

---

**Step 1** While your handset is idle, enter the call forward unconditional star code.

- Step 2** Enter the number to forward calls to.
- Step 3** To make calls ring on your handset again, enter the star code to cancel call forward unconditional.

---

**Related Topics**

[Set Call Forward Unconditional](#), on page 65

## Activate and Deactivate Call Waiting with Star Codes

You can turn off call waiting notification. When you activate call waiting, you don't hear a tone for an incoming call when you are on a call.

Use the star code given to you by your administrator or service provider.

**Procedure**

- 
- Step 1** While your handset is idle, enter the star code to block call waiting.
- Step 2** To hear the tone again, enter the star code to enable call waiting.
- 

## Block and Unblock Outgoing Caller Information with a Star Code

You can stop your handset from sending your caller information. You may need to do this for privacy reasons.

Use the star code given to you by your administrator or service provider.

**Procedure**

- 
- Step 1** While your handset is idle, enter star code to block caller information.
- Step 2** To allow the handset to send caller information, enter the star code to enable caller information.
- 

**Related Topics**

[Hide Your Caller ID When You Make a Call](#), on page 65

## Block and Unblock Anonymous Calls with a Star Code

You can ensure that only calls with a proper caller ID ring on your handset with a star code.

Use the star code given to you by your administrator or service provider.

**Procedure**

- 
- Step 1** While your handset is idle, enter the star code to block anonymous calls.
- Step 2** To allow calls to ring again, enter the star code to allow anonymous calls.
-

## Turn Do Not Disturb On and Off with a Star Code

When you don't want to be disturbed by incoming calls, you can turn on do not disturb (DND). When you handset is in DND state, the DND icon displays on the screen.

Use the star code given to you by your administrator or service provider.

To use this feature, your administrator must enable DND.

### Procedure

---

- Step 1** While your handset is idle, enter the do not disturb star code.
- Step 2** To deactivate DND, enter code to cancel do not disturb.
- 

### Related Topics

[Set Do Not Disturb](#), on page 64

## Use Push to Talk


You can use the handset as a two-way radio with the Push to Talk feature. The message is played over the handset speaker automatically. Only 1 person at a time can use Push to Talk. If you press **Mute** while you are receiving a Push to Talk message, the handset speaker mutes.

### Before you begin

- You need Push to Talk enabled on your handset.
- At least one more handset in the system needs Push to Talk enabled.

### Procedure

---

- Step 1** When your handset is idle, push and continue to hold **Mute** .
- Step 2** After the Connected screen displays, you can talk.
- Step 3** When your message is complete, release **Mute**.
- 

### Related Topics

[Turn on Push To Talk](#), on page 69



## CHAPTER 4

# Text Messages

---

- [Text Messages](#), on page 35
- [Send a Text Message](#), on page 35
- [Reply to a Text Message Immediately](#), on page 36
- [Add a Text Message Sender to Your Local Contacts](#), on page 37
- [Append a Text Message Sender to a Local Contact](#), on page 37
- [Forward a Text Message](#), on page 38
- [Delete a Text Message Immediately](#), on page 38
- [Delete all Text Messages](#), on page 39
- [View Your Text Message History](#), on page 39
- [Configure Your Text Message Settings](#), on page 41

## Text Messages

Your administrator may enable you to send and receive text messages from coworkers on the system. You may also be able to send text messages to people outside the system. Your administrator should tell you the text message constraints.



You can view the history of your text messages and you can set some messaging parameters to suit your needs.

## Send a Text Message

You can send a message of up to 160 characters.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Messaging**  > **Drafts**.
- Step 3** Press **New**.
- Step 4** Use the keypad to type your message. The length of your message displays on the bottom right corner of the screen.

- Step 5** (Optional) If you need special symbols that are not on the keypad, press **Symbol** and select the symbol you need.
- Step 6** (Optional) Press **Clear** to delete the last character of your message.
- Step 7** Press **Send**.
- Step 8** Choose the message priority from these options:
- **Normal:** The message is sent in default mode.
  - **Urgent:** The message is sent as urgent. The recipient sees an icon with an exclamation mark on the message in their **Inbox** screen. You see the icon with an exclamation mark on the message in your **Sent messages** screen. Messages sent as Urgent display at the top of the list.
- Step 9** Choose message recipient with one of these options:
- **Contacts:** When you select this option, your local contacts list is displayed and you can select a contact.
  - **Enter number:** When you select this option, you enter a phone number in the next screen.
  - **Central Directory:** When you select this option, the central phone directory is displayed and you can select a contact.
- The full phone number must be used for text messages. For example, if your contact has an internal extension 8902 and an external number of +2345678902, you must use +2345678902.
- Step 10** Press **Send**.
- Step 11** Press **OK**.
- 

## Reply to a Text Message Immediately

When you receive a text message, you can reply to it quickly from the text message screen. You can also reply later from the text message history.

### Procedure

---

- Step 1** Press **Reply**.
- Step 2** Use the keypad to type your message. The length of your message displays on the bottom right corner of the screen.
- Step 3** (Optional) If you need special symbols that are not on the keypad, press **Symbol** and select the symbol you need.
- Step 4** (Optional) Press **Clear** to delete the last character of your message.
- Step 5** Press **Send**.
- Step 6** Choose the message priority from these options:
- **Normal:** The message is sent in default mode.
  - **Urgent:** The message is sent as urgent. The recipient sees an icon with an exclamation mark on the message in their **Inbox** screen. You see the icon with an exclamation mark on the message in your **Sent messages** screen. Messages sent as Urgent display at the top of the list.
- Step 7** Press **Send**.

**Step 8** Press **OK**.

---

**Related Topics**

[Reply to a Text Message from Your Text History](#), on page 40

## Add a Text Message Sender to Your Local Contacts

When you receive a text message, you can add the person to your local contact list from the text message screen. You can also add the person later from the text message history.

**Before you begin**

You must be viewing a text message.

**Procedure**

---

- Step 1** Press **More**.
  - Step 2** Select **Save as contact**.
  - Step 3** Press **Select**.
  - Step 4** Enter the name with the keypad and press **Save**.
  - Step 5** Highlight a phone number entry (Work, Mobile, Home, or Other) and press **Add**.
  - Step 6** Press **Save** to save the contact number.
  - Step 7** Press **Save** to save the new contact.
- 

## Append a Text Message Sender to a Local Contact

When you receive a text message, you can append information about the person to an existing local contact from the text message screen. You can also append the information later from the text message history (see [View Your Text Message History, on page 39](#)).

**Before you begin**

You must be viewing a text message.

**Procedure**

---

- Step 1** Press **More**.
- Step 2** Select **Append to contact**.
- Step 3** Press **Append**.
- Step 4** Highlight a phone number entry (Work, Mobile, Home, or Other) and press **Append**.
- Step 5** Press **Save** to save the contact number.

**Step 6** Press **Yes**.

---

## Forward a Text Message

When you receive a text message, you can forward it quickly from the text message screen.

