



## Your Phone

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## 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 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

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.

## Make a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press **Headset** .


## Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone** .

## Mute Your Audio

1. Press **Mute** .
2. Press **Mute** again to turn mute off.



## 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

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.


## 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**.

## User Guide

View the full User Guide at <http://www.cisco.com/c/en/us/support/collaboration-endpoints/unified-ip-phone-8800-series/products-user-guide-list.html>.



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