



## **Cisco IP Conference Phone 7832 User Guide**

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## CHAPTER 1

# Your Phone

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- [Phone Setup, on page 2](#)
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## The Cisco IP Conference Phone 7832

The Cisco IP Conference Phone 7832 enhances people-centric communications, combining superior high-definition (HD) audio performance and 360-degree coverage for all sizes of conference rooms and executive offices. It provides an audiophile sound experience with a full-duplex two-way wideband (G.722) audio hands-free speaker. The Cisco IP Conference Phone 7832 is a simple solution that meets the challenges of the most diverse rooms.



The phone has sensitive microphones with 360-degree coverage. This coverage lets users speak in a normal voice and be heard clearly from up to 7 feet (2.1 m) away. The phone also features technology that resists interference from mobile phones and other wireless devices, assuring delivery of clear communications without distractions.

## New and Changed Information for Firmware Release 12.1(1)

The following table describes changes to the *Cisco IP Conference Phone 7832 User Guide* to support Firmware Release 12.1(1).

Revision	New or Updated Section
Support for Mobile and Remote Access Through Expressway	<ul style="list-style-type: none"> <li>• <a href="#">Connect to the Network, on page 3</a></li> <li>• <a href="#">Connect to Expressway, on page 3</a></li> </ul>
Support for CMC and FAC	<a href="#">Calls That Require a Billing Code or Authorization Code, on page 19</a>

## Phone Setup

Typically, your administrator sets up your phone and connects it to the network. If your phone is not set up and connected, contact your administrator for instructions.

## Ways to Provide Power to Your Conference Phone

Your conference phone needs power from one of these sources:

- Power over Ethernet (PoE), which your network supplies.

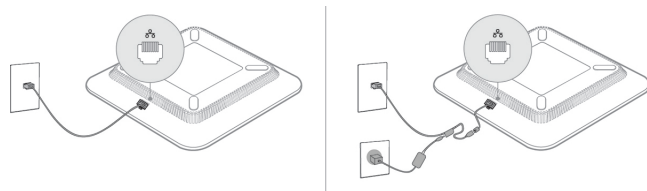
- Cisco IP Phone Power Injector.



**Note** The PoE power cable is not currently available.

The following figure shows the PoE and PoE power cable power options.

**Figure 1: Conference Phone Power Options**



## Connect to the Network

You need to connect the phone to the network.

- Wired network connection—The phone is plugged into the network with an Ethernet cable.

Mobile and Remote Access Through Expressway—If your administrator sets up Mobile and Remote Access Through Expressway and you connect your phone to the network, it connects to the Expressway server automatically.

## Connect to Expressway

You can use Mobile and Remote Access Through Expressway to connect to your corporate network when you are working away from your office.

### Procedure

- 
- |               |  |
|---------------|--|
| <b>Step 1</b> | Reset service mode through <b>Settings &gt; Admin Settings &gt; Reset Settings &gt; Service mode</b> . |
| <b>Step 2</b> | Press <b>Select</b> when prompted to change the service mode.  |
| <b>Step 3</b> | Enter your activation code or service domain on the <b>Welcome</b> screen and press <b>Continue</b> .  |
| <b>Step 4</b> | Enter your username and password.  |
| <b>Step 5</b> | Select <b>Sign in</b> .  |
- 

## Activate and Sign In to Your Phone

You may need to activate or sign in to your phone. Activation happens once for your phone, and connects the phone to the call control system. Your administrator gives you your sign-in and activation credentials.

## Sign In to Your Phone

### Before you begin

Get your user ID and PIN or password from your administrator.

### Procedure

---

- Step 1** Enter your user ID in the **User ID** field.
- Step 2** Enter your PIN or password in the **PIN** or **Password** field, then press **Submit**.
- 

## Sign In to Your Extension from Another Phone

You can use Cisco Extension Mobility to sign in to a different phone in your network and have it act the same as your phone. After you sign in, the phone adopts your user profile, including your phone lines, features, established services, and web-based settings. Your administrator sets you up for the Cisco Extension Mobility service.

### Before you begin

Get your user ID and PIN from your administrator.

### Procedure

---

- Step 1** Press **Apps**.
- Step 2** Select **Extension Mobility** (name can vary).
- Step 3** Enter your user ID and PIN.
- Step 4** If prompted, select a device profile.
- 

## Sign Out of Your Extension from Another Phone

### Procedure

---

- Step 1** Press **Apps**.
- Step 2** Select **Extension Mobility**.
- Step 3** Press **Yes** to sign out.
-

# Self Care Portal

You can customize some phone settings with the Self Care portal web site, which you access from your computer. The Self Care portal is part of your organization's Cisco Unified Communications Manager.

Your administrator gives you the URL to access the Self Care portal, and provides your user ID and password.

In the Self Care portal, you can control features, line settings, and phone services for your phone.

- Phone features include speed dial, do not disturb, and your personal address book.
- Line settings affect a specific phone line (directory number) on your phone. Line settings can include call forwarding, visual and audio message indicators, ring patterns, and other line-specific settings.
- Phone services can include special phone features, network data, and web-based information (such as stock quotes and movie listings). Use the Self Care Portal to subscribe to a phone service before you access it on your phone.

The following table describes some specific features that you configure with the Self Care portal. For more information, see the Self Care portal documentation for your call control system.

Features	Description
Call forward	Use the number that will receive calls when call forward is enabled on the phone. Use the Self Care portal to set up more complicated call forward functions, for example, when your line is busy.
Additional phones	Specify additional phones (your mobile and other phones) that you want to use to make and receive calls with the same directory numbers as your desk phone. You can also define blocked and preferred contacts to restrict or allow calls from certain numbers to be sent to your mobile phone. When you set up additional phones, you can also set up these features: <ul style="list-style-type: none"><li>• Single number reach—Specify whether the additional phone should ring when someone calls your desk phone.</li><li>• Mobile calls—If the additional phone is a mobile phone, you can set it up to allow you to transfer mobile calls to your desk phone or desk phone calls to your mobile phone.</li></ul>
Speed dial	Assign phone numbers to speed-dial numbers so that you can quickly call that person.

