altalta CISCO.

Cisco IP DECT 6825 Handset Ouick Start Guide

Your Handset 2 -(3) (6)-2 ABC 3 DEF 6 MN STUV SWAR 0_0 0_≙ #

Legend

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

(5) Keypad

(6) Volume and Mute buttons

Turn On Your Handset



Turn Off Your Handset

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

Lock the Handset Keypad

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



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

Unlock the Handset Keypad

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

Press and hold **Zero (0)** 0_6 until the message



"Press and hold 0" doesn't display on the screen.

Make a Call

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

Report an Emergency Situation

(If configured)

Press and hold **Emergency** (



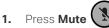
Answer a Call



Hold and Resume a Call

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

Mute Your Call



2. To unmute yourself, press Mute again.

Create a Conference Call

- 1. From an active call, press **Conf**.
- 2. Enter the coworker's number and press

Answer/Send

3. Press **Conf** after the coworker answers.

Transfer a Call Directly

- 1. From an active call.
 - 6825 Handset: Press Transfer.
 - 6823 Handset: Press More > Transfer.
- 2. Enter the coworker's number and press Answer/



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3. Press **Transfer** Press Transfer before or after the coworker answers.

Consult and Transfer a Call (Consult Transfer)

Before you transfer a call, you can talk to the person that you're transferring the call to.

Ensure you have an active call that needs to be transferred.

- 1. Put an active call on hold by pressing Hold.
- 2. Enter the other person's phone number and press New Call.
- **3.** (Optional) When the other person answers, you can talk to them.
- **4.** After the consultation, press **Transfer** to complete your call transfer.

Add a Contact

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

Call a Local Contact

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

Call a Directory Contact

1. Press Directory.

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

View Your Recent Calls

- 1. Press Recents.
- 2. Press the Navigation ring () left or right to view

different lists.

Use Push to Talk

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

Assign a Speed-Dial Number

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

Access Your Voicemail

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

Change the Volume on a Call

While on a call, press Volume (+



Set Do Not Disturb

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

Set the Coverage Warning

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

User Guide

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

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