Your Phone

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The Cisco IP Phone 8800 Series

The Cisco IP Phones 8811, 8841, 8845, 8851, 8851NR, 8861, 8865, and 8865NR deliver easy-to-use, highly secure voice communications.

Figure 1: The Cisco IP Phone 8800 Series
The following table shows the major hardware features of the Cisco IP Phone 8800 Series.

*Table 1: Cisco IP Phone 8800 Series Major Features*

<table>
<thead>
<tr>
<th>Features</th>
<th>8811</th>
<th>8841</th>
<th>8845</th>
<th>8851</th>
<th>8851NR</th>
<th>8861</th>
<th>8865</th>
<th>8865NR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen</td>
<td>Color</td>
<td>Color</td>
<td>Color</td>
<td>Color</td>
<td>Color</td>
<td>Color</td>
<td>Color</td>
<td>Color</td>
</tr>
<tr>
<td>USB Ports</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Built-in Camera</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Bluetooth</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Cisco Intelligent Proximity</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Your phone must be connected to a network and configured to connect to a call control system. The phones support many functions and features, depending on the call control system. Your phone may not have all functions available, based on the way your administrator has set up the phone.

To make or receive a video call, you must use the Cisco IP Phone 8845, 8865, or 8865NR. The other phones in the Cisco IP Phone 8800 Series only support audio calls.

When you add features to your phone, some features require a line button. But each line button on your phone can support only one function (a line, a speed dial, or a feature). If your phone's line buttons are already in use, your phone does not display any additional features.

To check which phone model you have, press **Applications** and select **Phone information**. The **Model number** field shows your phone model.

**Feature Support**

This document describes all the features that the device supports. However, not all features may be supported with your current configuration. For information on supported features, contact your administrator.

**New and Changed Information**

You can use the information in the following sections to understand what has changed in the document. Each section contains the major changes.

**New Information for Firmware Release 12.5(1)SR3**

All references into Cisco Unified Communications Manager documentation have been updated to support all Cisco Unified Communications Manager releases.

The following table shows the changes made for Firmware Release 12.5(1)SR3.
New Information for Firmware Release 12.5(1)SR2

No user guide updates were required for Firmware Release 12.5(1)SR2.
Firmware Release 12.5(1)SR2 replaces Firmware Release 12.5(1) and Firmware 12.5(1)SR1. Firmware Release 12.5(1) and Firmware Release 12.5(1)SR1 have been deferred in favor of Firmware Release 12.5(1)SR2.

New Information for Firmware Release 12.5(1)SR1

The following table describes changes to this book to support Firmware Release 12.5(1)SR1.

Table: Cisco IP Phone 8800 User Guide Revisions for Firmware Release 12.5(1)SR3

<table>
<thead>
<tr>
<th>Revision</th>
<th>Updated Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reset Cisco Headset Settings to the Administration settings</td>
<td>Reset Cisco Headset Settings from Your Phone</td>
</tr>
</tbody>
</table>

New Information for Firmware Release 12.1(1)SR1

The following table describes changes to this book to support Firmware Release 12.1(1)SR1.

Table: Cisco IP Phone 8800 User Guide revisions for Firmware Release 12.5(1)SR1.

<table>
<thead>
<tr>
<th>Revision</th>
<th>Updated Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Headset 561 and 562</td>
<td>Cisco Headset 500 Series</td>
</tr>
<tr>
<td>Cisco Headset 561 and 562 Multibase</td>
<td>Cisco Headset 560 Series Multibase</td>
</tr>
<tr>
<td>Whisper Paging on Cisco Unified Communications Manager Express</td>
<td>Intercom Calls</td>
</tr>
<tr>
<td>Chinese Language Support</td>
<td>Chinese Language Support, on page 20</td>
</tr>
<tr>
<td>Connect with Activation Code Onboarding</td>
<td>Connect with Activation Code Onboarding, on page 10</td>
</tr>
<tr>
<td>Disable handset so audio path can be kept on headset</td>
<td>Audio Path Selection</td>
</tr>
</tbody>
</table>

Table: Cisco IP Phone 8800 User Guide revisions for Firmware Release 12.1(1)SR1.

<table>
<thead>
<tr>
<th>Revision</th>
<th>Updated Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated for Simplified Line Label and Incoming Calls in Enhanced Line Mode.</td>
<td>Enhanced Line Mode, on page 33</td>
</tr>
<tr>
<td>Updated for Cisco Wallpaper on Key Expansion Modules.</td>
<td>Cisco IP Phone 8800 Key Expansion Module</td>
</tr>
</tbody>
</table>
New Information for Firmware Release 12.1(1)

The following table describes changes to this book to support Firmware Release 12.1(1).

Table 5: Cisco IP Phone 8800 User Guide revisions for Firmware Release 12.1(1).

<table>
<thead>
<tr>
<th>Revision</th>
<th>Updated Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated for Cisco Headset 521 and 522.</td>
<td>Cisco Headset 500 Series and Cisco Headset 521 and 522 Controller Buttons and Hardware</td>
</tr>
<tr>
<td>Updated for Call History.</td>
<td>View Your Recent Calls</td>
</tr>
<tr>
<td>Added for Accessibility enhancements</td>
<td>Accessibility Features for the Cisco IP Phone 8800 Series, on page 22 and the included sections such as Voice Feedback, on page 28</td>
</tr>
<tr>
<td></td>
<td>Enable Voice Feedback from Accessibility</td>
</tr>
<tr>
<td></td>
<td>Adjust Voice Speed</td>
</tr>
<tr>
<td>Updated for Incoming Call Notifications and Call Alert.</td>
<td>Enhanced Line Mode, on page 33</td>
</tr>
<tr>
<td>Updated for Cisco Headset 531 and Cisco Headset 532.</td>
<td>Cisco Headset 500 Series</td>
</tr>
<tr>
<td></td>
<td>Test Your Microphone</td>
</tr>
<tr>
<td></td>
<td>Adjust Your Speaker Sidetone</td>
</tr>
<tr>
<td></td>
<td>Adjust Your Bass and Treble</td>
</tr>
<tr>
<td></td>
<td>Adjust Your Microphone Volume</td>
</tr>
<tr>
<td>Updated for Speed Dial navigation.</td>
<td>Make a Call with a Speed-Dial Button</td>
</tr>
<tr>
<td>Updated for Speed Dial Button.</td>
<td>Add a Speed Dial Button from Your Phone</td>
</tr>
<tr>
<td></td>
<td>Modify a Speed Dial Button from Your Phone</td>
</tr>
<tr>
<td></td>
<td>Delete a Speed Dial Button from Your Phone</td>
</tr>
</tbody>
</table>

New Information for Firmware Release 12.0(1)

The following table describes changes to this book to support Firmware Release 12.0(1).