## Related Topics

[Phone Calls with Mobile Connect](#)

[Speed Dial](#), on page 18

[Forward Calls](#), on page 26

# Speed-Dial Numbers

When you dial a number on your phone, you enter a series of digits. When you set up a speed-dial number, the speed-dial number must contain all the digits you need to make the call. For example, if you need to dial 9 to get an outside line, you enter the number 9 and then the number you want to dial.

You can also add other dialed digits to the number. Examples of additional digits include a meeting access code, an extension, a voicemail password, an authorization code, and a billing code.

The dial string can contain the following characters:

- 0 to 9
- Pound (#)
- Asterisk (\*)
- Comma (,)—This is the pause character, and gives a 2- second delay in the dialing. You can have several commas in a row. For example, two commas (,,) represent a pause of 4 seconds.

The rules for dial strings are:

- Use the comma to separate the parts of the dial string.
- An authorization code must always precede a billing code in the speed-dial string.
- A single comma is required between the authorization code and the billing code in the string.
- A speed-dial label is required for speed dials with authorization codes and additional digits.

Before you configure the speed dial, try to dial the digits manually at least once to ensure that the digit sequence is correct.



#### Note

Your phone does not save the authorization code, billing code, or extra digits from the speed dial in the call history. If you press **Redial** after you connect to a speed-dial destination, the phone prompts you to enter any required authorization code, billing code, or additional digits manually.

#### Example

To set up a speed-dial number to call a person at a specific extension, and if you need an authorization code and billing code, consider the following requirements:

- You need to dial **9** for an outside line.
- You want to call **5556543**.
- You need to input the authorization code **1234**.
- You need to input the billing code **9876**.
- You must wait for 4 seconds.
- After the call connects, you must dial the extension **56789#**.

In this scenario, the speed-dial number is **95556543,1234,9876,,56789#**.

#### Related Topics





[Calls That Require a Billing Code or Authorization Code](#), on page 19

# Cisco IP Phone 7832 Buttons and Hardware

The following figure shows the Cisco IP Conference Phone 7832.

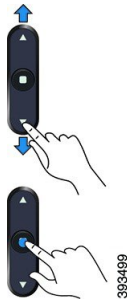
**Figure 2: Cisco IP Conference Phone 7832 Buttons and Features**



1	<b>Mute bar</b>	 Toggle the microphone on or off. When the microphone is muted, the LED bar is lit red.
2	<b>LED bar</b>	Indicates call states: <ul style="list-style-type: none"> <li>• Green, solid—Active call</li> <li>• Green, flashing—Incoming call</li> <li>• Green, pulsing—Held call</li> <li>• Red, solid—Muted call</li> </ul>
3	<b>Softkey buttons</b>	 Access functions and services.
4	<b>Navigation bar and Select button</b>	 Scroll through menus, highlight items, and select the highlighted item.  When the phone is idle, press <b>Up</b> to access the recent calls list and press <b>Down</b> to access the favorites list.
5	<b>Volume button</b>	 Adjust the speakerphone volume (off hook) and the ringer volume (on hook).  When you change the volume, the LED bar lights white to show the volume change.

## Conference Phone Navigation

Use the Navigation bar to scroll through menus. Use the inner **Select** button of the Navigation bar to select menu items.



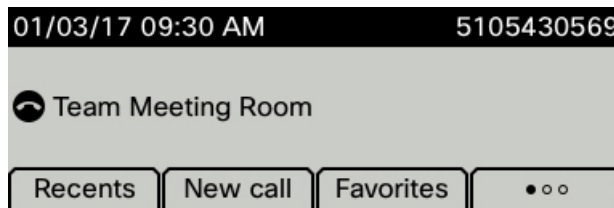
If a menu item has an index number, you can enter the index number with the keypad to select the item.

## Conference Phone Softkeys

You can interact with the features on your phone with the softkeys. Softkeys, located below the screen, give you access to the function displayed on the screen above the softkey. The softkeys change depending on what you are doing at the time. The □• and •□ softkey indicate more softkey functions are available.

## Conference Phone Screen

The phone screen shows information about your phone such as directory number, active call status, and softkeys. The screen is made up of three sections: the header row, the middle section, and the footer row.



1	At the top of the screen is the header row. The header row displays the current date and time, and the phone number.
2	The middle of the phone screen displays the information associated with the calls or line.
3	The bottom row of the screen contains the softkey labels. Each label indicates the action for the softkey button below the screen.

## Clean the Phone Screen

### Procedure

If your phone screen gets dirty, wipe it with a soft, dry cloth.



**Caution** Do not use any liquids or powders on the phone because they can contaminate the phone components and cause failures.

---

## Differences Between Phone Calls and Lines

We use the terms *lines* and *calls* in very specific ways to explain how to use your phone.

- **Lines**—On the Cisco IP Conference Phone 7832, you have a single line.
  - **Calls**—Each line can support multiple calls. By default, your phone supports four connected calls per line, but your administrator can adjust this number according to your needs.
- Only one call can be active at any time; other calls are automatically placed on hold.

## Phone Firmware and Upgrades

Your phone comes with firmware already installed, which is specific to the call control system that your phone uses.

Occasionally, your administrator upgrades the phone firmware for you. This upgrade happens when you are not using your phone because the phone resets to use the new firmware.

## Postpone a Phone Upgrade

When new firmware is available, the **Ready to upgrade** window is displayed on your phone and a timer begins a 15-second countdown. If you do nothing, the upgrade proceeds.

You can postpone your firmware upgrade for 1 hour and up to 11 times. The upgrade is also postponed if you make or receive a phone call.

### Procedure

---

Select **Delay** to postpone a phone upgrade.

---

## View the Progress of a Phone Firmware Upgrade

During a phone firmware upgrade, you can view the upgrade progress.

### Procedure

---

- Step 1** Press **Settings**.
- Step 2** Select **Phone information**, highlight **Last Upgrade**, and press **Details**.

**Step 3** Press **Exit**.

## Energy Savings

Your administrator can reduce the amount of power your phone screen uses when you're not using your phone.

Your administrator can set up these energy-saving levels on your phone:

- **Power Save**—The backlight or screen turns off when the phone is inactive for a set interval.
- **Power Save Plus**—Your phone screen turns on and off at times that are based on your work schedule. If your work hours or work days change, you can contact your administrator to reconfigure your phone.