### Before you begin

You must be viewing a text message.

### Procedure

---

- Step 1** Press **More**.
- Step 2** Select **Forward**.
- Step 3** Use the keypad to type your message. The length of your message displays on the bottom right corner of the screen.
- Step 4** (Optional) If you need special symbols that are not on the keypad, press **Symbol** and select the symbol you need.
- Step 5** (Optional) Press **Clear** to delete the last character of your message.
- Step 6** Press **Send**.
- Step 7** Choose the message priority from these options:
- **Normal**: The message is sent in default mode.
  - **Urgent**: The message is sent as urgent. The recipient sees an icon with an exclamation mark on the message in their **Inbox** screen. You see the icon with an exclamation mark on the message in your **Sent messages** screen. Messages sent as Urgent display at the top of the list.
- Step 8** Choose the message recipient with one of these options:
- **Contacts**: When you select this option, your local contacts list is displayed and you can select a contact.
  - **Enter number**: When you select this option, you enter a phone number in the next screen.
  - **Central Directory**: When you select this option, the central phone directory is displayed and you can select a contact.
- The full phone number must be used for text messages. For example, if your contact has an internal extension 8902 and an external number of +2345678902, you must use +2345678902.
- Step 9** Press **Send**.
- Step 10** Press **OK**.
- 

## Delete a Text Message Immediately

You can delete a text message after you read it.



**Before you begin**

You must be viewing a text message.

**Procedure**

- 
- Step 1** Press **More**.
  - Step 2** Select **Delete message**.
  - Step 3** Press **Yes**.
- 

**Related Topics**

[Delete a Text Message from the Text Message History](#), on page 40

## Delete all Text Messages

You can delete all received text messages after you read a message. The messages in your Text message Inbox are deleted.

**Before you begin**

You must be viewing a text message.

**Procedure**

- 
- Step 1** Press **More**.
  - Step 2** Select **Delete all messages**.
  - Step 3** Press **Yes**.
- 

**Related Topics**

[Delete all Text Messages from the Text Message History](#), on page 41


## View Your Text Message History

The text message history can contain up to 250 messages. If you have more than this number of messages, the Overwrite old messages field in the messaging settings controls if the handset overwrites old messages. For more information, see [Configure Your Text Message Settings](#), on page 41.

The messages display in different lists: **Inbox**, **Drafts**, **Sent messages**. When you access **Messaging**, the **Inbox** is displayed.

**Procedure**



- 
- Step 1** Press **Menu** .

- Step 2** Select **Messaging** .
- Step 3** Press right on the Navigation ring to access the next screen.

## Reply to a Text Message from Your Text History

You can respond to a text message later from the text messaging history.

### Procedure

- Step 1** Press **Menu** .
- Step 2** Select **Messaging** .
- Step 3** Highlight the message.
- Step 4** Press **Reply**.
- Step 5** Use the keypad to type your message. The length of your message displays on the bottom right corner of the screen.
- Step 6** (Optional) If you need special symbols that are not on the keypad, press **Symbol** and select the symbol you need.
- Step 7** (Optional) Press **Clear** to delete the last character of your message.
- Step 8** Press **Send**.
- Step 9** Choose the message priority from these options:
- **Normal**: The message is sent in default mode.
  - **Urgent**: The message is sent as urgent. The recipient sees an icon with an exclamation mark on the message in their **Inbox** screen. You see the icon with an exclamation mark on the message in your **Sent messages** screen. Messages sent as Urgent display at the top of the list.
- Step 10** Press **Send**.
- Step 11** Press **OK**.

### Related Topics


[Reply to a Text Message Immediately](#), on page 36

## Delete a Text Message from the Text Message History

You can delete a text message in the text history from your **Inbox**, **Drafts**, or **Sent messages** folder.

### Procedure

- Step 1** Press **Menu** .

- Step 2** Select **Messaging** .
- Step 3** Press right on the navigation ring to display the appropriate folder.
- Step 4** Press **More**.
- Step 5** Select **Delete Message**.
- Step 6** Press **Yes**.

---



**Related Topics**

[Delete a Text Message Immediately](#), on page 38

## Delete all Text Messages from the Text Message History

You can delete all text message in the text history in your **Inbox**, **Drafts**, or **Sent messages** folder.

**Procedure**

- Step 1** Press **Menu** .
- Step 2** Select **Messaging** .
- Step 3** Press right on the navigation ring to display the appropriate folder.
- Step 4** Press **More**.
- Step 5** Select **Delete all messages**.
- Step 6** Press **Yes**.

---

**Related Topics**

[Delete all Text Messages](#), on page 39



## Configure Your Text Message Settings

You can set up your handset for these actions:

- Overwrite old messages when the text message history reaches the limit. You can keep up to 250 messages. If you don't enable the handset to overwrite old messages, you have to manually delete messages when the text message history is full.
- Save the messages you send in the text message history. By default, your sent messages are saved in the text message history.
- Set how a new message displays when your handset is idle. When you receive a new message, you can set the handset to:
  - Display only that you have a new message.
  - Display the full message immediately. This is the default setting.

## Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Messaging**  > **Settings**.
- Step 3** Select **Overwrite old** and press **On** or **Off**. By default, this field is set to Off.
- Step 4** Select **Sent Messages** and press **On** or **Off**. By default, this field is set to On.
- Step 5** Select **Display** and press **On** or **Off**. By default, this field is set to On.
-



## CHAPTER 5

# Contacts and Directories

---

- [Local Contacts, on page 43](#)
- [Directories, on page 45](#)

## Local Contacts

You can create and save information about your contacts in the local contact list. Your local contacts list can contain up to 250 entries. Each contact can have three numbers.

After you add contacts, you can easily call a contact. You can also set up speed dials to your local contacts.

Your administrator can also upload a local contacts list to your handset, and export your contacts list.


You can access the contact list from the main screen or from the Menu.

## Add a Local Contact

You can add a contact to your contact list.

### Procedure

---

- Step 1** Press **Contacts** .
- Step 2** Press **More**.
- Step 3** Highlight **Add contact** and press **Select**.
- Step 4** Press **Edit**.
- Step 5** Enter the name of the contact.
- Step 6** Press **Save**.
- Step 7** Highlight **Work**, **Mobile**, **Home**, or **Other**, and press **Edit**.  
You need to add at least one phone number.
- Step 8** Enter the contact number and press **Save**.  
If you make a mistake, press **Clear** to delete the last character entered.
- Step 9** (Optional) Add a ringtone to the contact.

- a) Highlight **Ringtone** and press **Edit**.
- b) Select a melody.  
You can use **Play** to hear the ringtone
- c) Press **Select**.

**Step 10** Press **Save**.

**Step 11** Press **Yes**.

---

### Related Topics


[Assign a Speed Dial Number](#), on page 26

## Call a Local Contact

You can call a contact to your contact list. If your contact has more than one phone number configured, you can select which number you want to call.