Table 6: Cisco IP Phone 8800 User Guide revisions for Firmware Release 12.0(1).

<table>
<thead>
<tr>
<th>Revision</th>
<th>Updated Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated for new key expansion module</td>
<td>Cisco IP Phone 8800 Key Expansion Module</td>
</tr>
</tbody>
</table>
New Information for Firmware Release 11.7(1)

The following table describes changes to this book to support Firmware Release 11.7(1).

Table 7: Cisco IP Phone 8800 User Guide revisions for Firmware Release 11.7(1).

<table>
<thead>
<tr>
<th>Revision</th>
<th>Updated Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated for video call enhancements</td>
<td>Video Calls</td>
</tr>
<tr>
<td>Updated for new user experience</td>
<td>Badged Icons, on page 19</td>
</tr>
<tr>
<td></td>
<td>Phone Screen Features, on page 18</td>
</tr>
<tr>
<td></td>
<td>Enhanced Line Mode, on page 33</td>
</tr>
</tbody>
</table>

New Information for Firmware Release 11.5(1)SR1

The following table describes changes to this book to support Firmware Release 11.5(1)SR1.

Table 8: Cisco IP Phone 8800 User Guide revisions for Firmware Release 11.5(1)SR1.

<table>
<thead>
<tr>
<th>Revision</th>
<th>Updated Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated for Cisco IP Phone 8865NR support</td>
<td>The Cisco IP Phone 8800 Series, on page 1</td>
</tr>
<tr>
<td></td>
<td>Set Up Wi-Fi Client, on page 8</td>
</tr>
<tr>
<td></td>
<td>Buttons and Hardware, on page 15</td>
</tr>
<tr>
<td></td>
<td>Supported Accessories</td>
</tr>
<tr>
<td>Updated for Video with Closed Shutter</td>
<td>Stop Your Video</td>
</tr>
<tr>
<td>Updated for MLPP and Do not disturb support</td>
<td>Turn On Do Not Disturb</td>
</tr>
<tr>
<td></td>
<td>Prioritized Calls</td>
</tr>
<tr>
<td></td>
<td>Answer a Priority Call</td>
</tr>
<tr>
<td>Updated for Wi-Fi sign support</td>
<td>Set Up Wi-Fi Client, on page 8</td>
</tr>
<tr>
<td></td>
<td>Connect to a Preconfigured Wi-Fi Network, on page 9</td>
</tr>
</tbody>
</table>
New Information for Firmware Release 11.5(1)

The following table describes changes to this book to support Firmware Release 11.5(1).

Table 9: Cisco IP Phone 8800 User Guide revisions for Firmware Release 11.5(1).

<table>
<thead>
<tr>
<th>Revision</th>
<th>Updated Section</th>
</tr>
</thead>
</table>
| Updated the following sections for Enhance Line Mode. | • Differences Between Phone Calls and Lines, on page 19.  
• Ignore a Call.  
• Decline a Call.  
• Phone Line Modes, on page 33.  
• Normal Line Mode, on page 33.  
• Enhanced Line Mode, on page 33. |
| Added the following section for Postpone a Phone Upgrade | Phone Firmware and Upgrades, on page 31 |
| Revised the following section for Do Not Disturb | Turn On Do Not Disturb |
| Added Connect to a Pre-Configured Wi-Fi Network | Connect to a Preconfigured Wi-Fi Network, on page 9 |

New Information for Firmware Release 11.0

The following table describes changes to this book to support Firmware Release 11.0.

Table 10: Cisco IP Phone 8800 User Guide revisions for Firmware Release 11.0.

<table>
<thead>
<tr>
<th>Revision</th>
<th>Updated Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removed references to specific font size.</td>
<td>Change the Font Size.</td>
</tr>
<tr>
<td>Updated the following section for improved Barge and Merge support.</td>
<td>Add Yourself to a Call on a Shared Line</td>
</tr>
<tr>
<td>Revised the following section for the improved Problem Report Tool support.</td>
<td>Report All Phone Issues , on page 35</td>
</tr>
<tr>
<td>Added new icon to the following section for Do Not Disturb(DND).</td>
<td>Turn On Do Not Disturb</td>
</tr>
<tr>
<td>Updated the following section for Welcome screen.</td>
<td>Connect to Expressway, on page 11</td>
</tr>
</tbody>
</table>
Phone Setup

Typically, your administrator sets up your phone and connects it to the network. If your phone is not set up and connected, contact your administrator for instructions.

Adjust the Handset Rest

If your phone is wall-mounted or if the handset slips out of the cradle too easily, you may need to adjust the handset rest to ensure that the receiver does not slip out of the cradle.

*Figure 2: Adjust the Handset Rest*

**Procedure**

1. Remove the handset from the cradle and pull the plastic tab from the handset rest.
2. Rotate the tab 180 degrees.
3. Hold the tab between two fingers, with the corner notches facing you.
4. Line up the tab with the slot in the cradle and press the tab evenly into the slot. An extension protrudes from the top of the rotated tab.
5. Return the handset to the handset rest.

Change the Viewing Angle of Your Phone

You can change the angle of the phone to eliminate glare on the screen. If your phone has a video camera, you can change the angle to improve the camera view.
**Procedure**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Hold the receiver in the cradle with one hand.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Move the footstand with the other hand to change the angle.</td>
</tr>
<tr>
<td>Step 3</td>
<td>(Optional) Adjust the footstand on the key expansion module and ensure that the phone and key expansion module are stable.</td>
</tr>
<tr>
<td>Step 4</td>
<td>(Optional) Press <strong>Self-view</strong> to check the camera angle.</td>
</tr>
</tbody>
</table>

**Connect to the Network**

You need to connect the phone to the network.

- **Wired network connection**—The phone is plugged into the network with an Ethernet cable.
- **Wireless connection**—The Cisco IP Phone 8861 and 8865 can connect to a Wireless Access Point using Wi-Fi.
- **Virtual Private Network (VPN)**—After the phone is connected to the network, it is set up to automatically connect into a protected network.

Mobile and Remote Access Through Expressway—If your administrator sets up Mobile and Remote Access Through Expressway and you connect your phone to the network, it connects to the Expressway server automatically.

**Set Up Wi-Fi Client**

The Cisco IP Phone 8861 and 8865 can access a Wi-Fi network. You need a power adapter to power the phone. The Cisco IP Phone 8865NR cannot be used with a Wi-Fi network.

