

Cisco 8800 - Quick Start Guide

Article ID: KB0024965

Created: 2024-04-11 21:27:23

Updated: 2024-04-11 21:27:55

Author: {'link':

'https://fmcnadev.service-now.com/api/now/table/sys_user/fc3e5dd71b226810d19f74c51a4bcb2b',

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Category: {'link':

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'value': '5b6bc4091ba10290525442e1b24bcbf8'}

Your Phone

Incoming call or voicemail indicator Camera (not applicable)Line and feature buttons SoftkeysBack, Navigation, and Release Hold, Transfer, and Conference Headset, Speakerphone, and MuteVoicemail, Applications, and Directory Volume

Line and Session Buttons

Use the line and feature buttons to view calls on a line, access features such as Speed Dial, and to perform tasks such as resuming a held call.

Buttons illuminate to indicate status:

Green, steady: Line is idle

Red, steady: Line in use

Red, flashing: Incoming or held call

Amber, steady: Line is unregistered

Place a Call

Enter a number and pick up the handset.

Answer a Call

Press the flashing red button. If you have multiple lines on your phone, press the solid red button first.

Put a Call on Hold

Press Hold .To resume a call from hold, press Hold again.

View Your Recent Calls

Select a line to view.Press Applications .Scroll and select Recents.

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 (before or after the party answers).

Add Another Person to a Call

From an active call, press Conference .Enter the number you want to join and press Dial.Once the call is connected, press Conference again.

Place a Call with a Headset

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

Place a Call with the Speakerphone

Enter a number using the keypad. Press Speakerphone .

Mute Your Audio

Press Mute . Press Mute again to turn mute off.

Stop Your Video

Turn the ring around the camera counterclockwise to close the shutter. Turn the ring around the camera clockwise to open the shutter.

Listen to Voice Messages

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

Forward All Calls

Press the Forward softkey. Dial the number that you want to forward to and press the Call softkey. When you return, press the Clr fwd softkey.

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 Ringtone

Press Applications . Select User preferences > Audio preferences > Ext

(n) - Ring tone, where n= extension number.

Scroll through the list of ringtones and press Play to hear a sample. Press Select and Set to save a selection. Press to exit.

Adjust the Screen Brightness

Press Applications . Select User preferences > Screen preferences. In the Display brightness field, enter a value for the level of brightness. Press Set

Send an All Phone Page

Select "All Page" on display of phone or dial 799. WAIT for system to say – "Paging System Ready" then speak into the handset or phone mic and your message will be broadcasted to every phone in the clinic.

Call Park / Retrieve

With an active call on the phone, press one of the Park buttons programmed on the 8861 phone (e.g., Park 1, Park 2, Park 3, Park 4). The call is immediately Parked with that one click. To retrieve Parked call, from any phone press the button with the Parked call (e.g., Park 1, Park 2, Park 3, Park 4). The call is immediately Unparked.

Voicemail Access

For Voicemail setup press the "Cassette" button on the

phone and follow instructions.

System will first ask for default PIN which is 124816. Select a new PIN. It must be 6 digits long with no repeating or sequential numbers (ie. 111222 or 123456) Record a name for the phone (e.g., Name of Your Facility and "Front Desk").