



## Your Phone

- ① Mute bar
- ② LED bar
- ③ Softkey buttons
- ④ Navigation bar and Select button
- ⑤ Volume key

## LED Bar States

The LED bar illuminates to indicate status:

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

## Make a Call

Enter a number and press **Call**.

## Answer a Call

Press **Answer**.

## Put a Call on Hold

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

## View Your Recent Calls

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

## Add Another Person to a Call

1. From an active call, press **Conference**.
2. Enter a number.
3. (Optional) Wait until you hear ringing or until the other person answers the call.
4. Press **Conference**.

## Transfer a Call to Another Person

1. From a call that is not on hold, press **Transfer**.
2. Enter the other person's phone number.
3. (Optional) Wait until you hear ringing or until the other person answers the call.
4. Press **Transfer** again.



# Cisco IP Conference Phone 8832 Multiplatform Phones Quick Start Guide

## Mute Your Call

1. Press **Mute**  on the phone or **Mute**  on the extension microphone.
2. Press **Mute** again to turn mute off.

## User Guide

View the full User Guide at

<https://www.cisco.com/c/en/us/support/collaboration-endpoints/ip-phone-8800-series-multiplatform-firmware/products-user-guide-list.html>

## Listen to Voice Messages

Press **Messages** and follow the voice prompts.

## Forward All Calls

1. Press **Forward all**.
2. Dial the number that you want to forward to, or press **Message**.
3. When you return, press **Forward off**.

## Adjust the Volume in a Call

Press **Volume**  up or down to adjust the volume when the phone is in use.

## Adjust the Ringer Volume

Press **Volume**  up or down to adjust the ringer volume when the phone is not in use.

## Change the Ringtone

1. Select **Settings > User Preferences > Ringtone**.
2. Scroll through the list of ringtones and press **Play** to hear a sample.
3. Press **Set** to save a selection.

Cisco and the Cisco logo are trademarks or registered trademarks of Cisco and/or its affiliates in the U.S. and other countries. To view a list of Cisco trademarks, go to this URL: [www.cisco.com/go/trademarks](http://www.cisco.com/go/trademarks). Third-party trademarks mentioned are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (1110R)