### 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 Confn 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.

**Visual Notifications**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📞</td>
<td>Incoming call</td>
</tr>
<tr>
<td>📞</td>
<td>Outgoing call</td>
</tr>
<tr>
<td>📞</td>
<td>Missed call</td>
</tr>
</tbody>
</table>

**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.