For example, your administrator can set your phone to alert you 10 minutes before it turns off. You see the **Select** button light up and you get a message that your phone is turning off soon. You get notifications at these intervals:

- Four rings at 10 minutes before power off
- Four rings at 7 minutes before power off
- Four rings at 4 minutes before power off
- 15 rings at 30 seconds before power off

If your phone is active, it waits until it has been inactive for a set interval before it notifies you of the pending power shutdown.

## Turn On Your Phone

When your phone turns off to save energy, the phone screen is blank and the **Select** button lights up.

### Procedure

Press **Select** to turn your phone back on.

## Additional Help and Information

If you have questions about the functions available on your phone, contact your administrator.

The Cisco website (<https://www.cisco.com>) contains more information about the phones and call control systems.

## Accessibility Features

The Cisco IP Conference Phone 7832 provides accessibility features for the blind, and the visually, hearing, and mobility impaired. Because many of these features are standard, users with disabilities can access them without any special configuration.

The term *phone support pages* refers to the web pages that you can access to set up certain features. For Cisco Unified Communications Manager (Release 10.0 and later), these pages are the Self Care Portal. For Cisco Unified Communications Manager (Release 9.1 and earlier), these pages are the User Options web pages.

Cisco is committed to designing and delivering accessible products and technologies to meet the needs of your organization. You can find more information about Cisco and its commitment to accessibility at this URL: <http://www.cisco.com/go/accessibility>

## Hearing-Impaired Accessibility Features

Your conference phone comes with standard accessibility features that require little or no setup.

**Figure 3: Hearing-Impaired Accessibility Features**



**Table 1: Hearing-Impaired Accessibility Features**

Item	Accessibility Feature	Description
1	LED bar	<p>The phone screen displays the current state and the LED bar displays:</p> <ul style="list-style-type: none"> <li>• Green, solid—Active call</li> <li>• Green, flashing—Incoming call</li> <li>• Green, pulsing—Held call</li> <li>• Red, solid—Muted call</li> </ul>

Item	Accessibility Feature	Description
2	Visual notification of the phone state and message-waiting indicator	<p>The phone screen displays the current state.</p> <p>When you have a message, a message is displayed on the phone screen. Your phone also provides an audible message-waiting indicator.</p> <p>To change the audible voice-message indicator, sign in to the Self Care portal and access the message-indicator settings. You can change each setting to on or off.</p> <p>Your administrator can also change your settings.</p>
3	Adjustable ringtone, pitch, and volume	<ul style="list-style-type: none"> <li>• Select <b>Settings &gt; Preferences</b> to change the ringtone.</li> <li>• Adjust the volume level for the phone ring. When not in a call, press <b>Volume</b> to raise or lower the volume.</li> </ul> <p>When you adjust the volume, the LED bar lights white to show the volume increase or decrease.</p> <p>Your administrator can also change your settings.</p>

## Vision-Impaired and Blind Accessibility Features

Your phone comes with standard accessibility features that require little or no setup.

**Figure 4: Vision-Impaired and Blind Accessibility Features**



Table 2: Vision-Impaired and Blind Accessibility Features

Item	Accessibility Feature	Description
1	<b>Mute</b> button <ul style="list-style-type: none"> <li>This button is located above the LED bar and the screen.</li> </ul>	Use the <b>Mute</b> button to toggle the microphone on or off. When the microphone is muted, the LED bar lights red. When you turn on Mute, your phone beeps once; when you turn off Mute, your phone beeps twice.
2	High-contrast visual and audible alert of an incoming call with the LED bar <ul style="list-style-type: none"> <li>The LED bar is located between the <b>Mute</b> button and the screen.</li> </ul>	Alerts you to an incoming call. The LED flashes during incoming calls. Colors indicate your phone's status: <ul style="list-style-type: none"> <li>Green, solid—Active call</li> <li>Green, flashing—Incoming call</li> <li>Green, pulsing—Held call</li> <li>Red, solid—Muted call</li> </ul>
3	Back-lit grayscale LCD screen with adjustable contrast on the Cisco IP Phone	Allows you to adjust your phone screen contrast.
4	Softkeys <ul style="list-style-type: none"> <li>These are buttons just below the LCD.</li> </ul>	Provide access to special functions. The LCD displays the functions.
5	Navigation cluster (includes the Navigation bar and the <b>Select</b> button) <ul style="list-style-type: none"> <li>The Navigation cluster is located to the right of the keypad.</li> </ul>	Use the Navigation bar to move up and down in the phone LCD. The <b>Select</b> button is in the center of the Navigation bar.
6	Standard 12-key layout	Allows you to use existing or familiar key positions. Key 5 has a nib.
7	<b>Volume</b> key <ul style="list-style-type: none"> <li>This key is located to the left of the keypad.</li> </ul>	Allows you to increase or decrease the ring volume or the sound. Press up on the rocker key to increase the volume. Press down on the rocker key to decrease the volume. When you adjust the volume, the LED bar lights white to show the volume increase or decrease.

## Mobility-Impaired Accessibility Features

Your conference phone comes with standard accessibility features that require little or no setup.

Figure 5: Mobility-Impaired Accessibility Features



Table 3: Mobility-Impaired Accessibility Features

Item	Accessibility Feature	Description
1	LED bar	Indicates your phone's status: <ul style="list-style-type: none"> <li>• Green, solid—Active call</li> <li>• Green, flashing—Incoming call</li> <li>• Green, pulsing—Held call</li> <li>• Red, solid—Muted call</li> </ul>
2	Tactile-discernible buttons and functions, including a nib on Key 5	Allow you to easily locate your phone's keys. For example, Key 5 has a nib, which you can use to locate other key positions.

## Third-Party Accessibility Applications

Cisco works closely with partners to provide solutions that complement the accessibility and usability of Cisco products and solutions. There are third-party applications such as real-time captioning on Cisco IP Phones, Text Telephones for the Deaf (TDD/TTY), Real Time Text (RTT), hearing/voice carry over (HCO/VCO), audible caller ID, inline amplifiers for handsets for louder call sound, “busy lights”, audio/visual emergency notifications through Cisco IP Phones (supporting users with disabilities), etc.

