



## 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:

- 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 **Recents**.
3. Select a line to view.

## 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 (Conference Calls)

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.

## Stop Your Video


(Cisco IP Phone 8845 and 8865 only.)

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

## 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**.


## 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**.

## Unity Voice Mail Messaging System

### To Set Up Mailbox

1. Press the **Messages** button .
2. Enter the default password (112233) followed by #.
3. Follow the voice prompts to record your Name and Greeting.
4. Enter a new password (**must be 6 numbers long**).

### To Access Voicemail

1. Press the **Messages** button .
2. Enter your password followed by #.

To check messages for a specific line, press the line button first.

#### During Message

- 1 Restart
- 2 Save
- 3 Delete
- 4 Slow Playback
- 5 Change Message Volume
- 6 Fast Playback
- 7 Rewind (5 Sec increments)
- 8 Pause/Resume
- 9 Fast Forward (5 Sec increments)

#### After Message

- 1 Reply
- 2 Save
- 3 Delete
- 4 Reply
- 5 Forward
- 6 Save as New
- 7 Rewind (5 Sec)
- \*
- 9 Play Summary



### To Leave a Message in Voicemail

1. Press \* and dial the extension .
2. To by-pass the greeting, press #.

### To Skip a Message in Voicemail

1. Press “#” to skip a message in your voicemail.

### To transfer a caller directly into Voicemail

1. Press the **Transfer** button .
2. Dial \*, then the extension number.
3. Press the **Transfer** button  again or hang up.

### To Access Your Mailbox Remotely

1. Dial your Direct Dial Number.
2. When your greeting starts, press \*.
3. Enter your extension number followed by #.
4. Enter your password followed by #.

You may also dial **402-280-2500** and enter your extension number and password.