





## Common Phone Tasks

Place call	Press  or <b>Call</b> . You can do this before or after dialing.
Answer call	Press  or <b>Answer</b> .
End call	Press <b>End Call</b> .
Redial	Press the <b>Redial</b> .
Mute conference station	Press  on the Sound base, DCU or microphone.
View call history	Press <b>Apps</b> and select <b>Call History</b> . To dial, highlight a listing, and then press <b>Dial</b> .
Hold/Resume call	Press <b>Hold</b> . To resume a call, press  or <b>Resume</b> .
Transfer call to a new number	Press <b>Transfer</b> , enter the number, and then press <b>Transfer</b> .
Start a standard (ad hoc) conference call	Press <b>Conference</b> , dial a participant, and press <b>Conference</b> .
Forward all calls	Press <b>Fwd All</b> .
Join	From a connected call, press <b>Conference</b> and then press <b>Calls</b> to view a call list for join.



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### QUICK REFERENCE













## Cisco Unified IP Conference Phone 8831 and 8831NR

Common Phone Tasks  
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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

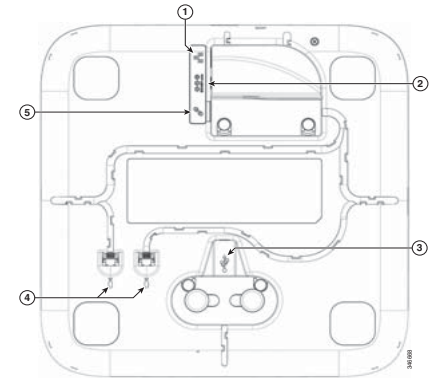
## Phone Screen Icons

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. <b>Note:</b> 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.

**Note:** The Cisco Unified IP Conference Phone 8831 supports wired and wireless microphones. The Cisco Unified IP Conference Phone 8831NR supports only wired microphones.