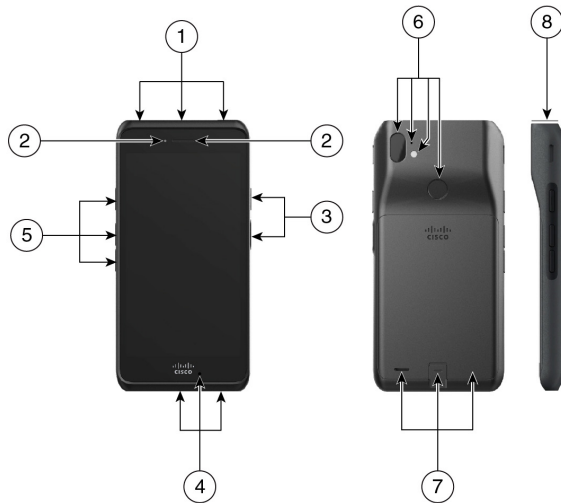## Your Phone

1. Headset jack, barcode scanner (860S only), and programmable button (by default Emergency)
2. Front camera and receive speaker
3. Programmable button (by default PTT) and power button
4. USB charging port, microphone, and charger contacts
5. Programmable buttons (by default: Scanner for 860S, Volume up, and Volume down)
6. Rear camera, rear microphone, flash lens/torch, and programmable button (by default Fingerprint)
7. Rear speaker, battery latch, and rechargeable battery pack.
8. Barcode scanner (860S only)

Turn On Your Phone

Press and hold the **Power** button until the phone vibrates and the first screen displays.

Unlock Your Phone

1. If the phone screen is in sleep mode, briefly press the **Power** button.
2. Swipe up on the **Lock** 🔒 screen.
3. Enter your PIN or password and tap **Enter** →.

OR: For 860 and 860S only–If configured, press the programmed **Fingerprint** button.

Lock Your Phone

Briefly press the **Power** button.

Turn Off Your Phone

1. Press and hold the **Power** button.
2. Tap **Power off** ⏻.

Make a Call from the Keypad Tab

1. Access the **Cisco Phone** 📞 app.
2. (Optional) If your phone has multiple lines, access the desired line.
3. Tap **Keypad** ⊞.
4. Enter a phone number.
5. Tap **Answer/Call** 📞.

Answer a Call

Swipe **Answer/Call** 📞 to the right.

Mute Your Microphone

1. From the active call screen, tap **Mute** 🎤.
2. To unmute your microphone, tap **Mute** 🎤 again.

Change Your Audio Option

1. From the active call screen, tap **Audio options** 🔊.
2. Select the desired available audio option: **Headphones** 🎧, **Speaker** 🔊, **Bluetooth** ✳, or **Phone** 📱.

Hold a Call

1. From the active call screen, tap **Hold** ⏸.
2. To return to the held call, tap **Hold** ⏸.

Transfer a Call to Another Person

1. From the active call screen, tap **More** ⋯.
2. Tap **Transfer to number** →.
3. Enter the number to call or select an entry from your recent **Calls** 📞.
4. Tap **Transfer** →.

Add a Call to Create a Conference

1. From the active call screen, tap **More** ⋯.
2. Tap **Add call**.
3. Enter a number to call.
4. Tap **Add** ⊕.
5. After the person answers, tap **More** ✛.
6. Tap **Merge** ⤨.
7. Tap the held call that you want to join into the conference.
8. Tap **Merge**.
9. Repeat steps 1-8 for each additional participant.

Access Other Apps During an Active Call

1. To leave the active call screen, tap **Home** ⬤. **Back** ◀, or **Recent apps** ◼.
2. Use the desired app.
3. To return to the active call screen, swipe down on the status bar and tap the active call notification.

View Your Recent or Missed Calls

1. Access the **Cisco Phone** 📞 app.
2. Tap **Calls** 📞.
3. Tap **Recents** or **Missed**.

Add a New Local Contact

1. Access the **Cisco Phone** 📞 app.
2. Tap **Contacts** 🖾.
3. Tap **Add** ⊕.
4. Enter the contact information.
5. Tap **Save**.

Access Voicemail

1. Choose one of the following:
   - Swipe down on the status bar and tap the **Voicemail waiting** notification.
   - If configured, tap **1** ₁ on the **Cisco Phone** 📞 app **Keypad** ⊞ to dial the voicemail retrieval number.
2. Follow the prompts to retrieve the voicemail.

OR: If visual voicemail is configured—From the **Cisco Phone** 📞 app, tap **Voicemail** 🖾.

Forward Calls from Your Phone

1. Access the **Cisco Phone** 📞 app.
2. Based on your phone's software version, tap the **Overflow** ⋮ or **Drawer** ≡ menu.
3. Select **Features > Call forward**.
4. Swipe the **Enable call forward** slider to the right ●○.
5. Enter the number to receive your calls, or select an entry from your **Contacts** list.
6. Tap **Save**.

Turn Off Call Forward from Your Phone

1. Access the **Cisco Phone** 📞 app.
2. Based on your phone's software version, tap the **Overflow** ⋮ or **Drawer** ≡ menu.
3. Select **Features > Call forward**.
4. Swipe the **Enable call forward** slider to the left ○●.
5. Tap **Save**.

(If Configured) Send a Push to Talk (PTT) Broadcast

1. If your phone is password protected, unlock the phone.
2. If you are not on the desired channel, access the **PTT** ▣ app and tap the desired channel from the **Channels** 🖾 tab or click a leg of a conversation from the **Activity** ⏱ tab.
3. Press and hold the programmed **PTT** button.
4. After you hear a beep, hold the phone microphone approximately two inches (five centimeters) from your mouth and speak.
5. Release the **PTT** button.

(If Configured) Activate the Panic Alarm

Press the programmed red **Emergency** button on the top right of the phone, as directed.

(For 860S Only) Scan a Barcode

1. If your phone is password protected, unlock the phone.
2. Point the barcode reader 1 to 18 inches (2.5 to 46 centimeters) from the barcode that you want to scan.
3. Press and hold the programmed **Scanner** button with the red line shining across the entire barcode symbol until the red light turns off and you hear a beep.

Adjust the Volume During a Call

Press the programmed **Volume up** and **Volume down** buttons to adjust the volume while you are on a call.

Pair a Bluetooth Device

1. Access the **Settings** ⚙ app.
2. Select **Connected devices > Connection Preferences > Bluetooth**.
3. Tap **Pair new device**.
4. From the list of **Available devices**, select the desired device and tap **Pair**.
5. If required, enter the device pin code.

(If Available) Adjust the Phone Ringer Volume

1. Access the **Settings** ⚙ app.
2. Tap **Sound**.
3. Slide to adjust the **Ring volume**.

(If Available) Adjust the Screen Brightness

1. Access the **Settings** ⚙ app.
2. Tap **Display**.
3. Tap **Brightness level**.
4. Swipe the slider to adjust the screen brightness.
5. If desired, turn on **Adaptive brightness** to automatically adjust the screen brightness based on the environment.

(If Available) Change the Screen Display Timeout

1. Access the **Settings** ⚙ app.
2. Tap **Display**.
3. Tap **Advanced**.
4. Tap **Screen Timeout**.
5. Select the desired amount of time.

(If Available) Change the Font Size and Display Size

1. Access the **Settings** ⚙ app.
2. Tap **Display**.
3. Tap **Advanced**.
4. Tap **Font size** or **Display size**.
5. Use the **Font size** or **Display size** sliders to adjust the font size or display size.

User Guide

For more information, see the full User Guide.