

# 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
- <sup>5</sup> Hold, Transfer, and Conference
- <sup>(6)</sup> 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



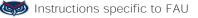
2. To resume a call from hold, press Hold again.

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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