# DX650 Collaboration Endpoint

# Phone Application

## Place a Call

The following options are available from the Phone application on your DX650.

### Dial From the Directory

1. Tap the Search  icon.
2. Enter a name in the Search field. This action searches your local contacts and the corporate directory.
3. Highlight a name and either lift the handset, press the Speakerphone  button, or press the Headset  button to place the call.

### Dial With Speakerphone

1. Press the Speakerphone  button.
2. Dial the number.

### Dial With a Headset

Press the Headset  button and enter a numbers. If the headset button is lit, press New Call and enter a number.

## End a Call

If you are calling using Speakerphone, you may press the Speakerphone button to end the call, or press the End Call  button.

If you have more than one call on the same line, resume the call you wish to end then press the End Call button.

## Answer a Call

To answer a call, you may lift the handset, or tap Answer.

### Answer with Speakerphone

Press the Speakerphone  button.

### Answer with Headset

Press the Headset  button, or if the Headset button is lit, press Answer.

### Answer a Second Call

Tap Answer. The current call with automatically be placed on Hold.

### Divert to Voicemail

To send a ringing call directly to your voicemail, tap Divert.

## Audio Mute

To mute a call:

1. Press the Mute  button. The button will illuminate in red to indicate mute is active.
2. To unmute, tap the Mute button again.

## Video Mute

To stop your video transmissions:

1. Press the Video Mute  button.
2. To resume video transmission, press the Video Mute button again.

## Transfer

To transfer a call:

1. Press the Transfer  button.
2. Enter the target number.
3. To complete the transfer, press the Transfer button again or press End to cancel the transfer.

## Conference

To create a conference call:

1. From an active call, press the Conference  button.
2. Enter the phone number of the next participant and wait for the call to connect.
3. To add the participant to your call, press Conference again. To cancel the conference addition, press End Call.
4. To add more participants, repeat the above steps.

### Add a Contact to a Conference Call

1. With one call active, tap your Contacts  icon.
2. Drag a contact from the contact list to the call window.
3. Repeat to add additional participants.

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# Voicemail

The Message Waiting Indicator (MWI) light on the handset indicates that you have a new voice message. To view your voice messages:

1. Tap Recents.
2. Tap Messages.
3. Tap Play to listen to a voice message.

# Intelligent Proximity

Pair a mobile phone to use the mobile line through your DX650. Once the mobile phone is paired, you can place and receive calls on the mobile line from your DX650.

1. Put the mobile phone in discoverable mode.
2. On your DX650, open the Settings application and tap Bluetooth.
3. Select the mobile phone from the available devices to pair list.
4. Verify the passkey on the mobile phone and the DX650.
5. When prompted, choose to make your mobile phone contacts and call history available on your DX650.

# Calendar

To schedule and keep track of your events, use the Calendar application.

To add an event to your calendar, tap the +Event ** icon.

# Email

To send and receive email from multiple accounts, use the Email application.

# Jabber IM

To chat with your contacts and to update your status, use the Chat application.

# Cisco WebEx

To participate in WebEx meetings, use the WebEx application.

During a WebEx meeting, participants can:

* Join the audio conference
* View shared presentations
* See and chat with other participants

# Settings

To edit and customize phone settings and applications, or to view the User Guide and other documentation, use the Settings application.

To locate the Settings application, press the Applications  icon at the top right of your display.

Quick Reference Guide



CISCO **DX650** ENDPOINT

