Cisco 8845 Quick Start Phone Guide

1. Incoming call (**flashes** red)
   Voicemail Indicator (**lit** red)
2. Phone Screen (**not** a touch screen)
3. Camera
4. Features and Session
   - 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
5. Soft Keys
6. Navigation Pad
7. Release
8. Hold



9. Conference
10. Transfer
11. Speakerphone
12. Mute
13. Headset
14. Keypad
15. Volume
16. Directory
17. Applications
18. Visual Voicemail
19. Back

Answer a Call

1. The handset will be **flashing red** for an incoming call
2. Pick up your preferred device for the call i.e. handset, headset or press the speakerphone button

Make a Call

On Campus

1. Pick up the handset
2. Dial the **4 digit number**

Off Campus (Local)

1. Dial **8** (for **all** outside calls)
2. Dial the **7 digit** phone number

Off Campus (Long Distance)

1. Dial **8** (for **all** outside calls)
2. Dial **1** and the **10 digit** phone number

Adjust Volume Control

1. While **on** a call press **Volume** to adjust the active device i.e. handset, headset, speakerphone

Adjust Ringtone Volume

1. While **not** on a call press **Volume** to adjust the ring volume

Soft Keys

- There are 4 soft keys that are located under the screen
- The options shown in the soft keys will change based on the menu item currently active on your phone. Default soft keys on a phone not in use are **Redial, New Call, Forward all**, etc.

1. Press the button **below** the soft key menu option you want to select
2. If there are additional soft key options on the next screen you will see two dots on the right soft key > press the right soft key to see more soft key options

Visual Voicemail

- Visual voicemail can be used to play voicemail from your phone screen

1. With the phone on hook press
2. See the Voicemail Quick Start Guide for instructions on how to use visual voicemail.

Navigation Pad

Navigation



1. Use the buttons around the outer circle to move up, down, left and right through menus, to highlight items, and move within a text input field

Select

1. Press the center of the navigation pad to **select** an option



Back

1. Press Back to get to a previous option

Make a Call with the Speakerphone

1. Press **Speakerphone**
2. Dial the number you would like to call

Make a Call with a Headset

1. Pick up the **Headset**
2. The headset should be **lit green**
3. Dial the number you would like to call

Put a Call on Hold

1. Press **Hold**
2. To bring the caller back press **Hold** again

Conference Another Person into a Call

1. While on a call press **Conference**
2. Dial the number you would like to conference into the call > the original caller is not part of this call yet (they are on hold)
3. Press **Conference** again to connect all callers

Transfer Call to Another Person

1. While on the line press **Transfer**
2. Dial the number you would like to transfer the caller to
3. Press **Transfer** again

Stop Your Video

1. Turn the camera shutter located at the front of the camera lens counterclockwise
2. Turn the camera shutter clockwise to re-start your video

View Recent Calls

1. Press **Applications**
2. Use the navigation pad to highlight **Recent**
3. Press on the center of the navigation pad to select **Recents**
4. Use the navigation pad to move up and down through the list of recent calls

Mute Your Microphone

1. Press **Mute** it will be lit red
2. Press Mute again to turn mute off

Change the Ringtone

1. Press **Applications**
2. Use the navigation pad to move to **Settings** > **Ringtone**
3. Select a line using the navigation pad
4. Use the soft key to **Play** a sample of the ringtone
5. Press the soft key **Set** when you want to choose a selected ringtone

Adjust Screen Brightness

1. Press **Applications**
2. Select **Settings** > **Brightness**
3. Use the left side of the navigation pad to decrease brightness or the right side of the navigation pad to increase brightness
4. Press the soft key to **Save**

Forward All Calls

To Another Number

1. Press the soft key for **Forward all**
2. Dial the number you would like to forward to
3. You will see Forward with the number you have forwarded to shown in the top left corner of the phone screen
4. To receive calls again press **Forward off**

To Voicemail

1. Press the soft key for **Forward all**
2. Press **Voicemail**

Change the Font Size

1. Press **Applications**
2. Select **Settings** > **Font Size**
3. Use the navigation pad to select your preferred option from the list
4. Press **Set**

Release

1. Press **Release** to hang up a call

Directory

1. Press **Directory**
2. Use the navigation pad to choose Personal or Corporate

Corporate

1. Press **Search** to view a full Corporate Directory

Speed Dial

- Speed dial numbers are set using the portal

1. Go to https://cucm1.voip.uwosh.edu/ucmuser/
2. Login with your NetID username and password