Cisco IP Phone 7800 Series Multiplatform Phones User Guide

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Your Phone

The Cisco IP Phone 7800 Series

The Cisco IP Phones 7811, 7821, 7841, and 7861 deliver easy-to-use, highly-secure voice communications.

Table 1: Cisco IP Phone 7800 Series Major Features

Features	7811	7821	7841	7861
Screen	Greyscale, no backlight	Greyscale, with backlight	Greyscale, with backlight	Greyscale, with backlight
Lines	1	2	4	16

Features	7811	7821	7841	7861
Fixed feature keys	8	9	9	9

Your phone must be connected to a network and configured to connect to a call control system. The phones support many functions and features, depending on the call control system. Your phone might not have all functions available, based on the way your administrator has set it up.

When you add features to your phone, some features require a line button. But each line button on your phone can support only one function (a line, a speed dial, or a feature). If your phone's line buttons are already in use, your phone won't display any additional features.

To check which phone model you have, press **Applications** and select **Status** > **Product Information**. The **Model number** field shows your phone model.

Feature Support

This document describes all the features that the device supports. However, not all features may be supported with your current configuration. For information on supported features, contact your service provider or administrator.

New and Changed Features

New and Changed for Firmware Release 11.3(2)

Revision	New and Changed Sections
Added the topics for adding and removing menu shortcuts on line keys	Add a Menu Shortcut to a Line Key, on page 18 Remove the Menu Shortcut from a Line Key, on page 18
Added the topic for user authentication control on phone menus	User Authentication Control, on page 12
Added the topic for Activation Code Sync	Activate Call Forward All with Feature Activation Code Synchronization, on page 45
Updated the existing task to include information on reverse name lookup with local directory	View Calls Logs from BroadWorks XSI Server, on page 70
Added the topic to include the information on parking calls in a dedicated call park extension and call park status	Call Park Extension and Status, on page 43
Added the overview description for phone settings	Phone Settings Overview, on page 79

Revision	New and Changed Sections
Updated the directory-related tasks	Search for a Contact in the All Directories Screen, on page 57
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	Edit Your BroadSoft Directory Name, on page 60
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	Call a Contact in Your Personal Address Book, on page 66
	Edit a Contact in Your Personal Address Book, on page 67
	Remove a Contact from Your Personal Address Book, on page 67
Updated the tasks of forwarding a call	Forward Calls with the Phone Web Page, on page 45
	Forward Calls from Your Phone, on page 80
Updated the topic title	Your Personal Voicemail Account, on page 73
	Check Your Personal New Voice Messages, on page 74
	Access Your Personal Voicemail, on page 74
	Access Your Personal Audio Voicemail, on page 74

Revision	New and Changed Sections
Added the topics for the monitored voicemail with PLK	Voice Messages States of Monitored Voicemail Accounts, on page 76 Access Monitored Voicemail Account Messages, on page 76
Add the topic to edit user credentials to access the LDAP directory	Edit Credentials of Your LDAP Directory, on page 63
Updated the task with a new step to include information on the different user credentials	Edit Credentials of Your LDAP Directory, on page 63
Updated the task to include user credentials	Search for a Contact in Your LDAP Directory, on page 64
Update the topics to introduce or mention the LDAP cache mechanism	LDAP Directory, on page 63 Search for a Contact in Your LDAP Directory, on page 64
Updated the existing topic to include ACD status synchronization	Call Center Features, on page 52
Updated the topic to check the status of a call center agent.	Sign In as a Call Center Agent, on page 52

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Revisions	New and Changed Sections
Added new task to support Auto Provisioning with Short Activation Code.	Auto Provision Your Phone with Short Activation Code, on page 12
Updated an existing task to support display UDI feature on phone screen	Find Information About Your Phone, on page 25
Added a task to support Serviceability Enhancement Messages for Provisioning Failure	Get More Information When Your Phone Displays a Provisioning Failure Message, on page 30
Added a task to support One-Button Call Park.	Park and Unpark a Call with One Line Key, on page 43

New and Changed for Firmware Release 11.2(3)SR1

Revision	New or Changed Sections
Added new task to support Activation Code Onboarding.	Onboard Your Phone with Activation Code, on page 11
Added new topic to support Phone Keypad Characters.	Phone Keypad Characters, on page 22

New and Changed for Firmware Release 11.2(3)

Revisions	New and Changed Sections
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Updated the topic on profile account setup to support resync profile with the SIP credentials or the login credentials	Set up the Profile Account, on page 90
Update the topic to support monitoring phone lines for coworkers	Coworker Line Status, on page 14
Added a new task to support activating and deactivating the monitoring of BLF list	Activate or Deactivate Monitoring of the BLF List, on page 15
Added a new task to support the configuring the monitoring of an individual line	Configure Monitoring of an Individual Line, on page 16
Added a new task to support removing the feature that is configured on a Line Key	Remove the Feature Configured on a Line Key, on page 17

New and Changed for Firmware Release 11.2(1)

