

Cisco 8845 Phone Quick Start Guide

PIN Requirements


- You will be required to change your voicemail PIN the first time you login
- The default PIN number is **1379**
- PINs must be **at least 4 digits**

First Time Voicemail Access

1. Pick up the handset
2. Dial **64000**
3. Enter your default PIN (password) of
4. **1379** followed by #
5. Complete the auto enrollment process until the very end. **Important Note:** If you don't complete the entire process (hang up, etc.) the system will **not** setup the mailbox
6. You are prompted to setup the following
 - a. Recorded name
 - b. Personal greeting
 - c. Change your PIN (see PIN requirements above)
7. The system will verify you have finished enrollment

Access Voicemail

There are two means of accessing voicemail:


- Voicemail prompts (Dial 64000 on your phone)
- OR**
- Visual Voicemail on the phone screen (press  on your phone)
- OR**
- Remotely (Dial 2393770004)

From YOUR Office Phone

Access Voicemail through Prompts


1. Pick up the handset
2. Dial **64000**
3. Enter your **voicemail PIN (password)** followed by #
4. Follow the prompts to manage your voicemail messages

Visual Voicemail from YOUR Phone Screen


1. With the phone on hook press  on your phone
2. Enter your **voicemail PIN (password)** in the PIN field shown on the phone screen

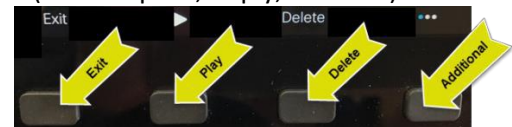
3. Select the **Sign in** soft key at the bottom of your phone screen



4. Pick up the handset
5. Use the navigation buttons to highlight the message you want 
6. Use the soft keys at the bottom of your phone screen to take action on the message

- Play 
- Exit
- Delete

- Additional Options 
(i.e. Compose, Reply, Forward)



From ANY CCPS Phone (not your own)

1. Pick up the handset
2. Dial **70004**
3. Enter your **5-digit extension number** followed by #
4. Enter your voicemail PIN (password) followed by #
5. Follow the prompts to manage your voicemail messages

Remotely – From ANY Phone (Outside of CCPS)

1. Dial **2393770004**
 2. Enter your **5-digit extension number** followed by #
 3. Enter your voicemail PIN (password) followed by #
 4. Follow the prompts to manage your voicemail messages
- OR**
1. Dial your **full CCPS phone number**
 2. i.e. (239-377-XXXX)
 3. When you reach voicemail Press *
 4. Enter your **5-digit extension number** followed by #
 5. Enter your voicemail PIN (password) followed by #
 6. Follow the prompts to manage your voicemail messages

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VoiceMail Phone Prompts

Main Menu	
Action	Key(s)
Hear new messages	1
Send a message	2
Review saved messages	3 > 1
Review deleted messages	3 > 2
Setup Options	
Change setup options	4
Change greetings	1
Turn alternate greeting on or	
Edit other greetings	1 > 3
Change PIN	3 > 1
Change recorded name	3 > 2







After Action Prompts	
Action	Key(s)
Replay message	1
Save message	2
Delete	3
Reply	4
Forward message	5
Save or restore as new	6
Skip message	7
Play message properties	9
Help	0

Send a Message Prompts	
Action	Key(s)
Send message	#
Add name	9 > 1
Mark message urgent	1
Request return receipt	2
Mark message private	3
Set future delivery	4
Review recording	5
Rerecord	6
Add to the message	7
Mark message secure	9 > 3

Manage Message Prompts	
Action	Key(s)
Restart message	1
Play previous message	1 > 4
Play next message	1 > 6
Save	2
Delete	3
Reply	4
Return call to sender	4 > 4
Forward message	5
Slow playback	6 > 4
Fast playback	6 > 6
Rewind message	7
Pause or resume	8
Fast-forward	9
Fast-forward to end	#
Play first message	1 > 7
Play last message	1 > 9
Help	0

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- 1 Incoming call (**flashes red**) Voicemail Indicator (**lit red**)
- 2 Phone Screen (**not** a touch screen)
- 3 Camera
- Features and Session
 -  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
- 4
- 5 Soft Keys
- 6 Navigation Pad
- 7 Release
- 8 Hold
- 9 Conference
- 10 Transfer
- 11 Speakerphone
- 12 Mute
- 13 Headset
- 14 Keypad
- 15 Volume
- 16 Directory
- 17 Applications
- 18 Visual Voicemail
- 19 Back

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 re-start 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 **Recents**
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**

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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

Extension Mobility

To log onto another phone. You can only login one phone at a time.

1. Press **Applications** 
2. Select **Extension Mobility**
3. Enter your UserID and Phone PIN.

Log Out

1. Repeat 1-2, Press the Yes Softkey.

Training:

- Contact Sheryl Priester ext. 70417 or email priess@collierschools.com

Assistance:

- Contact the Helpdesk at ext. 70445 or email helpdesk@collierschools.com