

# Polycom® KIRK® 6020 / 6040

Charge your handset 14-16 hours  
prior to first use for best performance



## Quick Guide

For more information about the  
handset, refer to user guide available  
for download at  
[www.polycom.com](http://www.polycom.com)

## Basic Handset Option

### Turning Handset On/Off

- To turn on the handset, press left softkey.
- To turn off the handset, press left softkey until the question **Turn off?** appears in the display. Confirm with **Yes**.

### Adjusting Speaker Volume

Use the key placed at the upper right side of the handset for volume control.

### Locking Keypad

- Press **Menu** followed by **\*** to lock keypad.
- Press **Unlock** followed by **\*** to unlock keypad.

## Shortcuts

### Predefined Shortcuts

Predefined shortcuts are unchangeable and assigned to different keys on the handset.

**Silent mode On/Off:** Press the **Menu** button, followed by the **#** button to turn the handset silent mode on/off. In silent mode the ringer will be muted and the vibrator activated.

**Call transfer:** While off hook, press **R**.

**Call list:** Press left side of the navigation key to enter Call list.

**Missed Calls:** Press right side of navigation key.

**Find Name:** Press top or bottom of navigation key.

**Exit Menu:** Whilst navigating menus, press the **R** button to exit out of the menu and go back to the main screen.

**Save contact:** Dial number and press **Save**.

## Personal Shortcuts

Personal shortcuts consist of functions, you have chosen to add from a list of shortcuts. The list is assigned to the right softkey.

To add a shortcut:



- 1 Press **Shortcut**.
- 2 Scroll to **Edit shortcut** and press **Select**.
- 3 Press **Select** to add the function to the list of personal shortcuts.

To use a shortcut:



- 1 Press **Shortcut**.
- 2 Scroll to the desired shortcut and press **Select**.

## Making Calls

### Off Hook Dialling (Dial Directly)

- 1 Press  to make a call.
- 2 Dial number.
- 3 Press  to terminate the call.

### On Hook Dialling (Pre-Dial)

- 1 Dial number.
- 2 Press  to make a call.
- 3 Press  to terminate the call.


## Speed Dial

- Press a key (0-9) continuously for three seconds until a call is started. (You must assign a key to a number in Phone Book).


## Assigning Speed Dials

- 1 Press the **Menu** button to enter the main menu.
- 2 Scroll the **Phone Book** and then press the **Select** button.
- 3 Scroll to **Speed dial** and then press the **Select** button.
- 4 Scroll to the appropriate speed dial entry (0-9) and then press the **Add name** button.
- 5 Select the appropriate phone book entry and press the **OK** button.
- 6 Select the appropriate number and press the **OK** button.


## From Call List

- 1 Press left side of navigation key to enter Call list.
- 2 Scroll to desired name or number and press  .

## From Phone Book

- 1 Press **Menu** to enter main menu.
- 2 Scroll to **Phone Book** and press **Select**.
- 3 Scroll to **Find name** and press **Select**.
- 4 Find the desired name and press  to make a call.

## Answering Calls

- Press  to answer a call when your handset rings.

## Mute a Call

- Press **Silence** and the ring signal is muted.

## Reject a Call

Press **Reject** to refuse the call.

## Call Transfer

- Press **R** and dial number.  
To withdraw the call, press **R** again.  
**Note:** The feature is system dependent.

## Turning Speakerphone On/Off

- While on a call, press **Loud on** to turn speakerphone on.
- Press **Loud off** to turn speakerphone off.

## Turning Microphone Mute On/Off

- While on a call, press **Mic Mute** to turn microphone mute on.
- Press **Mic on** to turn microphone mute off.

## Changing Settings

### Adjusting Ringing Volume

- 1 Press **Menu** to enter main menu.
- 2 Scroll to **Settings** and press **Select**.
- 3 Scroll to **Ringing volume** and press **Select**.
- 4 Press left or right side of navigation key to adjust the volume.

- 5 Press **Set** and then **Back**.

## Changing Ringing Tone

- 1 Press **Menu** to enter main menu.
- 2 Scroll to **Settings** and press **Select**.
- 3 Scroll to **Ringing tone** and press **Select**.
- 4 Scroll to desired ringing tone and press **Change** to listen to chosen ringer tone.
- 5 Press **Back**.

## Turning Vibrator On/Off

- 1 Press **Menu** to enter main menu.
- 2 Scroll to **Settings** and press **Select**.
- 3 Scroll to **Vibrator** and press **Select**.
- 4 Scroll to **On** or **Off** and press **Change**.
- 5 Press **Back**.