Revisions	New or Changed Sections
Added a new topic to support multiple locations (anywhere) for a BroadWorks XSI user	Add Multiple Locations for a BroadWorks XSI User, on page 90
Updated the topic with the new **Display recents from** option to support XSI call logs improvement	View Your Recent Calls, on page 69
Added a new topic to support XSI call logs improvement	View Calls Logs from BroadWorks XSI Server, on page 70
Updated the topic with the new **Missed** softkey to support XSI call logs improvement	Return a Recent Call, on page 71
Added a new topic to support DND and call forward indication for a non-selected line	Silence an Incoming Call, on page 38
Updated the topic with icons for call forwarding and DND to support DND and call forward indication for a non-selected line	Forward Calls, on page 44 Turn On Do Not Disturb, on page 39
Updated the topic to support XSI caller ID blocking	Block Caller ID , on page 82
Added a new topic to support username and password collection on HTTP authentication challenge	Set up the Profile Account, on page 90

Revisions	New or Changed Sections
Updated the menu navigation for ringtone setting to support audio equalizers to customize audio for handset and headset (acoustic audio)	Change the Ringtone, on page 80
Added a new topic to support audio equalizers to customize audio for handset and headset (acoustic audio)	Specify an Audio Device for a Call, on page 88
Updated the topic to support screen saver type lock removal	Change the Screen Saver, on page 85 Configure the Screen Saver with the Phone Web Interface, on page 86

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Feature	New or Changed Sections
Emergency Call Support	Make an Emergency Call, on page 34
Reverse Name Lookup	Administrators enable and disable this feature. For information about this feature, see Reverse Name Lookup for Incoming and Outgoing Calls, on page 67.

New and Changed for Firmware Release 11.1(1)

Revision	Updated Section
Adjust Contrast with a slider	Adjust the Phone Screen Contrast, on page 87
Call Recording Support	Record a Call, on page 48
Instant Message and Presence Contacts Presence	Instant Message and Presence Contacts, on page 49 Presence, on page 49 Make a Call to an IM and Presence Contact, on page 49 Change Your Presence State, on page 50
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New and Changed Features for Firmware Release 11.0(1)

Revision	Updated Section
Configure a line key to perform a speed dial either with a VID or without a VID	Use the Line in Focus for Speed-Dial Calls, on page 36
Perform a check to confirm whether the call is made with the current focusing line	Use the Line in Focus to Check Speed-Dial Calls, on page 37
A star code is added to Conference hard key from the phone web page	Conference with a Star Code, on page 47
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New and Changed Features for Firmware Release 11.0

Revision	Updated Section
Added voicemail setup on Your Phone.	Set up Voicemail on Your Phone, on page 73
Added viewing customization state on the phone	View the Customization State on the Phone, on page 26
Added DND Star Code support	Turn On or Turn Off DND Using a Star Code, on page 39
Added guest sign-in support	Sign in to a Phone as a Guest, on page 13
Added creating a contact from a call history record	Create a Contact from a Recents Record, on page 71
Added adding a user password	Set a Password on Initial Phone Boot Up, on page 12
Added change display mode	Change the Display Mode, on page 84
Added forwarding a call in specific situations in configuration utility	Forward Calls with the Phone Web Page, on page 45
Added forwarding calls in specific situations from your phone	Forward Calls from Your Phone, on page 80
Added set up voicemail on your phone	Set up Voicemail on Your Phone, on page 73
Added viewing line status	View the Line Status, on page 28
Added viewing network status	View the Network Status, on page 27
Added viewing phone status	View the Phone Status, on page 27
Added viewing profile rule	Set the Profile Rule on the Phone, on page 14
Added viewing reboot history	View the Reboot History, on page 29
Added viewing the transaction status	View 802.1X Transaction Status, on page 28

Revision	Updated Section
Added support for adding a new contact in personal directory in configuraiton utility page	Add a New Contact to Your Personal Address Book with Phone Web Page, on page 65
Added assigning ringtone with Configuration Utility	Assign a Ring Tone with the Phone Web Page, on page 80
Updated call forward feature	Forward Calls, on page 44
Updated personal address book with additional features	Personal Address Book, on page 64
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	Search for a Contact in Your Personal Address Book, on page 66
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Updated enhancement of BroadSoft Directory editing	Edit Your Contact Type in Your BroadSoft Directory, on page 60
	Edit Your BroadSoft Directory Name, on page 60
	Edit the Server Name of Your BroadSoft Directory, on page 61
	Edit Credentials of Your BroadSoft Directory, on page 62
Updated voicemail support	Voicemail Message Indication
Updated Shared Line support	Shared Lines, on page 51
Updated Enhanced Line Mode support	Softkey, Line, and Feature Buttons, on page 22
	Navigation, on page 22
	Differences Between Phone Calls and Lines, on page 24
Updated call history support	Recent Calls List, on page 69
Updated screensaver support	Change the Screen Saver, on page 85
Updated Problem Report Tool support	Report All Phone Issues, on page 29
Updated DND support	Turn On Do Not Disturb, on page 39
	Turn on Do Not Disturb for a Specific Line, on page 81

New and Changed Features for Firmware Release 10.4(1)SR1

Revision	Updated Section
Added Multicast paging support	Page a Group of Phones (Multicast Paging), on page 50

Phone Setup

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.

Adjust the Handset Rest

If your phone is wall-mounted or if the handset slips out of the cradle too easily, you may need to adjust the handset rest to ensure that the receiver does not slip out of the cradle.

