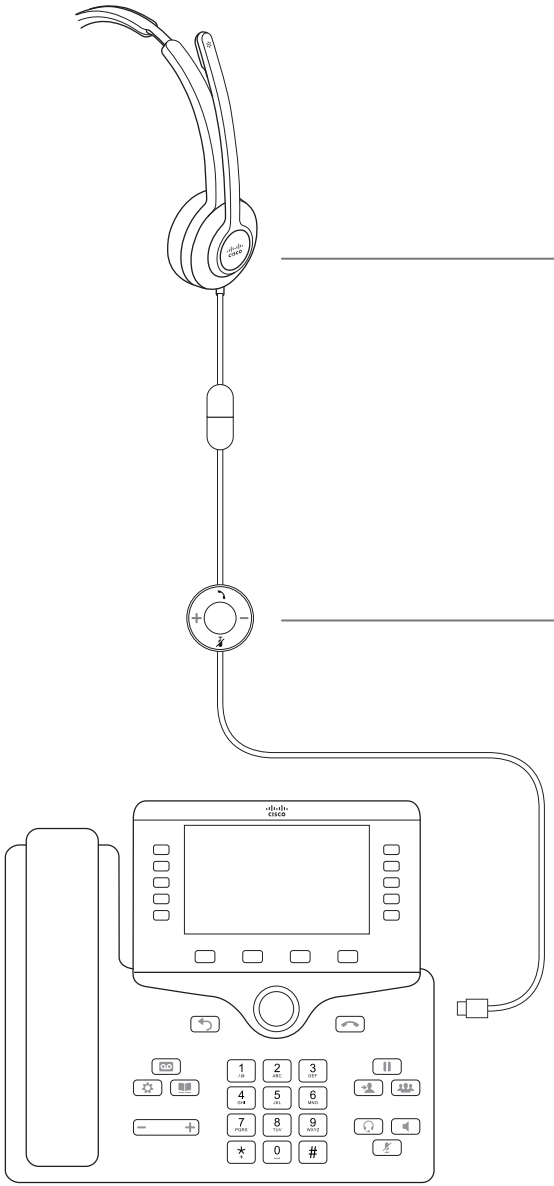
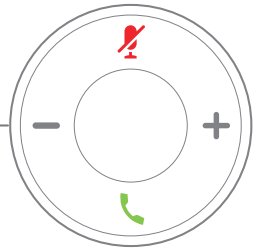
Cisco Headset 531 and Cisco Headset 532 with Cisco USB Adapter

Quick Reference Guide

For the Cisco IP Phone 8851, 8851NR, 8861, 8865, and 8865NR



Incoming call	Blinking red	●
Active call	Steady red	●
Muted call	Steady red	●



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

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.

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Adjust your bass and treble

1. On your phone, press **Applications** .
2. Select **Accessories**.
3. Navigate **Setup** > **Speaker** > **Tuning**.
4. Press the Navigation cluster, left or right, to adjust the tuning.

Adjust your speaker feedback

1. On your phone, press **Applications** .
2. Select **Accessories**.
3. Navigate **Setup** > **Speaker** > **Sidetone**.
4. Press the Navigation cluster, up or down, to adjust the sidetone.
5. Select **Set** to apply your settings.

Adjust your microphone volume

1. On your phone, press **Applications** .
2. Select **Accessories**.
3. Navigate **Setup** > **Microphone** > **Gain**.
4. Press the Navigation cluster, left or right, to adjust the gain.

Test your microphone

1. On your phone, press **Applications** .
2. Select **Accessories**.
3. Navigate **Setup** > **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.

Make a call

Press on the USB adapter and enter the phone number on the phone keypad.

Answer a call

Press on the USB adapter.

End a call

Hold on the USB adapter for 2 seconds.

Reject a call

Press twice on the USB adapter.

Adjust your volume

Press + and − on the USB adapter.

Mute yourself on a call

Press the on the USB adapter.

Unmute yourself on a call

Press the on the USB adapter.

Put a call on hold and resume a call

1. Press on the USB adapter.
2. Optional: Select the call you'd like to resume.
3. Press on the USB adapter.

Put a call on hold and answer an incoming call

Press on the USB adapter.

End a call and resume a held call

1. Hold on the USB adapter for 2 seconds.
2. Select the call you'd like to resume.
3. Press on the USB adapter.

End a call and answer an incoming call

1. Hold on the USB adapter for 2 seconds
2. Press on the USB adapter.

For more information, visit:

https://www.cisco.com/c/en/us/products/collaboration-endpoints/unified-ip-phone-8800-series/index.html

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March 2018