Common Phone Tasks

Place call	Press or Call. You can do this before or after dialing.
Answer call	Press or Answer.
End call	Press End Call.
Redial	Press the Redial.
Mute conference station	Press and on the Sound base, DCU or microphone.
View call history	Press Apps and select Call History. To dial, highlight a listing, and then press Dial .
Hold/Resume call	Press Hold. To resume a call, press or Resume.
Transfer call to a	Press Transfer, enter the
new number	number, and then press Transfer.
Start a standard (ad hoc) conference call	
Start a standard (ad hoc)	Transfer. Press Conference, dial a participant, and press



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QUICK REFERENCE



Cisco Unified IP Conference Phone 8831

Common Phone Tasks Softkey Definitions Phone Screen Icons Phone Buttons Phone Connections

Softkey Definitions

Answer	Answer incoming call
Apps	Access phone applications and phone settings menus
Call	Place call to dialed number
Callback	Receive notification when a busy extension becomes available
Calls	List connected calls
Cancel	Stop current operation
Conf	Create conference call
ConfList	View conference participants
Contacts	Enter contacts menu to view corporate or personal address book contacts
Divert	Redirect call
End Call	End active call
Fwd All	Forward all incoming calls
Hold	Place active call on hold
Messages	Set up, check, or listen to voice messages
More	Display additional softkeys
New Call	Place new call without disconnecting from current call
Park	Park call and display its details
Redial	Redial the most recently dialed number
Resume	Resume on-hold call
Speed Dial	Place call to selected entry
Transfer	Transfer call

Phone Screen Icons

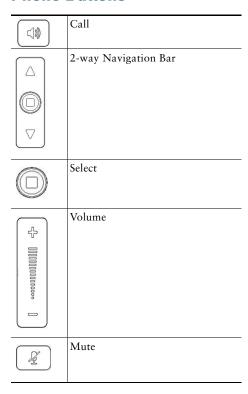
Line and Call States

0	Call on hold
0	Connected call
~~ <u>~</u> ~	Incoming call
•	On-hook
r.	Off-hook
رز_	Shared line in use

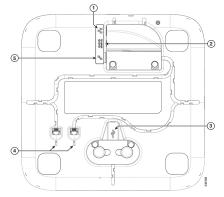
Other Features

~	Selected option
Œ	Linked mode
	Encrypted
.	Microphone on

Phone Buttons



Phone Connections



Bottom view of the Sound Base

1	Network cable port.
2	External power connection.
3	Display Control Unit USB port. Connects the DCU to the base. Note: Press firmly to seat ferrite bead between cord posts.
4	Wired extension microphone jack.
5	Daisy chain cable port. Connects two Sound Base units in Linked Mode.