Figure 1: Adjust the Handset Rest
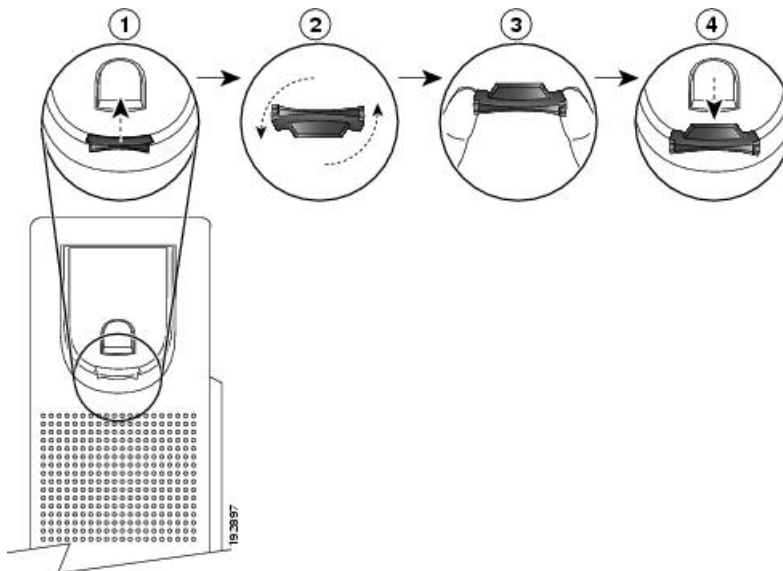
Procedure

Step 1   Remove the handset from the cradle and pull the plastic tab from the handset rest.

Step 2   Rotate the tab 180 degrees.

Step 3   Hold the tab between two fingers, with the corner notches facing you.

Step 4   Line up the tab with the slot in the cradle and press the tab evenly into the slot. An extension protrudes from the top of the rotated tab.

Step 5   Return the handset to the handset rest.

Change the Viewing Angle of Your Phone

You can change the angle of the phone, except the Cisco IP Phone 7811, to eliminate glare on the screen.

Procedure

Step 1   Unplug the phone from the network.

Step 2   Place the phone so that the keypad faces the desktop.

Step 3   Grasp one side of the footstand with one hand and place your other hand on the phone.

Step 4   Hold down the phone and pull up on the footstand.

Step 5   Turn the footstand over.

Step 6   Push the footstand back into the phone until the stand locks into place.

Step 7   Place the phone upright and plug it into the network.

Connect to the Network

You need to connect the phone to the telephone network.

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

Onboard Your Phone with Activation Code

After your phone boots up, you will see a welcome screen where you can enter the activation code. If you don't have an activation code, contact your administrator.

Before you begin

Your administrator provides you with a 16-digit activation code in the form xxxx-xxxx-xxxx-xxxx.

Procedure

Step 1   Enter your activation code in the field that is provided on the Welcome screen. You don't need to input the hyphen (-) character when entering the code.

Step 2   Press **Continue**.
The phone completes the onboarding process automatically.

Step 3   If an error message displays, enter the code again or contact your administrator for a new code.

Auto Provision Your Phone with Short Activation Code

After your phone boots up, you see a welcome screen where you can enter the activation code. If you don't have the activation code, contact your administrator.

Before you begin

Your administrator provides your activation code:

Procedure

Step 1 Press pound (#), and enter your activation code in the field that is provided on the Welcome screen.

Step 2 Press **Continue**.
The phone completes the provisioning process automatically.

Step 3 If an error message displays, enter the code again or contact your administrator.

Set a Password on Initial Phone Boot Up

The first time your phone boots up, you may be prompted to set a password. If you are not prompted, your administrator has created a password for you.

Procedure

Step 1 Enter your password in the **New password** and **Reenter new password** fields.

Step 2 Press **Save**.

User Authentication Control

Your administrator can configure if you require authentication to access phone menus. Your administrator can also customize and turn off the authentication to allow access to all phone menus.

With this feature, whether any phone menu needs authentication is controlled by your administrator. If your administrator configures authentication to access the menu, you need to provide the password and sign in to access the menu.

Sign into Your Extension from Another Phone (Extension Mobility)

If extension mobility is configured, you can sign into a different phone in your network and have it act the same as your phone. After you sign in, the phone adopts your personal directory number.

Before you begin

Your administrator configures provisioning authority.

Procedure

Step 1	Press **Sign in**.
Step 2	Enter your username and password, then press **Sign in**.

The password field allows two input methods: alphanumeric and numeric. While you type in the password, you see the **Options** softkey on the phone. Use this softkey to change the current password input type. Select **Input all** for alphanumeric input and select **Input num** for numeric entry. Your administrator configures the password input method on the phone web page.

Sign out of Your Extension from Another Phone

Procedure

Press **Sign out**.

Sign in to a Phone as a Guest

Your phone has a guest account when your administrator enables hoteling on your phone. You can then sign in to a different phone in your network as a guest.

Procedure

Step 1	Press **Sign in**.
Step 2	Enter your user ID and password.

The password field uses two types of input methods; alphanumeric and numeric. While you type in the password, you see **Options** softkey on the phone. You can use this softkey to change the current password input type. Select **Input all** for alphanumeric input and select **Input num** for numeric entry.

Step 3	Press **Save**.

Note   An administrator can set up a phone to make emergency calls. Whenever you sign in as a guest to a registered phone, the phone transfers a request to obtain the location of the phone. The location is sent to the emergency services when you make an emergency call.

Sign Out of a Phone as a Guest

Procedure

Step 1   Press **Guest Out**.

Step 2   Press **Sign Out**.

Set the Profile Rule on the Phone

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **Device administration** > **Profile rule**.

Step 3   Enter the profile rule using the phone keypad.

Step 4   Press **Resync**.

