### Cisco 8831 Quick Start Guide

#### Dialing, Answering and Ending a Call
1. Dial the phone number using the keypad
2. Press the Call button to place the call.
3. To answer a call press the call button
4. To end the call press the call button

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#### Mute
1. While on a call, press mute.
2. Press again to turn off the mute.

#### Call History
1. Press the soft key labeled Apps.
2. Select Call History.
3. To dial, highlight a listing, and then press Dial

#### Hold
1. Press the hold soft key.
2. To resume a call, press the resume soft key that will appear where the hold soft key was.

#### Transfer
1. From an active call, press more and then press the transfer soft key.
2. Enter the transfer number.
3. Press transfer again.

#### Conference
1. From an active call press more twice and then press the Conf soft key.
2. Make a new call.
3. Press the Conf soft key again. The phone displays “Conference”.
4. Repeat steps to add more participants.

#### Join Calls: you can conference the active call with the held calls either on the same line or across lines.
1. From an active call, press the Conf soft key.
2. Press the Calls soft key to select the held call, and press the Conf soft key again to create the conference.

#### View and Remove Participants: during a conference.
1. press more twice and press ConfList.
2. To remove a participant, scroll to the participant and press the remove soft key.