Handset, Headset, and Speakerphone

You can use your phone as a mobile handset, as a speakerphone, or with a headset (wired or Bluetooth wireless).

Tips

- If you unplug the headset or remove the phone from the desktop charger, the phone reverts to the speaker mode for features that typically use the speakerphone for incoming calls, such as AutoAnswer or intercom calls.

- You can use the headset and speaker with all the controls on your phone, including and.

Note

If you change the volume while on an active call, the new volume level is preserved for future calls after the phone is turned off.

Use Handset

Procedure

Step 1
To answer or make a call from the handset, press .

Step 2
To hang up, press .
Use Speaker Mode

You can activate the speakerphone before making a call or during a call. The speaker mode remains active for future calls until toggled off. You can activate the speakerphone (on the phone) even when the phone is docked in the desktop charger and connected to a wired headset.

Procedure

Press and hold until the icon appears.

Switch To and From Speaker During Call

Procedure

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AutoAnswer

You can use AutoAnswer if you receive a high volume of incoming calls or handle calls on behalf of others. Your system administrator configures AutoAnswer to work with either your speaker or headset.

If AutoAnswer is configured, keep headset mode active by ensuring that your headset is plugged into the phone, even when you are not on a call.

If your phone is set up to use AutoAnswer in headset mode, calls are answered automatically only if the Wired Headset icon or the Bluetooth Enabled icon is in the phone status line. Otherwise, calls ring normally and you must manually answer them.

Headsets

Your phone supports wired headset jack types with a 2.5 mm, 3-band, 4-connector plug. For information about purchasing headsets, see Headset Information.
Use Wired Headset

Procedure

Step 1
Lift the headset port cover and plug the headset connector into the headset port.
The icon appears on the phone status line.

Step 2
Place and answer calls as usual.
If you use AutoAnswer, see AutoAnswer, on page 2 for exceptions.
The headset audio remains active when the headset is connected to the phone.

Bluetooth Wireless Headsets

Your phone supports the use of Bluetooth wireless headsets. Enable the Bluetooth setting on your phone before performing tasks such as scanning, pairing, and unpairing.

Note
Before pairing the Bluetooth headset with the phone, follow the instructions in the headset documentation to enable it for operation.

Tips
• Only one Bluetooth device can be connected to the phone at one time.
• A Bluetooth device must remain within 10 m of the phone to keep the connection.
• A Bluetooth device disconnects if the phone is turned off or if Bluetooth is disabled on the phone.
• If a device that was previously paired with the phone is used to connect to another Bluetooth device, you must first unpair it, and then pair it again with the phone.
• If a Bluetooth headset becomes disconnected (it goes out of range of the phone or the phone battery loses power), it should automatically reconnect when it is in range again or the battery is recharged. If it does not reconnect, you can tap the Bluetooth headset once to reestablish the connection.
• If a Bluetooth headset is in power-save mode and becomes disconnected from the phone, you may need to tap the headset once to “wake” it to reestablish a connection.

Use Bluetooth Wireless Headset

To use a Bluetooth headset, you need to set up the communication path between the headset and the phone. If you cannot enable Bluetooth, your administrator needs to enable Bluetooth use on your phone.
### Procedure

**Step 1** Enable the Bluetooth setting on your phone. See Enable or Disable Bluetooth on Phone, on page 4.  
**Step 2** Put the Bluetooth headset into pairing mode. See the headset documentation.  
**Step 3** Scan for a list of Bluetooth devices. See Scan for Bluetooth Devices, on page 4.  
**Step 4** Select and pair the Bluetooth headset with the phone. See Pair Bluetooth Headset with Phone, on page 5.

### Enable or Disable Bluetooth on Phone

**Procedure**

**Step 1** Choose > Phone Settings > Bluetooth.  
**Step 2** Highlight Bluetooth and press Select.  
**Step 3** Select Enable or Disable, and then press Save.  
If enabled, the Bluetooth Enabled icon appears. If disabled, the icon disappears.  
**Note** Bluetooth must be enabled on the phone before you can perform tasks such as scanning, pairing, and unpairing.

### Scan for Bluetooth Devices

**Procedure**

**Step 1** Choose > Phone Settings > Bluetooth > Device List.  
**Step 2** Press Scan. A list of devices appears.  
**Note** It may take a few seconds for the scan to complete.  
**Step 3** To rescan for a device, press Rescan from Scan Results.
Pair Bluetooth Headset with Phone

**Procedure**

**Step 1**
From the Scan Results list, select a Bluetooth headset and press **Pair**.

**Step 2**
When prompted, enter the Bluetooth Passkey, and then press ![Select] (Select) or **Options > OK**.

*Note* Obtain the Bluetooth Passkey from your Bluetooth device documentation. Pairing must be completed within 1 minute or it fails.

If the pairing succeeds, the newly paired headset is added to the Device List and becomes connected to the phone (if no prior Bluetooth connection exists between another device and the phone).

**Step 3**
If a prior connection exists, first unpair or disconnect the other device from the phone.

The Bluetooth Device Connected icon ![ ] displays, and a check mark appears next to the device name.

**Step 4**
If the pairing fails, press **Back** to retry.

**Related Topics**

Unpair Bluetooth Headset from Phone, on page 5

Connect Bluetooth Headset Already Paired (but Not Connected) with Phone

**Procedure**

Perform one of the following actions:

- Tap on the headset to send a connection request to the phone.
- ![ ] Choose ![ ] > **Phone Settings > Bluetooth > Device List**, highlight the headset, and press **Options > Connect**.

Unpair Bluetooth Headset from Phone

**Procedure**

**Step 1**
Choose ![ ] > **Phone Settings > Bluetooth > Device List**.

**Step 2**
Select a headset from the list, press **Options > Unpair**.

**Step 3**
Press **Yes** to confirm.

The headset disconnects from the phone and is removed from the Device List.
Disconnect Bluetooth Headset from Phone

Procedure

Step 1  Choose 📱 > Phone Settings > Bluetooth > Device List.
Step 2  Select a headset from the list, press Options > Disconn.
Step 3  Press Yes to confirm.
         The headset disconnects from the phone but remains on the Device List (without a check mark next to the device name).

Switch from Bluetooth Headset to Speaker or Handset During Call

Procedure

Step 1  Press and hold 📱. The Select Audio Path menu appears.
Step 2  Select Speaker or Handset.
Step 3  To switch modes again, press and hold 📱, and select another audio mode.
         Note  After the call, the phone remains in the last audio mode it used during the call.

Switch to Bluetooth Headset During Call from Speaker or Handset

Procedure

Step 1  Press and hold 📱. The Select Audio Path menu appears.
Step 2  Select Bluetooth.
         Note  If a wired headset is connected to the phone, you cannot select the Bluetooth option even if the Bluetooth connected icon is displayed. To use the Bluetooth headset, you must first unplug the wired headset.