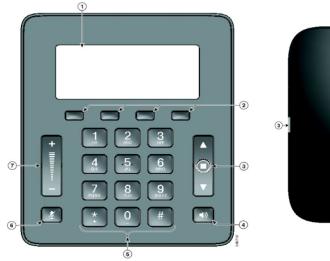
Cisco® 8831







Phone Features

Display Control Unit

1 Phone Screen

5 Keypad

2 Softkeys

6 Mute

3 Navigation bar with

7 Volume Rocker

Select key

4 Call Button

Sound Base

1, 2, 3 LED Indicators

4 Backlit Mute

LED Indicator Lights

Green Steady—Connected, Dial Tone

Green Flashing—Incoming Call

O Amber Steady—Powering On

■ Red Steady—Mute, Voice Message ■ Red Flashing—Call on Hold

Call Handling

Internal Calls

Dial 4-digit extension

External Calls

Domestic: 9+1+10-digit-Number

Int'l: 9+011+Country Code + Number

Emergency External: 9+911 or 911

Placing a Call

Press Call button before or after dialing

Answering a Call

Press Call button

End a Call

Press Call button

Placing a Call on Hold

Press Hold softkey

Returning to Call on Hold

Press Resume softkey

 If multiple calls are on hold, highlight the call you want and press Resume softkey

Muting Your Phone

Press Mute button

Call Transfer

To transfer a call to another phone:

- Press Trnsfr softkey.
- Dial the number to which you want to transfer the call.
- Press Trnsfr softkey to transfer the call.
- Or press End Call to hang up.
- Press Resume softkey to reconnect to the first caller.

Call Forwarding

To forward all of your calls to another phone:

- Press the FwdALL softkey.
- Dial the number to where you want to forward your calls or Msgs softkey for voicemail.

Cancelling Call Forwarding

Press the FwdOFF softkey.

Divert

Sending an Active or Ringing Call to Your Voicemail

To redirect an incoming (ringing) call while on another call:

Press **Divert** softkey.

Voicemail

Accessing Voice Messages

 Press Msgs softkey to listen to voice messages.

Conferencing

Ad-Hoc Conference Call (Up to X Parties)

- From a connected call, press Confn softkey.
- Enter the participant's phone number

- Wait for the call to connect.
- Press Confrn softkey again to add the participant to your call.
- Repeat to add additional participants.

Viewing Conference Participants

- While in a conference, press ConfList softkey to view list of participants.
- Highlight the participant that you want to remove and then press Remove softkey.

Call History

To view calls made to and from the conference station:

- Press Apps softkey.
- Use the navigation bar and Select button to scroll and select Call History.
- Select the call you want to dial and press Call softkey.
- Press to return to the Call History list.

Directory

Corporate Directory

- Press Contacts softkey.
- Use Navigation bar and Select key to scroll and select Corporate Directory.
- Enter the search criteria information and press Search.
- Select a contact and press Dial.