Here's a link to a presentation about all the accessibility features of Cisco Unified Communications products, and some third party assistive technology which works with it:

[http://www.cisco.com/c/dam/en\\_us/about/responsibility/accessibility/products/Accessibility\\_Innovation\\_Cisco\\_Unified\\_Communications.pdf](http://www.cisco.com/c/dam/en_us/about/responsibility/accessibility/products/Accessibility_Innovation_Cisco_Unified_Communications.pdf)

For more information about third-party applications, contact your administrator.

## Troubleshooting

You may experience issues related to the following scenarios:

- Your phone cannot communicate with the call control system.
- The call control system has communication or internal problems.
- Your phone has internal problems.

If you experience problems, your administrator can help troubleshoot the root cause of the problem.

## Find Information About Your Phone

Your administrator may ask for information about your phone. This information uniquely identifies the phone for troubleshooting purposes.

### Procedure

---

- Step 1** Press **Settings**.
  - Step 2** Select **Phone information**.
  - Step 3** (Optional) Press **Show detail** to view the active load information.
  - Step 4** Press **Exit**.
- 

## Report Call Quality Issues

Your administrator may temporarily configure your phone with the Quality Reporting Tool (QRT) to troubleshoot performance problems. Depending on the configuration, use the QRT to:

- Immediately report an audio problem on a current call.
- Select a general problem from a list of categories and choose reason codes.

### Procedure

---

- Step 1** Press **Report**.
  - Step 2** Scroll and select the item that closely matches your problem.
  - Step 3** Press the **Select** softkey to send the information to your system administrator.
- 

## Report All Phone Issues

You can use the Cisco Collaboration Problem Report Tool (PRT) to collect and send phone logs, and to report problems to your administrator. If you see a message that the PRT upload has failed, the problem report is saved on the phone and you should alert your administrator.

### Procedure

---

- Step 1** Select **Settings > Phone information > Report**.
- Step 2** Enter the date and time that you experienced the problem in the Date of problem and Time of problem fields.

- Step 3** Select **Problem description**.
- Step 4** Select a description from the displayed list, then press **Submit**.
- 

## Lost Phone Connectivity

Sometimes your phone can lose its connection to the call control system. When this connection is lost, your phone displays a message.

If you are on an active call when the connection is lost, the call continues. However, you do not have access to all normal phone functions because some functions require information from the call control system. Your softkeys might not work as you expect.

When the phone reconnects to the call control system, you'll be able to use your phone normally again.

## Cisco One-Year Limited Hardware Warranty Terms

Special terms apply to your hardware warranty and services that you can use during the warranty period.

Your formal Warranty Statement, including the warranties and license agreements applicable to Cisco software, is available on Cisco.com at this URL: <https://www.cisco.com/go/hwwarranty>.





## CHAPTER 2

# Calls

---

- [Make Calls, on page 17](#)
- [Answer Calls, on page 19](#)
- [Mute Your Call, on page 23](#)
- [Hold Calls, on page 23](#)
- [Forward Calls, on page 26](#)
- [Transfer Calls, on page 26](#)
- [Conference Calls and Meetings, on page 27](#)
- [Record a Call, on page 29](#)

## Make Calls

Your phone works just like a regular phone. But we make it easier for you to make calls.

### Make a Call

Use your phone just like any other phone to make a call.

#### Procedure

---

Enter a number and press **Call**.

---

### Redial a Number

You can call the most recently dialed phone number.

#### Procedure

---

Press **Redial**.

---

## Speed Dial

You can assign codes to quickly dial the numbers of people you call often. Before you can use speed-dial features on your phone, set up speed dial in the Self Care portal. Speed-dial codes allow you to phone number from a code (sometimes referred to as abbreviated dialing).

### Related Topics

[Self Care Portal](#), on page 5

[Speed-Dial Numbers](#), on page 5

## Make a Speed-Dial Call with Your Conference Phone

### Before you begin

Set up speed-dial codes in the Self Care portal.

### Procedure

- 
- Step 1** Press down on the Navigation bar or press **Favorites**.
- Step 2** Select a speed-dial entry and press **Call**.
- 

## Make a Call With a Speed-Dial Code

### Before you begin

Set up speed-dial codes in the Self Care portal.

### Procedure

---

Enter the speed-dial code and press **AbbrDial**.

---

## Dial an International Number

You can dial international calls when you prefix the phone number with a plus (+) sign.

### Procedure

- 
- Step 1** Press and hold **star (\*)** for at least 1 second.
- The plus (+) sign is displayed as the first digit in the phone number.
- Step 2** Enter the phone number.

- Step 3** Press **Call** or wait 10 seconds after the last key press to automatically place the call.
- 

## Get Notified When a Contact is Available

If you call someone and their line is busy or they do not answer, you can be notified with a special ringtone and a message when they are available.

### Procedure

---

- Step 1** Press **Callback** while you are listening to the busy tone or ring sound.
- Step 2** Press **Exit** to exit the confirmation screen.
- Step 3** When you hear the ringtone that the person is available and see the message, press **Dial** to place the call again.
- 

## Calls That Require a Billing Code or Authorization Code

Your administrator may require that you enter a billing code or authorization code (or both codes) after you dial a phone number. The billing code, called a Client Matter Code, is used for accounting or billing purposes. The authorization code, called a Forced Authorization Code, controls access to certain phone numbers.

When a billing code is required, the phone displays `Enter Client Matter Code`. Enter the billing code and press **Submit**. The phone displays the billing code that you entered, and you hear a special tone.

When an authorization code is required, the phone displays `Enter Authorization Code`. Enter the authorization code and press **Submit**. The dialed number changes to `*****`, and you hear a special tone. For security reasons, the phone displays a `*` instead of the number entered.

When both a billing code and an authorization code are required, you are prompted for the authorization code first. Then you are prompted for the billing code.

### Related Topics

[Speed-Dial Numbers](#), on page 5

## Secure Calls

Your administrator can take steps to protect your calls from tampering by people outside your company. When a lock icon is displayed on your phone during a call, your phone call is secure. Depending upon how your phone is configured, you may have to sign on before you make a call or before a security tone plays over your handset.

## Answer Calls

Your Cisco IP Phone works just like a regular phone. But we make it easier for you to answer calls.

## Answer a Call

### Procedure

---

Press **Answer**.

