CISCO 8800 SERIES PHONES

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

Welcome New Cisco IP Phone User:

All of our Cisco phones in open office spaces are assigned to the work station not the individual, and are set up with the **Extension Mobility** feature. Each user will have a login ID and PIN which will allow them to login to any Cisco IP phone. Your extension always moves with you. **You are required to Login to your phone each morning in order to receive your incoming calls and retrieve voicemails.**

3 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

To Login to your phone

1. Press the applications key on your phone.
2. Select Extension Mobility.
3. Enter your User ID and PIN.
4. Press Submit.

Make a Call

Lift handset and enter 9 + a number, or enter 9 + a number and pick up the handset.

Answer a Call

Lift handset, or press the flashing amber line button and lift handset.

Put a Call on Hold

Press Hold .
To resume a held call, press Hold again.

View Your Recent Calls

Press Applications.
Select Recents.
Select a line to view.

Transfer a Call to Another Person

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

Add Another Person to a Call

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

Make a Call with a Headset

Plug in a headset.
Enter a number using the keypad.
Press Headset .

Make a Call with the Speakerphone

Daimler Policy: Speaker phones are only allowed in enclosed offices/rooms.
To use, enter a number using the keypad.
Press Speakerphone.

Forward All Calls, non-speakerphone

Lift handset, press More and press Forward all.
Dial an internal number, 9 and an outside number or press the Voicemail key to send calls to your mailbox.
To receive calls again, lift handset and press Forward off.

Forward All Calls with speakerphone

Press Forward all.
Dial an internal number, 9 and an outside number or press the Voicemail key to send calls to your mailbox.
To receive calls again, press Forward off.

Stop Your Video
(Cisco IP Phone 8845 and 8865 only.)
Turn the camera shutter counterclockwise to stop your video.
Turn the camera shutter clockwise to start your video.

Mute Your Audio on phones with 🔇 Speakerphone
Press Mute .
Press Mute again to turn mute 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 ⚙
Press Applications .
Select Settings > Ringtone.
Select a line if you have multiple lines on your phone.
Scroll through the list of ringtones and press Play to hear a sample.
Press Set and Apply to save a selection.

Adjust the Screen Brightness ⚙
Press Applications .
Select Settings > Brightness.
Press the Navigation cluster left to decrease or right to increase the brightness.
Press Save.

Change the Font Size ⚙
Press Applications .
Select Settings > Font Size.
Select a font size.
Press Save.

Abbreviated dialing
Non-speaker phone.
Lift handset
Press number on key pad that corresponds to the number you wish to dial.
Press the More soft key and Speed Dial soft key.

With speaker phone enabled:
Press number on key pad that corresponds to the number you wish to dial.
Press Speed Dial soft key

Unity Voice Mail 📼

Setting up your Cisco Unity Connections Mailbox
Lift handset.
Push the MESSAGES button on your phone.
Enter the temporary PIN: 87825.
Follow voice prompts through the initialization process.

Checking messages from your Cisco phone
Lift handset.
Push the MESSAGES button on your phone.
You will be prompted to enter your Cisco voicemail PIN followed by #.
Follow the voice instructions to retrieve or send messages.

Listen to Your Voice Messages
Lift handset.
Press Messages and follow the voice prompts.
Your temporary password is: 87825
To check messages for a specific line, press the line button first.

Checking messages when away from Cisco phone:
Dial your phone number.
When your voicemail message plays, hit * key.
You will be prompted to enter your voicemail User ID (your Cisco phone number) followed by #, then your voicemail PIN followed by #.
Follow the voice instructions to retrieve or send messages.

Changing your Greeting
Lift handset.
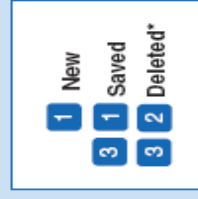Press Messages and enter your PIN and #.
Press 4, 1, 1 and follow the prompts.

Changing your PIN
Lift handset.
Press Messages and enter your PIN and #.
Press 4, 3, 1 and follow the prompts.

Retrieve Messages

1		New
3 **1**		Saved
3 **2**		Deleted*

During Message

1 Restart message
2 Save
3 Delete
4 Slow playback
5 Change volume*
6 Fast playback
7 Rewind message
8 Pause/Resume
9 Fast-forward
Fast-forward to end
 # # Skip message, save as is

After Message

1 Replay message
2 Save/Restore as saved*
3 Delete
4 Reply
4 2 Reply to all
4 4 Call the subscriber*
5 Forward message
6 Save as new/Restore as new*
7 Rewind menus
8 Deliver e-mail or fax to fax machine*
9 Play message properties
Save as is

*Not available on some systems.

