

Cisco IP Phones 8851

The following sections describe the attributes of the Cisco IP Phones 8851.

Buttons and Hardware

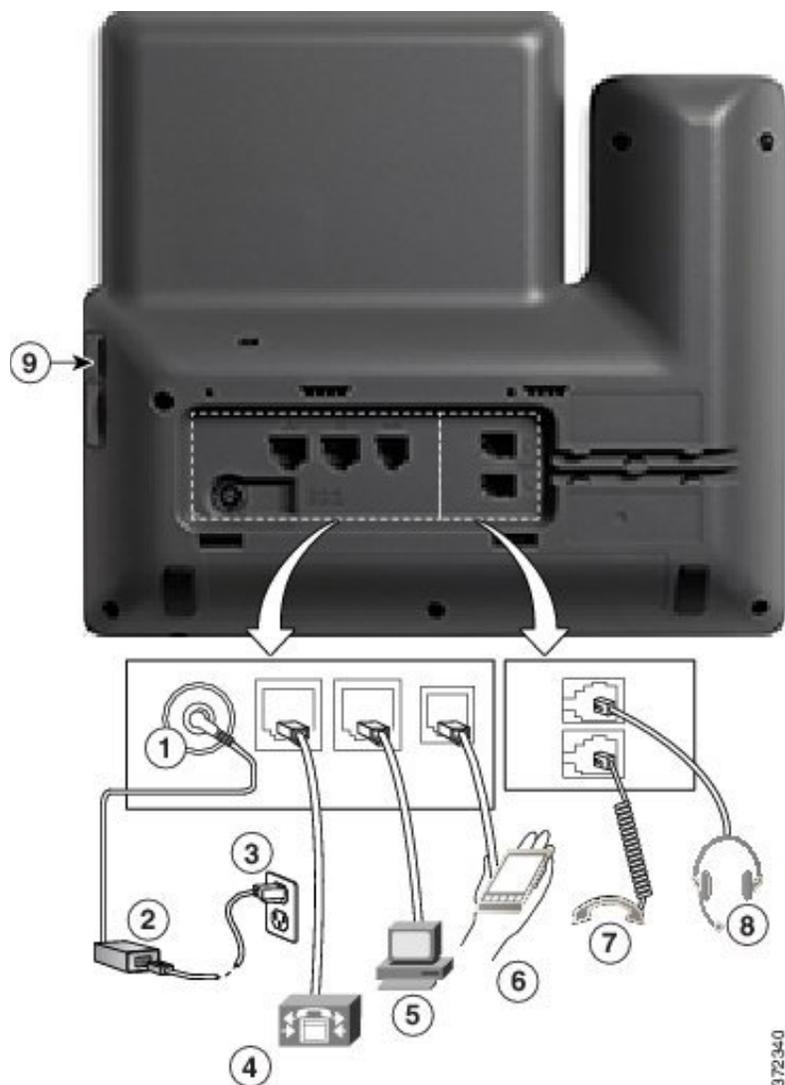
Figure 1. Cisco IP Phone 8851 Buttons and Hardware



1	Handset and Handset light strip	Indicates whether you have an incoming call (flashing red) or a new voice message (steady red).
3	Programmable feature buttons and line buttons	 Access your phone lines, features, and call sessions. For more information, see Softkey, Line, and Feature Buttons .
4	Softkey buttons	 Access to functions and services. For more information, see Softkey, Line, and Feature Buttons .
5	Back, Navigation cluster, and Release	Back  Return to the previous screen or menu. Navigation cluster  Navigation ring and Select button—Scroll through menus, highlight items and select the highlighted item. Release  End a connected call or session.
6	Hold/Resume, Conference, and Transfer	Hold/Resume  Place an active call on hold and resume the held call. Conference  Create a conference call. Transfer  Transfer a call.
7	Speakerphone, Mute, and Headset	Speakerphone  Toggle the speakerphone on or off. When the speakerphone is on, the button is lit. Mute  Toggle the microphone on or off. When the microphone is muted, the button is lit. Headset  Toggle the headset on or off. When the headset is on, the button is lit.
8	Contacts, Applications, and Messages	Contacts  Access personal and corporate directories. Applications  Access call history, user preferences, phone settings, and phone model information. Messages  Autodial your voice messaging system.
9	Volume button	 Adjust the handset, headset, and speakerphone volume (off hook) and the ringer volume (on hook).

Phone Connections

Connect your phone to the corporate IP telephony network as shown in the following diagram.



1	DC adaptor port (DC48V).	5	Access port (10/100/1000 PC) connection.	9	USB port
2	AC-to-DC power supply (optional).	6	Auxiliary port.		
3	AC power wall plug (optional).	7	Handset connection.		
4	Network port (10/100/1000 SW) connection. IEEE 802.3at power enabled.	8	Analog headset connection (optional).		

Navigation

You use the outer ring of the Navigation cluster to scroll through menus. You use the inner Select button of the Navigation cluster to select menu items.



