



## Using the Cisco MGCP IP Phone

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This chapter describes basic Cisco MGCP IP phone functions. Your call agent or service provider might offer additional phone features and capabilities not described in this chapter. Refer to the documentation from your call agent or service provider for instructions on using those features.

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### Using the Handset

To place and answer calls with the handset, simply lift the handset. To change from handset to speakerphone, press **SPEAKER** and hang up the handset.

### Using the Speakerphone

To place and answer calls using the speakerphone, press **SPEAKER**. You can use the speakerphone with all Cisco MGCP IP phone features. To change from speakerphone to handset, lift the handset.

### Using the Headset

To place and answer calls using the headset, plug the approved headset into the back of the phone base and press **HEADSET**.

You can use the headset with all Cisco MGCP IP Phone features. The volume and mute controls also adjust volume to the ear piece and mute the speech path of the headset. The headset activation key is located on the front of the phone.

The Cisco MGCP IP Phone supports a four- or six-wire headset jack (Plantronics H series compatible is required). For information on the exact models supported, see the Cisco MGCP IP phone information on <http://cisco.getheadsets.com>.

## Adjusting the Handset, Speakerphone, and Headset Volume

To adjust the volume on the handset, speakerphone, or headset:

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- Step 1** To increase or decrease the volume of your handset, headset, or speakerphone, select the item and make it active. Press the **Up** or **Down** volume button.

The volume buttons adjust the volume for the currently active voice receiver.

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## Adjusting the Ringer Volume

To change the volume used by the ringer:

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- Step 1** Press the **volume** key to hear a sample ring.
- Step 2** While the ring plays, press the **Up** or **Down** volume key to adjust the volume to the desired level.
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## Changing the LCD Contrast

To improve the readability of the LCD, change the amount of contrast:

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- Step 1** Press the **settings** button.
- Step 2** Select **Contrast** from the Settings menu.
- Step 3** Press the **volume** keys to set the desired intensity of the display.
- Step 4** Press the **BACK** key to accept your changes.
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## Muting a Call

While on a call, you can mute the handset, headset, or speakerphone, preventing the party you are speaking to from hearing what you or someone else in the room is saying.

- To mute a call, press **MUTE**.
- To disengage mute, press **MUTE** again.