### Procedure

---


- Step 1** Press **Contacts** .
  - Step 2** Highlight an entry.
  - Step 3** (Optional) If your contact has more than one phone number configured, press right or left on the navigation ring to display the number to call.
  - Step 4** Press **Call**.
- 

## Edit a Local Contact

You can edit a contact entry in your contact list.

### Procedure

---

- Step 1** Press **Contacts** .
- Step 2** Highlight the contact to edit.
- Step 3** Press **More**.
- Step 4** Select **Edit contact**.
- Step 5** Highlight the information to change.
  - a) Press **Edit**.
  - b) Change the information
  - c) Press **Save**.


- Step 6** Press **Save** to change the contact entry.
- 

## Delete a Local Contact

You can delete a contact to your contact list.

### Procedure

---


- Step 1** Press **Contacts** .
- Step 2** Highlight the contact to delete.
- Step 3** Press **More**.
- Step 4** Select **Delete contact**.
- Step 5** At the prompt, press **Yes**.
- 

## Delete all Local Contacts

You can delete all the contacts to your contact list.

### Procedure

---

- Step 1** Press **Contacts** .
- Step 2** Press **More**.
- Step 3** Select **Delete all contacts**.
- Step 4** At the prompt, press **Yes**.
- 

## Directories

Your administrator can set up a central directory for your organization. The directory allows you to search and call any number in the directory.


You can access the directory from the main screen or from the Menu.

## Call a Central Directory Contact

You can search, view, and call a number in the directory. The type of search you can use depends on the method your administrator used to set up the directory.

## Procedure

---

- Step 1** Press **Directory** .
- Step 2** Do one of these actions:
- Scroll down to highlight an entry.
  - Press **Search**, enter part or all of the first name of the user, and press **Search**.
- Step 3** (Optional) Press **Line** and select a line to call on.
- Step 4** Press **Select**.
-





## CHAPTER 6

# Recent Calls and Voicemail

---

- [Recent Calls List, on page 47](#)
- [Access Your Voicemail, on page 48](#)

## Recent Calls List

Your handset collects information about all calls to and from your handset and saves them in a Recents list. When you view the Recents list, you can:



- View all calls.
- View all answered calls.
- View all dialed calls.
- View all missed calls.

## View Your Recent Calls

Your handset keeps a log of all the recent calls. Up to 50 calls are kept in the Recents list. You can view all calls, the calls you answered, the calls you made (dialed calls), and calls you missed.

### Procedure

---



- Step 1** Press **Recents** .
- Step 2** Press right or left on the Navigation ring  to view different lists.
- 

## Call Someone in Your Recent Calls List

You can call anyone who is displayed in your recent calls list.

---

### Procedure


- Step 1** Press **Recents** .
- Step 2** Press right or left on the Navigation ring  to view different lists.
- Step 3** Highlight an entry and press **Call**.
- 

### Related Topics


[Return a Call with a Star Code](#), on page 32

## Access Your Voicemail

You can access your voice messages directly from your handset. But your administrator must set up your voicemail account, and may also set up your handset to access the voicemail system. When set up, you use

**One**  to access your voicemail.

When you don't have your handset available, you can call from any device to your voicemail system to access your voicemail. Your administrator can give you the voicemail system phone number.

When you have a voicemail, you see the Voicemail icon  on the screen header. You may also hear a stutter tone played from your handset, headset, or speakerphone when you use a phone line. This stutter tone is line-specific. You only hear it when you use a line that has voice messages.





---

**Note** Because each voicemail system is different, we can't tell you how to use your voicemail system. For information about your voicemail commands, see the voicemail system user documentation or contact your administrator.

---

### Procedure

- Step 1** Press and hold the **One** .
- Step 2** Follow the voice prompts.
-



## CHAPTER 7

# Alarms, Alarm List, and F-Keys

---

- [Alarms, on page 49](#)
- [Emergency Alarm List, on page 51](#)
- [Function Keys, on page 51](#)

## Alarms

You can use your handset as an alarm clock. When the alarm rings, you can dismiss the alarm or set the handset to ring in a few minutes.



## Set an Alarm


You can set your handset to remind you at a specific time with an alarm timer. When the timer expires and the handset rings, the alarm field returns to **Off**.

You can set only one single-use alarm at a time.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Alarms**  > **Alarm**.
- Step 3** Set the time for the alarm.




Press right or left on the Navigation ring  to move from field to field. Press up or down on the Navigation ring to increment or decrement the entry, or enter the number with the keypad.

- Step 4** Press **Save**.
-

## Set a Recurrent Alarm

You can set your handset to remind you at a specific time each day with a recurrent alarm timer. You can set only one recurrent alarm on the handset.



### Procedure

- 
- Step 1** Press **Menu** .
- Step 2** Select **Alarms**  > **Recurrent Alarm**.
- Step 3** Set the time for the alarm.
- Press right or left on the Navigation ring  to move from field to field. Press up or down on the Navigation ring to increment or decrement the field.
- Step 4** Press **Save** .
- Step 5** Highlight each day of the week for the alarm and press **Mark**.
- Step 6** Press **Ok**.
- 

## Set the Snooze Time

When an alarm rings, you can press **Snooze** to make the alarm ring again at the configured time. By default, the delay is 10 minutes, but you can set any delay from 1 minute to 10 minutes.

### Procedure

- 
- Step 1** Press **Menu** .
- Step 2** Select **Alarms**  > **Snooze time**.
- Step 3** Select the snooze time.
- Step 4** Press **Select** .
- 

## Respond to an Alarm

At the configured alarm time, the handset rings and you respond to the alarm. If you are on a call, the alarm doesn't ring through until you end the call.

**Before you begin**

You need either a single alarm or a recurrent alarm configured. See [Set an Alarm, on page 49](#) or [Set a Recurrent Alarm, on page 50](#).

**Procedure**

---

Do one of the these actions:

- Press **Snooze** to make the alarm ring again at the selected interval (see [Set the Snooze Time, on page 50](#)).
  - Press **Dismiss**.
- 

## Emergency Alarm List



You can view the list of emergency alarms you received, if emergency alarms are configured to ring on your handset.

**Related Topics**

[Answer an Alarm Call, on page 29](#)

## View the Received Emergency Alarms

**Procedure**

- 
- |               |  |
|---------------|--|
| <b>Step 1</b> | Press <b>Menu</b>  .        |
| <b>Step 2</b> | Select <b>Alarm list</b>  . |
| <b>Step 3</b> | If there are alarms, press <b>Select</b> to view the alarm information.  |
- 



## Function Keys

You can set up function keys (known as F-keys) to access phone numbers. For example, you can set up an F-key to call your security department. After you set up an F-key, you can add it to your speed dial list.

