## 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 🎤 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 new number | Press **Transfer**, enter the number, and then press **Transfer.** |
| Start a standard (ad hoc) conference call | Press **Conference**, dial a participant, and press **Conference**. |
| Forward all calls | Press **Fwd All**. |
| Join | From a connected call, press **Conference** and then press **Calls** to view a call list for join. |

## CISCO™

QUICK REFERENCE

## Cisco Unified IP Conference Phone 8831

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## 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 |

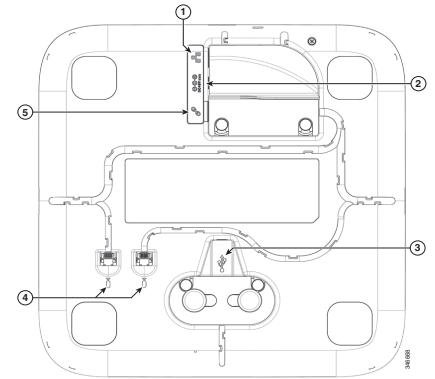# Phone Screen Icons

## Line and Call States

| | |
|---|---|
| ⏸ | Call on hold |
| 📞 | Connected call |
| ☎ | Incoming call |
| ☎ | On-hook |
| 📞 | Off-hook |
| 📞 | Shared line in use |

## Other Features

| | |
|---|---|
| ✓ | Selected option |
| ▣ | Linked mode |
| 🔒 | Encrypted |
| 🎤 | Microphone on |

# Phone Buttons

| | |
|---|---|
| 🔊 | Call |
| △ ▣ ▽ | 2-way Navigation Bar |
| ▣ | Select |
| ＋ − | Volume |
| 🎤 | Mute |

# 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. |