# Cisco 8861 IP Phone | Quick Reference Guide



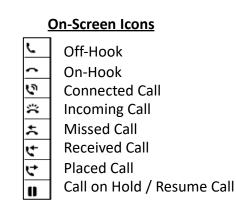
1 Handset Light- Indicates whether you have an incoming call (flashing red) or a new voice message (steady red)

- 2 Select- Scroll through menus, highlight items and select highlighted item
- 3 Back- Return to previous screen or menu
- 4 Voicemail- Autodial your voice messaging system
- 5 Applications- Access call history, user preferences and phone settings
- 6 **Contacts-** View and search the Corporate directory
- **Volume** Adjust handset, headset and speakerphone volume (off hook) and ringer volume (on hook)

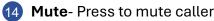


**Internal Dialing –** 5-digit extension or 11-digit phone number (Ex. 1-314-953-5000)

**External Dialing –** 10-digit (local) or 11-digit number (long distance) with area code. (Ex. 1-203-606-1922)



- 8 **Release-** End connected call or session
- 9 Hold- Place a call on hold, press again to activate call
  - **Transfer** Answer call press transfer, dial number and press transfer
- 1 **Conference** Answer call, place on hold, dial number and press conference
- 12 Headset- Plug compatible headset into the back of the phone and press button to activate
- **Speaker** Push and hang up handset to hear caller





### Handling Incoming Calls

When you receive an incoming call, three (3) options will appear on the screen for managing the call:

- **Answer** accepts the incoming call
- Decline immediately sends the call to voicemail
- Ignore silences the ringing of the incoming call and gracefully sends it to voicemail

# **Making Calls**

- To make an internal call, dial your parties' 5 digit extension or full 11-digit phone number.
- To make an external call, dial '1' followed by the 10 digit number
- For emergencies, dial 911.

## Placing Calls on Hold

- During an active call, press the *Hold* softkey or the *Hold* button on the right-side of the phone.
- To resume, press the Hold button or the *Resume* softkey.

**Note**: You do not need to place call on hold when you are transferring or conferencing. The phone will automatically place the call on hold once you press the transfer or conference keys.

# **Muting a Call**

- To mute a call, use the Mute button located on the right-side of your phone. The Mute button will illuminate 'red' when in use.
- To unmute, press the Mute button again.
  The light will turn off once the call is unmuted.

### **Transferring Calls**

- During an active call, press the *Transfer* softkey or the *Transfer* button on the right-side of the phone.
- Dial the number you wish to transfer the call to.
- To complete the Transfer, you must press the Transfer key again.
  - If you press Transfer **before** the second call is answered, you are invoking a *Cold/Direct Transfer*.
  - If you press Transfer after the second call is answered, you are invoking a *Warm Transfer* and you will be able to speak to the person you are transferring to *before* completing the transfer.



### **Ad-Hoc Conferencing**

- During an active call, press the Conference softkey or the Conference button and the right-side of the phone.
- Dial the number you wish to conference into the call or select the Active Call softkey, if joining existing calls together.
- To complete the Conference, you must press the Conference key again.
  - If you press Conference before the second call is answered, you are invoking a Cold Conference.
  - If you press Conference after the second call is answered, you are invoking a Warm Conference and you will be able to speak to the person you are conferencing in before completing the conference.

*Note*: The maximum number of attendees per ad-hoc conference is **six (6),** including yourself.

# **Accessing Voicemail**

Initial Voicemail Setup

Note - The default voicemail PIN is 724665.

- Press the **Voicemail** button.
- You will be prompted to begin the Self Enrolment Process to set your voicemail box up.
- Follow the recorded instructions:
  - Record name and press #
  - Record standard greeting and press #
  - Enter a new password and press #

Checking Voicemails Remotely

- Dial your phone number.
- When you hear your greeting press \* (star).
- When prompted, enter your PIN (voicemail password) and press #.
- Follow prompts to listen to your messages.

### **Forwarding Calls**

- Press the Forward All softkey.
  - For internal, dial the internal extension. Then, press Forward all.
  - *For external*, dial the '91' plus the 10-digit number. Then, press *Forward all*.
- You may also forward all calls to voicemail by pressing the *Forward All* softkey. Then, pressing the *Voicemail* button on the phone.
- To turn off forward all, press *Forward off*.

*Note*: You may be required to press ... to display the *Forward all* softkey.

# **Call History**

 To view Call History, press the down arrow at the bottom of the Navigation pad on your phone.

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#### Place a Call on the KEM

- Press the line button on the key expansion module.
- Dial a phone number.
- Pick up your handset.

\*Key Expansion Module

#### Adjust KEM Brightness

Press Save.

- Press the Applications button.
- Select Settings > Brightness > Brightness – KEM.
- Press right on the phone's Navigation pad to increase brightness OR press left on the phone's Navigation pad to decrease brightness.

- *Shift Buttons two (2)* total shift buttons location on the bottom of the KEM to switch between pages of lighted buttons.
  - **Green Steady** Page is in view.
  - Light Off Page is not in view.
    - Amber Steady Page is not in view with one or more alerting

calls on page.