The phone PC port is disabled when Wi-Fi is enabled on your phone.

**Before you begin**

Your administrator needs to configure settings on the call control system to enable Wi-Fi access.

**Procedure**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>If the phone is plugged into the Ethernet, unplug the Ethernet cable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Press <strong>Applications</strong>.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Navigate to <strong>Admin settings &gt; Network setup &gt; Wi-Fi client setup &gt; Wi-Fi sign in access</strong>.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Navigate to <strong>Wireless</strong> and press <strong>On</strong>.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Navigate to <strong>Wi-Fi sign in access</strong> and press <strong>On</strong>.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Press <strong>Apply</strong> to save the changes, or press <strong>Revert</strong> to cancel the changes.</td>
</tr>
</tbody>
</table>
Connect to a Preconfigured Wi-Fi Network

You can connect to a Wi-Fi network with your Cisco IP Phone 8861 and 8865. But the Cisco IP Phone 8865NR does not support Wi-Fi.

Depending upon how your phone is configured, you could be required to sign in when you join a Wi-Fi network or when your phone powers up.

You cannot dismiss the Wi-Fi sign-in window without entering the correct username and password.

Procedure

Step 1 Enter your Wi-Fi credentials when prompted.
Step 2 Select Sign-in.

Connect to a VPN

You connect to your VPN in one of two ways:

- By entering credentials (username and password, or just a password)
- With a certificate

If you have a certificate installed on your phone, you do not need to do anything. Your phone automatically connects to the VPN.

Procedure

Step 1 When prompted, enter your VPN credentials.
Step 2 Select Sign-in.

Set up a Phone for Use with VPN

Before you begin

To complete this procedure, you must have a valid TFTP server address. If you do not have this information, contact your administrator.

You cannot use the Wi-Fi client with the Cisco IP Phone 8865NR.

Procedure

Step 1 Press Applications.
Step 2 Select Admin settings.
Step 3 Select one of the following menu items:
Connect with Activation Code Onboarding

If your network has been configured to support this feature, then you can use Activation Code Onboarding to connect to your company’s phone network.

Enter an Activation Code

Activation codes are used to set up your new phone. They can only be used once, and expire after 1 week. Contact your administrator if you don’t know your code or if you need a new one.

Procedure

Step 1 Enter your activation code on the activation screen.
Step 2 Press Submit.

Activate Your Phone with a QR Code

If your phone has a camera, you can scan a QR code to activate the phone. If you inadvertently press Enter manually, press Back to return to the QR code screen.

Before you begin

You need the QR code for your phone. If you are assigned to a phone, then the code is available on the Self Care Portal. But your administrator may have blocked you from viewing this information.

Codes are valid for up to 1 week by default, and have an expiry date near the bottom of the graphic. If the code has expired or if you need a code, then contact your administrator.

Procedure

Step 1 Make the QR code ready with one of these methods:
  • Print the email with the QR code and hold the paper in front of the phone camera.
  • Display the QR code on your mobile device and hold the device in front of the phone camera.
Step 2 Turn the ring around the camera clockwise to open the shutter.
Step 3 Scan the QR code.
When the scan succeeds, your phone registers with the server, and you're ready to make your first call.

Connect to Expressway

You can use Mobile and Remote Access Through Expressway to connect into your corporate network when you are working away from your office. Because your phone does not have a TFTP address configured, the phone displays a Welcome screen to begin the sign-in process.

Before you begin

If you have been using your phone at the office or with a VPN, reset your service mode before you connect to Expressway.

If you need to connect to Mobile and Remote Access Through Expressway on-premise, restart your phone and press Select when prompted.

Procedure

Step 1 Enter your activation code or service domain on the Welcome screen and press Continue.
Step 2 Enter your username and password.
Step 3 Press Submit.

Activate Your Phone Automatically with a QR Code

If your phone has a camera, you can scan a QR code to activate the phone. If you inadvertently press Enter manually, press Back to return to the QR code screen.

Before you begin

You need the QR code from your welcome message.

If the code from your welcome message has expired, generate an activation code for your device with the Self Care portal or request an activation code from your administrator.

Procedure

Step 1 Make the QR code ready with one of these methods:
  • Print the email with the QR code and hold the paper in front of the phone camera.
  • Display the QR code on your mobile device and hold the device in front of the phone camera.
  • Display the QR code on your computer and hold the phone in front of the computer screen.
Step 2 Turn the ring around the camera clockwise to open the shutter.
Step 3 Scan the QR code.
When the scan succeeds, your phone registers with the server, and you're ready to make your first call.

---

**Secure the Phone with a Cable Lock**

You can secure your Cisco IP Phone 8800 Series with a laptop cable lock up to 20 mm wide.

**Procedure**

Step 1  Take the looped end of the cable lock and wrap it around the object to which you want to secure your phone.
Step 2  Pass the lock through the looped end of the cable.
Step 3  Unlock the cable lock.
Step 4  Press and hold the locking button to align the locking teeth.
Step 5  Insert the cable lock into the lock slot of your phone and release the locking button.
Step 6  Lock the cable lock.

---

**Activate and Sign In to Your Phone**

You may need to activate or sign in to your phone. Activation happens once for your phone, and connects the phone to the call control system. Your administrator gives you your sign-in and activation credentials.

**Sign In to Your Phone**

**Before you begin**
Get your user ID and PIN or password from your administrator.

**Procedure**

Step 1  Enter your user ID in the **User ID** field.
Step 2  Enter your PIN or password in the **PIN** or **Password** field, then press **Submit**.

---

**Sign In to Your Extension from Another Phone**

You can use Cisco Extension Mobility to sign in to a different phone in your network and have it act the same as your phone. After you sign in, the phone adopts your user profile, including your phone lines, features, established services, and web-based settings. Your administrator sets you up for the Cisco Extension Mobility service.
Before you begin

Get your user ID and PIN from your administrator.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Press <strong>Applications</strong></td>
</tr>
<tr>
<td>Step 2</td>
<td>Select <strong>Extension Mobility</strong> (name can vary)**</td>
</tr>
<tr>
<td>Step 3</td>
<td>Enter your user ID and PIN</td>
</tr>
<tr>
<td>Step 4</td>
<td>If prompted, select a device profile.</td>
</tr>
</tbody>
</table>

Sign Out of Your Extension from Another Phone

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Press <strong>Applications</strong></td>
</tr>
<tr>
<td>Step 2</td>
<td>Select <strong>Extension Mobility</strong></td>
</tr>
<tr>
<td>Step 3</td>
<td>Press <strong>Yes</strong> to sign out.</td>
</tr>
</tbody>
</table>

Self Care Portal

You can customize some phone settings with the Self Care portal web site, which you access from your computer. The Self Care portal is part of your organization's Cisco Unified Communications Manager.

