

Main features of the IP Phone 8845



1

Handset rest

To rest the phone handset.

When there is an incoming call, the **LED in the handset rest flashes red**.

If there is a new voice message, the **LED is lit red**.

2

Phone screen

Shows information about your phone.

3

Camera

Allows you to make a point-to-point video call with another Cisco IP phone or with Jabber softphone. **Turn the camera shutter counterclockwise to stop your video.**

4


Line buttons

Each corresponds with a phone line, speed dial, and calling feature.

Pressing a button for a phone line displays the active calls for that line.

Color LEDs indicate the line state:

Yellow:  – Ringing call on this line

Green:  – Active or held call on this line

Red:  – Shared line in-use remotely

5

Softkeys buttons

Allow you to access the softkey options (for the selected call or menu item) displayed on your phone screen.

6

Navigation Pad



The **Navigation Pad** allows you to scroll through menus, highlight items, and move within a text input field.

The **Select button** (center of the Navigation Pad) allows you to select a highlighted item as well as wake up the phone from deep sleep mode.

The Select button is lit (white) when the phone is in power-save mode.

7

Release button



To release a phone call

8

Hold button



Places a connected call on **Hold**.

9

Conference button



Creates a **Conference call**.

10

Transfer button



Transfers a call.

11

Speakerphone button



Selects the **Speakerphone** as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green.

The **Speakerphone** audio path does not change until a new default audio path is selected (for example, by picking up the handset).

If a headset is connected, the **Speakerphone** button selects them as the default audio path.

12

Mute button



Mutes the video from the phone screen during a video call. When Video Mute is on, the Video Mute button is lit red.

13

Headset button



Selects the **Headset** as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green.

A **Headset** icon in the phone screen header line indicates the headset is the default audio path. This audio path does not change until a new default audio path is selected (for example, by picking up the handset).

14

Keypad

Allows you to dial phone numbers, enter letters, and choose menu items (by entering the item number).

15

Volume button



Controls the **handset**, **headset**, and **speakerphone** volume (off hook) and the ringer **Volume** (on hook).
Silences the ringer on the phone if an incoming call is ringing.

16

Contacts button



Opens the **Contacts** menu. Use it to access **corporate directory**.

17

Configuration button



Opens the **Configuration** menu.

Use it to access applications such as call history, preferences, administrator settings, and phone information.

18

Messages button



Auto-dials your **Voicemail** system.

19

Back button



To get back to previous screen.