

Knowledgebase > COMMUNICATIONS > How to forward your office phone

How to forward your office phone

Jeff Clark - 2022-10-17 - COMMUNICATIONS

Link:

 $\frac{https://helpdesk.fau.edu/TDClient/2061/Portal/Shared/FileOpen?AttachmentID=96a5bd8d-4b58-43cc-969e-7affb5747a01\&ItemID=73103\&ItemComponent=26\&IsInline=0$



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Cisco IP Phone 8800 Series

Quick Start Guide

Dial On-Campus

5-digit dialing is available for FAU numbers: Boca - dial 7-XXXX

All other campuses - dial 6-XXXX

Dial Off – Campus

For off – campus calling, dial the area code + number. 99 is no longer needed for off-campus calling.

Transfer a Call to Another Person

- From a call that is not on hold, press Transfer
- 2. Enter the other person's phone number.
- Press Transfer again.

View Your Recent Calls

- Press Applications
- 3. Select a line to view.

Add Another Person to a Call

- 1. From a connected call that is not on hold, press Conference -
- 2. Press Active calls to select a held call.
- 3. Press Conference again.



- The Corporate Directory allows you to lookup phone numbers for coworkers.
- The Personal Directory allows you to store a set of personal numbers.

Make a Call with a Headset

- Plug in a headset.
 Enter a number using the keypad.
 Press Headset

Make a Call with the Speakerphone

- Enter a number using the keypad.
- 2. Press Speakerphone

- Forward All Calls

 1. Select a line and press Forward all.

 2. Dial the number that you want to forward to, or press Volcemall!
- 3. To cancel the forwarding, press Forward off.

Adjust the Volume in a Call

Press Volume + left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.

Adjust the Ringtone Volume

Press Volume - left or right to adjust the ringer

volume when the phone is not in use.

Change the Rington

- Change the Kingtone

 1. Press Applications

 2. Select Settings > Ringtone.

 3. Select a line.

 4. Scroll through the list of ringtones and press Play to
- hear a sample
 5. Press Set and Apply to save a selection.

Mute Your Audio

- Press Mute
 Ress Mute again to turn mute off

- Adjust the Screen Brightness

 1. Press Applications

 2. Select Settings > Brightness

 3. Press the Navigation cluster left to decrease, or right to increase, the brightness
- 4. Press Save

Change the Font Size

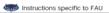
- Press Applications
 Select Settings > Font Size.
- 3. Select a font size.

Stop Your Video

- Turn the camera shutter counterclockwise to stop your video.
- 2. Turn the camera shutter clockwise to start your video.

To report issues with the new phone, please submit a ticket: https://helpdesk.fau.edu/TDCllent/ Requests/ServiceDet?ID=33826

If you have any questions, please call Support Services 561.297.6235 or 7-6235



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October 2016

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