Your administrator gives you the URL to access the Self Care portal, and provides your user ID and password.

In the Self Care portal, you can control features, line settings, and phone services for your phone.

- Phone features include speed dial, do not disturb, and your personal address book.
- Line settings affect a specific phone line (directory number) on your phone. Line settings can include call forwarding, visual and audio message indicators, ring patterns, and other line-specific settings.
- Phone services can include special phone features, network data, and web-based information (such as stock quotes and movie listings). Use the Self Care Portal to subscribe to a phone service before you access it on your phone.

If you use a Cisco IP Phone 8800 Key Expansion Module, then you can configure it for speed dial and other phone services.

The following table describes some specific features that you configure with the Self Care portal. For more information, see the Self Care portal documentation for your call control system.
Table 11: Features Available on the Self Care Portal

<table>
<thead>
<tr>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call forward</td>
<td>Use the number that receives calls when call forward is enabled on the phone. Use the Self Care portal to set up more complicated call forward functions, for example, when your line is busy.</td>
</tr>
</tbody>
</table>
| Additional phones| Specify the additional phones such as your mobile phone that you want to use to make and receive calls with the same directory numbers as your desk phone. You can also define blocked and preferred contacts to restrict or allow calls from certain numbers to be sent to your mobile phone. When you set up additional phones, you can also set up these features:   
  • Single number reach—Specify whether the additional phone should ring when someone calls your desk phone.  
  • Mobile calls—If the additional phone is a mobile phone, you can set it up to allow you to transfer mobile calls to your desk phone or desk phone calls to your mobile phone. |
| Speed dial       | Assign phone numbers to speed-dial numbers so that you can quickly call that person.                                                                          |

Related Topics

- Phone Calls with Mobile Connect
- Speed Dial
- Forward Calls

**Speed-Dial Numbers**

When you dial a number on your phone, you enter a series of digits. When you set up a speed-dial number, the speed-dial number must contain all the digits you need to make the call. For example, if you need to dial 9 to get an outside line, you enter the number 9 and then the number you want to dial.

You can also add other dialed digits to the number. Examples of additional digits include a meeting access code, an extension, a voicemail password, an authorization code, and a billing code.

The dial string can contain the following characters:

- 0 to 9
- Pound (#)
- Asterisk (*)
- Comma (,)—This is the pause character, and gives a 2-second delay in the dialing. You can have several commas in a row. For example, two commas (,,) represent a pause of 4 seconds.

The rules for dial strings are:

- Use the comma to separate the parts of the dial string.
- An authorization code must always precede a billing code in the speed-dial string.
- A single comma is required between the authorization code and the billing code in the string.
• A speed-dial label is required for speed dials with authorization codes and additional digits.

Before you configure the speed dial, try to dial the digits manually at least once to ensure that the digit sequence is correct.

Your phone does not save the authorization code, billing code, or extra digits from the speed dial in the call history. If you press Redial after you connect to a speed-dial destination, the phone prompts you to enter any required authorization code, billing code, or additional digits manually.

Example

To set up a speed-dial number to call a person at a specific extension, and if you need an authorization code and billing code, consider the following requirements:

• You need to dial 9 for an outside line.
• You want to call 5556543.
• You need to input the authorization code 1234.
• You need to input the billing code 9876.
• You must wait for 4 seconds.
• After the call connects, you must dial the extension 56789#.

In this scenario, the speed-dial number is 9556543, 1234, 9876, 56789#.

Related Topics
  Calls That Require a Billing Code or Authorization Code

Buttons and Hardware

The Cisco IP Phone 8800 Series has two distinct hardware types:

• Cisco IP Phones 8811, 8841, 8851, 8851NR, and 8861—do not have a camera.
• Cisco IP Phones 8845, 8865, and 8865NR—have a built-in camera.

The following figure shows the Cisco IP Phone 8845.
The following table describes the Cisco IP Phone 8800 Series Buttons.

**Table 12: Cisco IP Phone 8800 Series Buttons**

<table>
<thead>
<tr>
<th></th>
<th>Handset and Handset light strip</th>
<th>Indicates whether you have an incoming call (flashing red) or a new voice message (steady red).</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Camera</td>
<td>Use the camera for video calls.</td>
</tr>
<tr>
<td></td>
<td>Cisco IP Phone 8845, 8865, and 8865NR only</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Programmable feature buttons and line buttons</td>
<td>Access your phone lines, features, and call sessions. When adding features to the phone line keys, you are limited by the number of line keys available. You cannot add more features than the number of line keys on your phone. For more information, see the Softkey, Line, and Feature Buttons section in the &quot;Cisco IP Phone Hardware&quot; chapter.</td>
</tr>
<tr>
<td>4</td>
<td>Softkey buttons</td>
<td>Access to functions and services. For more information, see the Softkey, Line, and Feature Buttons section in the &quot;Cisco IP Phone Hardware&quot; chapter.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Back</strong>, Navigation cluster, and Release</td>
<td><strong>Back</strong> Return to the previous screen or menu. Navigation cluster Navigation ring and <strong>Select</strong> button—Scroll through menus, highlight items and select the highlighted item. <strong>Release</strong> End a connected call or session.</td>
</tr>
</tbody>
</table>
| 6 | **Hold/Resume, Conference, and Transfer** | **Hold/Resume** (Hold/Resume) Place an active call on hold and resume the held call.  
**Conference** (Conference) Create a conference call.  
**Transfer** (Transfer) Transfer a call. |
|---|---|---|
| 7 | **Speakerphone, Mute, and Headset** | **Speakerphone** (Speakerphone) Toggle the speakerphone on or off. When the speakerphone is on, the button is lit.  
**Mute** (Mute) Toggle the microphone on or off. When the microphone is muted, the button is lit.  
**Headset** (Headset) Toggle the headset on. When the headset is on, the button is lit. To leave headset mode, you pick up the handset or select **Speakerphone** (Speakerphone). |
| 8 | **Contacts, Applications, and Messages** | **Contacts** (Contacts) Access personal and corporate directories.  
**Applications** (Applications) Access recent calls, user preferences, phone settings, and phone model information.  
**Messages** (Messages) Autodial your voice messaging system. |
| 9 | **Volume button** | **Volume button** Adjust the handset, headset, and speakerphone volume (off hook) and the ringer volume (on hook). |

**Navigation**

Use the outer ring of the Navigation cluster to scroll through menus and to move between fields. Use the inner **Select** button of the Navigation cluster to select menu items.

