



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

Answer a Call

Press the flashing

Put a Call on Hold

1. Press Hold
2. To resume a

View Your F

1. Press Appli
2. Select Rece
3. Select a line

Transfer a C

1. From a call t
2. Enter the oth
3. Press Transf

Add Another

1. From a conf
- Conference**
2. Press Active
3. Press Confe



Cisco IP Phone 8800 Series

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Make a Call with a Headset

Plug in a headset.

Enter a number using the keypad.

Press Headset .

Make 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

(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.

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


Select a line and press Forward all.

Dial the number that you want to forward to, or press Voicemail.


To receive calls again, press Forward off.

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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 ringtone 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

(Cisco IP Phone 8845 and 8865 only.)

1. Put your mobile phone in pairing mode.
 2. On your IP Phone, press the Applications button.
 3. Select Bluetooth.
 4. Select your mobile phone.
 5. Verify the pairing process.
 6. When you are done, press the Applications button to return to the main screen.
- your IP Phone.

User Guide

View the full User Guide at [support/collaboration/8800series/products](https://www.cisco.com/go/support/collaboration/8800series/products)



Changing Voicemail

1. Press Applications.
2. Enter your pin.
3. Select 4.
4. Change Greeting.
5. Record Greeting.
6. Press 1 to return to the main screen.
7. Continue with the next step.