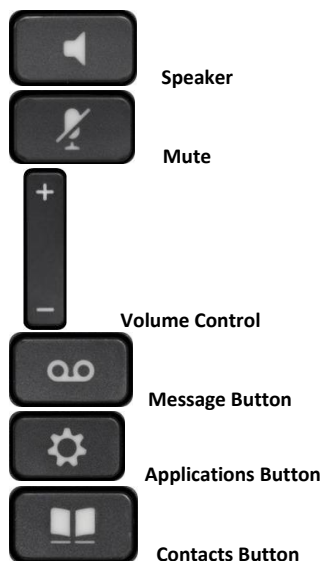


IP 7861 Phones

Quick Reference Guide



BUTTON FEATURES



Place a Call

Use one of the following methods to place a call:

- Lift the handset and dial the number.
- Dial the number, and then lift the handset.
- Dial the number, and then press the **CALL** soft key.
 - local off campus, dial 8 then 7 digit number
 - long distance, dial 8 +1 +area code + 7 digit number
 - International, dial 8 + 011 + country code + city code + number

Note: Use the *backspace* soft key to erase digits that you enter incorrectly.

Redial a Number

- Press Redial
- To place a call on a specific phone line, select the line to obtain dial tone and press Redial

Hold a Call

- To place a call on hold while on the call:
- Press the **Hold** button
- To retrieve a held call:
- Press the **Resume** soft key.

Transfer a Call

- During a call, press the **Transfer** button. The call is placed on hold.
- Dial the number to which you want to transfer the call.
- Wait for the call to be answered. Announce the call to the transfer recipient. Press the **Transfer** button then hang up the handset.
- If the transfer fails, press the **Resume** soft key to return to the original call.

Cancel Transfer

- To cancel your transfer call-transfer attempt:
 - Press the **EndCall** soft key.
- To reconnect to the original caller:
 - Press the **Resume** soft key.

Call Forward All

To forward all incoming calls to another number or to Voice mail:

- Press the **FwdALL** soft key. You hear a confirmation beep.
- Dial the number to which you want to forward all your calls. Dial the number exactly as if you were placing a call to that number. Remember to include locally required prefix numbers. The phone display is updated to show that calls will be forwarded.
 - Enter 6-9999 to forward to Voice Mail

To Cancel Call Forwarding

- Press the **FwdALL** soft key.

Conference Call

- To create a three-party conference call:
- Dial the first party
 - Press the **more** soft key and then the **Conf** soft key to open a new line and put the first party on hold.
 - Dial the second party. When the call connects, press **Conf** again to add the new party to the call.
 - To add third party to the conference: Press the **Conf** soft key. Current two callers will be placed on hold.

Press the **Line** button of the call you want to add to the conference.

- Press the **Conf** soft key on the Cisco Unified IP phone. All parties will connect to conference.

End Conference Call

- Hang up the handset, or press the **EndCall** soft key.

Call Pick Up

If your phone supports auto pick up, you are now connected to the call. Press the **PickUp** soft key or press Answer soft key to connect the call.

Adjust the Volume for the Current Call

- During a call, press the (+) **Up** or (-) **Down Volume** button.

Adjust the Ring Volume

- Press the **Up** or **Down Volume** button while the handset is in its cradle and the phone is idle.

Select the Ring Type

- Press **APPLICATIONS** button
- Scroll down using **NAVIGATION** button up or down
- Press the **PREFERENCES** button.
- Scroll down using **NAVIGATION** button up or down •Press **1RINGTONES**
- Use the **Navigation** button to scroll through the list of ring types. Press the **Play** soft key to hear samples.
- Highlight the ring you want, and then press the **Set** soft key.
- Press the **Apply** soft key to save the setting.
 - Use the **arrow back** soft key to **EXIT** to the previous menu without changing the setting.
- Press the **Exit** soft key to go to the main directory menu.

Adjust the Display Contrast

- Press **APPLICATIONS** button
- Scroll down using **NAVIGATION** button up or down

- Highlight option **2 Preferences**.

- Highlight **CONTRAST2**
- Use the **NAVIGATION** button up or down to change the contrast.
- Press **Save** soft key.
- Exit** soft key.
- Cancel** to exit to the previous menu without changing the setting.
- Press the **Exit** soft key to go to the main directory menu.

Call History

- Press the **Applications** button.
- Select **1CALLHISTORY**, Press either middle of Navigation button or the 1 button on key pad
 - Press the **Exit** soft key to return to the previous directory menu.

Clear Call History

- Press the **Applications** button.
- Select **1CALLHISTORY**, Press either middle of Navigation button or the 1 button on key pad
- Press **DELETE** soft key
- Answer “YES” to pop up question using soft keys
- EXIT** using soft key

Manage Call Waiting

- To redirect an incoming (ringing) call while on another call, use the **Navigation** pad to highlight the incoming call, then press **Divert**. Otherwise, press **Divert** to redirect the current, active call.
- To redirect an incoming call while not on a call, press **Divert**.
- To redirect a held call, first resume the call and then press **Divert**.