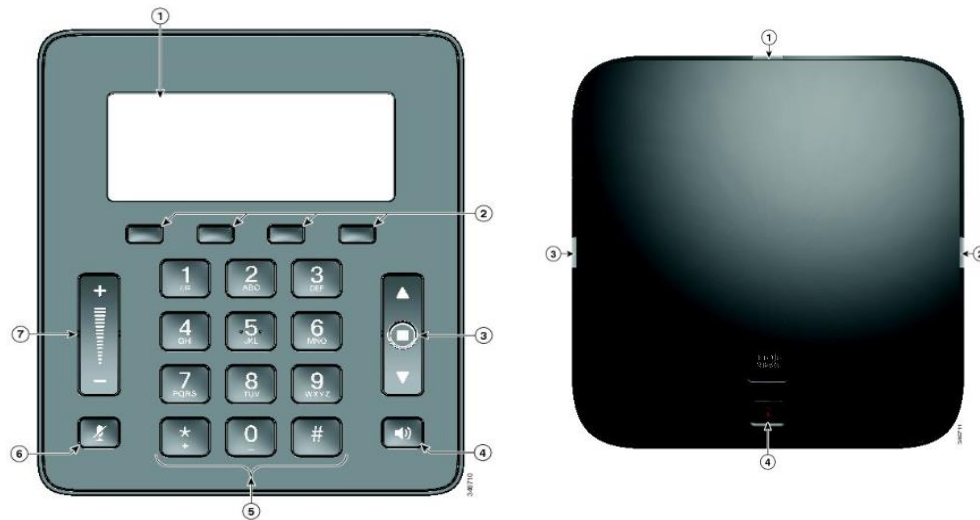


Cisco® 8831



Phone Features

Display Control Unit

- | | |
|----------------------------------|-----------------|
| 1 Phone Screen | 5 Keypad |
| 2 Softkeys | 6 Mute |
| 3 Navigation bar with Select key | 7 Volume Rocker |
| 4 Call Button | |

Sound Base

- | | |
|------------------------|----------------|
| 1, 2, 3 LED Indicators | 4 Backlit Mute |
|------------------------|----------------|

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** button before or after dialing.

Answering a Call

- Press **Call** button.

End a Call

- Press **Call** button.

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.

Voicemail

Accessing Voice Messages

- Press **Msgs** softkey to listen to voice messages.

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 calls made to and from the conference station:

- Press **Apps** softkey.
- Use the navigation bar and Select button to scroll and select **Call History**.
- Select the call you want to dial and press **Call** softkey.
- Press  to return to the Call History list.

Directory

Corporate Directory

- Press **Contacts** softkey.
- Use Navigation bar and Select key to scroll and select Corporate Directory.
- Enter the search criteria information and press **Search**.
- Select a contact and press **Dial**.