




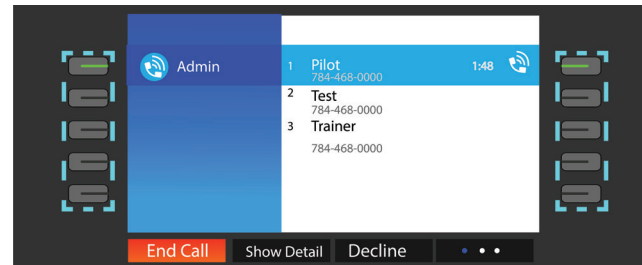








- **Answer a Call**  
Press the flashing amber line button
- **Make a Call**  
Enter a number and pick up the handset.
- **Make a Call with the Speakerphone**
  1. Enter a number using the keypad.
  2. Press Speakerphone 
- **Put a Call on Hold**
  1. Press Hold . 
  2. To resume a held call, press Hold again.
- **Mute Your Audio**
  1. Press Mute . 
  2. Press Mute again to turn mute off.
- **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.
  3. Press Transfer again.
- **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.







- **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

- **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.
- **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.


- **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.


- **Listen to Your Voice Messages**

Press **Messages**  and follow the voice prompts. The default pin is 55766. To check messages for a specific line, press the line button first.

- **View Your Recent Calls**

1. Press Applications 
2. Select Recents.
3. Select a line to view.

- **Use Directory**

1. Press Directory 
2. Select Corporate Address Book
3. Select Search to see full directory
4. To search for a person, select the “last name” field, enter the department’s name followed by the person’s position then select search

## ITSD

### Information Technology Services Division

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Reference: Cisco Systems, Inc. (2018, May). 8800 series qsg



- ① Incoming call or voicemail indicator
- ② Feature and session buttons
- ③ Softkeys
- ④ Back, Navigation cluster, and Release
- ⑤ Hold, Transfer, and Conference
- ⑥ Headset, Speakerphone, and Mute
- ⑦ Volume
- ⑧ Voicemail, Applications, and Directory