---

## Answer Call Waiting on Your Conference Phone

When you're on an active call, you know that a call is waiting when you hear a single beep and see a message on the conference phone screen.

### Procedure

---

Press **Answer**.

---

## Decline a Call

You can send a ringing call to your voicemail system or to a preset phone number.

### Procedure

---

Press **Decline**.

---

## Turn On Do Not Disturb

Use do not disturb (DND) to silence your phone and ignore incoming call notifications when you need to avoid distractions.

When you turn on DND, your incoming calls are forwarded to another number, such as your voicemail, if it is set up.

### Procedure

- 
- Step 1** Press **DND** to turn on DND.
- Step 2** Press **DND** again to turn off DND.
- 

### Related Topics

[Self Care Portal](#), on page 5

## Answer a Coworker's Phone (Call Pickup)

If you share call handling tasks with your coworkers, you can answer a call that is ringing on a coworker's phone. First, your administrator has to assign you to at least one call pickup group.

### Answer a Call Within Your Group (Pickup)

You can answer a call that rings on another phone within your call pickup group. If multiple calls are available for pickup, you'll answer the call that has been ringing for the longest time.

#### Procedure

---

- Step 1** Press **PickUp** to transfer an incoming call within your pickup group to your phone.
- Step 2** Press **Answer** to connect to the call when the call rings.
- 

### Answer a Call from Another Group (Group Pickup)

Group pickup allows you to answer a call on a phone that is outside your call pickup group. You can use the group pickup number to pick up the call, or you can use the number of the phone line that is ringing.

#### Procedure

---

- Step 1** Press **Group PickUp**.
- Step 2** Do one of the following actions:
- Enter the number of the phone line with the call that you want to pick up.  
For example, if the call is ringing on line 12345, enter **12345**.
  - Enter the group pickup number.
- Step 3** Press **Answer** to connect to the call when the call rings.
- 

### Answer a Call From an Associated Group (Other Pickup)

#### Procedure

---

- Step 1** Press **PickUp** to answer a call in your pickup group or in a group that is associated with your phone.
- Step 2** If the call rings, press **Answer** to connect to the call when the call rings.
-

## Answer a Call Within Your Hunt Group

Hunt groups, also known as line groups, allow organizations that receive many incoming calls to share the call load. Your administrator sets up a hunt group with a series of directory numbers. Phones ring based on the hunt sequence that your administrator specifies for a hunt group. If you are a member of a hunt group, you sign in to a hunt group when you want to receive calls. You sign out of the group when you want to prevent calls from ringing on your phone.

### Before you begin

You must be signed into the hunt group to receive hunt group calls.

### Procedure

---

When a hunt group call rings on your phone, answer the call.

---

## Sign In and Out of a Hunt Group

Sign out of your hunt group to stop receiving calls from it. You continue receiving calls placed directly to you.

### Procedure

---

- Step 1** Press **Hlog** to sign in.
- Step 2** Press **Hlog** again to sign out.
- 

## View the Call Queue in a Hunt Group

You can use the queue statistics to check the status of the hunt group queue. The queue status display provides the following information:

- The phone number used by the hunt group
- Number of queued callers on each hunt group queue
- Longest waiting time

### Procedure

---

- Step 1** Press **Queue Status**.
- Step 2** Press **Update** to refresh the statistics.
- Step 3** Press **Exit**.
-

## Trace a Suspicious Call

If you receive unwanted or harassing calls, use malicious call identification (MCID) to alert your administrator. Your phone sends a silent notification message to your administrator with information about the call.

### Procedure

---

Press **MCID**.

---

## Mute Your Call

While you are on a call, you can mute the audio, so that you can hear the other person, but they cannot hear you.

When you have a call muted, the LED bar lights red.

### Procedure

- 
- Step 1** Press **Mute** .
- Step 2** Press **Mute** again to turn mute off.
- 

## Hold Calls

### Put a Call on Hold

You can put an active call on hold and then resume the call when you're ready.

### Procedure

- 
- Step 1** Press **Hold**.
- Step 2** To resume a call from hold, press **Resume**.
- 

### Answer a Call Left on Hold for Too Long

When you've left a call on hold too long, you'll be notified with these cues:

- Single ring, repeating at intervals
- Flashing LED bar

- Visual notification on the phone screen

### Procedure

---

Press **Answer** to resume the held call.

---

## Swap Between Active and Held Calls

You can easily switch between active and held calls.

### Procedure

---

Press **Swap** to switch to the held call.

---

## Call Park

You can use your phone to park a call. You can then retrieve the call either from your phone or another phone, such as a phone at a coworker's desk or in a conference room.

There are two ways you can park a call: call park and directed call park. You'll only have one type of call park available on your phone.

A parked call is monitored by your network so you won't forget about it. If the call remains parked for too long, you hear an alert. You can then answer, decline to answer, or ignore the call on your original phone. You can also continue retrieving it from another phone.

If you don't answer the call within a certain length of time, it's routed to voicemail or another destination, as set by your administrator.

## Place a Call on Hold with Call Park

You can park an active call that you answered on your phone and then use another phone in the call control system to retrieve the call.

You can park only one call at the call park number.

### Before you begin

Your call must be active.

### Procedure

---

#### Step 1

Press **Park**, and then hang up.

Your phone displays the number where the system parked the call. The parked call is put on hold, and you can press **Resume** to resume the call on your phone.



- Step 2** (Optional) Communicate the parked number to the person who needs to answer the call.
- 

## Retrieve a Call on Hold with Call Park

You can pick up a parked call from anywhere in your network.

### Before you begin

You need the number that was used to park the call.

### Procedure

---

Enter the number where the call is parked to retrieve the call.

---

## Place a Call on Hold with Manual Directed Call Park

You can park and retrieve an active call using a dedicated call park number. Using manual directed call park, you transfer an active call to a directed call park number, which your administrator sets up.

### Procedure

---

- Step 1** Press **Transfer**.
- Step 2** Required: Enter the directed call park number.
- Step 3** Required: Press **Transfer** again to park the call.
- 

## Retrieve a Call on Hold with Manual Directed Call Park

You can pick up a call that was parked to a dedicated call park number.

### Before you begin

You need the directed call park number and the park retrieval prefix.

