

Cisco IP Phone 7800 Series

Quick Start Guide



Your Phone

- Cisco IP Phone 7841 shown.
- (1) Incoming call or voicemail indicator
- 2 Line and feature buttons
- ③ Softkeys
- (4) Navigation
- ⁵ Hold, Transfer, and Conference
- ⁽⁶⁾ Speakerphone, Headset, and Mute
- O 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

Make a Call

Enter a number and pick up the handset.

Voice Dial

Press Voice Dial 🤎 or dial "0" and say the name you wish to reach

Setup Voicemail for the first time

1. Press the Voicemail button

2. Enter the default temporary PIN: 147369

3. Follow the prompts to setup your name, voice mail greeting, and personalized PIN.

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- 4. Choose a 6-digit PIN that is easy to remember
- 5. Do not use repeating digits (e.g., 111111, sequential numbers
- (e.g., 123456), or any part of your phone number

To check voice mail off-campus

- 1. Dial your full desk phone number (xxx) xxx xxxx
- 2. Wait until the voice mail starts and press *
- 3. The system will ask you for your ID enter your 5 digit extension
- 4. When prompted, enter your PIN, then press #
- 5. To access your mailbox, press 2

Answer a Call

Press the flashing amber line button or pick up the handset

Put a Call on Hold



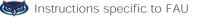
2. To resume a call from hold, press Hold again.

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View Your Recent Calls



- 2. Scroll and select Recents.
- 3. Select a line to view.



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Dial On – Campus

5-digit dialing is available for FAU numbers: Boca - dial 7-XXXX

All other campuses - dial 6-XXXX

Ď Dial Off–Campus

For off-campus calling, **dial the area code + number.**

99 is no longer needed for off-campus calling.

🥯 FAU Directory 🔟

- 1. The Corporate Directory allows you to lookup phone numbers for coworkers.
- 2. The Personal Directory allows you to store a set of personal numbers.

Add Another Person to a Call

- 1. From an active call, press Conference
- 2. Select a held call and press Yes.

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. Press Transfer again.

Mute Your Audio

- 1. Press Mute
- 2. Press **Mute** again to turn mute off.

Make a Call with a Headset

1. Plug in a headset.

- 2. Enter a number using the keypad.
- 3. Press Headset

Make a Call with the Speakerphone

- 1. Enter a number using the keypad.
- 2. Press Speakerphone

Listen to Voice Messages

Press **Messages** and follow the voice prompts. To check messages for a specific line, press the line button first.

Forward All Calls

- 1. Select a line and press Fwd all.
- 2. Dial the number that you want to forward to, or press Voice mail.
- 3. To cancel the forwarding, press Forward off.

Adjust the Volume in a Call

Press Volume up or down to adjust the handset, headset, or speakerphone volume when the phone is in use.

Adjust the Ringtone Volume

Press Volume

tup or down to adjust the

ringer volume when the phone is not in use.

Change Ringtone

- 1. Press Applications
- 2. Select Preferences > Ringtone.
- 3. Select a line.
- 4. Scroll through the list of ringtones and press **Play** to hear a sample.
- 5. Press Set and Apply to save a selection.

Adjust the Screen Contrast

- 1. Press Applications
- 2. Select Preferences > Contrast.
- 3. Press up to increase, or down to decrease, the contrast.
- 4. Press Save.

Adjust the Screen Backlight

- 1. Press Applications
- 2. Select Preferences > Backlight.
- Press On to set the backlight on or press Off to set backlight off.
- To report issues with the new phone, please submit a ticket https://helpdesk.fau.edu/TDClient/ Requests/ServiceDet?ID=33826

If you have any questions, please call Support Services 561.297.6235 or 7–6235

instructions specific to FAU