## Set up an F-Key

### Procedure

---



- Step 1** Press **Menu** .
- Step 2** Select **F-Keys** .
- Step 3** Press **More**.
- Step 4** Select **Add F-Key**.
- Step 5** Highlight the **Name** field and press **Edit**.
- Step 6** Enter a name.
- Step 7** Press **Save**.
- Step 8** Highlight the **Number** field and press **Edit**.
- Step 9** Enter a number.
- Step 10** Press **Save**.
- Step 11** Press **Yes**.
- 

## Make a Call with an F-Key

You can call a person from the F-key entry.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **F-Keys** .
- Step 3** Select an entry and press **Call**.
- 

## Add an F-key to Your Speed Dial List



You can add an F-key to your speed dial list.

### Before you begin

You need an F-key defined.

### Procedure



---

- Step 1** Press **Menu** .
- Step 2** Select **F-Keys** .
- Step 3** Highlight an entry.
- Step 4** Press **More**.
- Step 5** Select **Speed dial**.
- Step 6** Do one of these actions.
- Select an empty entry and press **Add**.
  - Select an existing speed dial and press **Replace**.
  - Select an existing speed dial, press **Delete**, and then press **Add**.
- 

## Delete an F-Key

### Procedure



---

- Step 1** Press **Menu** .
- Step 2** Select **F-Keys** .
- Step 3** Select an entry and press **More**.
- Step 4** Select **Delete F-Key**.
- Step 5** Press **Yes**.
- 

## Delete all F-Keys

### Procedure



---

- Step 1** Press **Menu** .
- Step 2** Select **F-Keys** .
- Step 3** Press **More**.
- Step 4** Select **Delete all F-Keys**.
- Step 5** Press **Yes**.
-

## View Your Speed Dial List

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **F-Keys** .
- Step 3** Press **More**.
- Step 4** Select **Speed dial**.
-





## CHAPTER 8

# Settings

---

- [Settings Menu](#), on page 55
- [Set the Ring Volume for an Incoming Call](#), on page 70
- [Change the Volume on a Call](#), on page 70

## Settings Menu

### Audio Settings



#### Set Silent Mode from the Settings Menu

You can stop the handset from ringing when there is an incoming call. This is called silent mode.

When the handset is in silent mode, incoming calls display on the screen, but the handset does not play a ringtone.

#### Procedure

---




- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Audio Settings**.
- Step 3** Highlight **Silent**.
- Step 4** Press **Off** to allow the handset to ring or press **On** to disable ringing.
- 

#### Set the Ring Volume from the Settings Menu

You can change the volume of the ringer. This volume does not impact the volume level when you are on a call.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Ring volume**.
- Step 3** Press right or left on the ring of the navigation cluster .
- Step 4** Press **Ok** to save the level.
- 




## Set the Ringtone For Different Call Types

You can set different ring tones for these types of calls:


- Normal call
- Normal message
- Urgent message
- Emergency
- Alert

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Audio settings**.
- Step 3** Select the ringtone you want to change.
- Ring melody
  - Ring normal ms.
  - Ring urgent ms.
  - Ring emergency
  - Alert tone
- Step 4** Press up or down on the ring of the navigation cluster  to highlight a tone.
- Step 5** Press **Play** to hear the tone.
- Step 6** Press **Select** to save the tone.
-

## Set the Alert Volume

You can change the volume of the tone that you hear when you press **Emergency** .

### Procedure

---



- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Alert volume**.
- Step 3** Press right or left on the ring of the navigation cluster .
- Step 4** Press **Ok** to save the level.
- 

## Set the Handset Vibration Mode

You can set the handset to vibrate when you have an incoming call.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Vibrator**.
- Step 3** Highlight your choice.
- **Off** (default): When an incoming call rings on the handset, the handset doesn't vibrate.
  - **Vibrate then ring**: When an incoming call rings on the handset, the handset vibrates and then rings.
  - **Vibrate only**: When an incoming call rings on the handset, the handset vibrates. You do not hear the ringtone.
  - **Vibrate and ring**: When an incoming call rings on the handset, the handset vibrates and rings at the same time.
- Step 4** Press **Select** to save the setting.
- 


## Set the Tone When a Key is Pressed

You can set the sound you hear when you press a key.

### Procedure

---

- Step 1** Press **Menu** .



- Step 2** Select **Settings**  > **Key sound**.
- Step 3** Highlight your choice.
- **Silent** (default): When you press a key, you don't hear anything.
  - **Click**: When you press a key, you hear a click.
  - **Tone**: When you press a key, you hear a tone.
- Step 4** Press **Select** to save the setting.
- 

## Set the Confirmation Sound

You can set the handset to play a tone when you change a setting on the handset.

### Procedure

---



- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Audio Settings**.
- Step 3** Highlight **Confirmation sound**.
- Step 4** Press **Off** to stop the tone or press **On** to make the handset play the tone.
- 

## Set the Coverage Warning

You can set the handset to play a tone when you move your handset too far away from the base station.

### Procedure

---



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

## Set the Charger Warning

You can set the handset to play a tone when you put the handset on the charger.

### Procedure

---

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



## Time and Date

### Set the Time Format

You can set the way that the time displays on the handset.

#### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Time & date** > **Time**.
- Step 3** Press **Format**.
- Step 4** Highlight your choice.
- **24 hour** (default): Display the time in 24-hour format.
  - **am/pm**: Display the time in 12-hour format.
- Step 5** Press **Select** to save the setting.
- 



### Set the Date Format

You can set the way the date displays on the handset.

In this procedure, the date August 24, 2018 is used for the choices. The choices display in the date on your handset.

#### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Time & date** > **Date**.
- Step 3** Press **Format**.

- Step 4** Highlight your choice.
- **24-08-2018** (default): Display the date in dd-mm-yyyy format.
  - **08/24/2018**: Display the date in mm/dd/yyyy format.
  - **24-Aug-2018**: Display the date in dd-mmm-yyyy format.
  - **24/08/2018**: Display the date in dd/mm/yyyy format.
  - **24.08.2018**: Display the date in dd.mm.yyyy format.
  - **2018-08-24**: Display the date in yyyy-mm-dd format.
- Step 5** Press **Select** to save the setting.
- 

## Set the Handset Language

You can the language for the handset display.

### Procedure

---



- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Language**.
- Step 3** Highlight your language choice.
- Step 4** Press **Select** to save the setting.
- 

## Set the Handset LED

The LED at the top of the handset can light green, red, or yellow. You can set the color you want for specific situations.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **LED signal**.
- Step 3** Select the LED choice.
- **Green LED**
  - **Yellow LED**
  - **Red LED**
- Step 4** Highlight the choice for the LED to light.
- **Off**: The LED will not light up.

- **Missed call:** The LED lights if you missed a call.
- **Voice message:** The LED lights if you have a voicemail message.
- **Low battery:** The LED lights if the handset battery is running out of power.

**Step 5** Press **Select** to save the setting.

---

## Set the Timer to Turn Off the Screen

You can set the handset to turn off the screen after a specific amount of time. Before the screen turns off, it dims after a specific amount of inactivity.