### Procedure

---


- Step 1** Dial the park retrieval prefix.
- Step 2** Dial the directed call park number.
-

# Forward Calls

You can forward calls from your phone to another number.

There are two ways of forwarding your calls:

- Forward all calls
- Forward calls in special situations, such as when the phone is busy or there is no answer.

When a phone is forwarded, you see the Forward all  icon on the screen.

## Procedure

- 
- Step 1** When the phone is inactive, press **Fwd All**.
- Step 2** Enter the call forward target number exactly as you would dial it from your phone, or select an entry from your list of recent calls.
- 

## Related Topics

[Self Care Portal](#), on page 5

# Transfer Calls

You can transfer an active call to another person.

## Transfer a Call to Another Person

When you transfer a call, you can stay on the original call until the other person answers. This way, you can talk privately with the other person before you remove yourself from the call. If you don't want to talk, transfer the call before the other person answers.

You can also swap between both callers to consult with them individually before you remove yourself from the call.

## Procedure

- 
- Step 1** From a call that is not on hold, press **Transfer**.
- Step 2** Enter the other person's phone number.
- Step 3** (Optional) Wait until you hear the line ring or until the other person answers the call.
- Step 4** Press **Transfer** again.
-

## Consult Before You Complete a Transfer

Before you transfer a call, you can talk to the person that you're transferring the call to. You can also swap between that call and the call that you're transferring, before you complete the transfer.

### Before you begin

You have an active call that needs to be transferred.

### Procedure

- 
- |               |   |
|---------------|---|
| <b>Step 1</b> | Press <b>Transfer</b> .                         |
| <b>Step 2</b> | Enter the other person's phone number.          |
| <b>Step 3</b> | Press <b>Swap</b> to return to the held call.   |
| <b>Step 4</b> | Press <b>Transfer</b> to complete the transfer. |
- 

## Conference Calls and Meetings

You can talk with several people in a single call. You can dial another person and add them to the call.

When you add more than one person to a conference call, wait a few seconds between adding participants.

As the conference host, you can remove individual participants from the conference. The conference ends when all participants hang up.

## Add Another Person to a Call

When you are on a call, you can add someone else to your conversation.

### Procedure

- 
- |               |  |
|---------------|--|
| <b>Step 1</b> | From an active call, press <b>Conf</b> . |
| <b>Step 2</b> | Enter a number.                          |
| <b>Step 3</b> | Press <b>Conf</b> .                      |
- 

## Swap Between Calls Before You Complete a Conference

You can talk to a person before you add them to a conference. You can also swap between the conference call and the call with the other person.

### Procedure

---

- Step 1** Call a new conference participant, but do not add the participant to the conference.  
Wait until the call is connected.
- Step 2** Press **Swap** to toggle between the participant and the conference.
- 

## View and Remove Conference Participants

If you create a conference, you can view the details of the last 16 participants who join the conference. You can also remove participants.

### Procedure

---

- Step 1** While you are in a conference, press **Details** to view a list of participants.
- Step 2** (Optional) Highlight a participant and press **Remove** to drop the participant from the conference.
- 

## Scheduled Conference Calls (Meet Me)

You can host or join a conference call at a scheduled time.

The conference call does not start until the host dials in, and it ends when all participants hang up. The conference does not automatically end when the host hangs up.

### Host a Meet-Me Conference

#### Before you begin

Get a meet-me phone number from your administrator, and distribute the number to the conference participants.

### Procedure

---

- Step 1** Press **Meet Me**.
- Step 2** Dial the meet-me phone number.
- 

### Join a Meet-Me Conference

You cannot join a meet-me conference until the conference hosts dials in. If you hear a busy tone, the host has not dialed into the conference. End the call and try your call again.

**Procedure**

---

Dial the meet-me phone number that the conference host provides.

---

## Record a Call

You can record a call. You might hear a notification tone as you record the call.

**Procedure**

---

Press **Record** to start or stop recording.

---





## CHAPTER 3

# Contacts

---

- [Corporate Directory](#), on page 31
- [Personal Directory](#), on page 31
- [Cisco Web Dialer](#), on page 35

## Corporate Directory

You can look up a coworker's number from your phone, which makes it easier to give them a call. Your administrator sets up and maintains the directory.

### Dial a Contact in the Corporate Directory

#### Procedure

---

- |               |  |
|---------------|--|
| <b>Step 1</b> | Press <b>Contacts</b> .                              |
| <b>Step 2</b> | Select <b>Corporate Directory</b> .                  |
| <b>Step 3</b> | Select a search criteria.                            |
| <b>Step 4</b> | Enter your search criteria and press <b>Submit</b> . |
| <b>Step 5</b> | Select the contact and press <b>Dial</b> .           |
- 

## Personal Directory

Use the personal directory to store the contact information for friends, family, or coworkers. You can add your own contacts to the personal directory. You can add special speed-dial codes for people who you often call.

You can set up your personal directory from your phone or from the Self Care portal. Use your phone to assign speed-dial codes to the directory entries.

#### Related Topics

[Self Care Portal](#), on page 5

## Sign In and Out of a Personal Directory

### Before you begin

Before you can sign in to your personal directory, you need your user ID and PIN. Contact your administrator if you don't know this information.

### Procedure

---

- Step 1** Press **Contacts**.
  - Step 2** Select **Personal directory**.
  - Step 3** Enter your user ID and PIN, and press **Submit**.
  - Step 4** To sign out, select **Log out**, press **Select**, and then press **OK**.
- 

## Add a New Contact to Your Personal Directory

### Procedure

---

- Step 1** Press **Contacts**.
  - Step 2** Sign in to your personal directory.
  - Step 3** Select **Personal Address Book** and press **Submit**.
  - Step 4** Press **New**.
  - Step 5** Enter first name, last name, and optionally a nickname.
  - Step 6** Press **Phones**, enter the phone number along with any required access codes, and then press **Submit**.
- 

## Search for a Contact in Your Personal Directory

### Procedure

---

- Step 1** Press **Contacts**.
  - Step 2** Sign in to your personal directory.
  - Step 3** Select **Personal Address Book**.
  - Step 4** Select a search criteria.
  - Step 5** Enter your search criteria and press **Submit**.
-



## Call a Contact in Your Personal Directory

### Procedure

- 
- Step 1** Press **Contacts**.
  - Step 2** Sign in to your personal directory.
  - Step 3** Select your **Personal directory** and search for an entry.
  - Step 4** Select the personal address book entry that you want to dial.
  - Step 5** Select the required fast-dial code and press **Dial**.
- 

## Assign a Fast-Dial Code to a Contact

A fast-dial code makes it easier to call a contact.

