Cisco 8831 IP Conference Phone

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.

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LCD screen that displays phone menus and features.
Four programmable keys.
2-way navigation bar and select key to scroll and select from menus.
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.
Dial phone numbers and enter letters.
Toggles mute features.
Raise or lower the volume of speaker.