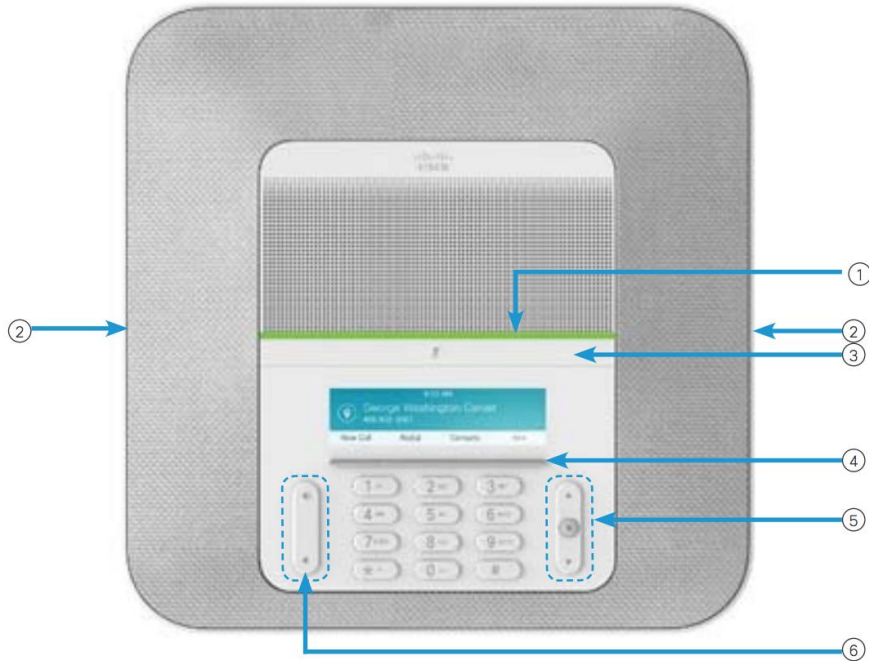


Cisco® 8832 Quick Reference Guide

Conference Room Display Control Unit



Your Phone

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

LED Bar States

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

Call Handling

Internal Hospital Calls

- Dial **5-digit** extension

External Calls

- **Domestic:** 1+10 digit-number
- **Int'l:** 011+Country Code + number
- **Emergency:** 911 or 333

Make a Call

- Enter a number and press **Call**.

Answering a Call

- Press **Answer** button.

Put a Call on Hold

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

View Your Recent Calls

- Press **Recents** or press the up navigation.

Mute Your Call

- Press **Mute** on the phone or Mute on the microphone.
- Press **Mute** again to turn mute off.

Call Transfer

- From a call that is not on hold, press **Transfer**.
- Enter the other person's phone number.
- Press **Transfer** again.

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 **Forward all**.
- Dial the number to where you want to forward to, or press **Message**.

Cancelling Call Forwarding

- Press the **Forward off**.

Conferencing

Ad-Hoc Conference Call

- From a connected call, press **Conference**.
- Enter the participant's phone number
- Wait for the call to connect.
- Press **Conference** 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.