Quick Reference
Cisco IP Conference Phone 8831

Place a Call

- Press or New Call.
- You can do this before or after dialing.

Answer a Call

- Press or Answer.

End a Call

- Press or End Call.

Redial last Number

- Press Redial.

Hold a Call

Hold
- Press Hold.

Retrieve

Transfer a Call

1. Press More, then Transfer.
2. Dial “transfer to” number.
3. Wait for answer and announce caller.
4. Press Transfer to transfer the call or End Call.
5. Press Resume to reconnect to the first caller.

Place a Conference Call

1. During a call, press more, then more, and then Conf to open a new line and put first party on hold.
2. Place a call to another number.
3. When call connects, press Conf again to add new party to existing call with first party.

To establish a conference call between two callers to a Cisco Unified IP phone, press Conference and then press Calls to view a call list for join.

Remove Participants from Conference

1. Press more, then more, then ConfList
2. Highlight the participant’s name.
3. Press Remove. You can remove participants only if you initiated the conference.
4. Hang up or press End Call to end your participation in a conference.

End a Conference Call

- Press or End Call.

Mute conference station

- Press on the Sound base, DCU or microphone.

Call Forwarding

All
1. Press Fwd All.
2. Dial “forward to” number.

Cancel

- Hang up.
- Press Fwd All.

View Call History

- Press Apps and select Call History.
- To dial, highlight a listing and press Dial.