TRANSFERRING CALLS

With Announcement - With the caller on the line, press
[icon] + Dial Ext - Recipient answers, announce the call:

- To complete the transfer, press [icon] or the
  Transfer softkey.

- To cancel the transfer, **press Cancel**. This will end
  the call to the recipient and reconnect you with the
  original caller.

Without announcement – With the caller on the line,
press the […] softkey, press **BlindXfer** + Dial Ext (or
telephone number if external)

Directly to Voice Mail – With the caller on the line, press
[icon] + **VM Prefix*** + Dial Ext + **Transfer** softkey.

* VM Prefix is either 03 or 5 depending on platform.

CONFERENCE CALLING (3-Way Calling)

With the first person on the phone press [icon] and
dial your next party (first caller is on hold). When the
second party answers, press [icon] again to bring all
three together.

Press **Join** softkey to remove yourself from the call and
keep the other two connected.

CALL PARK

Parking Calls – With the caller on the line, press one of
the available park buttons on the phone.

Retrieving Parked Calls – Press the blinking Park button
associated with your call.

CALL FORWARDING

To Enable Call Forwarding:
Press '**Forward**' softkey.
Enter extension or telephone number (for external calls)
You'll receive a confirmation tone.

To Disable Call Forwarding:
Press **Clr Fwd** softkey.

RECENT CALLS

Press **Applications** [icon]
Select **Recents**
Select a line to view

PUT A CALL ON HOLD

Press **Hold** / [icon]
To resume a held call, press **Hold /** [icon] again

PAGING *(if applicable)*

Dial assigned paging extension for your system.

INTERCOM *(if applicable)*

Dial **08** or **intercom softkey** (if available) + Ext
* You may have a soft key or dedicated line key for Intercom
depending on platform/ configuration.

CHANGE THE RINGTONE

Press **Applications** [icon]
Select **User Preferences > Ringtone**
Select a line
Scroll through the list of ringtones and press **Play** to hear a
sample.
Press **Set** and **Apply** to save selection.

Your Phone

Your Phone

Cisco IP Phone 7841 shown.

① Incoming call or voicemail indicator

② Line and feature buttons

③ Softkeys

④ Navigation (navigation ring and **Select** button)

⑤ Hold, Transfer, and Conference

⑥ Speakerphone, Headset, and Mute

⑦ Voicemail, Applications, and Directory

⑧ Volume

Line and Feature Buttons

Use line and feature buttons to view calls on a line, or access features such as Speed Dial.

Buttons illuminate to indicate status:

- Green, steady: Active call
- Green, flashing: Held call
- Amber, steady: Private line in use
- Amber, flashing: Incoming call
- Red, steady: Remote line in use
- Red, flashing: Remote line on hold