Coworker Line Status

You can set up line keys on your phone to monitor coworkers' lines. This feature is useful if you routinely handle calls for coworkers and need to see if they are available to answer calls. The monitoring line keys function as Busy Lamp Field (BLF) keys. A BLF is an LED that changes color to indicate the status of the monitored line.

The following table describes the LED status:

Table 2: BLF Key LED Status

LED Color	Meaning
Green	The monitored line is available.
Red	The monitored line is busy.
Blinking red	The monitored line is ringing.
Amber	Error in BLF key configuration.

Your administrator performs the necessary setup on the server and for the phone to allow you to monitor the desired lines.

You can configure monitoring on your phone in two ways:

- You can configure monitoring of an individual user's line.

- If your administrator has set up a BLF list for you, you can activate or deactivate monitoring of the entire list. The BLF list is the list of users whose lines you can monitor. The phone monitors each user on a separate line key. The phone assigns available line keys for monitoring, automatically.

With the appropriate configuration, you can use the BLF keys to call the monitored line (speed dial), and to answer incoming calls to the monitored line (call pickup).

When the configuration is complete, the icon in the BLF key label indicates the combination of features configured on the key:

Table 3: Busy Lamp Field Icons

	BLF	**BLF and Speed Dial**	**BLF and Call Pickup**	**BLF, Speed Dial, and Call Pickup**
Idle	○	≡📞	📞	≡📞
Alerting	●	≡📞	📞	📞
In use	●	≡📞	📞	≡📞
Error	⊗	⊗	⊗	⊗

Activate or Deactivate Monitoring of the BLF List

If your administrator has configured a Busy Lamp Field (BLF) list for you, you can activate or deactivate monitoring of the entire BLF list. The phone monitors each user on a separate line key. When you activate monitoring, the phone assigns available line keys in sequence to monitor the BLF list entries.

The BLF list keys function in the same way as individual BLF keys. See Coworker Line Status, on page 14 for details. When you activate monitoring, the phone starts showing the status of the monitored lines on the BLF list keys. You can use each BLF list key to call the monitored line (speed dial), and to answer incoming calls to the monitored line (call pickup).

Note The sequential order of the users in the BLF list is set by your administrator. The corresponding BLF list keys always maintain this sequential order. You can choose to configure another feature such as speed dial on a BLF list key at any time. However, it renders the line key unavailable for the BLF list.

Whenever you make any change to line key configurations, the phone redoes the BLF list key assignment taking the change into account. The phone only assigns available line keys, and in the same sequential order, every time. This can result in changes in the positions of BLF list keys.

The phone monitors as many users as possible with the available line keys. You can make more line keys available for monitoring the list by removing features configured on line keys. See Remove the Feature Configured on a Line Key, on page 17 for details.

Before you begin

Your administrator configures the BLF list.

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **User preferences** > **Attendant console preferences** > **BLF list**.

- When **BLF list** is set to **Show**, monitoring is activated. The phone shows the status of the monitored lines on the BLF list keys.

- When **BLF list** is set to **Hide**, monitoring is deactivated.

Step 3   Press **Set**.

Configure Monitoring of an Individual Line

You can configure a line key to monitor a coworker's line status. When you add speed dial to the configuration, you can use the line key to call the monitored line. When you add call pickup to the configuration, you can use the line key to answer incoming calls to the monitored line. The line key functions as a Busy Lamp Field (BLF) key. See Coworker Line Status, on page 14 for details.

You can select any available line key to configure this feature. You can also select any line key that is functioning as a speed-dial key or as a BLF key. Your configuration will override any existing configuration for the key.

If your administrator has configured a BLF list for you, you can only monitor the lines of people who are in the list.

Your phone may already be monitoring the entire list. See Activate or Deactivate Monitoring of the BLF List, on page 15 for details. You can still configure an individual key to monitor a line. However, the phone will then no longer monitor the line automatically as part of the list. If you remove the individual BLF key configuration, the phone resumes monitoring the line automatically as part of the list. Note that the phone adjusts the BLF list key assignment every time it has to add or remove a line for automatic monitoring. This results in changes in the positions of BLF list keys.

Before you begin

- Your administrator performs the necessary setup to allow you to monitor the concerned line.

- Your administrator allows configuring the BLF feature options on line keys.

- The line key on which you want to configure this feature is not configured as an extension.

Procedure

Step 1   Press and hold down the line key for two seconds.

Step 2   On the **Select feature** screen, select one of these options:

  • If you just want to use the key to monitor a line, select **BLF presence**.
  • If you want to use the key to monitor a line and also speed-dial the monitored line, select **BLF** + **Speed dial**.
  • If you want to use the key to monitor a line and also answer incoming calls to the monitored line, select **BLF** + **Call pickup**.
  • If you want to use the key for all the three functions, select **BLF** + **Speed dial** + **Call pickup**.

Step 3   Enter the user ID of the person whose line you want to monitor, in the **User ID** field.

Note   You must enter the user ID. The user ID may not be the person's name or extension. Consult your administrator if you need assistance.

If your administrator has configured a BLF list for you, you can select the user whose line you want to monitor from the list:

a)   Select **Search BLF list**.

Users whose names appear in grey in the list are ones that your phone is already monitoring on individually configured BLF keys.

b)   Select the user whose line you want to monitor.

The user ID appears in the **User ID** field.

If you select a user who is already monitored on an individually configured key, the new configuration overrides the previous configuration to monitor the user.

Step 4   Press **Save**.

