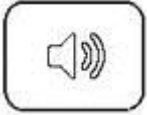


QUICK REFERENCE

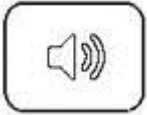
Cisco IP Conference Phone 8831

Place a Call



- Press **[Speaker Icon]** or **New Call**.
- You can do this before or after dialing.

Answer a Call



- Press **[Speaker Icon]** or **Answer**.

End a Call



- Press **[Speaker Icon]** or **End Call**.

Redial last Number

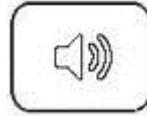
- Press **Redial**.

Hold a Call

Hold

- Press **Hold**.

Retrieve



Press **[Speaker Icon]** or **Resume**.

Transfer a Call

1. Press **More**, then **Transfer**.
2. Dial “transfer to” number.
3. Wait for answer and announce caller.
4. Press **Transfer** to transfer the call or **EndCall**
5. Press **Resume** to reconnect to the first caller.

Place a Conference Call

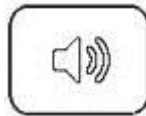
1. During a call, press **more**, then **more**, and then **Conf** to open a new line and put first party on hold.
2. Place a call to another number.
3. When call connects, press **Conf** again to add new party to existing call with first party.

To establish a conference call between two callers to a Cisco Unified IP phone, press **Conference** and then press **Calls** to view a call list for join.

Remove Participants from Conference

1. Press **more**, then **more**, then **ConfList**
2. Highlight the participant’s name.
3. Press **Remove**. You can remove participants only if you initiated the conference.
3. Hang up or press **EndCall** to end your participation in a conference.

End a Conference Call



•Press **[Speaker Icon]** or **End Call**.

Mute conference station



•Press **[Microphone Icon]** on the Sound base, DCU or microphone..

Call Forwarding

All

1. Press **Fwd All**.
2. Dial “forward to” number.

Cancel

- Hang up.
- Press **Fwd All**.

View Call History

- Press **Apps** and select **Call History**.
- To dial, highlight a listing and press **Dial**.