

Your Phone

- 1 LED bar
- 2 Wired microphone ports
- (3) Mute bar
- (4) Softkey buttons
- (5) Navigation bar and Select button
- 6 Volume key

LED Bar States

The LED bar illuminates to indicate status:

- · Green, solid-Active call
- Green, flashing-Incoming call
- · Green, pulsing-Held call
- · Red, solid-Muted call

Make a Call

Enter a number and press Call.

Answer a Call

Press Answer.

Put a Call on Hold

- 1. Press Hold.
- 2. To resume a call from hold, press Resume.

View Your Recent Calls

Press Recents or press the up navigation key.

View Your Favorites

Press **Favorites** or press the down navigation key to see your speed-dial numbers.

Add Another Person to a Call

- 1. From an active call, press Conference.
- 2. Enter a number.
- 3. (Optional) Wait until you hear ringing or until the other person answers the call.
- 4. Press Conference.

Cisco IP Conference Phone 8832

Quick Start

Transfer a Call to Another Person

- 1. From a call that is not on hold, press Transfer.
- 2. Enter the other person's phone number.
- 3. (Optional) Wait until you hear ringing or until the other person answers the call.
- 4. Press Transfer again.

Mute Your Call

- 1. Press Mute on the phone or Mute on the extension microphone.
- 2. Press Mute again to turn mute off.

Listen to Voice Messages

Press Messages and follow the voice prompts.

Forward All Calls

- 1. Press Forward all.
- 2. Dial the number that you want to forward to, or press **Message**.
- 3. When you return, press Forward off.

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 ringer volume when the phone is not in use.

Change the Ringtone

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

Change the Brightness

- 1. Select Settings > Preferences > Brightness
- 2. Press the navigation bar up to increase brightness and down to decrease brightness.
- 3. Press Save.

Pair a Wireless Microphone

- Select Settings > Admin Settings > Microphones > Wireless Microphone.
- 2. Select either Microphone 1 or Microphone 2, and press Pair.
- 3. Press **Mute** on the wireless microphone until the microphone LED blinks white.

Unpair a Wireless Microphone

- Select Settings > Admin Settings > Microphones > Wireless Microphone.
- 2. Select either Microphone 1 or Microphone 2.
- 3. Press Unpair on the base unit.

Charge a Wireless Microphone

- 1. Place the microphone in the charging cradle.
- 2. If the LED is not white, remove the microphone and replace it in the cradle.

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