



Quick Reference Guide



CISCO 7841

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1 Dial



To place a call, pick up the handset and enter:

- 7 digits for a campus call
- 1 + 7 digits for an non-campus local call
- 1 + 1 + area code + 7 digits for long distance call

Redial the last number

Press the **Redial** softkey to redial on your primary line. To redial on a secondary line, press the line button first.

Dial on-hook


1. Enter a number when the phone is idle.
2. Lift the handset or press one of these: a line button, the **Call** softkey, the headset button , the speakerphone button , or the round **Select** button in the Navigation bar.

Speed dial

Enter a speed-dial item number and press the **SpeedDial** softkey. Or, press the **down** arrow on the Navigation bar when the phone is idle, then scroll to a speed-dial item and press the round **Select** button in the Navigation bar. You may also have speed dials assigned to some buttons along the right side of your phone.

2 Answer

New call indicators:

- A flashing amber line button
- An animated icon  and caller ID
- A flashing red light on your handset




To answer the call, lift the handset. Or, press the flashing amber line button, the **Answer** softkey, or the unlit headset or speakerphone button.

Answer with multiple Lines


If you are talking on the phone when you get another call, a message appears briefly on the phone screen. Press the flashing amber line button to answer the second call and put the first call on hold automatically.

Your phone supports both one call per line or multiple calls per line. Ask your administrator about which option is right for you.

3 Hold

1. Press the **Hold** button . The hold icon  appears and the line button flashes green.
2. To resume a call from hold, press the flashing green line button, **Resume** or **Hold** .


4 Transfer

1. From a connected call (not on hold), press the **Transfer** button .
2. Enter the transfer recipient's phone number.
3. Press the **Transfer** button or the **Transfer** softkey (before or after the recipient answers).

The transfer completes.


Transfer across lines

You can transfer together two calls on two lines without remaining on the call yourself:

1. From a connected call (not on hold), press the **Transfer** button .
2. Press the line button for the other (held) call.


The transfer completes.

5 Conference

1. From a connected call (not on hold), press the **Conference** button .
 2. Make a new call.
 3. Press the **Conference** button or the **Conference** softkey (before or after the party answers).
The conference begins and the phone displays "Conference."
 4. Repeat these steps to add more participants.
- The conference ends when all participants hang up.

Conference across lines


You can combine two calls on two lines into a conference. You will be included in the conference.

1. From a connected call (not on hold), press the **Conference** button .
2. Press the line button for the other (held) call.

View and remove participants

During a conference, press the **Details** softkey. To remove a participant from the conference, scroll to the participant and press the **Remove** softkey.

6 Mute


1. While on a call, press the **Mute** button . The button glows to indicate that Mute is on.
2. Press **Mute** again to turn Mute off.

7 Voicemail

New message indicators:

- A solid red light on your handset
- A stutter dial tone (if available)
- "New Voicemail" message on the screen


Listen to messages

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

8 Divert

Press the **Divert** softkey when the call is ringing, active, or on hold. Divert redirects an individual call to voicemail (or to another number set up by your system administrator).




9 Forward All

1. To forward calls received on your primary line to another number, press the **Fwd All** softkey.
2. Enter a phone number or press the **Messages** button  to forward all calls to voicemail.
3. Look for confirmation on your phone screen.
4. To cancel call forwarding, press **Fwd OFF**.

To set up forwarding remotely or on a secondary line, access your User Options web pages. Contact your system administrator for details.

10 Call History

View your call history

1. Press the **Applications**  button.
2. Select **Call History**. (Use the Navigation bar and round **Select** button to scroll and select.)
3. Select a line to view.
Your phone displays the last 150 missed, placed, and received calls.
4. To view details for a call, scroll to the call and press the more softkey, then press **Details**.
5. To return to your call history, press the **Back**  softkey. To exit the Applications menu, press the **Applications**  button.

View your missed calls only

1. View your call history.
2. Press the **Missed** softkey.


View your placed calls only

Press the up arrow on the Navigation bar when the phone is idle, with all menus closed.

Dial from your call history

1. View your call history, or navigate to your missed or placed calls.
2. Scroll to a listing and lift the handset, or press a line button or the **Select** button.
To edit a number before dialing, press these softkeys: **more > EditDial**.

11 Directories

1. Press the **Contacts** button .
2. Select a directory. (Use the Navigation bar and round **Select** button to scroll and select.)
3. Use your keypad to input search criteria.
4. Press the **Submit** softkey.
5. To dial, scroll to a listing and press the **Dial** softkey.

12 Shared Lines

If you share a line with a coworker, the line button indicates call activity on the shared line:

- Flashing amber – Incoming call on the shared line. You or your coworker can answer the call.
- Solid red line button – Your coworker is talking on the shared line.
- Flashing red line button – Your coworker put a call on hold on the shared line. You or your coworker can resume the call.


13 Settings

Volume


The Volume bar is located to the left of the keypad.

- To adjust the handset, headset, or speakerphone volume, press the **Volume** bar when the phone is in use.
- To adjust the ringer volume, press the **Volume** bar up or down.
- To silence the phone when ringing, press the **Volume** bar down one time (pressing multiple times lowers the ringer volume.)

Ringtone

1. Press the **Applications** button .
2. Select **Preferences**. (Use the Navigation bar and round **Select** button to scroll and select.)
3. Select **Ringtone**.
4. Select a line.
5. Scroll through the list of ringtones and press **Play** to hear a sample.
6. Press **Set** and **Apply** to save a selection.

Screen contrast

1. Press the **Applications** button .
2. Select **Preferences**. (Use the Navigation bar and round **Select** button to scroll and select.)
3. Select **Contrast**.
4. Press the **Navigation** bar up or down.

5. Press the **Save** softkey.

14 Navigation

Where are my line buttons?

Line buttons are located on both sides of the phone screen. Buttons that are not assigned to phone lines can be used for speed-dials and other features. Contact your system administrator for more information.

Where are my softkeys?

Four softkeys buttons are located below the phone screen. You can press the **more** softkey (when available) to reveal additional softkeys.



How do I scroll in a list or menu?

Press **up** or **down**, **left** or **right** on the cluster.



A scroll bar on the screen indicates your relative position within in a list.




How do I select an item in a list or menu?

With the item highlighted, press the Select button in the middle of the Navigation bar. Or, use your keypad to enter the corresponding item number.



How do I exit a menu?

To close a menu from any level, press the corresponding feature button.

To go back one level in a menu, press the **Exit** or **Back**  softkey.


15 Tips

How can I keep track of multiple calls?

Line button colors indicate call states and can help you stay oriented when handling multiple calls:

- Ringing call – Flashing amber
- Connected call—Solid green
- Held call – Flashing green
- Shared line in-use remotely – Solid red
- Shared line on hold remotely – Flashing red

What is the best way to use my headset?

If you handle a lot of calls and wear a headset, try keeping the headset button  lit and using softkeys to go on- and off-hook. With the headset button lit, your headset serves as the primary audio path (instead of the speakerphone).

What does the Swap softkey do?

Swap allows you to toggle between calls and consult privately with each party before completing a transfer or conference.

How do I set up my speed dials?

To set up Speed Dials and customize other features and settings for your phone, use your computer to access the Self Care Portal: <http://go.wisc.edu/6fz24i>

Where can I find a complete User Guide?

<http://go.wisc.edu/eo212z>

Online training:

<http://go.wisc.edu/x24kg5>

Where can I get more help?

KnowledgeBase: <http://go.wisc.edu/3zy038>

Contact the DoIT Help Desk: 264-HELP (4357)

