



# CISCO IP 88xx



1. Indicator light
2. LCD screen
3. Programmable buttons & Session buttons
4. Soft Key Buttons
5. Navigation cluster & Select button
6. Release Button
7. Hold/Resume button
8. Conference button
9. Transfer button
10. Speaker Phone button
11. Mute button
12. Headset button
13. Keypad
14. Volume Button
15. Contacts Button
16. Applications button
17. Messages button
18. Back button
19. Handset

### Place a Call

- Lift handset  
or
- For hands-free, press NEW CALL soft key  or press SPEAKER button 
- Dial the number


### Answer a Call

- Lift handset  
or
- For hands-free, press ANSWER soft key or SPEAKER button

### End a Call

- Hang up handset  
or
- Press END CALL soft key

### Place a call on hold



1. Press HOLD soft key or press the HOLD button 
2. Press RESUME soft key or your LINE button to resume call

### Place 2nd call on hold


1. Place 1<sup>st</sup> call on hold
2. Press HOLD soft key
3. Press NEW CALL soft key or your LINE button
4. Press END CALL soft key to end 2<sup>nd</sup> call
5. Press RESUME soft key to return to 1<sup>st</sup> call

**Note:** Use Navigation keys to alternate between 1<sup>st</sup> and 2<sup>nd</sup> call, and press RESUME soft key.


### Transfer a Call

1. Press TRANSFER soft key or 
2. Dial number
3. Announce call transfer (optional)
4. Press TRANSFER soft key or  again to complete transfer

### Call Forward

1. Press the Applications/Settings button 
2. Select Call Forward All
3. Dial number to forward calls to and select Submit

### To Deactivate:

1. Press the Applications/Settings button 
2. Select Call Forward All
3. Select Unforward

**Note:** See Web User portal or Mobile App for forwarding calls online


### To join calls:

- Press TRANSFER soft key to join the 2 incoming callers and exit call yourself  
or
- Press CONFERENCE soft key to join the 2 incoming callers and yourself in conference call


### Check Messages

Red light on handset indicates new message.

To retrieve message(s):

1. Press MESSAGE button 
2. Follow prompts to check voice mail.

### Retrieve missed, received, placed calls

1. Press the History button (Right column of display) 
2. Use Navigation to scroll through and highlight missed, received or placed calls
3. Press CALL or MORE Soft Key ●●●, then EDIT DIAL soft key to return call (Edit Dial allows extra digits to be added to the number such as 8 or 9 or 81 or 91 for an outside call)

### Speed Dial

To program speed dial buttons, see Web User portal

### Mute a Call

Disables microphone 


1. Press MUTE button to activate
2. Press MUTE button again to deactivate

### Switch between handset & speaker

1. If on SPEAKER, lift handset
2. If on handset, press SPEAKER button and replace handset

### Place a Conference Call

Up to four participants.

1. While on a call, press the CONFERENCE Button 
2. Call the next person
3. Press CONFERENCE button again to join the calls
4. Repeat as necessary.

### Volume

1. Press [+] or [-] VOLUME keys to increase or decrease volume
2. Setting is saved automatically