## Adding Contact to Phone Book

- 1 Press **Menu** to enter main menu.
- 2 Scroll to **Phone Book** and press **Select**.
- 3 Scroll to **Add name/number** and press **Select**.
- 4 Type the name of the contact using the keys 2-9.
- 5 Scroll to number and enter the number of the contact (max. 24 digits).
- 6 Press **Save** to store the name and number.

## Handset Options Status

To display the status of the handset options (Battery, ringer volume, firmware etc.).

- 1 Press the **Menu** button to enter the main menu.
- 2 Scroll to **Status** and then press the **Select** button.
- 3 Press the Top or Bottom of the navigation key to highlight the appropriate menu item and then press the **Select** button to enter the selected items menu.
- 4 Press the **Back** button.

## Activate Bluetooth Function (6040 feature only)

- 1 Press **Menu** to enter main menu.
- 2 Scroll to **Settings** and press **Select**.
- 3 Scroll to **Bluetooth** and press **Select**.
- 4 Scroll to **Active** and press **Select**.
- 5 Scroll to **On** and press **Select**.

## Pair Wireless Headset with the Handset

- 1 Press **Menu** to enter main menu.
- 2 Scroll to **Settings** and press **Select**.
- 3 Scroll to **Bluetooth** and press **Select**.
- 4 Scroll to **Search** for compatible Bluetooth headset and press **Select**.
- 5 Select the headset code number listed in the display of the handset and press **Stop**, then press **Add**.
- 6 Enter pin code and press **OK** (Consult the user guide of the Bluetooth headset for the pin code information).
- 7 Press **OK**, and press **Options** in order to connect to the headset.
- 8 Scroll to **Connect** and press **Select**.
- 9 Press **OK**.

## Auto Connect

- 1 Press **Menu** to enter main menu.
- 2 Scroll to **Settings** and press **Select**.
- 3 Scroll to **Bluetooth** and press **Select**.
- 4 Scroll to **Active** and press **Select**.
- 5 Scroll to **Settings** and press **Select**.
- 6 Activate **Auto connect** by pressing **Select**, then press **Back**. The wireless headset will now connect automatically to the handset when the headset is turned on.

## Headset Volume

- 1 Press **Menu** to enter main menu.
- 2 Scroll to **Settings** and press **Select**.
- 3 Scroll to **Bluetooth** and press **Select**.
- 4 Scroll to **Active** and press **Select**.
- 5 Scroll to **Settings** and press **Select**.
- 6 Scroll to **Headset** volume and press **Select**.
- 7 Press left or right side of navigation key to adjust the volume.

## Switch Between Headset and Handset

When the headset is active and the handset is off hook, the audio can be switched between the headset and the handset.

- 1 Activate handset / headset soft key by pressing the left or the right side of the navigation key.
- 2 Press **Handset**, and the audio is switched to the handset.
- 3 Press **Headset**, and the audio is switched back to the headset.

## Battery

The battery is connected to the handset from factory and must not be removed. To replace the battery, please contact your local distributor.



## Technical Specification

### Approvals

Generic Access Profile: EN 300444 V1.4.1:  
2002

EMC: EN 301 489 - 1: Version 1.6.1

EN 301 489 - 6: Version 1.2.1

Radio: EN 301 406 V1.5.1

Safety: EN 60950 - 1: 2006

### Size and weight

Size: 148 x 50.4 x 21.6mm

Weight: 123g incl. battery  $\pm$  10g

### Capacity 6020/6040

Active talking time up to 20 hours

Standby time up to 200 hours

### Capacity 6040 with bluetooth turned on

Active talking time up to 15 hours

Standby time up to 100 hours

### Temperature

Operating temperature incl. charging:  
0-40°C

### IP Rating

IP64 (Dust and water splash proof)  
according to EN60529

### Drop Test

According to IEC 60068-2-31 (2008-05)

### Vibration Test

According to IEC 60068-2-6 (2007-12)

### Bump Test

According to IEC 60068-2-27 (2008-2)

## International Regulatory and Product Information



This KIRK 6020 / 6040 Handset has been marked with the CE mark. This mark indicates compliance with EEC Directives 89/336/EEC, 73/23/EEC 1999/5/EC. A full copy of the Declaration of conformity can be obtained from Polycom Ltd, 270 Bath Road, Slough, Berkshire, SL1 4DX, UK.



The WEEE Marking on this equipment indicates that the product must not be disposed of with unsorted waste, but must be collected separately.

Visit [www.polycom.com/batteries](http://www.polycom.com/batteries) for further guidance on battery recycling.

## Handset Icons

External incoming call



Internal incoming call



Missed call



Battery charging



Keypad locked



Microphone muted



Silent mode



For more icons, refer to user guide  
available for download at  
[www.polycom.com](http://www.polycom.com)



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