



## Phone

Incoming call or voicemail indicator

Camera (Cisco IP Phone 8845)

Feature and session buttons

Softkeys

Back, Navigation cluster, and Release

Hold, Transfer, and Conference

Headset, Speakerphone, and Mute

Voicemail, Applications, and Directory

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:

- 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

Plug in a headset.

Enter a number using the keypad.

Press Headset .

## Make a Call with the Speakerphone

Enter a number using the keypad.

Press Speakerphone .

## Mute Your Audio

Press Mute .


Press Mute again to turn mute off.

## Open Your Video

Turn the camera shutter counterclockwise to stop your video.

Turn the camera shutter clockwise to start your video.

## Listen to Your Voice Messages

Press Messages  and follow the voice prompts. To check messages for a specific line, press the line button next to the line.


## Forward All Calls

Select a line and press **Forward All** softkey.

Dial the number that you want to forward to, or press Voicemail.

To receive calls again, press **Forward Off** softkey.


## 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.

Cisco and the Cisco logo are trademarks or registered trademarks of Cisco and/or its affiliates in the U.S. and other countries. To view a list of Cisco trademarks, go to this URL: [www.cisco.com/go/trademarks](http://www.cisco.com/go/trademarks). Third-party trademarks mentioned are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (1110R)