### Procedure

- 
- Step 1** Press **Contacts**.
  - Step 2** Sign in to your personal directory.
  - Step 3** Select **Personal Address Book**.
  - Step 4** Select a search criteria.
  - Step 5** Enter the search criteria information and press **Submit**.
  - Step 6** Select the contact.
  - Step 7** Press **FastDial**.
  - Step 8** Select a number and press **Select**.
  - Step 9** Scroll to an unassigned fast-dial index and press **Submit**.
- 

## Call a Contact with a Fast-Dial Code

### Procedure

- 
- Step 1** Press **Contacts**.
  - Step 2** Sign in to your personal directory.
  - Step 3** Select **Personal Fast Dials** and scroll to a fast-dial code.
  - Step 4** Select the required fast-dial code and press **Dial**.
-

## Edit a Contact in Your Personal Directory

### Procedure

---

- Step 1** Press **Contacts**.
  - Step 2** Sign in to your Personal directory.
  - Step 3** Select **Personal address book** and search for an entry.
  - Step 4** Press **Select**, then **Edit**.
  - Step 5** Modify the entry information.
  - Step 6** Press **Phones** to modify a phone number.
  - Step 7** Press **Update**.
- 

## Remove a Contact from Your Personal Directory

### Procedure

---

- Step 1** Press **Contacts**.
  - Step 2** Sign in to your personal directory.
  - Step 3** Select **Personal Address Book** and search for an entry.
  - Step 4** Press **Select**, then **Edit**, then **Delete**.
  - Step 5** Press **OK** to confirm the deletion.
- 

## Delete a Fast-Dial Code

### Procedure

---

- Step 1** Press **Contacts**.
  - Step 2** Sign in to your personal directory.
  - Step 3** Select **Personal Fast Dials** and search for a fast-dial code.
  - Step 4** Select the required code and press **Remove**.
  - Step 5** Select the index and press **Remove**.
-

# Cisco Web Dialer

You can use Cisco Web Dialer, a web browser, and your Cisco IP phone to make calls from web and desktop applications. Use your web browser and go to a website or your company directory, and then click a hyperlinked phone number to begin your call.

You need a user ID and password to make a call. Your administrator can give you this information. First-time users have to configure their preferences before a call.

For more information, see the “Cisco Web Dialer” document in <https://www.cisco.com/c/en/us/support/unified-communications/unified-communications-manager-callmanager/products-installation-and-configuration-guides-list.html>





## CHAPTER 4

# Recent Calls

---

- [Recent Calls List, on page 37](#)
- [View Your Recent Calls, on page 37](#)
- [Return a Recent Call, on page 37](#)
- [Clear the Recent Calls List, on page 38](#)
- [Delete a Call Record , on page 38](#)

## Recent Calls List

Use the Recents list to see the 150 most recent individual calls and call groups.

If your Recents list reaches the maximum size, the next new entry overwrites the oldest entry in the list.

Calls in the Recents list are grouped if they are to and from the same number and are consecutive. Missed calls from the same number also get grouped.

## View Your Recent Calls

Check to see who's called you recently.

### Procedure

---

Select **Recents**.

When the phone is in the idle state, you can also view the Recent calls list by pressing the Navigation cluster up.

---

## Return a Recent Call

You can easily call someone who has called you.

### Procedure

---

- Step 1** Select **Recents**.
  - Step 2** Select the number that you want to dial.
  - Step 3** Press **Call**.
- 

## Clear the Recent Calls List

You can clear the Recents list on your phone.

### Procedure

---

- Step 1** Select **Recents**.
  - Step 2** Press **Clear**.
  - Step 3** Press **Delete**.
- 

## Delete a Call Record

You can edit Recents to remove a single call from your history. This helps preserve important contact information because Recents holds only 150 calls.

### Procedure

---

- Step 1** Select **Recents**.
  - Step 2** Highlight the individual record or call group that you want to delete.
  - Step 3** Press **Delete**.
  - Step 4** Press **Delete** again to confirm.
-



## CHAPTER 5

# Voice Mail

---

- [Your Voicemail Account, on page 39](#)
- [Check for New Voice Messages, on page 39](#)
- [Access Voicemail, on page 39](#)

## Your Voicemail Account

You can access your voice messages directly from your phone. But your administrator must set up your voicemail account and set up your phone to access the voicemail system.

The voicemail system is not part of the phone. The voicemail system is a separate system that the phone and the call server communicate with to give you voicemail capability.

When you aren't at your desk, you can call your voicemail system to access your voicemail. Typically, your voicemail system has a phone number that you can dial directly and then follow the prompts to log into your voice mailbox. Your administrator can give you the voicemail system phone number.

Because each voicemail system is different, we can't tell you how to use your voicemail system. For information and help with your voicemail commands, see the voicemail system user documentation or contact your administrator or IT department.

## Check for New Voice Messages

To find out whether you have new voicemail messages, the number of missed calls and voicemail messages is displayed on your screen. If you have more than 99 new messages, a plus (+) sign is displayed.

You will also hear a stutter tone played on the speaker when you use off-hook dialing. This stutter tone is line-specific. You only hear it when you use a line that has voice messages.

## Access Voicemail

### Procedure

---

- Step 1** Press **Messages**.

**Step 2** Follow the voice prompts.





## CHAPTER 6

# Settings

---

- [Change the Ringtone, on page 41](#)
- [Adjust the Phone Ringer Volume, on page 41](#)
- [Adjust the Volume During a Call, on page 42](#)
- [Phone Display Language, on page 42](#)

## Change the Ringtone

You can change the sound that your phone uses for incoming calls.

### Procedure

---

- Step 1** Select **Settings** > **Preferences** > **Ringtone**.
- Step 2** Scroll through the list of ringtones and press **Play** to hear a sample.
- Step 3** Press **Set** to use the ringtone.
- 

## Adjust the Phone Ringer Volume

If your phone ringer is too loud or too soft when you get an incoming call, you can change the ringer volume. Changes to the ringer volume do not affect the call volume you hear when you are on a call.