*Figure 4: Navigation Cluster*

If a menu item has an index number, you can enter the index number with the keypad to select the item.

**Softkey, Line, and Feature Buttons**

You can interact with the features on your phone in several ways:

- Softkeys, located below the screen, give you access to the function displayed on the screen above the softkey. The softkeys change depending on what you are doing at the time. The **More ...** softkey shows you that more functions are available.
• Feature and line buttons, located on either side of the screen, give you access to phone features and phone lines.
  • Feature buttons—Used for features such as Speed dial or Call pickup, and to view your status on another line.
  • Line buttons—Used to answer a call or resume a held call. When not used for an active call, used to initiate phone functions, such as the missed calls display.

Feature and line buttons illuminate to indicate status:

- Green, steady LED—Active call or two-way intercom call
- Green, flashing LED—Held call
- Amber, steady LED—Privacy in use, one-way intercom call, or logged into a Hunt Group
- Amber, flashing LED—Incoming call or reverting call
- Red, steady LED—Remote line in use (shared line or Line Status) or Do Not Disturb (DND) active
- Red, flashing LED—Remote line on hold

Your administrator can set up some functions as softkeys or as feature buttons. You can also access some functions with softkeys or the associated hard button.

**Phone Screen Features**

The phone screen shows information about your phone such as directory number, active call and line status, softkeys, speed dials, placed calls, and phone menu listings. The screen is made up of three sections: the header row, the middle section, and the footer row.

*Figure 5: Cisco IP Phone 8800 Screen*

The following table describes the Cisco IP Phone screen components.

*Table 13: Cisco IP Phone Screen Information*

| 1 | At the top of the screen is the header row. The header row displays the phone number, current date and time, as well a number of icons. The icons display when features are active. |
2 The middle of the phone screen displays the information associated with the line and feature buttons on the phone.

3 The bottom row of the screen contains the softkey labels. Each label indicates the action for the softkey button below the screen.

### Clean the Phone Screen

**Procedure**

If your phone screen gets dirty, wipe it with a soft, dry cloth.

**Caution** Do not use any liquids or powders on the phone because they can contaminate the phone components and cause failures.

### Badged Icons

If you have missed calls, the missed call icon, and a counter showing the number of missed calls, display on your phone desktop. If you receive a voicemail, the missed call icon changes to the voicemail icon and voicemail counter until you listen to your messages.

In addition, if you have more than one call on a line, either the held icon or the off hook icon change to show the number of calls.

### Differences Between Phone Calls and Lines

We use the terms *lines* and *calls* in very specific ways to explain how to use your phone.

- **Lines**—Each line corresponds to a directory number or intercom number that others can use to call you. You have as many lines as you have directory numbers and phone line icons. Depending upon how your phone is configured, you could have up to 16 lines.

- **Calls**—Each line can support multiple calls. By default, your phone supports four connected calls per line, but your administrator can adjust this number according to your needs.

  Only one call can be active at any time; other calls are automatically placed on hold.

  Here is an example: If you have two lines and each line supports four calls, then you could have up to eight connected calls at one time. Only one of those calls is active and the other seven are held calls.

### USB Ports

Your phone may have one or more USB ports. Each USB port supports a maximum of five USB devices. Each device connected to the port is included in the maximum device count, including any Key Expansion Modules.
For example, your phone can support five USB devices on the side port and five additional standard USB devices on the back port. Many third-party USB products contain more than one USB device, and thus count as more than one device.

If you use a USB hub and remove the USB cable from the phone during an active call, your phone might restart.

**Related Topics**
- [The Cisco IP Phone 8800 Series](#), on page 1

## Mobile Device Charging

You can use the USB ports on your phone to charge your mobile device if the device has a USB connection. The following ports support USB charging:

- **Side port**—Provides standard device charging.
- **Back port (Cisco IP Phone 8861, 8865, and 8865NR only)**—Provides standard device charging as well as fast-charging.

Your phone continues to charge the mobile device while it is in power-saving mode but stops charging in Power Save Plus mode.

When you use your phone to charge your mobile device, the following conditions apply:

- A short delay may occur before charging begins.
- In some situations, your device will not display the charging icon. For example, the icon may not display when the device is fully charged.
- When more than one Cisco IP Phone 8800 Key Expansion Module is attached to your phone, the back USB port cannot fast-charge the device.

If you unplug your tablet and immediately plug in a USB headset to the phone, a 3-second delay occurs before the phone recognizes the USB headset.

**Related Topics**
- [Energy Savings](#), on page 32

## Chinese Language Support

You can input Chinese characters and have Chinese displays on your phone by selecting 拼音. This feature is supported on speed dial, call history, and personal and corporate directories.

This feature is supported on both the phone and the key expansion modules. But, it is only available in Asian countries and only Chinese (China) is supported. Chinese input is based on the Pinyin input method, which is common to PCs and mobile phones in many Asian countries.

This feature requires the Chinese locale installer, but it does not require any additional configuration.

## Search Call History

Chinese input is based on the Pinyin input method, which is common to PCs and mobile phones in many Asian countries.
Add a Speed Dial Button from Your Phone

Chinese users can configure a speed dial button from your phone, if you cannot access the Self Care Portal. Chinese input is based on the Pinyin input method, which is common to PCs and mobile phones in many Asian countries.

Procedure

Step 1 Press and hold a line key for 2 seconds.
Step 2 Select 拼音.
Step 3 In the Name field, enter the name of the speed-dial number.
Step 4 In the Number field, enter the phone number. Include all the digits that are required to complete the call.
Step 5 Select Apply to save your speed-dial number.

Add a New Contact to Your Corporate or Personal Directory

Chinese users can store the contact information for friends, family, or coworkers. Chinese input is based on the Pinyin input method, which is common to PCs and mobile phones in many Asian countries.

Procedure

Step 1 Press Contacts icontact.
Step 2 Select Personal directory or Corporate directory.
Step 3 Select 拼音.
Step 4 Enter first name, last name, and optionally a nickname.
Step 5 Press Phones, enter the phone number along with any required access codes, and then press Submit.
Bluetooth and Your Phone

If your phone supports Bluetooth, use a Bluetooth headset and connect your mobile phone or tablet to the phone.