Remove the Feature Configured on a Line Key

You can remove the feature configured on a line key.

If your phone is monitoring a Busy Lamp Field (BLF) list, removing the feature configured on a line key makes the line key available for monitoring the BLF list. This can change the positions of BLF list keys. See Activate or Deactivate Monitoring of the BLF List, on page 15 for details.

Note   You cannot remove some features configured by your administrator.

Procedure

Step 1   Press and hold down the line key for two seconds.

Step 2   On the **Select feature** screen, select **None**.

Step 3   When prompted to confirm, press **OK**.

Add a Menu Shortcut to a Line Key

After you configure a line key with a menu shortcut, you can open the menu with a simple press on the line key.

Before you begin

Your administrator must enable this feature on your phone.

Procedure

Step 1	Press and hold a line key for two seconds. The available feature list is displayed.
Step 2	Select **Menu shortcut** from the list. The available menu list is displayed.
Step 3	Scroll the list and select the menu you want to add to the line key and press **Set**.

Remove the Menu Shortcut from a Line Key

Procedure

Step 1	Press and hold the line key for two seconds. The available feature list is displayed.
Step 2	Select **None** from the list and press **Set**.

Phone Web Page

You can customize some phone settings with the phone web page, which you access from your computer. Your administrator gives you the page URL, your user ID, and password.

In the phone web page, 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.

The following table describes some specific features that you configure using the phone web page.

Features	Description
Call forward	You specify the number that will receive calls when call forward is enabled on the phone. Use the phone web page to set up more complicated call forward functions, for example, when your line is busy.

Features	Description
Speed dial	You assign phone numbers to speed-dial numbers so that you can quickly call that person.
Ringtone	You assign a ringtone to a specific line.
Personal directory contact	You add a contact to your personal directory with phone web page.

Related Topics

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.

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

Phone Keypad Characters, on page 22

Buttons and Hardware

The Cisco IP Phone 7800 Series has distinct hardware types:

• Cisco IP Phone 7811 No buttons on either side of the screen

• Cisco IP Phone 7821 Two buttons on the left side of the screen

• Cisco IP Phone 7841 Two buttons on either side of the screen

• Cisco IP Phone 7861 16 buttons at the right edge of the phone

The following figure shows the Cisco IP Phone 7841.

Figure 2: Cisco IP Phone 7800 Series Buttons and Features

1	Handset and Handset light strip	Indicates whether you have an incoming call (flashing red) or a new voice message (steady red).
2	Programmable feature buttons and line buttons	⬜ Access your phone lines, features, and call sessions. For more information, see Softkey, Line, and Feature Button on page 13. The Cisco IP Phone 7811 does not have programmable feature buttons or line buttons.
3	Softkey buttons	⬛ Access functions and services. For more information, see Softkey, Line, and Feature Button on page 13.
4	Navigation cluster	Navigation ring and **Select** ⭕ button. Scroll through menus, highlight items, and select the highlighted item.
5	**Hold/Resume**, **Conference**, and **Transfer**	**Hold/Resume** ⏸ Place an active call on hold and resume the held call. **Conference** 👥 Create a conference call. **Transfer** 👤 Transfer a call.
6	**Speakerphone**, **Mute**, and **Headset**	**Speakerphone** 🔊 Toggle the speakerphone on or off. When the speakerphone is on, the button is lit. **Mute** 🎤 Toggle the microphone on or off. When the microphone is muted, the button is lit. **Headset** 🎧 Toggle the headset on or off. When the headset is on, the button is lit. The Cisco IP Phone 7811 does not have a **Headset** button.
7	**Contacts**, **Applications**, and **Messages**	**Contacts** 📖 Access personal and corporate directories. **Applications** ⚙ Access call history, user preferences, phone settings, and phone model information. **Messages** 📼 Autodial your voice messaging system.
8	**Volume** button	＋ － Adjust the handset, headset, and speakerphone volume (off hook) and the ringer volume(on hook).

Phone Keypad Characters

The phone keypad allows you to enter letters, numbers, and special characters. You press the **Two (2)** to **Nine (9)** keys to get the letters and numbers. You use the **One (1)**, **Zero (0)**), **Asterisk (*)**, and **Pound (#)** keys for special characters. The following table lists the special characters for each key for the English locale. Other locales will have their own characters.

Table 4: Special Characters on the Keypad

Keypad Key	Special Characters
One (1)	/ . @ : ; = ? -_ & %
Zero (0)	(space) , ! ^ ' " |
Asterisk (*)	+ * ~ ` < >
Pound (#)	# $ £ □ \ ( ) { } [ ]

Navigation

Use the outer ring of the Navigation cluster to scroll through menus and between lines. Use the inner **Select** button of the Navigation cluster to select items.

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

Softkey, Line, and Feature Buttons

You can interact with the features on your phone in several ways:

- 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 **More ...** softkey shows you that more functions are available.

- Feature and line buttons, located on either side of the screen, give you access to phone features and phone lines.

  - Feature buttons—Used for features such as **Speed dial** or **Call pickup**, and to view your status on another line.

  - Line buttons—Used to initiate or answer a call or resume a held call. You can also use a line key to open and close the call session window, and to navigate through the call session window. Open the call session window to see the calls on the line.

Feature and line buttons illuminate to indicate status:

- Green—Line is idle.

- Red, steady—Line is active or in use.

- Red, flashing—Line is on hold or there is an inbound call.

- Amber, steady—Line is unregistered (cannot be used).

