

Cisco® 7832



Phone Features

Display Control Unit

- 1 Mute Bar
- 2 Led Bar
- 3 Softkey buttons
- 4 Navigation bar and Select button
- 5 Volume button

LED Indicator Lights

- Green Steady—Connected, Dial Tone
- Green Flashing—Incoming Call
- Amber Steady—Powering On
- Red Steady—Mute, Voice Message
- Red Flashing—Call on Hold

Call Handling

Internal and Site to Site Calls:

- Dial 2-digit site code + 4-digit extension

Roosevelt House : 13+XXXX, **Silberman :** 12+XXXX (Cisco)
Main Campus : 11+XXXX, **Hunter High School:** 14+XXXX, **Brookdale Campus:** 17+XXXX (Siemens)

External Calls

- Domestic/Local: 9+1+10-digit-number
- Int'l: 9+011+Country Code+Number
- Emergency External: 9911 or 911

Placing a Call

- Press **Call** softkey before or after dialing.

Answering a Call

- Press **Answer** softkey.

End a Call

- Press **End Call** softkey.

Placing a Call on Hold

- Press **Hold** softkey.

Returning to Call on Hold

- Press **Resume** softkey.
- If multiple calls are on hold, highlight the call you want and press **Resume** softkey.

Muting Your Phone

- Press **Mute** button.

Call Transfer

To transfer a call to another phone:

- Press **Trnsfr** softkey.
- Dial the number to which you want to transfer the call.
- Press **Trnsfr** softkey to transfer the call.

OR

- Press **End Call** to hang up.
- Press **Resume** softkey to reconnect to the first caller.

Call Forwarding

To forward all of your calls to another phone:

- Press the **FwdALL** softkey.
- Dial the number to where you want to forward your calls or **Msgs** softkey for voicemail.

Cancelling Call Forwarding

- Press the **FwdOFF** softkey.

Divert

Sending an Active or Ringing Call to Your Voicemail

To redirect an incoming (ringing) call while on another call:

- Press **Divert** softkey.

Do Not Disturb (DND)

- Press **DND** softkey to turn on or off the ringer on the phone.

Conferencing

Ad-Hoc Conference Call (Up to 8 Parties)

- From a connected call, press **Confn** softkey.
- Enter the participant's phone number
- Wait for the call to connect.
- Press **Confrn** softkey again to add the participant to your call.
- Repeat to add additional participants.

Viewing Conference Participants

- While in a conference, press **ConfList** softkey to view list of participants.
- Highlight the participant that you want to remove and then press **Remove** softkey.

Call History


To view the last 150 calls made to and from the conference station:

- Press **Recent** softkey.
- Select the call you want to dial and press **Call** softkey.

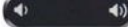
To Clear the list:

- Press **Recent** softkey.
- Press **Clear** softkey
- Press **Delete**

Adjust the Volume in a call

- Press **Volume**  up or down to adjust the volume when the phone is in use.




Adjust the Ringer Volume

- Press **Volume**  up or down to adjust the volume when the phone is not in use.

Change the Ringtone

- Select the **Settings > Preferences > Ringtone**
- Scroll through the list of ringtones and press **Play** to hear a sample
- Press **Set** and **Apply** to save a selection.

Visual Notifications

Icon	Description
	Incoming call
	Outgoing call
	Missed call