

Cisco 8865 Phone Guide

1 – Incoming call or voicemail indicator

2 – Camera

3 – Feature (left) and Session (right) Buttons

Buttons illuminate to indicate status:

Green steady – Active Call

Green flashing – held call

Amber steady – Line in use

Amber flashing – incoming call

Red steady – Additional line in use

Red flashing – Additional line in use

- 4) Press proceed (soft key) – be sure your speaker is on or you are listening to handset
- 5) Follow the audio prompts

PLEASE, when prompted, change your PIN to something more secure

Initial VM set up (Audio VM Option) – from any phone

- 1) From any campus phone Dial 4567 (Or 660-543-4567 on **any outside phone**)
- 2) PRESS ***(STAR)** WHEN RECORDING COMES ON
- 3) Follow the audio prompts (ID – XXXX – this is your extension)
PIN - XXXXX
- 4) Follow Audio Prompts

Call directly to VM

- Dial ***(star)** then number

Forward (Incoming) Calls Directly to VM

- 1) Without lifting the handset, press forward all (softkey)
- 2) Press **Messages** key (cassette button)

To cancel forward

- Press **Messages**

Changes to VM set up (Greetings/PIN/etc.) (Visual Option)

- 1) Press **Messages** (cassette button)
 - enter extension (xxxx) and PIN

Change wallpaper

From any campus phone

- 1) Press **Settings** key (cog wheel)
- 2) Scroll to highlight Settings, press **enter** (large round button)
- 3) Scroll to highlight wallpaper, press **Enter** (large round button)
- 4) Scroll to highlight the image, press set (soft key)

Change the ringtone

From any campus phone

- 1) Press **Settings** key (cog wheel)
- 2) Scroll to highlight Settings, press **Enter** (large round button)
- 3) Scroll to highlight Ringtone, press **Enter**
- 4) Scroll to highlight the phone line, press **Enter**
- 5) Press Edit (soft key)
- 6) Choose ringtone (you can listen to them by highlighting and pressing "play" (soft key))
- 7) Press Set (soft key)

If you want to change other lines at this time you can push the round button again (ringtone is highlighted) and repeat the steps above.

Once you have them set, press Exit (soft key)

Change Brightness

From any campus phone

- 1) Press **Settings** key (cog wheel)
- 2) Scroll to highlight Settings, press **Enter** (large round button)
- 3) Scroll to highlight brightness, press **Enter** (large round button)
- 4) Use outer ring on central button to adjust
- 5) Press Save (soft button)

Delete VM

- 1) Push **Messages** (Cassette Button)
- 2) Enter extension (XXXX) and PIN (XXXXX)press
Press **S**bring on uand

6) Press 1 to review messages

-this will take you through each message then options (3 is to erase)

-you can push 3 anytime during the message to delete

Press 2 to erase deleted messages

-this will delete all messages – you will be asked options before it completely deletes them