



## 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

# Cisco IP Phone 7811

## Quick Start Guide

### 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**.

## Quick Start Guide

### 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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## Quick Start Guide

### 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.

## Quick Start Guide

### 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.