

## Your Phone




1. Indicator light (LED) and headset port
2. Speaker button
3. Softkey buttons, navigation cluster, and call control buttons
4. Keypad
5. Left side buttons


## Turn On Your Phone

Press and hold **Power/End Call**  until the red LED lights.

## Turn Off Your Phone

1. Press and hold **Power/End Call**  for 4 seconds.
2. Press **Power off**.

## Make a Call

1. Enter a phone number.
2. Press **Answer/Send** .

## Answer a Call

Press **Answer** or **Answer/Send** .


## Put a Call on Hold

1. Access the **Phone** app.
2. Press **Hold**.


## View Your Recent Calls

1. Access the **Recents** app.
2. Select **Recents**.
3. Select a line or **All recents**.


## Transfer a Call to Another Person

1. Access the **Phone** app.
2. Press **More**  and select **Transfer**.
3. Enter the number to call or select an entry from your recent calls.
4. Press **Transfer**.


## Add Another Person to a Call

1. Access the **Phone** app.
2. Press **More**  and select **Conference**.
3. Do one of these actions.
  - Dial a number and wait for the person to answer.
  - Select an entry from your Recents list and wait for the person to answer.
  - Select another held call on the same line.
  - Press the right Navigation key, select a line, and select a held call on that line.
4. Press **Merge**.




## Mute Your Audio

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


## Make a Call with a Headset

1. Access the **Phone** app.
2. Select a line.
3. Enter a phone number.
4. Press **Answer/Send** .


## Make a Call with the Phone Speaker

1. Press and hold  to activate the speaker.
2. Dial the phone number.
3. Press **Answer/Send**  to place your call.
4. Press and hold  again to turn off speaker mode.


## Access Your Voicemail Service

1. Press and hold the **One (1)**  button.
2. Follow the prompts.


## Forward Calls From Your Phone

1. Access the **Phone** app.
2. Select a line.
3. Press **More**  and select **Forward all**.
4. Enter the number to receive the calls or select an entry from your Recents call list.


## Turn Off Call Forward From Your Phone

1. Access the **Phone** app.
2. Select the forwarded line.
3. Press **More**  and select **Forward off**.

## Adjust the Volume During a Call

Press **Volume**  up and down to adjust the volume while you are on a call.

## Adjust the Phone Ringer Volume

Press **Volume**  up and down to adjust the ringer volume when the phone rings.

## Change the Ringtone

1. Access the **Settings** app.
2. Select **Phone settings > Sounds > Ringtone**
3. Select a line.
4. Highlight a ringtone.
5. Press **Play** to hear the ringtone.
6. Press **Select** to use the ringtone

## Adjust the Screen Brightness

1. Access the **Settings** app.
2. Select **Phone settings > Display > Brightness**
3. Use the arrow keys of the Navigation cluster to adjust the brightness.
4. Press **Save**.

## Change the Font Size

1. Access the **Settings** app.
2. Select **Phone settings > Display > Font size**
3. Select the setting required.

## Change the Screen Display Timeout

1. Access the **Settings** app.
2. Select **Phone settings > Display > Sleep**.
3. Select the time setting required.

## Charge the Battery with the AC Power Supply

1. Plug the USB cable into the bottom of the phone with the pins aligned.
2. Plug the USB cable into the power adapter.
3. Plug the power adapter into the electrical outlet.

## 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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