### Procedure

---

**Step 1** Press **Menu** .

**Step 2** Select **Settings**  > **Power save**.

**Step 3** Highlight your choice.

- **5 seconds:** The screen dims after 2 seconds and turns off after 5 seconds.
- **10 seconds:** The screen dims after 5 seconds and turns off after 10 seconds.
- **20 seconds:** The screen dims after 5 seconds and turns off after 20 seconds.
- **30 seconds:** The screen dims after 10 seconds and turns off after 30 seconds.
- **45 seconds:** The screen dims after 10 seconds and turns off after 45 seconds.
- **60 seconds:** The screen dims after 10 seconds and turns off after 60 seconds.

**Step 4** Press **Select** to save the setting.

---

## Security Menu

### Set the Handset Lock and PIN

You can set up the handset to require a PIN to unlock it.



**Note** When the keypad is locked, you can only dial emergency numbers.


---

The default PIN is 0000.

### Procedure

---

**Step 1** Press **Menu** .

- Step 2** Select **Settings**  > **Security** > **Phone lock**.
- Step 3** Enter the PIN and press **OK**.
- Step 4** Highlight **Phone lock**.
- Step 5** Press **Off** to turn off the need for a PIN or **On** to require a PIN.
- Step 6** Select **Change PIN**.
- Step 7** Enter a new PIN and press **OK**.  
You must use four digits for the PIN.
- Step 8** Press **Select** to save the setting.

---

#### Related Topics

- [Lock the Handset Keypad](#), on page 2
- [Unlock the Handset Keypad](#), on page 3

## Set the Timer to Automatically Lock the Handset

You can set the handset to lock the keypad after a specific length of inactivity. When the keypad locks, you need to unlock it before you can use it.






---

**Note** When the keypad is locked, you can only dial emergency numbers.

---

#### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Security** > **Automatic keylock**.
- Step 3** Highlight your choice.
- **Off** (default): The keypad never locks.
  - **15 seconds**: The keypad locks in 15 seconds.
  - **30 seconds**: The keypad locks in 30 seconds.
  - **45 seconds**: The keypad locks in 45 seconds.
  - **1 minute**: The keypad locks in 1 minute.
  - **2 minutes**: The keypad locks in 2 minutes.
  - **3 minutes**: The keypad locks in 3 minutes.
  - **4 minutes**: The keypad locks in 4 minutes.
  - **5 minutes**: The keypad locks in 5 minutes.
- Step 4** Press **Select** to save the setting.

---

#### Related Topics

- [Lock the Handset Keypad](#), on page 2



[Unlock the Handset Keypad](#), on page 3



## Change the Settings PIN

You can set the handset to require a PIN before the handset can reset to the default settings.

The default PIN is 0000.

### Procedure

---



- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Security** > **Change PIN**.
- Step 3** Enter the current PIN and press **OK**.
- Step 4** Enter a new PIN and press **OK**.  
You must use four digits for the PIN.
- Step 5** Press **Select** to save the setting.
- 

## Set the Handset Name

You can give the handset a name. The name displays on the main screen of the handset.

### Procedure

---




- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Handset name**.
- Step 3** Enter a name using the keypad.
- Step 4** (Optional) If you need special symbols, press **Symbol**, navigate to the required symbol, and press **Select**.
- Step 5** (Optional) If you want to delete the last character, press **Clear**.
- Step 6** Press **Save**.
- 

## Set Auto Answer

You can set the way that the handset handles incoming calls.

### Procedure

---



- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Auto answer**.
- Step 3** Highlight your choice.
- **Normal** (default): You press **Answer/Send**  to answer the call.
  - **Any key**: You can press any key to answer the call.
  - **Automatic**: The incoming call is automatically answered.
- Step 4** Press **Select** to save the setting.
- 

## Allow the Handset to Ring While Charging


If you don't want the handset to ring while it is charging, you can turn off the ringer. Incoming calls continue to display on the screen.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Silent charging**.
- Step 3** Highlight your choice.
- **Off** (default): The handset will ring while on the charger.
  - **Silent**: The handset won't ring while on the charger.
- Step 4** Press **Select** to save the setting.
- 

## Set Do Not Disturb



You can set the handset to not disturb you when you get an incoming calls. This is called do not disturb (DND) mode. When you are in this mode, you see the DND icon  in the screen headers. If you get a call while DND is active, the call is sent to voicemail.

While in DND, many of the icons that display on the header are different from normal.

To use this feature, your administrator must enable DND.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Do not disturb**.
- Step 3** Highlight your choice.
- **Disabled** (default): DND mode is off.
  - **Enabled**: DND mode is on.
- Step 4** Press **Select** to save the setting.

### Related Topics



- [Turn Do Not Disturb On and Off with a Star Code](#), on page 34
- [Header Icons](#), on page 9

## Hide Your Caller ID When You Make a Call

Under normal circumstances, your handset sends your Caller ID (name and phone number) when you make a call. You can set your handset to make a call without the Caller ID for the next call or for all calls.

### Procedure

---


- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Hide number**.
- Step 3** Highlight your choice.
- **Off** (default): Your Caller ID is always sent.
  - **On for next call**: Your Caller ID is not sent for the next call. Subsequent calls will have the Caller ID sent.
  - **Always on**: Your handset never sends the Caller ID.
- Step 4** Press **Select** to save the setting.

### Related Topics

- [Block and Unblock Outgoing Caller Information with a Star Code](#), on page 33



## Call Forward

### Set Call Forward Unconditional

You can set your handset to forward all calls to a specific phone number. When your handset is forwarded, you see the call forward icon  on the screen header.

### Procedure


---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Call Forward** > **Forward Unconditionally**.
- Step 3** Highlight **Forward Unconditionally**.
- Step 4** Press **Off** to turn the feature off or press **On** to turn the feature on.
- Step 5** Highlight **Forward To** and enter the phone number to receive the call.
- Step 6** Press **Select** to save the setting.
- 

### Related Topics



[Activate and Deactivate Call Forward All with Star Codes](#), on page 32

## Set Call Forward When There is No Answer


You can set your handset to forward unanswered calls to a specific phone number. When your handset is forwarded, you see the call forward icon  on the screen header.

### Procedure

---



- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Call Forward** > **Forward No Answer**.
- Step 3** Highlight **Forward No Answer**.
- Step 4** Press **Off** to turn the feature off or press **On** to turn the feature on.
- Step 5** Highlight **Forward To** and enter the phone number to receive the call.
- Step 6** Highlight **Forward After (s)** and enter the time in seconds to wait before the call is forwarded.
- Step 7** Press **Select** to save the setting.
- 

## Set Call Forward When the Line is Busy

You can set your handset to forward calls to a specific phone number when you are on a call (busy). When your handset is forwarded, you see the call forward icon  on the screen header.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Call Forward** > **Forward Busy**.



- Step 3** Highlight **Forward Busy**.
- Step 4** Press **Off** to turn the feature off or press **On** to turn the feature on.
- Step 5** Highlight **Forward To** and enter the phone number to receive the call.
- Step 6** Press **Select** to save the setting.
- 

## Set the Idle Screen Saver

When the handset is in the charger, you can control the screen display.

