

## Quick Start Guide



### Your Phone

Cisco IP Phone 7811 shown.

1. Incoming call or voicemail indicator
2. Softkeys
3. Navigation
4. Hold, Transfer and Conference
5. Speakerphone and Mute
6. Voicemail, Applications and Directory
7. Volume

### Place a Call

Enter a number and pick up the handset.

### Answer a Call

Press the flashing amber line button.

### Put a Call on Hold

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

### View Your Recent Calls

1. Press Applications 
2. Scroll and select **Recents**.
3. Select a line to view.

### Add Another Person to a Call (7811)

1. From an active call, press Conference 
2. Press **Calls**, select a held call, and press **Yes**.

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### 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.

### Make a Call with the Speakerphone

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

### Mute Your Audio

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

### Listen to Voice Messages

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

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### Conference

1. During a call and press **Conference** key 
2. Enter the number
3. When phone rings, press the Conference key again

### Remove a caller from a conference

1. Press **Details**
2. Select number
3. Press **Remove**

### Group pickup

1. To answer a call from group with your phone  
Press **More**
2. Press **Pickup** and the call will ring on your phone

### Outside Group Pickup

1. Press **GPickup**
2. Enter call **GPickUp code** and the call now rings on your phone

### Park a call

1. Press **More**
2. Press **Park** and the Park number appears and the caller hears holding music
3. Pick up another handset
4. Enter Park number

### Forward All Calls

1. Select a line and press **Fwd all**.
2. Dial the number that you want to forward to, or press **Voicemail**.
3. When you return, 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  up 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.

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### 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**.
3. Press **On** to set the backlight on or press **Off** to set backlight off.