Cisco 8845 Quick Start Phone Guide

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.

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 restart 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 Recent
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