# DX650 Collaboration Endpoint

# Phone

Touch the Call button  on the touch screen to open phone options.

## Place a Call

### Dial From the Directory

1. Tap Directory.
2. Enter a name in the Search field to search your local contacts and the corporate directory.
3. To place the call, highlight a name and lift the handset, press the Speakerphone  button or the Headset  button.

### Dial With Speakerphone

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

### Dial With a Headset

Press the Headset  button and enter a number. If the headset button is already lit, enter a number.

## End a Call

Press End on the touch screen or press the End Call  button. If you are calling using the headset or speakerphone, you may press either button to end the call.

## 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 will automatically be placed on Hold.

### Divert to Voicemail

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

## Audio Mute

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 Add on the touch screen or the Conference  button on the dial pad. This will place the call on hold.
2. Enter the phone number of the next participant and press the green Call button on the touch screen.
3. To add the participant to your call once the call has connected, press Merge on the touch screen *or the* Conference button. To cancel the conference addition, press End.
4. To add more participants, repeat the above steps.

# DX650

# Voicemail

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

1. Tap Messages.
2. 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.

# Meetings

Tap Meetings on the touch screen to schedule and keep track of your events.

To add an event to your calendar, tap the + icon. To remove the keyboard on the touch screen at any time, press the down arrow on the bottom of the keyboard.

# Settings

Tap the settings wheel icon in the upper right of the touch screen to edit and customize sound, display, date/time, and accessibility options.

Quick Reference Guide



CISCO **DX650** ENDPOINT

