

Cisco 8831 IP Conference Phone



	Item	Description
1	Phone Screen	LCD screen that displays phone menus and features.
2	Softkeys	Four programmable keys.
3	Navigate / Select	2-way navigation bar and select key to scroll and select from menus.
4	Call button	Press this key to go off hook, answer an incoming call, obtain dial tone to initiate a call, resume a call, or release a call.
5	Keypad	Dial phone numbers and enter letters.
6	Mute button	Toggles mute features.
7	Volume	Raise or lower the volume of speaker.

Place a Call

Dial the phone number exactly as you would dial from your desk phone, including 9 for outside calls. Once entered, press the Call button to place the call.

End a Call

Press the Call Button while on an active call, or select End Call from the softkey menu.

Answer a Call

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

Conference

Begin with the first participant on an active call, not on hold.

Step 1. Press the Conf softkey

Step 2. Enter the phone number for the party you wish to add.

Step 3. After the new party answers, press Conf again and the conference begins.

Step 4. Repeat the above steps to add additional parties.

View Conference Participants

While in a conference, press the ConfList softkey to view up to 16 participants who have joined the conference. You may toggle through the list and use the Remove softkey to drop a single participant from the conference call.