### Procedure

---



- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Idle Screen Saver**.
- Step 3** Highlight your choice.
- **Off** (default): The screen turns off at the time set in [Set the Timer to Turn Off the Screen, on page 61](#).
  - **Idle clock (dimmed)**: The screen displays the dimmed clock.
  - **Startup image (dimmed)**: The screen displays the dimmed start up graphic.
- Step 4** Press **Select** to save the setting.
- 

## Set the Idle Clock

You can control if the time displays on the home screen when the handset is idle.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Idle Clock**.
- Step 3** Highlight your choice.
- **Off**: The time doesn't display on the home screen.
  - **On** (default): The time displays on the home screen.
- Step 4** Press **Select** to save the setting.
-

## Bluetooth

You can use a Bluetooth headset with your handset. To use the headset, you need to turn Bluetooth on and pair (connect) the headset to the handset.

### Bluetooth and Your Handset

Bluetooth connections work best when you're within 3 to 6 feet (1 to 2 meters) from your handset, but you might be able to be as far away as 66 feet (20 meters). The Bluetooth connection can degrade if you have a barrier (wall, door, window), large metal object, or other electronic devices between your handset and the connected device.



### Enable Bluetooth

You can use a Bluetooth headset with your handset. By default, Bluetooth is turned off. When Bluetooth is enabled, the handset uses more battery power.

When Bluetooth is enabled, you see the Bluetooth icon  displayed in the screen header. The icon changes when you have a Bluetooth headset paired to the handset.

#### Procedure

---


- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Bluetooth** > **Enable/disable**.
- Step 3** Press **Yes** to enable Bluetooth or **No** to disable Bluetooth.
- 

### Search and Pair a Bluetooth Device

You can display a list of paired Bluetooth devices.

#### Procedure



---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Bluetooth** > **Search for devices**.
- Step 3** Highlight your headset in the list and press **Select**.
-

## Manage the Paired Bluetooth Devices

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Bluetooth** > **Paired devices**.
- Step 3** Highlight the headset you want to manage and do one of these actions:
- Press **Disconnect** to disconnect the connected headset. The headset remains paired to the handset, but not active.
  - Press **More** and select **Change name** to edit the name of the headset.
  - Press **More** and select **Delete all** to delete (unpair) all the headsets in the list. You need to confirm the deletion.
  - Press **More** and select **Delete** to delete (unpair) the headset from the list. You need to confirm the deletion.
  - Press **More** and select **Info** to view more information about the headset.
- 



## Turn on Push To Talk

You can use the handset as a two-way radio to talk with other active handsets in the system. You press a specific button to start and end a conversation, so the feature is called Push to Talk.

Before you can use the feature, you need to enable it on your handset.

### Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Push to Talk**.
- Step 3** Highlight your choice.
- **Off** (default): You can't use Push to Talk.
  - **On**: You can use Push to Talk.
- Step 4** Press **Select** to save the setting.
- 

### Related Topics

[Use Push to Talk](#), on page 34

## Set the Ring Volume for an Incoming Call

### Procedure

---



While the handset is ringing, press **Volume** up or down.

---

## Change the Volume on a Call

### Procedure

---



While on a call, press **Volume** up or down.

---





## CHAPTER 9

# Accessories

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- [Supported Headsets, on page 71](#)
- [Important Headset Safety Information, on page 71](#)
- [Audio Quality, on page 72](#)

## Supported Headsets

You can use these types of headsets with your handset:

- Headset with a 3.5 mm audio plug

We recommend the Cisco Headset 521 and 522. For more information, see <https://www.cisco.com/c/en/us/products/collaboration-endpoints/headset-500-series/index.html>.

- Bluetooth LE headset

### Related Topics

[Bluetooth](#), on page 68

## Important Headset Safety Information



High Sound Pressure—Avoid listening to high volume levels for long periods to prevent possible hearing damage.

When you plug in your headset, lower the volume of the headset speaker before you put the headset on. If you remember to lower the volume before you take the headset off, the volume will start lower when you plug in your headset again.

Be aware of your surroundings. When you use your headset, it may block out important external sounds, particularly in emergencies or in noisy environments. Don't use the headset while driving. Don't leave your headset or headset cables in an area where people or pets can trip over them. Always supervise children who are near your headset or headset cables.

## Audio Quality

Beyond physical, mechanical, and technical performance, the audio portion of a headset must sound good to the user and to the party on the far end. Sound quality is subjective, and we cannot guarantee the performance of any headsets. However, various headsets from leading headset manufacturers are reported to perform well with Cisco IP Phones.

For additional information, see [https://www.cisco.com/c/en/us/products/unified-communications/uc\\_endpoints\\_accessories.html](https://www.cisco.com/c/en/us/products/unified-communications/uc_endpoints_accessories.html)



## CHAPTER 10

# Troubleshooting

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- [General Troubleshooting, on page 73](#)
- [View the Handset Status, on page 74](#)
- [Reset the Handset Settings, on page 74](#)

## General Troubleshooting


You can use this chapter to troubleshoot common problems that you might encounter.

### Handset Doesn't Ring


#### Problem

The phone can receive calls but no ringtone is heard.

#### Cause

The phone may be in silent mode and the silent mode icon  is displayed in the screen header.

#### Solution

- Increase the volume from the **Settings**  menu.
- Press and hold the pound (#) key for two seconds while the phone is idle to disable silent mode.

### Handset Doesn't Respond to Key Presses

#### Problem

Nothing happens when you press a key on the handset.

#### Cause

The keypad is probably locked.

**Solution**

Press and hold the star (\*) key for 2 seconds to unlock the keypad.

## Handset Screen Displays "Searching"

**Problem**

The handset displays the message `Searching`.

**Cause**

The handset is too far from the closest base station or the base station is not active.



**Solution**

- If the handset has been stationary, the base station may be rebooting or inactive.
  1. Wait a couple of minutes to see if the handset can communicate with the base station.
  2. If the problem persists, check that the base station has power
- If the handset has been carried around, it may be out of range of the base station.
  - Short term solution: Move the handset closer to the base station.
  - Long term solution: Add another base station to improve coverage.

## View the Handset Status

You can see the status of your handset to assist in troubleshooting problems. Information includes the firmware version installed on the handset as well as information about the connected base station.

**Procedure**



- 
- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Status**.
- 

## Reset the Handset Settings

Your administrator may ask you to reset your handset. When this happens, your user settings (for example, Setting menu, Local contacts, Speed dials) but the handset remains registered with the base station.

## Procedure

---

- Step 1** Press **Menu** .
- Step 2** Select **Settings**  > **Reset settings**.
- Step 3** Press **Yes** to confirm the reset.
- Step 4** Enter the handset PIN.
- Step 5** Press **Ok**.
-





# CHAPTER 11

## Product Safety and Security

- [Safety and Performance Information, on page 77](#)
- [Compliance Statements, on page 80](#)
- [Cisco Product Security Overview, on page 84](#)
- [Important Online Information, on page 84](#)

### Safety and Performance Information

Read the following safety notices before installing or using your IP phone.



