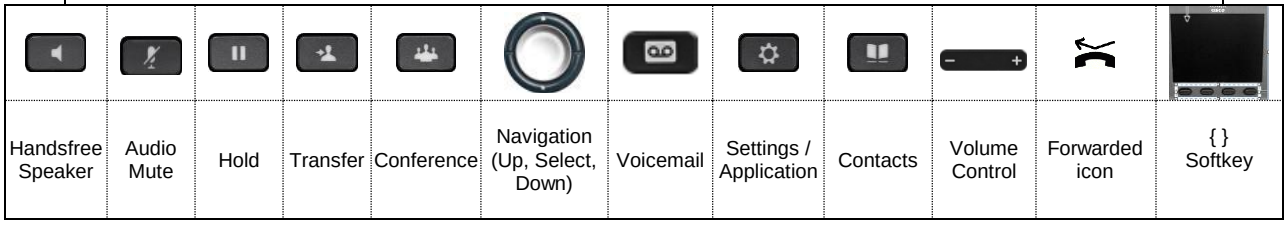
The Hong Kong University of Science and Technology
Cisco Unified IP Phone 8845 User Quick Reference

① Incoming call or voicemail indicator
② Camera
③ Feature and session buttons
④ Softkeys
⑤ Back, Navigation cluster, and Release
⑥ Hold, Transfer, and Conference
⑦ Headset, Speakerphone, and Mute
⑧ Voicemail, Applications, and Directory
⑨ Volume

Service Features	Access
Internal Call	Dial 4 digits extension no.
External Call	Dial 9 + tel. no.
Speakerphone (Handsfree Speaker) • On	Press (Green Light is on)
• Off	Press again
Audio Mute • On	During a call, press (Red Light is on)
• Off	Press again
Video Mute • On	Turn the camera shutter clockwise to start the video
• Off	Turn the camera shutter counterclockwise to stop the video
Redial (redial last dialed number)	Press **{ Redial }**
Call Hold • put a line on hold	Press (the 1st line button flashes green)
• reconnect the call	**Press { Resume }** or
Call Transfer • transfer	+ Ext. No. / 9 + Tel No. + / **{ Transfer }**
• reconnect (*if the line is no answer / busy*)	Press **{ Cancel }** + **{ Resume }**
Conference (8 Parties Audio/Video Calls) • set up	+ Ext. No. / 9 + Tel. No. + / **{ Conference }**
• reconnect *(if the line is no answer / busy)*	Press **{ Cancel }** + **{ Resume }**
• remove a party from conference	Press Show Details + + select a party + **{ Remove }**
Call Pickup • group pickup	Lift the handset and press **{ PickUp }**
Call Park *(Hold a call and retrieve it at another phone)* • park a call	During a call, press **{ Park }** *(Screen shows a 4-digit Park No.)*
• reconnect a parked call	Enter the Park No. at another phone
Call Forward • set up *(all calls)*	**Press { Fwd All }** + Ext. No. *(Screen shows* *& "To XXXX")*
• cancel	**Press { Fwd Off }**

Service Features	Access
Immediate Divert *(send an incoming call to voicemail system)*	**Press { Decline }**
Access Voicemail System (Note: The new voicemail system number is **5000** instead of 8000) • internal access	When having voicemail, Message Waiting Indicator is on (Red). Press or dial 5000, enter pin no.#
• external access	Dial 2358 5000, enter 4-digit extension no. & pin no.#
Call Log *(total stores up to 150 records)* • dial from call log	**Settings / Applications** + **(1. Recents)** + select a call log record + Press **{ All Calls }** or **{ Missed Call }** **Received -** , **Placed -** , **Missed -** + **{ More }** + **{ Edit Dial }** to edit the displayed number if necessary + **{ Call }** / lift the handset to start calling
Personal Directory (Personal Address Book) • sign in for Personal Address Book (PAB)	+ enter User ID & Phone PIN + **{ Submit }** + **(1. Personal Address Book)** + **{ Submit }** Use the Navigation bar and button to scroll and select
• search for an entry	Log into PAB + enter Search Criteria + **{ Submit }**
• dial from entry	Search for an entry + **{ Dial }** + select a Phone No. + **{ OK }** + **{ OK }**
Speed Dial	Press the speed dial number + {**..**} + {**Speed dial**}
Review Call History	Press the button next to or , select the number to edit and dial
Phone Settings Web Portal (Cisco Unified CM End User Options) (On-campus access only)	Launch a web browser, & go to https://cm.uc.ust.hk/ccmuser Login using Portal Password
Contrast	Press + **(2. Settings)** + **(3. Brightness)** + to adjust + **{ Save }** to confirm
Ring Tone	Press + **(2. Settings)** + **(2. Ring Tone)** + to change + select Ring Tone + **{ Play }** to listen / **{ Set }** to use
Volume • adjust the handset, headset and speaker volume	When handset, headset or speaker is in use (off hook), press:
• adjust the ringer volume	When handset, headset and speaker is not in use (on hook), press:

Buttons / Keys



Handsfree Speaker	Audio Mute	Hold	Transfer	Conference	Navigation (Up, Select, Down)	Voicemail	Settings / Application	Contacts	Volume Control	Forwarded icon	{ } Softkey