Some functions can be set up as softkeys or as feature buttons. You can also access some functions with softkeys or the associated hard button.

Phone Screen Features

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

Figure 3: Cisco IP Phone 7800 Screen

1	At the top of the screen is the header row. The header row displays the phone number, current date and time, as well a number of icons. The icons display when features are active.
2	The middle of the phone screen displays the information associated with the line and feature buttons on the phone.
	When you select a line which has more than two registered lines, a black box highlight around the selected line is displayed. There will be no highlight for an active call.
	Active and incoming call screen supports more than 21 characters. The Cisco IP Phone can display 15 digits on the phone screen when line is inactive.
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—Each line corresponds to a directory number or intercom number that others can use to call you. You have as many lines as you have directory numbers and phone line icons.

- Calls—Each line can support multiple calls. By default, your phone supports two 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.

  Here is an example: If you have two lines and each line supports four calls, then you could have up to eight connected calls at one time. Only one of those calls is active and the other seven are held calls.

Power Requirements

The following Cisco-approved power adaptors must be used with the Cisco IP Phone 7800 Series:

- Phihong adapter (PSC18U-480); Rating: 48 VDC 0.38A

- Delta adapter (EADP-18VB B); Rating: 48 VDC 0.375A

Energy Savings

Your administrator can reduce the amount of power that the phone screen uses when you're not using your phone. Level of energy-saving that your administrator can set up:

- Power Save—The backlight or screen turns off when the phone has been inactive for a period of time.

  You can manage the backlight.

Note	The Cisco IP Phone 7811 does not support Power Save.

Related Topics

Adjust the Phone Screen Backlight, on page 88

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.

- For quick start guides and end-user guides in English, follow this link:

  https://www.cisco.com/c/en/us/support/collaboration-endpoints/
  ip-phone-7800-series-multiplatform-firmware/products-user-guide-list.html

- For guides in languages other than English, follow this link:

  https://www.cisco.com/c/en/us/support/collaboration-endpoints/
  ip-phone-7800-series-multiplatform-firmware/tsd-products-support-translated-end-user-guides-list.html

- For licensing information, follow this link:

  https://www.cisco.com/c/en/us/support/collaboration-endpoints/
  ip-phone-7800-series-multiplatform-firmware/products-licensing-information-listing.html

Accessibility Features

Cisco IP Phones provide accessibility features for the vision impaired, the blind, and the hearing and mobility impaired.

For detailed information about the accessibility features on these phones, see http://www.cisco.com/c/en/us/support/collaboration-endpoints/unified-ip-phone-7800-series/products-technical-reference-list.html.

You can also find more information about accessibility at this Cisco website:

http://www.cisco.com/web/about/responsibility/accessibility/index.html

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.

The phone contains all unique device identifier (UDI) information. The UDI is composed of three data elements associated with the phone. The data elements are:

- Product Identifier (PID)

- Version Identifier (VID)

- Serial Number (SN)

You can also find the information about your phone by going to **Info** > **Status** > **Product Information** on the phone web interface.

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **Status** > **Product Information**.

You can view the following information:

Product name— Name that represents the Cisco IP Phone.

Serial number— Serial number of the Cisco IP Phone.

MAC address—Hardware address of the Cisco IP Phone.

Software version—Version number of the Cisco IP Phone firmware.

Hardware version—Version number of the Cisco IP Phone hardware.

VID—Version ID of the Cisco IP Phone.

Certificate—Status of the client certificate, which authenticates the Cisco IP Phone for use in the ITSP network. This field indicates if the client certificate is properly installed in the phone.

Customization—For an RC unit, this field indicates whether the unit has been customized or not. Pending indicates a new RC unit that is ready for provisioning. If the unit has already retrieved its customized profile, this field displays the Customization state as Acquired.

Step 3   Press **Back** to return to the Applications screen.

View the Customization State on the Phone

After the RC download from the EDOS server completes, you can view the customization state of a phone on the screen.

Here are the descriptions of the remote customization states:

- Open—The phone has booted for the first time and is not configured.

- Aborted—Remote Customization is aborted due to other provisioning, for example, DHCP options.

- Pending—The phone can not download the profile from the EDOS server.

- Custom-Pending—The phone has downloaded a redirect URL from the EDOS server.

- Acquired—In the profile downloaded from the EDOS server, there is a redirect URL for provision configuration. If the redirect URL download from the provisioning server is successful, this state is displayed.

- Unavailable—Remote customization has stopped because the EDOS server responded with an empty provisioning file and the HTTP response was 200 OK.

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **Status** > **Product information** > **Customization**.

Step 3   Press **Back**.

View the Network Status

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **Status** > **Network Status**.

You can view the following information:

- **Network type**—Indicates the type of Local Area Netwrok (LAN) connection that the phone uses.

- **Network status**—Indicates if the phone is connected to a network.

- **IPv4 status**—IP address of the phone. You can see information on IP address, Addressing type, IP status, Subnet mask, Default router, Domain Name Server (DNS) 1, DNS 2 of the phone.

- **IPv6 status** —IP address of the phone. You can see information on IP address, Addressing type, IP status, Subnet mask, Default router, Domain Name Server (DNS) 1, DNS 2 of the phone.

- **VLAN ID**—VLAN ID of the phone.

- **MAC address**—Unique Media Access Control (MAC) address of the phone.

- **Host name**—Displays the current host name assigned to the phone.