### Procedure

---



Press **Volume** up or down to adjust the volume when the phone is not in use.

---

# Adjust the Volume During a Call

If the sound in your conference phone is too loud or too soft, you can change the volume while you are listening to the other person.

## Procedure



Press **Volume** up or down to adjust the volume while you are on a call.

---

# Phone Display Language

Your phone can display text in many languages. Your administrator sets the language the phone uses. If you want the language changed, contact your administrator.



## CHAPTER 7

# Product Safety and Security

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- [Safety and Performance Information, on page 43](#)
- [Compliance Statements, on page 44](#)
- [Cisco Product Security Overview, on page 47](#)
- [Important Online Information, on page 47](#)

## Safety and Performance Information

### Power Outage

Your access to emergency service through the phone requires that the phone receive power. If a power interruption occurs, service or emergency calling service dialing does not function until power is restored. If a power failure or disruption occurs, you may need to reset or reconfigure the equipment before you can use service or emergency calling service dialing.

### External Devices

We recommend that you use good-quality external devices that are shielded against unwanted radio frequency (RF) and audio frequency (AF) signals. External devices include headsets, cables, and connectors.

Depending on the quality of these devices and their proximity to other devices, such as mobile phones or two-way radios, some audio noise may still occur. In these cases, we recommend that you take one or more of these actions:

- Move the external device away from the source of the RF or AF signals.
- Route the external device cables away from the source of the RF or AF signals.
- Use shielded cables for the external device, or use cables with a better shield and connector.
- Shorten the length of the external device cable.
- Apply ferrites or other such devices on the cables for the external device.


Cisco cannot guarantee the performance of external devices, cables, and connectors.

**Caution**

In European Union countries, use only external speakers, microphones, and headsets that are fully compliant with the EMC Directive [89/336/EC].

## Ways to Provide Power to Your Phone

You can provide power to your phone in one of two ways:

- Use the power adapter that comes with your phone.
- If your network supports Power over Ethernet (PoE), you can plug your phone into the network. Plug an Ethernet cable into the Ethernet phone port  and into the network.

If you are not sure whether your network supports PoE, check with your administrator.

## Phone Behavior During Times of Network Congestion

Anything that degrades network performance can affect phone voice and video quality, and in some cases, can cause a call to drop. Sources of network degradation can include, but are not limited to, the following activities:

- Administrative tasks, such as an internal port scan or security scan
- Attacks that occur on your network, such as a Denial of Service attack

## UL Warning

The LAN/Ethernet cable or other cables attached to the device should not be extended outside of the building.

## Compliance Statements

### Compliance Statements for the European Union

#### CE Marking

The following CE mark is affixed to the equipment and packaging.



EU Authorized Representative:  
Edgard Vangeel  
Cisco Systems Belgium  
De Kleetlaan 6A  
B 1831 Diegem  
Belgium

3301208

## Compliance Statements for Canada

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

### Avis de Conformité Canadien

Ce dispositif est conforme aux normes CNR exemptes de licence d'Industrie Canada. Le fonctionnement de ce dispositif est autorisé sous réserve des deux conditions suivantes : (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

## Compliance Statement for Argentina

### Advertencia

No utilizar una fuente de alimentación con características distintas a las expresadas ya que podría ser peligroso.

## Compliance Information for Brazil

### Art. 6º - 506

This equipment is a secondary type device, that is, it is not protected against harmful interference, even if the interference is caused by a device of the same type, and it also cannot cause any interference to primary type devices.

For more information, go to this URL: <http://www.anatel.gov.br>

Este equipamento opera em caráter secundário, isto é, não tem direito a proteção contra interferência prejudicial, mesmo de estações do mesmo tipo, e não pode causar interferência a sistemas operando em caráter primário.

Site Anatel: <http://www.anatel.gov.br>

## Compliance Information for China

### Class A Warning Statement

This statement applies to the Cisco IP Conference Phone 8832NR.

声明：此为A级UC系统产品附件(中国大陆)，在生活环境中，该产品可能会造成无线电干扰，在这种情况下，可能需要用户对其干扰采取切实可行的措施。

## Compliance Information for Mexico

IFETEL: RCPCICP18-0445



Approval: NYCE/CT/0125/18/TS

CP-8832-K9 and CP-8832-W-K9

## Compliance Information for Russia

Eurasia Customs Union Mark (Russia, Belarus, Kazakhstan)



## FCC Compliance Statements

The Federal Communications Commission requires compliance statements for the following:

### FCC Part 15.19 Statement

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

### FCC Part 15.21 Statement

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### FCC RF Radiation Exposure Statement

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. End users must follow the specific operating instructions for satisfying RF exposure compliance. This transmitter must be at least 20 cm from the user and must not be collocated or operating in conjunction with any other antenna or transmitter.

### FCC Receivers and Class B Digital Statement

This product has been tested and complies with the specifications for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used according to the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which is found by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment or devices

- Connect the equipment to an outlet other than the receiver's
- Consult a dealer or an experienced radio/TV technician for assistance

## Cisco Product Security Overview

This product contains cryptographic features and is subject to U.S. and local country laws that govern import, export, transfer, and use. Delivery of Cisco cryptographic products does not imply third-party authority to import, export, distribute, or use encryption. Importers, exporters, distributors, and users are responsible for compliance with U.S. and local country laws. By using this product, you agree to comply with applicable laws and regulations. If you are unable to comply with U.S. and local laws, return this product immediately.

Further information regarding U.S. export regulations can be found at <https://www.bis.doc.gov/policiesandregulations/ear/index.htm>.

## Important Online Information

### End User License Agreement

The End User License Agreement (EULA) is located here: <https://www.cisco.com/go/eula>

### Regulatory Compliance and Safety Information

Regulatory Compliance and Safety Information (RCSI) is located here:

[https://www.cisco.com/c/dam/en/us/td/docs/voice\\_ip\\_comm/cuipph/7832/regulatory\\_compliance/RCSI-0311-book.pdf](https://www.cisco.com/c/dam/en/us/td/docs/voice_ip_comm/cuipph/7832/regulatory_compliance/RCSI-0311-book.pdf)