**Warning**

**IMPORTANT SAFETY INSTRUCTIONS**

This warning symbol means danger. You are in a situation that could cause bodily injury. Before you work on any equipment, be aware of the hazards involved with electrical circuitry and be familiar with standard practices for preventing accidents. Use the statement number provided at the end of each warning to locate its translation in the translated safety warnings that accompanied this device. Statement 1071

**SAVE THESE INSTRUCTIONS**

To see translations of the warnings that appear in this publication, refer to the statement number in the *Regulatory Compliance and Safety Information—Cisco IP DECT 6800 Series* at the following URL:  
[https://www.cisco.com/c/dam/en/us/td/docs/voice\\_ip\\_comm/cuipph/MPP/6825/RCSI/RCSI-0366-book.pdf](https://www.cisco.com/c/dam/en/us/td/docs/voice_ip_comm/cuipph/MPP/6825/RCSI/RCSI-0366-book.pdf)



**Warning**

Read the installation instructions before using, installing, or connecting the system to the power source. Statement 1004



**Warning**

Voice over IP (VoIP) service and the emergency calling service do not function if power fails or is disrupted. After power is restored, you might have to reset or reconfigure equipment to regain access to VoIP and the emergency calling service. In the USA, this emergency number is 911. You need to be aware of the emergency number in your country. Statement 361

**Warning**

Ultimate disposal of this product should be handled according to all national laws and regulations. Statement 1040

**Warning**

The plug-socket combination must be accessible at all times because it serves as the main disconnecting device. Statement 1019

## Safety Guidelines

The following are safety guidelines for using the Cisco IP DECT 6800 Series in specific environments:

- Do not use this product as the primary communications tool in healthcare environments, as it may use an unregulated frequency band that is susceptible to interference from other devices or equipment.
- The use of wireless devices in hospitals is restricted to the limits set forth by each hospital.
- The use of wireless devices in hazardous locations is limited to the constraints posed by the safety directors of such environments.
- The use of wireless devices on airplanes is governed by the Federal Aviation Administration (FAA).

## Battery Safety Notices

These battery safety notices apply to the batteries that are approved for the Cisco IP DECT 6800 Series.

**Warning**

There is the danger of explosion if the battery is replaced incorrectly. Replace the battery only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions. Statement 1015

**Warning**

Do not touch or bridge the metal contacts on the battery. Unintentional discharge of the batteries can cause serious burns. Statement 341

**Warning**

Explosion Hazard: Do not charge the phone battery in a potentially explosive environment. Statement 431



**Caution**

- Do not dispose of the battery pack in fire or water. The battery may explode if placed in a fire.
- Do not disassemble, crush, puncture, or incinerate the battery pack.
- Handle a damaged or leaking battery with extreme care. If you come in contact with the electrolyte, wash the exposed area with soap and water. If the electrolyte has come in contact with the eye, flush the eye with water for 15 minutes and seek medical attention.
- Do not charge the battery pack if the ambient temperature exceeds 104 degrees Fahrenheit (40 degrees Celsius).
- Do not expose the battery pack to high storage temperatures (above 140 degrees Fahrenheit, 60 degrees Celsius).
- When discarding a battery pack, contact your local waste disposal provider regarding local restrictions on the disposal or recycling of batteries.

To obtain a battery, contact your local dealer. Use only the batteries that have a Cisco part number.

## Power Outage

The ability to access emergency service through the phone depends on the base stations being powered. If there is an interruption in the power supply, Service and Emergency Calling Service dialing will not function until power is restored. In the case of a power failure or disruption, you may need to reset or reconfigure equipment before using the Service or Emergency Calling Service dialing.

## Regulatory Domains

The radio frequency (RF) for the handset is controlled by the base station. The base station is configured for a specific regulatory domain. If you use this system outside of the specific regulatory domain, the system will not function properly, and you might violate local regulations.

## Health-Care Environments

This product is not a medical device and uses an unlicensed frequency band that is susceptible to interference from other devices or equipment.

## External Devices Usage

The following information applies when you use external devices with the DECT handset.

Cisco recommends the use of good quality external devices (such as headsets) that are shielded against unwanted radio frequency (RF) and audio frequency (AF) signals.

Depending on the quality of these devices and their proximity to other devices such as mobile phones or two-way radios, some audio noise may still occur. In these cases, Cisco recommends that you take one or more of the following actions:

- Move the external device away from the source of the RF or AF signals.

- Route the external device cables away from the source of the RF or AF signals.
- Use shielded cables for the external device, or use cables with a better shield and connector.
- Shorten the length of the external device cable.
- Apply ferrites or other such devices on the cables for the external device.

Cisco cannot guarantee the performance of the system because Cisco has no control over the quality of external devices, cables, and connectors. The system will perform adequately when suitable devices are attached using good quality cables and connectors.

**Caution**

In European Union countries, use only external headsets that are fully compliant with the EMC Directive [89/336/EC].

## System Behavior During Times of Network Congestion

Anything that degrades network performance can affect phone system voice quality, and in some cases, can cause a call to drop. Sources of network degradation can include, but are not limited to, the following activities:

- Administrative tasks, such as an internal port scan or security scan
- Attacks that occur on your network, such as a Denial of Service attack

## Compliance Statements

### Compliance Statements for the European Union

#### CE Marking

The following CE mark is affixed to the equipment and packaging.



EU Authorized Representative:  
Edgard Vangeel  
Cisco Systems Belgium  
De Kleetlaan 6A  
B 1831 Diegem  
Belgium

380028

#### RF Exposure Statement for the European Union

This device has been evaluated and found compliant in accordance with EU EMF Directive 2014/53/EU.

## Compliance Statements for the USA

### General RF Exposure Compliance

This device has been evaluated and found compliant to the ICNIRP (International Committee on Non-Ionizing Radiation Protection) limits for Human Exposure of RF Exposure.

### Part 15 Radio Device

**Caution**

The Part 15 radio device operates on a non-interference basis with other devices operating at this frequency. Any changes or modification to said product not expressly approved by Cisco, including the use of non-Cisco antennas, could void the user's authority to operate this device.

## Compliance Statements for Canada

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

### Avis de Conformité Canadien

Ce dispositif est conforme aux normes CNR exemptes de licence d'Industrie Canada. Le fonctionnement de ce dispositif est autorisé sous réserve des deux conditions suivantes : (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

Le présent produit est conforme aux spécifications techniques applicables d'Innovation, Sciences et Développement économique Canada.

