Phones

Quick Reference Guide

Initial setup of telephone 9851

If you have received a new telephone in a box, first assemble the telephone and connect it to the network port on the rear left. The telephone will now start up. Once the telephone has completed the start-up process, a prompt should appear on the display requesting that an activation code be entered.

Generate activation code for telephone: The activation code can be generated by the user. First, log in at https://user.webex.com/ with your user account. Then go to Settings in the left-hand menu. Next, select Devices. Continue by clicking on “Add Device.” When selecting the device, please choose “Cisco IP Phone” and confirm by clicking Continue. The activation code for the device is displayed in the next window. The code has the following format: 1234-1234-1234-1234. Please enter this code into the phone you want to add.

Operating the phone

Note: The red button at the top of the phone has no function.

Missed call notification: The phone indicates a missed call via an LED located in the center of the top edge. The LED flashes red when a call is missed. If you want to reset this indicator, you must go to “Call List” on the phone. The signal will then be reset. You can see the missed calls in the call list.

Call in progress: When a call is being made with the phone, this is indicated by the upper LED and the front LED lighting up green.

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