

CISCO IP PHONE 8800 SERIES



LINE AND SESSION BUTTONS

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

Buttons illuminate to indicate status:

- Green, steady: Line is idle
- Green, flashing: Held call
- Yellow, steady: Private line in use
- Yellow, flashing: Incoming call
- Red, steady: Line in use
- Red, flashing: Incoming or held call

BASIC FUNCTIONS

MAKING A CALL

Enter a number and pick up the handset.

ANSWERING A CALL

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

PLACING A CALL ON HOLD

1. Press the **Hold** key.
2. To return to the call, press the **Hold** key again.

VIEW YOUR RECENT CALLS

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

PLACE A CALL WITH A HEADSET


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

PLACE A CALL WITH SPEAKERPHONE


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

MANAGING CALLS

TRANSFERRING A CALL

1. From a call that is not on hold, press **Transfer** .
2. Enter the other person's phone number.
3. Press **Transfer** again (before or after the party answers).

ADD ANOTHER PERSON TO A CALL

1. From an active call, press **Conference** .
2. Enter the number you want to join and press **Dial**.
3. Once the call connects, press **Conference** again.


FORWARD ALL CALLS

4. Press the **Forward** softkey.
5. Dial the number you want to forward to and press the **Call** softkey.
6. When you return, press the **Clr fwd** softkey.

LISTEN TO VOICE MESSAGE

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


PARK A CALL

1. From an active call, press **Hold** .
2. Press the **New Call** softkey.
3. Dial *55
4. Listen for instructions, then dial the extension or press # to park the call on your own extension
5. Press #
6. After confirmation message, hang up.

RETRIEVE A PARKED CALL

1. Go to any phone and dial *56
2. Wait for instructions, then dial the extension the call was parked on
3. Press #.

MUTE YOUR AUDIO

4. Press **Mute** .
5. Press **Mute** again to turn mute off.

ADD CONTACT TO DIRECTORY


1. Press **Directory**
2. Select **Personal Directory** or **IBC Enterprise Directory**
3. Press softkey under **Add**
4. Using the keypad, type in contacts' information

EDIT/DELETE CONTACT DIRECTORY


1. Press **Directory**
2. Select **Personal Directory** or **IBC Enterprise Directory**
3. Press softkey under **Options**
4. Choose to **Edit Dial** to edit, or **Delete** to remove Contact.

ADDITIONAL FEATURES


ADJUST RINGTONE VOLUME

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


CHANGE RINGTONE

1. Press **Applications** .
2. Select **User preferences > Audio preferences > Ext (n) - Ring tone**, where n = extension number.
3. Scroll through the list of ringtones and press **Play** to hear a sample.

ADJUST VOLUME IN A CALL

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

ADJUST SCREEN BRIGHTNESS


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

DO NOT DISTURB (DND)

Press the **DND** soft key to enable or disable ringing.

Note: If you have more than one line, select the line you want to put on **DND** before selecting the **DND** softkey.

PAIR A MOBILE DEVICE*

1. On your desk phone, press **Applications** .
2. Select **Bluetooth > Devices**.
3. Select **Scan**.
4. Select the mobile device from the available devices list to pair.
5. Select **Connect**.
6. If prompted, verify passkey on the mobile device.
7. If prompted, verify passkey on the desk phone.
8. Choose to make your mobile device contacts and call history available on your desk phone.

*Compatible with Cisco IP Phone 8851 only.

For more information regarding the Cisco IP Phone 8800 Series Multiplatform Phones, visit sasktel.com/support

