



Cisco 8821 (Wireless Phone) Quick Reference Guide

Place a Call

- Enter a number
- Press the green handset button 

Answer a Call

- Press the **Answer** soft key, or
- Press the green handset button 

End a Call

- Press the red handset button 

Hold a Call

While on a call


- Press the **Hold** soft key

To resume the call

- Press the **Resume** soft key

Transfer a Call

When you transfer a call, you can stay connected to the original call while the third person answers. This gives you an opportunity to talk privately with the other person before removing yourself from the call. If you don't want to talk, then transfer the call without waiting for the other person to answer

- While on a call press the **More** soft key 
- Select **Transfer**
- Enter the destination number
- When the party answers, announce the call
- Press the **Transfer** soft key




Tips

- * Dial "0" for an outside line
- * Dial "444" for hospital emergency


SPOK

When receiving a SPOK message on your portable handset:


- Your phone will vibrate and make an audible tone
- Press the ribbed button on the left-hand side of the phone 
- The message will display on your screen

Lock Keypad

To lock the keypad


- Press and hold **lock** button, until '**keypad locked**' displays on the screen 

To unlock the keypad



- Press **Unlock** soft key
- Press **0** to unlock 

Conference Call

While on a call

- Press the **More** soft key 
- Select **Conference**
- Dial a number and wait for the party to answer
- Press the **Merge** soft key

To view and remove conference participants

- Press the **More** soft key 
- Select **Details**
- Press the **More** soft key 
- Scroll to highlight the party you want to remove
- Select a participant and press **Remove** to remove from conference
- Select **Update** to refresh the participant list

Forward a Call

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



To enable Forwarding

- Use the Navigation button to access the Phone app on your main screen
- Press the **More** soft key
- Select **Forward all**
- Enter the destination number for forwarded call

To disable Forwarding

- Use the Navigation button to access the Phone app on your main screen
- Press the **More** soft key
- Select **Forward off**