

Cisco Headset 561 and Cisco Headset 562 with Standard Base

Quick Reference Guide

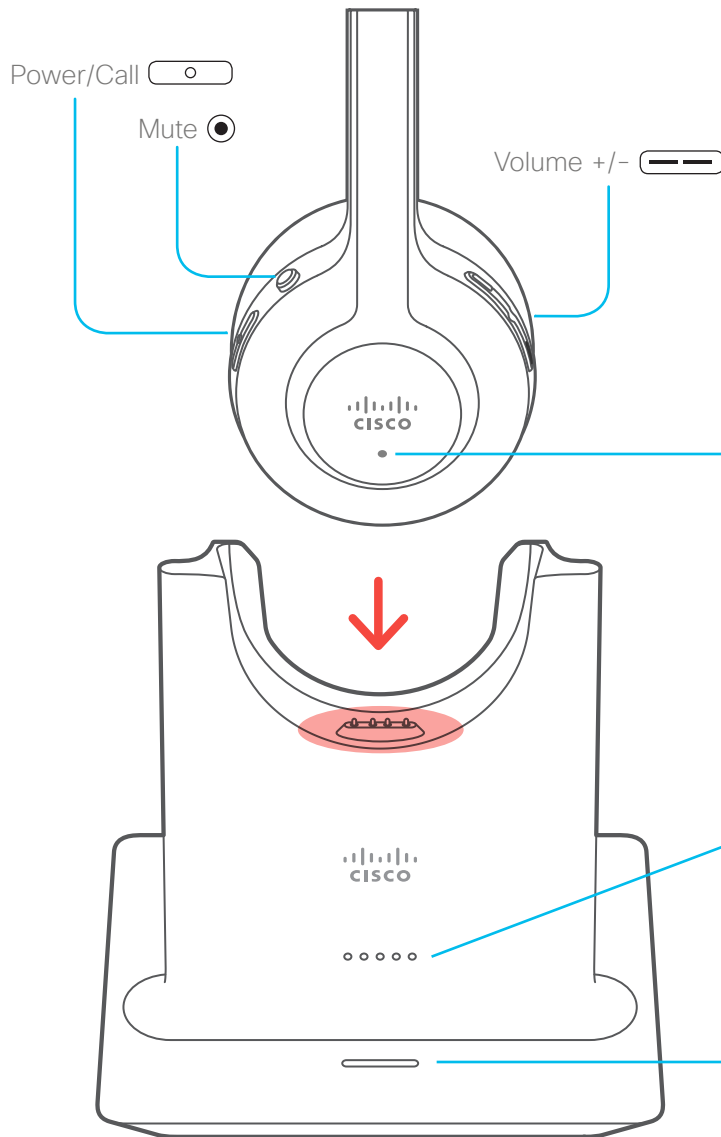
For Cisco IP Phone 8811, 8841, 8845, 8851, 8861, 8865, and 8865NR on Cisco Unified Communications Manager



High Sound Pressure—Avoid listening to high volume levels for long periods to prevent possible hearing damage.

When you plug in your headset, lower the volume of the headset speaker before you put the headset on. If you remember to lower the volume before you take the headset off, the volume will start lower when you plug in your headset again.

Be aware of your surroundings. When you use your headset, it may block out important external sounds, particularly in emergencies or in noisy environments. Don't use the headset while driving. Don't leave your headset or headset cables in an area where people or pets can trip over them. Always supervise children who are near your headset or headset cables.



Headset LED status indication

Incoming Call	Blinking red
Active Call	Steady red
Headset paired with dock	White LED blinking every 4 seconds
Headset and dock not paired	White LED blinking rapidly

Base LED status indication

Battery strength	LEDs show solid as battery charges
System updating	LEDs blink in sequence from left to right
Headset and dock not paired	All LEDs blinking

Call Indication

Incoming call	Blinking green	
Active call	Steady green	
Muted call	Steady red	

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Turn on/off your headset

Hold  for 4 seconds.
You will hear a tone indicating headset status.

Make a call

Press .


Put a call on hold

Press .

End a call

Hold  for 2 seconds.

Reject a call

Press  twice.

Adjust your volume

Press .

Mute yourself on a call

Press .



Unmute yourself on a call

Press  again.



End a call and answer an incoming call

1. Hold  for 2 seconds.
2. Press .

End a call and resume a held call

1. Hold  for 2 seconds.
2. Select the call you would like to resume.
3. Press .


Put a call on hold and resume a call

1. Press .
2. Optional: Select the call you would like to resume.
3. Press  again.


Put a call on hold and answer an incoming call

Press .


Adjust your bass and treble (USB only)

1. Press **Applications** .
2. Select **Accessories** > **Cisco Headset**.
3. Press **Setup** and select **Speaker** > **Tuning**.
4. Press the Navigation cluster, left or right, to adjust the tuning.


Adjust your speaker feedback (USB only)

1. Press **Applications** .
2. Select **Accessories** > **Cisco Headset**.
3. Press **Setup** and select **Speaker** > **Sidetone**.
4. Press the Navigation cluster, up or down, to adjust the sidetone.
The sidetone is low by default.
5. Select **Set** to apply your settings.

Adjust your microphone volume (USB only)

1. Press **Applications** .
2. Select **Accessories** > **Cisco Headset**.
3. Press **Setup** and select **Microphone** > **Gain**.
4. Press the Navigation cluster, left or right, to adjust the gain.

Test your microphone (USB only)

1. Press **Applications** .
2. Select **Accessories** > **Cisco Headset**.
3. Press **Setup** and select **Microphone** > **Test**.
4. Press **Record** and speak into the microphone.
5. Press **Stop rec** when you finish speaking.
6. Press **Play** to review your test recording.

For more information, visit:

<http://www.cisco.com/go/ipphones/8800>
<http://www.cisco.com/go/headsets>

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