- **Domain**—Displays the network domain name of the phone. Default: cisco.com

- **Switch port link**—Status of the switch port.

- **Switch port config**—Indicates speed and duplex of the network port.

- **PC port config**—Indicates speed and duplex of the PC port.

- **PC port link**—Indicates speed and duplex of the PC port.

View the Phone Status

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **Status** > **Phone Status** > **Phone Status**.

You can view the following information:

- **Elapsed time**—Total time elapsed since the last reboot of the system

- **Tx (Packets)**—Transmitted packets from the phone.

- **Rx (Packets)**—Received packets from the phone.

View the Status Messages on the Phone

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **Status** > **Status messages**.

You can view a log of the various phone statuses since provisioning was last done.

Note   Status messages reflect UTC time and are not affected by the timezone settings on the phone.

Step 3   Press **Back**.

View the Line Status

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **Status** > **Phone status** > **Line status**.

You can view the status of each line on the phone.

View 802.1X Transaction Status

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **Network configuration** > **Ethernet configuration** > **802.1X authentication** > **Transaction status**.

You can view the following information:

- **Transaction status**

　　　　• **Protocol**

View the Reboot History

Procedure

Step 1　　Press **Applications** ⚙.

Step 2　　Select **Status** > **Reboot history**.

You can view the details of the date and time whenever the phone has rebooted, no matter why the phone rebooted.

Report All Phone Issues

You can use the Problem Reporting Tool (PRT) to collect and send phone logs, and to report problems to your administrator.

Procedure

Step 1　　Press **Applications** ⚙.

Step 2　　Select **Status** > **Report problem**.

Step 3　　Enter the date that you experienced the problem in the **Date of problem** field. The current date appears in this field by default.

Step 4　　Enter the time that you experienced the problem in the **Time of problem** field. The current time appears in this field by default.

Step 5　　Select **Problem description**.

Step 6　　Select a description from the displayed list.

Step 7　　Press **Submit**.

Factory Reset the Phone from Phone Web Page

You can restore your phone to its original manufacturer settings from the phone web page. After you reset the phone, you can reconfigure it.

Procedure

Enter the URL in a supported web browser and click **Confirm Factory Reset**

You can enter URL in the format:

```
http://<Phone IP>/admin/factory-reset
```

where:

Phone IP = actual IP address of your phone.

/admin = path to access admin page of your phone.

factory-reset = command that you need to enter in the phone web page to factory-reset your phone.

Identify Phone Issues with a URL in the Phone Web Page

When the phone doesn't work or doesn't register, a network error or any misconfiguration might be the cause. To identify the cause, add a specific IP address or a domain name to the phone admin page. Then, try to access so that the phone can ping the destination and display the cause.

Procedure

In a supported web browser, enter a URL that consists of your phone IP address and the destination IP that you want to ping. Enter the URL using the format:

`http:/<Phone IP>/admin/ping?<ping destination>`, where:

<Phone IP> = actual IP address of your phone.

/admin = path to the access admin page of your phone.

<ping destination> = any IP address or domain name that you want to ping.

The ping destination allows only alphanumeric characters, '-', and "_" (underscores). Otherwise the phone shows an error on the web page. If the *<ping destination>* includes spaces, the phone uses only the first part of the address as the pinging destination.

For example, to ping the 192.168.1.1 address:

`http://<Phone IP>/admin/ping?192.168.1.1`

Lost Phone Connectivity

Sometimes your phone loses its connection to the phone network. 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. But, you don't have access to all normal phone features because some functions require information from the call control system. For example, 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.

Get More Information When Your Phone Displays a Provisioning Failure Message

If your phone displays the message `Verify your provisioning settings or contact your service provider.`, you have a configuration problem. This message will display only immediately after the phone boots up. You will not see this message after the phone is registered to a call server.

This message applies to all MPP Phones.

Procedure

Step 1 Press one of these options:

- **Details**—display a list of status messages.

- **Cancel**—return to the main phone screen.

Note If you cancel a provisioning alert, the phone doesn't show another provisioning alert until the phone has rebooted.

Step 2 Highlight the relevant status message from the list, and press one of these options:

- **Details**—display the entire status message.

- **Clear**—delete the complete message list.

Step 3 Contact your administrator to help you resolve the issue. If your administrator has given you access, you can also view the messages on the phone web page.

On the phone web page, go to **Info** > **Download Status** > **Provisioning Status**

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.

Cisco One-Year Limited Hardware Warranty Terms

Calls

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.

Make a Call with the Speakerphone

Use your speakerphone for hands-free calling. Keep in mind that your coworkers might be able to hear your call too.

Procedure

Step 1   Enter a number using the keypad.

Step 2   Press **Speakerphone** 🔊.

Make a Call with a Headset

Use your headset for hands-free calling that won't disturb your coworker and gives you some privacy.

Procedure

Step 1   Plug in a headset.

Step 2   Enter a number using the keypad.

Step 3   Press **Headset** 🎧.

Make an Emergency Call

Use your phone to make an emergency call, similar to any other call. When you dial the emergency number, your emergency services get your phone number and location so that they can assist you.

✎

Note   If your call disconnects, the emergency services can call you back.

Before you begin

Your phone must be set up to obtain your physical location. Emergency services personnel need your location to find you when you make an emergency call.

Procedure

Enter the emergency number and lift the handset.

Redial a Number

You can call the most recently dialed phone number.

Procedure

Step 1   (Optional) Select a line.