### Canadian RF Exposure Statement

#### THIS DEVICE MEETS THE LIMITS AS REFERENCED BY ISED RSS-102 R5 FOR EXPOSURE TO RADIO WAVES

Your device includes a radio transmitter and receiver. It is designed not to exceed the General populace (uncontrolled) limits for exposure to radio waves (radio frequency electromagnetic fields) as referenced in RSS-102 which references Health Canada Safety Code 6 and include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

As such the systems are designed to be operated as to avoid contact with the antennas by the end user. It is recommended to set the system in a location where the antennas can remain at least a minimum distance as specified from the user in accordance to the regulatory guidelines which are designed to reduce the overall exposure of the user or operator.

The device has been tested and found compliant with the applicable regulations as part of the radio certification process.

### **Déclaration d'Exposition aux RF Canadienne**

#### CE PÉRIPHÉRIQUE RESPECTE LES LIMITES DÉCRITES PAR LA NORME RSS-102 R5 D'EXPOSITION À DES ONDES RADIO

Votre appareil comprend un émetteur et un récepteur radio. Il est conçu pour ne pas dépasser les limites applicables à la population générale (ne faisant pas l'objet de contrôles périodiques) d'exposition à des ondes radio (champs électromagnétiques de fréquences radio) comme indiqué dans la norme RSS-102 qui sert de référence au règlement de sécurité n°6 sur l'état de santé du Canada et inclut une marge de sécurité importantes conçue pour garantir la sécurité de toutes les personnes, quels que soient leur âge et état de santé.

En tant que tels, les systèmes sont conçus pour être utilisés en évitant le contact avec les antennes par l'utilisateur final. Il est recommandé de positionner le système à un endroit où les antennes peuvent demeurer à au moins une distance minimum préconisée de l'utilisateur, conformément aux instructions des réglementations qui sont conçues pour réduire l'exposition globale de l'utilisateur ou de l'opérateur.

Le périphérique a été testé et déclaré conforme aux réglementations applicables dans le cadre du processus de certification radio.

## **Compliance Statements for New Zealand**

### **Permit to Connect (PTC) General Warning**

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

### **Use of IP Networks with the PSTN**

Internet Protocol (IP) by its nature introduces delay into speech signals as each data packet is formulated and addressed. Telecom Access Standards recommends that suppliers, designers and installers using this technology for calls to or from the PSTN refer to ITU E Model requirements in the design of their networks. The overall aim is to minimise delay, distortion and other transmission impairments, particularly for those calls involving cellular and international networks, which already suffer extensive delay.

### **The Use of Voice Compression Through the PSTN**

Because of the extensive delay already experienced when calling cellular and international networks, some of which is already caused by their use of voice compression technologies. Telecom Access Standards will only approve G711 voice technology for use on the PSTN. G711 is an 'instantaneous speech-encoding technique' whereas G729 and all its variants are considered 'near instantaneous' introducing additional delay into the speech signal.

### **Echo Cancellation**

Echo cancelers are not normally required in the Telecom PSTN because geographic delays are acceptable where CPE return loss is maintained within Telepermit limits. However, those private networks that make use of Voice-over-IP (VoIP) technology are required to provide echo cancellation for all voice calls. The combined effect of audio/VoIP conversion delay and IP routing delay can cause the echo cancellation time of 64 ms to be required.

## Compliance Statements for Taiwan

### DGT Warning Statement

避免電波干擾，本器材禁止於室外使用5.25-5.35 兆赫頻帶

#### 低功率電波輻射性電機管理辦法

第十二條 經型式認證合格之低功率射頻電機，非經許可，公司、商號或使用者均不得擅自變更頻率、加大功率或變更原設計之特性及功能。

第十四條 低功率射頻電機之使用不得影響飛航安全及干擾合法通信；經發現有干擾現象時，應立即停用，並改善至無干擾時方得繼續使用。

前項合法通信，指依電信法規定作業之無線電信。

低功率射頻電機須忍受合法通信或工業、科學及醫療用電波輻射性電機設備之干擾。

#### 低功率射頻電機技術規範

4.7 無線資訊傳輸設備

4.7.5 在5.25-5.35兆赫頻帶內操作之無線資訊傳輸設備，限於室內使用。

4.7.6 無線資訊傳輸設備須忍受合法通信之干擾且不得干擾合法通信；如造成干擾，應立即停用，俟無干擾之虞，始得繼續使用。

4.7.7 無線資訊傳輸設備的製造廠商應確保頻率穩定性，如依製造廠商使用手冊上所述正常操作，發射的信號應維持於操作頻帶中。

197048

## Compliance Statement for Argentina

### Advertencia

No utilizar una fuente de alimentación con características distintas a las expresadas ya que podría ser peligroso.

## Compliance Statements for Brazil

### Art. 6º - 506

This equipment is a secondary type device, that is, it is not protected against harmful interference, even if the interference is caused by a device of the same type, and it also cannot cause any interference to primary type devices.

For more information, go to this URL: <http://www.anatel.gov.br>

Este equipamento opera em caráter secundário, isto é, não tem direito a proteção contra interferência prejudicial, mesmo de estações do mesmo tipo, e não pode causar interferência a sistemas operando em caráter primário.

Site Anatel: <http://www.anatel.gov.br>

#### **Resolution nº 303/2002 e nº 533/2009**

This product is approved by Anatel, in accordance with the procedures regulated by Resolution no. 242/2000 and meets the technical requirements applied, including the exposure limits of the Specific Absorption Rate for electric, magnetic and electromagnetic fields of radiofrequency, in accordance with Resolutions nº 303/2002 and nº 533/2009.

#### **Resoluções no. 303/2002 e no. 533/2009**

Este produto está homologado pela Anatel, de acordo com os procedimentos regulamentados pela Resolução no. 242/2000 e atende aos requisitos técnicos aplicados, incluindo os limites de exposição da Taxa de Absorção Específica referente a campos elétricos, magnéticos e eletromagnéticos de radiofrequência, de acordo com as Resoluções no. 303/2002 e no. 533/2009.

## **Compliance Statement for Singapore**



## **Cisco Product Security Overview**

This product contains cryptographic features and is subject to U.S. and local country laws that govern import, export, transfer, and use. Delivery of Cisco cryptographic products does not imply third-party authority to import, export, distribute, or use encryption. Importers, exporters, distributors, and users are responsible for compliance with U.S. and local country laws. By using this product, you agree to comply with applicable laws and regulations. If you are unable to comply with U.S. and local laws, return this product immediately.

Further information regarding U.S. export regulations can be found at <https://www.bis.doc.gov/policiesandregulations/ear/index.htm>.

## **Important Online Information**

### **End User License Agreement**

The End User License Agreement (EULA) is located here: <https://www.cisco.com/go/eula>

**Regulatory Compliance and Safety Information**

Regulatory Compliance and Safety Information (RCSI) is located here:

[https://www.cisco.com/c/dam/en/us/td/docs/voice\\_ip\\_comm/voice\\_ip\\_comm/cuipph/MPP/6825/RCSI/RCSI-0366-book.pdf](https://www.cisco.com/c/dam/en/us/td/docs/voice_ip_comm/voice_ip_comm/cuipph/MPP/6825/RCSI/RCSI-0366-book.pdf)