Bluetooth connections work best when you're within 3 to 6 feet (1 to 2 meters) from your phone, but you might be able to be as far away as 66 feet (20 meters). The Bluetooth connection can degrade if you have a barrier (wall, door, window), large metal object, or other electronic devices between your phone and the connected device.

To connect a mobile device or headset to your phone with Bluetooth, start by pairing the device with your phone. You can pair up to 50 mobile devices and Bluetooth headsets with the phone.

After the headset or mobile device is paired, the phone connects to the headset or mobile device when the headset or mobile device is turned on.

When you use a Bluetooth headset and mobile devices with your phone, keep these things in mind:

- The last Bluetooth headset or mobile device connected with the phone is the default device that the phone uses.
- You can connect one mobile device (phone or tablet) and one Bluetooth headset at the same time.
- The phone can connect to only one paired mobile device at a time. If your mobile phone is connected and you turn on your tablet, the tablet connects to the phone and the mobile phone disconnects.
- When your Bluetooth headset and your mobile device are connected to the phone, you cannot use the Bluetooth headset to answer desk phone calls from the mobile device.

Related Topics
- Pair a Mobile Device with Your Desk Phone
- The Cisco IP Phone 8800 Series, on page 1

Accessibility Features for the Cisco IP Phone 8800 Series

The Cisco IP Phone 8800 Series provide accessibility features for the blind, and the visually-, hearing-, and mobility-impaired. Because many of these features are standard, they can be used by users with disabilities without requiring any special configuration.

In this document, the term phone support pages refers to the web pages that users can access to set up certain features. For Cisco Unified Communications Manager (Release 10.0 and later), these pages are the Self Care Portal. For Cisco Unified Communications Manager (Release 9.1 and earlier), these pages are the User Options web pages.


Cisco is committed to designing and delivering accessible products and technologies to meet the needs of your organization. You can find more information about Cisco and its commitment to accessibility at this URL: http://www.cisco.com/go/accessibility

Hearing-Impaired Accessibility Features

Your phone comes with standard accessibility features that require little or no setup.
The following table describes the hearing-impaired accessibility features on the Cisco IP Phone 8800 Series.

**Table 14: Hearing-Impaired Accessibility Features**

<table>
<thead>
<tr>
<th>Item</th>
<th>Accessibility Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Visual message-waiting indicator (handset)</td>
<td>This lighted strip is visible from all angles. Your phone also provides an audible message-waiting indicator. To change the light or the audible voice-message indicator, sign in to the phone support pages and access the message-indicator settings. You can change each setting to on or off. Your administrator can also change your settings.</td>
</tr>
</tbody>
</table>
| 2    | Visual notification of phone state          | • Toggle the **Mute** and **Speakerphone** buttons on and off to indicate the phone state.  
• Use the **Mute** button to toggle the microphone on or off. When the microphone is muted, the button is lit.  
• Use the **Speakerphone** button to toggle the speakerphone on or off. When the speakerphone is on, the button is lit. |
### Vision-Impaired and Blind Accessibility Features

Your phone comes with standard accessibility features that require little or no setup.

<table>
<thead>
<tr>
<th>Item</th>
<th>Accessibility Feature</th>
<th>Description</th>
</tr>
</thead>
</table>
| 3    | Adjustable ringtone, pitch, and volume | - Select **Applications > Preferences**.  
- Adjust the volume level for the phone ring. While the handset is in the cradle and the headset and speakerphone buttons are off, press **Volume** to raise or lower the volume.  
Your administrator can also change your settings. |
| 4    | Inline-amplifier support (handset) | Cisco IP Phone handsets support third-party inline amplifiers. You attach an amplifier to the handset and cord and it sits between the handset and the IP phone. |
| 5    | Hearing aid compatible (HAC) handset | Supports these accessibility features:  
- Hearing-aid compatible.  
- Magnetic coupling of the hearing aid.  
- Federal Communications Commission (FCC) loudness requirements for the Americans with Disabilities Act (ADA).  
- Section 508 loudness requirements, which are met by using industry-standard inline handset amplifiers. |
| 6    | Acoustic coupled TTY and TDD support (handset) | Cisco IP Phones support these TTY and TDD features:  
- Acoustic or direct connect TTYs from industry-leading manufacturers.  
- Real-time text transmission over phone lines.  
- Hearing and voice carry over phones (HCO/VCO).  
- VoIP network operating at G.711.  
For information about setting up TTY, contact your administrator. |
The following table describes the vision-impaired and blind accessibility features on the Cisco IP Phone 8800 Series.

