Cisco IP Phone 8800 Series Quick Start Guide

Your Phone



1. Incoming call or voicemail indicator
2. Camera (Cisco IP Phone 8845 and 8865)
3. Feature and session buttons
4. Softkeys
5. Back, Navigation cluster, and Release
6. Hold, Transfer, and Conference
7. Headset, Speakerphone, and Mute
8. Voicemail, Applications, and Directory
9. Volume

Feature and Session Buttons

Use feature buttons (left side) to view calls on a line or access features such as Speed Dial. Use session buttons (right side) to perform tasks such as resuming a held call. If you use a locale that reads right to left, the feature and session button locations are swapped.

Buttons illuminate to indicate status:

- Green, steady: Active call
- Green, flashing: Held call
- Amber, steady: Private line in use
- Amber, flashing: Incoming call
- Red, steady: Remote line in use
- Red, flashing: Remote line on hold

Make a Call

Enter a number and pick up the handset.

Answer a Call

Press the flashing amber line button.

Put a Call on Hold

1. Press **Hold** .
2. To resume a held call, press **Hold** again.

View Your Recent Calls

1. Press **Applications** .
2. Select **Recents**.
3. Select a line to view.

Transfer a Call to Another Person

1. From a call that is not on hold, press **Transfer** .
2. Enter the other person's phone number.
3. Press **Transfer** again.

Add Another Person to a Call

1. From a connected call that is not on hold, press **Conference** .
2. Press **Active calls** to select a held call.
3. Press **Conference** again.

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Make a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press **Headset** .

Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone** .

Mute Your Audio

1. Press **Mute** .
2. Press **Mute** again to turn mute off.

Stop Your Video

(Cisco IP Phone 8845 and 8865 only.)

1. Turn the camera shutter counterclockwise to stop your video.
2. Turn the camera shutter clockwise to start your video.

Listen to Your Voice Messages

Press **Messages** and follow the voice prompts. To check messages for a specific line, press the line button first.

Forward All Calls

1. Select a line and press **Forward all**.
2. Dial the number that you want to forward to, or press **Voicemail**.
3. To receive calls again, press **Forward off**.

Adjust the Volume in a Call

Press **Volume** left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.

Adjust the Ringtone Volume

Press **Volume** left or right to adjust the ringer volume when the phone is not in use.

Change the Ringtone

1. Press **Applications** .
2. Select **Settings > Ringtone**.
3. Select a line.
4. Scroll through the list of ringtones and press **Play** to hear a sample.
5. Press **Set** and **Apply** to save a selection.

Adjust the Screen Brightness

1. Press **Applications** .
2. Select **Settings > Brightness**.
3. Press the Navigation cluster left to decrease, or right to increase, the brightness.
4. Press **Save**.

Change the Font Size

1. Press **Applications** .
2. Select **Settings > Font Size**.
3. Select a font size.
4. Press **Save**.

Pair a Mobile Device

(Cisco IP Phone 8851, 8861, and 8865 only.)

1. Put your mobile device in discoverable mode.
2. On your IP Phone, press **Applications** .
3. Select **Bluetooth > Add Bluetooth**.
4. Select your mobile device from the available devices list to pair.
5. Verify the passkey on your mobile device and your IP Phone.
6. When you are prompted to save mobile contacts, choose to make your mobile device contacts and call history available on your IP Phone.

User Guide

View the full User Guide at *http://www.cisco.com/c/en/us/support/collaboration-endpoints/unified-ip-phone-8800-series/products-user-guide-list.html.*

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