



## Technology Guide | Quick – Start



### Cisco 8800

- 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:

- x Green, steady: Active call
- x Green, flashing: Held call
- x Amber, steady: Private line in use
- x Amber, flashing: Incoming call
- x Red, steady: Remote line in use
- x 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 Recent.
3. Select a line to view.

### Voicemail (First time use) continue next Pg.

1. Press Messages .
2. Enter your first-time code pin # **123789** followed by #
3. You will be asked to say your First and Last name.
4. When you are finished Press # to save
5. When finished you will be asked to create a new pin. The pin has to be 6 digits long and cannot repeat or be sequenced more than 3 digits in a row. (Please write down and remember your new pin that you created)

Shortcut for message playback options Press the shortcut #'s below

1. Repeat
2. Save
3. Delete
4. Replay
5. Forward, a message
6. Leave a new message
7. Skip back
- # Repeat
9. Replay Options


For extra settings listen and follow instruction prompts to change advance greeting settings




## Voicemail

1. In your outlook Email you will have an audio/ Mp4 file in your inbox  
\*\*Note if deleted in your in box it will also be deleted on the phone system also\*\*
2. From an outside line 717- 871-7878 then press \* and listen to instruction prompts to adjust message settings.


## 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.

## 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

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


## 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.  
(press \* first, then number, to go straight to voicemail.)
3. Press Transfer again.

## 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  . continue >
2. Select Settings > Font Size.
3. Select a font size.
4. Press Save.

## Cursor and enter button


## Back button

## Hang up button

## Pair Bluetooth Headset

1. On your IP Phone, press Applications .
2. Select Bluetooth > Add Bluetooth.
3. Select your headset device from the available devices list to pair.

## Make a Call with a Headset

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

## (Advance User) Guide from Cisco

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>.