**Table 15: Vision-Impaired and Blind Accessibility Features**

<table>
<thead>
<tr>
<th>Item</th>
<th>Accessibility Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>High-contrast visual and audible alert of an incoming call</td>
<td>Alerts you to an incoming call. The handset light strip flashes during incoming calls and stays lit when a voicemail message is received.</td>
</tr>
<tr>
<td>Item</td>
<td>Accessibility Feature</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| 2    | Line, feature, and session buttons on the Cisco IP Phone | Use line buttons to start, answer, or switch to a call on a particular line. Features, such as speed dial, line status, privacy, do not disturb (DND), and service URLs, can be assigned to feature buttons. Your administrator sets up programmable feature buttons on your phone. Use session buttons to perform tasks, such as answering a call or resuming a held call. Colors indicate your phone's status:  
  - Green, steady—Active call or two-way intercom call.  
  - Green, flashing—Held call.  
  - Amber, steady—Privacy in use, one-way intercom call, DND active, or signed in to a hunt group.  
  - Amber, flashing—Incoming call or reverting call.  
  - Red, steady—Remote line in use (shared line or line status).  
  - Red, flashing—Remote line on hold. |
| 3    | Back-lit color LCD screen on the Cisco IP Phone | Allows you to adjust your phone screen's brightness.  
  - The Cisco IP Phone 8811 has a grayscale LCD with adjustable contrast. |
| 4    | Softkeys | Provide access to special functions. The functions are displayed on the LCD.  
  - These are large buttons just below the LCD. |
| 5    | Navigation Cluster (includes the Navigation ring and the Select button) | Use the Navigation ring to move up, down, left, and right in the phone LCD. The Select button is in the center of the Navigation cluster. Use the Back button to return to the previous screen or menu. Use the Release (End Call) button to end a call or session.  
  - The Navigation cluster is located just above the keypad.  
  - Back button to the left of the Navigation cluster  
  - Release button to the right of the Navigation cluster |
<table>
<thead>
<tr>
<th>Item</th>
<th>Accessibility Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td><strong>Messages</strong> button, <strong>Applications</strong> button, and <strong>Contacts</strong> button</td>
<td>Allow you to easily access your messages, applications, and contacts.</td>
</tr>
<tr>
<td></td>
<td>• These three large buttons are located to the left of the keypad.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In this group of buttons, the <strong>Messages</strong> button is the single button in the top row. Below the <strong>Messages</strong> button, the <strong>Applications</strong> button is on the left, and the <strong>Contacts</strong> button is on the right.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Hold</strong> button, <strong>Transfer</strong> button, and <strong>Conference</strong> button</td>
<td>Allow you to use these functions on your phone.</td>
</tr>
<tr>
<td></td>
<td>• These three large buttons are located to the right of the keypad.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In this group, the <strong>Hold</strong> button is the single button in the top row. Below the <strong>Hold</strong> button, the <strong>Transfer</strong> button is on the left, and the <strong>Conference</strong> button is on the right.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Volume</strong> key</td>
<td>Allows you to increase or decrease the ring volume or the sound through the handset, headset, or speakerphone.</td>
</tr>
<tr>
<td></td>
<td>• This key is located at the bottom left of the phone.</td>
<td>Press the right side of the rocker key to increase the volume; press the left side of the rocker key to decrease the volume.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Standard 12-key layout</strong></td>
<td>Allows you to use existing or familiar key positions. Key 5 has a nib.</td>
</tr>
<tr>
<td>Item</td>
<td>Accessibility Feature</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>10</td>
<td><strong>Headset, Speakerphone, and Mute</strong> buttons</td>
<td>Provide audible notification of the phone state:</td>
</tr>
<tr>
<td></td>
<td>• These buttons are located on the bottom right of the phone.</td>
<td>• Toggle the <strong>Headset, Mute, and Speakerphone</strong> buttons on and off to indicate the phone state.</td>
</tr>
<tr>
<td></td>
<td>• In this group, the <strong>Mute</strong> button is the single button in the bottom row. Above the <strong>Mute</strong> button, the <strong>Headset</strong> button is on the left, and the <strong>Speakerphone</strong> button is on the right.</td>
<td>• Use the <strong>Headset</strong> button to toggle the headset on. When the headset is on, the button is lit. Pick up the handset or select <strong>Speakerphone</strong> to leave headset mode.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use the <strong>Mute</strong> button to toggle the microphone on or off. When the microphone is muted, the button is lit. When you turn on Mute, your phone beeps once; when you turn off Mute, your phone beeps twice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use the <strong>Speakerphone</strong> button to toggle the speakerphone on or off. When the speakerphone is on, the button is lit.</td>
</tr>
</tbody>
</table>

**Adjustable Footstand**

You can adjust the footstand to provide optimum phone display viewing and easy access to all buttons and keys.

**Voice Feedback**

Voice Feedback helps people who have trouble seeing use their Cisco IP Phone. When enabled, a voice prompt helps you navigate your phone buttons, and to use and configure phone features. The voice also reads out incoming Caller IDs, displayed screens and settings, and button functions.

A few important items to keep in mind as you use this feature.

- Voice Feedback is enabled and disabled with the **Select** button that is located in the center of the Navigation cluster. When the phone is idle, quickly tap **Select** three times to turn this feature on or off. A voice prompt alerts you to the feature status.
- Push a softkey once, and Voice Feedback reads out the feature that is associated with the key. Quickly push the softkey twice to execute the feature.
- Hardkeys such as the Contacts, Applications, and Messages buttons are treated differently. Push a hardkey once, and a voice reads out the screen name followed by the application or setting this is displayed on the phone.

Volume is adjusted with the **Volume** button. To adjust your handset volume, lift the receiver from the cradle, and press **Volume**. If you use a headset, select the **Headset** button, and then **Volume**. If you use the speakerphone, select **Speakerphone** and **Volume**.

You may not hear Voice Feedback if you select the Headset button, but don't have a connected headset. Select **Speakerphone** and you hear Voice Feedback again.

When on a call, only you hear Voice Feedback so your privacy is assured. Voice Feedback is only available for English language users. If this feature is not available to you, then it is disabled on your phone.
Related Topics
- Enable Voice Feedback from Accessibility
- Adjust Voice Speed

Mobility-Impaired Accessibility Features

Your phone comes with standard accessibility features that require little or no setup.

To check which phone model you have, press Applications and select Phone information. The Model number field shows your phone model.

*Figure 8: Mobility-Impaired Accessibility Features—Cisco IP Phone 8861 Shown*

The following table describes the mobility-impaired accessibility features on the Cisco IP Phone 8800 Series.
### Table 16: Mobility-Impaired Accessibility Features.

<table>
<thead>
<tr>
<th>Item</th>
<th>Accessibility Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lighted buttons</td>
<td>Allow you to access the following features:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Phone lines and intercom lines (line buttons)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Speed-dial numbers (speed-dial buttons, including the speed-dial line status feature)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Web-based services, such as a personal address book</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Phone features, such as privacy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Indicate your phone's status:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Green, steady—Active call or two-way intercom call</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Green, flashing—Held call</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Amber, steady—Privacy in use, one-way intercom call, DND active, or signed in to hunt group</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Amber, flashing—Incoming call or reverting call</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Red, steady—Remote line in use (shared line or Line Status)</td>
</tr>
<tr>
<td>2</td>
<td>Large buttons to access <strong>Applications</strong>, <strong>Messages</strong>, <strong>Contacts</strong>, <strong>Hold</strong>, <strong>Transfer</strong>, and <strong>Conference</strong></td>
<td>Allow you to easily access your phone applications, voice messages, corporate and personal directories, and calling features.</td>
</tr>
<tr>
<td>3</td>
<td>Built-in speakerphone</td>
<td>Indicates whether the speakerphone is on or off. When the speakerphone is on, the button is lit</td>
</tr>
<tr>
<td>4</td>
<td>Tactile-discernible buttons and functions, including a nib on Key 5</td>
<td>Allow you to easily locate your phone's keys. For example, Key 5 has a nib, which you can use to locate other key positions.</td>
</tr>
</tbody>
</table>

## Cisco IP Phone 8800 Series Wall Mount Kit Accessibility

The Cisco IP Phone 8800 Series phones can be mounted on a wall using one of the following wall mount kits:

- Wallmount Kit for Cisco IP Phone 8800 Series—used to mount a single phone on the wall.

- Wallmount Kit for Cisco IP Phone 8800 Series with single KEM—used to mount a single phone with one attached key expansion module on a wall.

