TELECONFERENCE UNIT
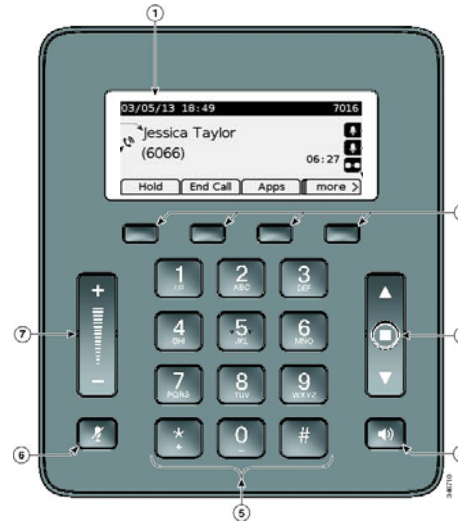
The Cisco 8831 teleconference unit consists of two connected parts – the display control unit (keypad) and the sound base (speaker).

TO MAKE A CONFERENCE CALL

You can create a conference call for up to 6 people.

- Press the **Call Button (4)**
- Dial the number of the first participant
- On answer, press the **More Softkey (2)**
- Press **Conf Softkey (2)**, the 1st participant will be put on hold
- Dial number of the next participant (press 0 for external calls)
- When call connects, press **Conf Softkey**
- Repeat until all callers are in the conference.

Features & Functions

1	Phone screen	Displays menus and features
2	Softkeys	Displays options for available features depending on phone use. See over for details
3	Navigation	2-way navigation bar and Select key that allows you scroll menus and select items on the display.
4	Call button	Press this key to: • Go Off Hook • Answer an incoming call • Obtain a dial tone to initiate a call • Resume a call • Release a call
5	Keypad	Dialing and entering letters
6	Mute	Toggles mute on and off.
7	Volume	Raises the volume of the speaker.

PARTICIPANT NOT AVAILABLE

If you dial a participant and they are unable to join the conference, simply:

- Press **End Call Softkey** to disconnect from them
- Press **Resume Softkey** to continue with other participants.

MUTE

You can mute a call on the speaker, microphone or dialing pad.

- Press **Mute (6)** to mute the microphones
- Press **Mute** again to take the phone off mute.

TRANSFER

You can mute a call on the speaker, microphone or dialing pad.

- Press the **Transfer Softkey**
- Dial the number to transfer the call to
- Press the **Transfer Softkey**.

CALL HOLD

- From an existing conversation, press the **Call button (4) -** a hold icon will display on screen
- Press **Resume Softkey** to take the call off hold.

CALL FORWARD (DIVERSION)

- Press the **Forward All softkey**.
- Enter the number (dial 0 for an external number)
- To undivert, press **Forward All**.

WIRELESS MICROPHONES

Wireless microphones can be added to capture voices from around the room more clearly. They are a microphone only and cannot be used in place of the speaker on the unit.

Before You Begin

- Microphone must be in the off state before you can pair it to the conference station. To indicate the off state, the microphone's LED is off.
- To turn off the wireless microphone, hold down the microphone button until the microphone LED turns solid red, then release.

Pairing the Microphone to the Unit

- Press the **Apps Softkey** and select Admin Settings > Wireless Microphones.
- Select Wireless Microphone 1 or Wireless Microphone 2.
- If the selected channel is available - `Pair microphone 1or 2?` prompt and **Pair Softkey** displays.
- If a channel is not available, pairing cannot be initiated without first **Unpairng**.
- Press **Pair Softkey**. A message displays to identify that the pairing process has begun.
- Put the microphone that corresponds to the selected channel in pairing mode by pressing the microphone's **Mute** button until the LED light is solid red.
- If successful, the screen reverts to the Wireless Microphones Menu, and the message `Mic X Paired Successfully!` displays.

SOFT KEY GUIDE

Key	Action
Answer	Answer incoming call
Apps	Access applications and settings menus
Call	Place call to dialed number
Callback	Receive notification when a busy extension becomes available
Calls	List connected calls
Cancel	Stop current operation
Conf	Create conference call
ConfList	View conference participants. You can use this option to view participants and then highlight a participant that you may want to remove from the call.
Contacts	Enter contacts menu
Divert	Redirect call
End Call	End active call
Fwd All	Forward all incoming calls
Hold	Place active call on hold
Messages	Set up, check, or listen to voice messages
More	Display additional softkeys
New Call	Place new call without disconnecting current call
Park	Park call and display its details
Redial	Redial the most recently dialed number
Resume	Resume on-hold call
Speed Dial	Place call to selected entry
Transfer	Transfer call