Each item in a menu has an index number. You can enter the index number with the keypad to select the menu item.

Softkey, Line, and Feature Buttons

You can interact with the features on your phone in several ways:

- Softkeys, located below the screen, give you access to the function displayed on the screen above softkey. The softkeys change depending on what you are doing at the time. The More ... softkey shows you that more functions are available.
- Feature and line buttons, located on either side of the screen, give you access to phone features and phone lines.
 - Feature buttons—Used to view calls on a line or access features such as Speed Dial.
 - Line buttons—Used to answer a call or resume a held call. When not used for an active call, used to initiate phone functions, such as the missed calls display.

Feature and line buttons illuminate to indicate status:

-  Green, steady—Active call
-  Green, flashing—Held call
-  Amber, steady—Privacy in use
-  Amber, flashing—Incoming call or reverting call
-  Red, steady—Remote line in use (shared line or Line Status)
-  Red, flashing—Remote line on hold

Phone Screen Features

The phone screen shows information about your phone such as directory number, active call and line status, softkeys, speed dials, placed calls, and phone menu listings. The screen is made up of three sections: the header row, the middle section, and the footer row.

Figure 2. Cisco IP Phone 8800 Screen



1	At the top of the screen is the header row. The header row displays the phone number, current date and time, as well a number of icons. The icons display when features are active.
2	The middle of the phone screen displays the information associated with the line and feature buttons on the phone.
3	The bottom row of the screen contains the softkey labels. Each label indicates the action for the softkey button below the screen.

Clean the Phone Screen

Procedure

If your phone screen gets dirty, wipe it with a soft, dry cloth.

Caution Do not use any liquids or powders on the phone because they can contaminate the phone components and cause failures.

Differences Between Phone Calls and Lines

We use the terms *lines* and *calls* in very specific ways to explain how to use your phone.

- Lines—Each line corresponds to a directory number that others can use to call you. To see how many lines you have, look at your phone screen. You have as many lines as you have directory numbers and phone line icons. Depending upon how your phone is configured, you could have up to 10 lines on your main phone.

- **Calls**—Each line can support multiple calls. By default, your phone supports four connected calls per line, but your administrator can adjust this number according to your needs.

Only one call can be active at any time; other calls are automatically placed on hold.

Here is an example: If you have two lines and each line supports four calls, then you could have up to eight connected calls at one time. Only one of those calls is active and the other seven are held calls.

USB Ports

Your phone may have one or more USB ports. Each USB port supports a maximum of five USB devices. Each device connected to the port is included in the maximum device count, including any Key Expansion Modules.

For example, your phone can support five USB devices on the side port and five additional standard USB devices on the back port. Many third-party USB products contain more than one USB device, and thus count as more than one device.



Note

If you use a USB hub and remove the USB cable from the phone during an active call, your phone might restart.

Mobile Device Charging

You can use the USB ports on your phone to charge your mobile device if the device has a USB connection. The following ports support USB charging:

- **Side port**—Provides standard device charging.

Your phone continues to charge the mobile device while it is in power saving mode but stops charging in Power Save Plus mode.

When you use your phone to charge your mobile device, the following conditions apply:

- A short delay may occur before charging begins.
- In some situations, your device might not display the charging icon. For example, the icon may not display when the device is fully charged.
- When more than one Cisco IP Phone 8800 Key Expansion Module is attached to your phone, the back USB port cannot fast-charge the device.

If you unplug your tablet and immediately plug in a USB headset to the phone, a 3-second delay occurs before the phone recognizes the USB headset.

Bluetooth and Your Phone

If your phone supports Bluetooth, use a Bluetooth headset and connect your mobile phone or tablet to the phone using Bluetooth.

Bluetooth connections work best when you're within 3 to 6 feet (1 to 2 meters) from your phone, but you might be able to be as far away as 66 feet (20 meters). The Bluetooth connection can degrade if you have a barrier (wall, door, window), large metal object, or other electronic devices between your phone and the connected device.

To connect a mobile device or headset to your phone with Bluetooth, you start by pairing the device with your phone. You can pair up to 50 mobile devices and Bluetooth headsets with the phone. After the headset or mobile device is paired, the phone connects to the headset or mobile device when the headset or mobile device is turned on.

When you use a Bluetooth headset and mobile devices with your phone, keep these things in mind:

- The last Bluetooth headset or mobile device connected with the phone is the default device that the phone uses.
- You can connect one mobile device (phone or tablet) and one Bluetooth headset at the same time.
- The phone can connect to only one paired mobile device at a time. If your mobile phone is connected and you turn on your tablet, the tablet connects to the phone and the mobile phone disconnects.
- When your Bluetooth headset and your mobile device are connected to the phone, you cannot use the Bluetooth headset to answer desk phone calls from the mobile device.

Energy Savings

Your administrator has set up this energy-saving level on your phone to reduce the amount of power your phone screen uses when you're not using your phone.

- Power Save—The backlight or screen turns off when the phone is inactive for a set interval.