

Cisco 7841 (Standard Phone) Quick Reference Guide

Place a Call

For handset

- Press **New Call** soft key
- Dial the number

For speaker phone

- Press the **Speaker** button
- Dial the number

Answer a Call

- Press the **Answer** soft key, or
- Lift the handset

End a Call

- Press the **End call** soft key, or
- Hang up the handset

Hold a Call

While on a call


- Press the **Hold** button 

To resume the call

- Press the **Hold** button again, or
- Press the **Resume** soft key


How to Blind Transfer a Call

Blind Transfer enables you to transfer a call to another party without announcing the call prior to transferring it

- While on a call press the **Transfer** button 
- Enter the destination number
- Press the **Transfer** soft key to complete the transfer
- Hang up the handset

How to Consult Transfer a Call

Consult Transfer enables you to transfer a call to another party and announce the call prior to transferring it

- While on a call press the **Transfer** button 
- Enter the transfer destination number
- When the party answers, announce the call
- Press the **Transfer** soft key to complete the transfer
- Hang up the handset

If the party refuses the call (prior to pressing Transfer a second time)

- Press the **End Call** soft key to terminate call with the 3rd party
- Press the **Resume** soft key to be returned to the original caller



Tips

- * Dial "0" for an outside line
- * Dial "444" for hospital emergency
- * Press **Redial** soft key to call back last number dialled

Conference Call

To create an ad hoc conference call with up to 8 parties (you and up to 7 other parties)

While on a call

- Press the **Conference** button 
- Dial the 3rd party
- Press the **Conference** button again or the **Conf** soft key to connect all parties

Repeat the instructions above to add other parties to your conference call

To view conference participants:

- Press the **More** soft key
- Press **Details** soft key to view a list of participants
- Press **Update** soft key to refresh participant list

Forward a Call

Setting Forwarding on your desk phone allows your calls to be sent to an alternative number.

To enable Forwarding

- Press the **Fwd All** soft key
- Enter the destination number


A forward icon and the destination number is displayed on your phone

To disable Forwarding

- Press the **Fwd Off** soft key

Voicemail

If your phone has an active Voicemail service:

- Press the **Voicemail** button 
- Follow the prompts to set up voicemail and access messages

Default Voicemail PIN is: 116644