Send a Message

2 Send

Address and record message

Send now
1 Message options

1 Change address
2 Change recording
3 Set special delivery
4 Review message
Send

1 Add name
2 Hear all names
3 Remove name

1 Hear recording
2 Save recording
3 Rerecord
4 Add to recording

1 Urgent
2 Return receipt
3 Private
4 Future
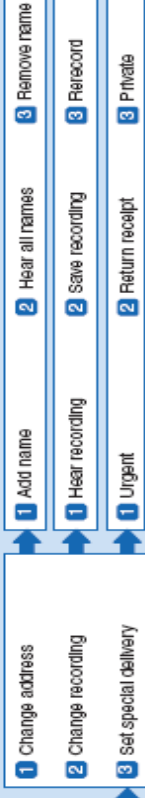
Change Preferences

4 Setup options

1 Greetings
2 Message settings
3 Personal settings
4 Call transfer

Greetings

1 Record this greeting
2 Turn on/off alternate greeting
3 Edit other greetings
4 Hear all greetings

Message settings

1 Change message notification
2 Change fax delivery*
3 Change menu type
4 Edit private lists

1 Pager
2 Home phone
3 Work phone
4 Spare phone

1 Keep this number
2 Enter new number

1 Select full or brief menus

1 Hear lists
2 Change names on a list

Personal settings

1 Change password
2 Change recorded name
3 Change directory listing

1 Change listing status

Call transfer

1 Switch between transferring calls to extension or voice mail
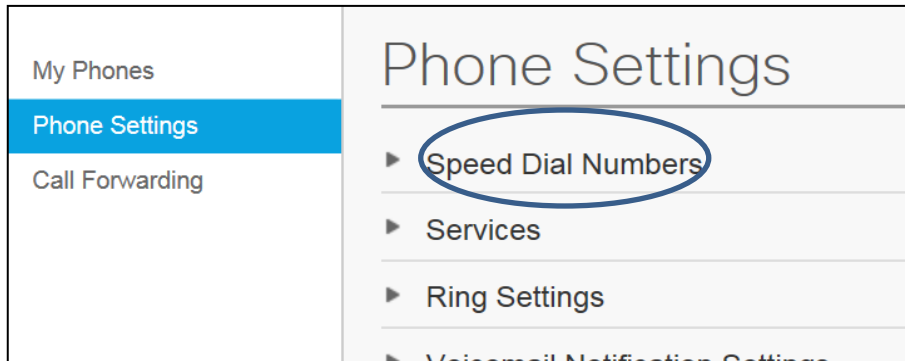**2** Change extension or phone number

*Not available on some systems.

Personal Speed Dials and Abbreviated Dialing

Log into this Web access to build personal directory, Speed dials or Forward your phone.
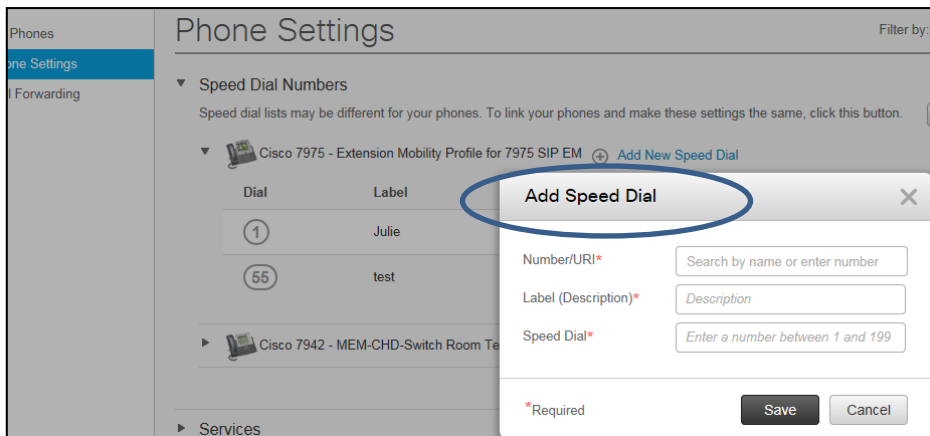
Https://Corpcmpub01/ccmuser
User ID: (Your User ID is the same as Who is Who ID)
Password: Check with your administrator if you do not have a password.

Select "Speed Dial Numbers" to create your speed dial list. Select "Add New Speed Dial". Remember to start with 9 for outside calls.

Select "Call Forwarding" to forward your phone. Remember to start with 9 for outside calls.