



Place a Call



To place a call, enter a number and press the *Call*  button or the *Dial* softkey to complete the call.

Answer a Call

To answer a call, or press the *Call*  button, or press the *Answer* softkey. If you already have an active call and select *Answer*, your current call will be automatically placed on hold.

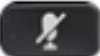
Use Hold and Resume

When a call is on Hold, the person at the other end hears hold music.


1. Press the *Hold*  button. The hold icon  appears next to the call information in the display.
2. To resume a call from hold, press the *Hold* button a second time.

Use Mute

A *Mute* button is located on the dialing pad and on the sound base.

1. While on a call, press *Mute* . The button glows to indicate that mute is on.
2. Press *Mute* again to turn mute off.

Transfer a Call

1. From a connected call (not on hold), press the *Transfer*  button.
2. Enter the transfer recipient's phone number.
3. Press the *Transfer* button immediately to complete a blind transfer, or wait for the recipient to answer and announce the transfer prior to pressing the *Transfer* button to complete the transfer.

Create a Conference Call

1. From an active call, press the *Conf* softkey.
2. Make a new call.
3. Press *Conference* again either before or after the party answers. The conference begins and the phone displays "Conference."
4. Repeat these steps to add additional participants.

The conference call ends when all participants hang up.

View and Remove Participants

1. During a conference call, press *Show Details*. To remove a participant from the conference, scroll to the participant and press *Remove*.

Navigating the Phone

Display

The display at the top of the phone will provide useful information such as the current date and time, message waiting notification, line details like Caller ID, and menu items.

Scrolling

To scroll through a menu or list, press up or down on the *Navigation* buttons then *Select* using the center button.




A scroll bar on the screen indicates your relative position within a list.



Volume

Use the volume control button to increase or decrease the speaker volume.

Features

When your phone is off-hook, the center *Select*  button on the navigation bar acts as a feature button. Use this button to access additional features on your phone, such as voicemail and call forward.

Notes

- A maximum of six total calls can be managed at one time.
- A conference call with multiple people on it is considered one call.
- A maximum of two incoming calls can be received.

Cisco IP Phone 8831