- Wallmount Kit for Cisco IP Phone 8800 Video Series—used to mount a single video phone on the wall.
The Wallmount Kit for Cisco IP Phone 8800 Series and Wallmount Kit for Cisco IP Phone 8800 Series with single KEM meet the 307.2 Protrusion Limits section of the Americans with Disabilities Act (ADA) ADAAG requirement for mounting a phone on the wall.

The Wallmount Kit for Cisco IP Phone 8800 Video Series is slightly larger and does not meet the 307.2 Protrusion Limits section of the Americans with Disabilities Act (ADA) ADAAG requirement for mounting a phone on the wall.

The following figure shows a side view of the phone with the wall mount kit installed.

*Figure 9: Side View of the Phone Installed with the Wall Mount Kit*

---

**Phone Firmware and Upgrades**

Your phone comes with firmware already installed, which is specific to the call control system that your phone uses.

Occasionally, your administrator upgrades the phone firmware for you. This upgrade happens when you are not using your phone because the phone resets to use the new firmware.

**Postpone a Phone Upgrade**

When new firmware is available, the Ready to upgrade window is displayed on your phone and a timer begins a 15-second countdown. If you do nothing, the upgrade proceeds.

You can postpone your firmware upgrade for 1 hour and up to 11 times. The upgrade is also postponed if you make or receive a phone call.

**Procedure**

Select Delay to postpone a phone upgrade.
View the Progress of a Phone Firmware Upgrade

During a phone firmware upgrade, you can view the upgrade progress.

Procedure

---

**Step 1**  
Press **Applications**

**Step 2**  
Select **Phone information** > **Show detail**.

**Step 3**  
Press **Exit**.

---

Energy Savings

Your administrator can reduce the amount of power your phone screen uses when you're not using your phone.

Your administrator can set up these energy-saving levels on your phone:

- **Power Save**—The backlight or screen turns off when the phone is inactive for a set interval.
- **Power Save Plus**—Your phone screen turns on and off at times that are based on your work schedule. If your work hours or work days change, you can contact your administrator to reconfigure your phone.

For example, your administrator can set your phone to alert you 10 minutes before it turns off. You see the **Select** button light up and you get a message that your phone is turning off soon. You get notifications at these intervals:

- Four rings at 10 minutes before power off
- Four rings at 7 minutes before power off
- Four rings at 4 minutes before power off
- 15 rings at 30 seconds before power off

If your phone is active, it waits until it has been inactive for a set interval before it notifies you of the pending power shutdown.

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Turn On Your Phone

When your phone turns off to save energy, the phone screen is blank and the **Select** button lights up.

Procedure

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Press **Select** to turn your phone back on.
Phone Line Modes

Your phone can be set up in one of these modes:

• Normal line mode—In this mode, the buttons to the left and right of the screen have different functions. Usually, the left buttons are the line buttons and the right buttons are the feature buttons. The line and feature buttons are reversed for locales that read from right to left. This mode is also known as session line mode.

• Enhanced line mode—In this mode, the buttons on the left and right of the screen can be set up as line buttons. This mode increases the number of phone lines that you can see and use. You see an alert for an incoming call.

Normal Line Mode

When your phone is set up for normal (Session) line mode, you interact with the phone in these ways:

• Use the New call window to place a call.

• Select Answer to answer a call, unless your phone is set up for an Incoming Call alert. If your phone is set up for an Incoming Call alert, select Answer, Decline, or Ignore.

• Five line keys are available. If your phone is connected to your mobile device or tablet with Bluetooth, only four line keys are available.

Enhanced Line Mode

When your phone is set up for Enhanced Line mode, you interact with the phone in these ways:

• Select a phone line and enter the phone number to make calls. The Recents list displays phone numbers similar to the number being dialed.

• Select Answer, Decline, or Ignore to answer calls.

• Ten line keys are available.

You can see your missed calls by selecting a line key to view the missed calls for that line in the call window. The missed call counter clears when you return to the idle screen.

If you use Enhanced line mode and have Actionable Incoming Call Alert disabled, you will see the line label display the following information for incoming calls:

• To—The line receiving the call.

• From—The line that is used to make the call.

Forwarded calls are also identified.

This action occurs on the Cisco IP Phone 8800 Series phone, as well as the Cisco IP Phone 8851/8861 Key Expansion Module and the Cisco IP Phone 8865 Key Expansion Module.
Additional Help and Information

If you have questions about the functions available on your phone, contact your administrator. The Cisco website (https://www.cisco.com) contains more information about the phones and call control systems.

- For quick start guides and end-user guides in English, follow this link:
- For guides in languages other than English, follow this link:
- For licensing information, follow this link:

Accessibility Features

Cisco IP Phones provide accessibility features for the vision impaired, the blind, and the hearing and mobility impaired.


You can also find more information about accessibility at this Cisco website:
http://www.cisco.com/web/about/responsibility/accessibility/index.html

Troubleshooting

You may experience issues related to the following scenarios:

- Your phone cannot communicate with the call control system.
- The call control system has communication or internal problems.
- Your phone has internal problems.

If you experience problems, your administrator can help troubleshoot the root cause of the problem.

Find Information About Your Phone

Your administrator may ask for information about your phone. This information uniquely identifies the phone for troubleshooting purposes.
Procedure

Step 1  Press Applications.
Step 2  Select Phone information.
Step 3  (Optional) Press Show detail to view the active load information.
Step 4  Press Exit.

Report Call Quality Issues

Your administrator may temporarily configure your phone with the Quality Reporting Tool (QRT) to troubleshoot performance problems. Depending on the configuration, use the QRT to:

• Immediately report an audio problem on a current call.
• Select a general problem from a list of categories and choose reason codes.

Procedure

Step 1  Press Report quality.
Step 2  Scroll and select the item that closely matches your problem.
Step 3  Press the Select softkey to send the information to your system administrator.

Report All Phone Issues

You can use the Cisco Collaboration Problem Report Tool (PRT) to collect and send phone logs, and to report problems to your administrator. If you see a message that the PRT upload has failed, the problem report is saved on the phone and you should alert your administrator.

Procedure

Step 1  Press Applications.
Step 2  Select Phone information > Report problem.
Step 3  Enter the date and time that you experienced the problem in the Date of problem and Time of problem fields.
Step 4  Select Problem description.
Step 5  Select a description from the displayed list, then press Submit.

Lost Phone Connectivity

Sometimes your phone can lose its connection to the call control system. When this connection is lost, your phone displays a message.
If you are on an active call when the connection is lost, the call continues. However, you do not have access to all normal phone functions because some functions require information from the call control system. Your softkeys might not work as you expect.

When the phone reconnects to the call control system, you'll be able to use your phone normally again.

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