

# **Cisco IP Phone 8841**



#### **Your Phone**

- 1) Incoming call or voicemail indicator
- 2) Line and feature buttons
- B) Softkeys
- ) Navigation
- 5) Hold, Transfer, and Conference
- 5) Speakerphone, Headset, and Mute
- Voicemail, Applications, and Directory

### Line and Feature Buttons

Use line and feature buttons to view calls on a line, or access features such as Speed Dial. Buttons illuminate to indicate status:

- Green, steady: Line ready
- Amber, steady: Line not registered
- Amber, flashing: Line registering
  - Red, steady: Line in use
- Red, flashing: Incoming call
- Red, Pulsing: Line on hold

### Place a Call

Enter a number and pick up the handset

## Place a Call with the Speakerphone

- 1. Enter a number using the keypad.
- 2. Press Speakerphone

### Answer a Call

Press the flashing red line button, or pick up the handset.

## Put a Call on Hold

1. Press the **Hold** button

2. To resume a call from hold, press **Hold** again.

## Transfer a Call to Another Person

1. From a call that is not on hold, press Transfer .

2. Enter the person's phone number.

3. Press Transfer again.

## Add Another Person to a Call

from an active call, press Conference
Select a second line and place the second call.

3. Press **Conference** again to join the calls.

### **View Your Recent Calls**

- 1. Press Applications
- 2. Scroll and select Recents.
- 3. Select a line to view.

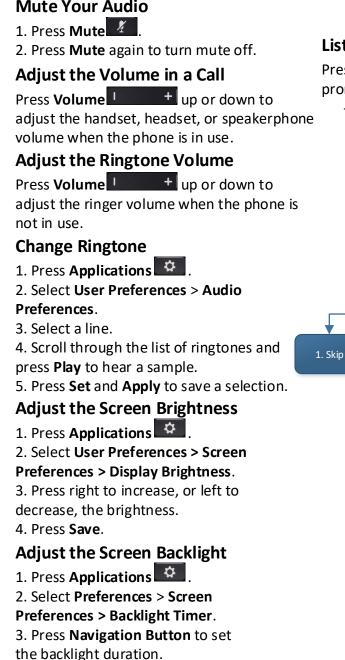
(All, Missed, Received, Placed)

) - Volume



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### **Mute Your Audio**



<sup>4.</sup> Press Set.