Step 2   Press **Redial**.

Step 3   Select the call record from the **Placed calls** list and press **Call**.

You can also access the **Placed calls** list from **Information and settings** > **Recents** > **Placed calls**.

Speed Dial

Speed Dial allows you to press a button, enter a preset code, or select a phone screen item to place a call. You can configure the speed dial from the phone screen and also from the phone web page.

You can edit, delete, and validate a speed-dial code.

Related Topics

Assign a Speed-Dial Code from the Phone Screen

You can configure a speed-dial index from your phone screen. You can also assign a speed-dial code from the phone web page.

Procedure

Step 1	Press **Applications** ⚙ .
Step 2	Select **Speed dials**.
Step 3	Scroll to an unassigned speed-dial index.
Step 4	Press **Edit** and do one of the following:

• Enter the name and number.
• Select **Option** > **Select from contact** to select a contact from the address book.

| **Step 5** | Press **Save**. |

Make a Call with a Speed-Dial Code

Before you begin

Set up speed-dial codes on the phone web page or from your phone screen.

Procedure

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

Configure a Speed Dial on a Line Key

You can configure a line key to dial a number when you press the key.

You can select any available line key to configure this feature. You can also select any line key that is functioning as a speed-dial key or as a Busy Lamp Field (BLF) key monitoring a line. See Coworker Line Status, on page 14 for details about BLF. Your configuration will override any existing configuration for the key.

Your phone may be monitoring a BLF list. See Activate or Deactivate Monitoring of the BLF List, on page 15 for details. You can select a BLF list key to configure this feature. However, remember that selecting a BLF list key changes the positions of BLF list keys. Because your configuration renders the key unavailable for the BLF list, the phone adjusts the positions of BLF list keys to the next available keys.

Before you begin

- Your administrator allows configuring speed dial on line keys.

- The line key on which you want to configure this feature is not configured as an extension.

Procedure

Step 1	Press and hold down the line key for two seconds.
Step 2	On the **Select feature** screen, select **Speed dial**.
Step 3	In the **Label** field, enter the label to be displayed beside the key on the phone screen.
Step 4	In the **Number** field, enter the number or code to be dialed when you press the key.
Step 5	Press **Save**.

Use the Line in Focus for Speed-Dial Calls

You can configure a line key to perform a speed dial either with a Voice Profile ID (VID) or without a VID. When both are configured, VID has a higher priority. The call is routed to that line.

If a line key is configured without VID, you can configure a speed-dial key to use the line in focus.

Procedure

Step 1	Configure a speed-dial key without using VID.
Step 2	Change the focus to the line that you prefer.
Step 3	Press the speed-dial key to make a call.

The call is made with the line in focus.

If the existing number of calls on the line in focus is equal to the value set in the **Call Appearances Per Line** field in the phone web page, the speed-dial call is made from the next available line.

Use the Line in Focus to Check Speed-Dial Calls

If a line key is configured without VID, you can perform a check to confirm whether the call is made with the line in focus.

Procedure

Step 1   Configure a speed-dial key without using VID.

Step 2   Change the focus to the line that you prefer.

Step 3   Press the speed-dial key to make a call.

The call is made with the line in focus.

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.

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 the flashing red line button.

Answer Call Waiting

When you're on an active call, you know that a call is waiting when you hear a single beep and the line button flashes red.

Procedure

Step 1 (Optional) If you have more than one call waiting, select an incoming call.

Step 2 Press the line button.

Decline a Call

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

Procedure

Decline a call by performing one of the following actions:

- Press **Decline**.
- If you have multiple incoming calls, highlight the incoming call and press **Decline**.

Silence an Incoming Call

You can silence an incoming call when you are busy and don't want to be disturbed. The phone stops ringing, but you get a visual alert, and, can answer the phone call.

Before you begin

Your administrator configures the **Ignore** softkey on your phone.

Procedure

Silence the incoming call by any of the methods:

- Press the **Ignore** softkey. When you press this softkey, the softkey disappears from the phone screen, and is restored again during the next incoming call.

- Press the Volume button down. If you press this button again, the ringer volume decreases.

The ringer volume is restored during the next incoming call.

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. However, you will always receive paging and emergency calls, even when DND is turned on.

When you enable DND, your incoming calls forward to another number, such as your voicemail, if it is set up.

When DND is turned on, **Do not disturb** is displayed in the top bar of the phone screen.

When you enable DND, by default, it affects all lines on your phone. You can also enable DND on a specific line from the **Preferences** menu.

When a line key has both feature key sync and DND enabled, the DND icon ⊘ is displayed next to the line key label.

Procedure

Step 1 Press **DND** to turn on DND.

If the **DND** softkey is grayed on the phone screen, contact your administrator.

Step 2 Press **Clr DND** to turn off DND.

Related Topics

Turn On or Turn Off DND Using a Star Code

You can turn on or turn off the do not disturb feature by dialing the respective star codes that are configured for your phone. The administrator enters the star codes in the **DND Act Code** and **DND Deact Code** fields respectively on the phone web page.

Procedure

Step 1 To turn on DND, dial the star code provided by your administrator.

Step 2   To turn off DND, dial the star code provided by your administrator.

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   (Optional) Press the line button.

Step 2   Press **PickUp** to transfer an incoming call within your pickup group to your phone.

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.

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** or **Hold**.

Step 2 To resume a call from hold, press **Hold** ⏸ or **Resume**.

Answer a Call Left on Hold for Too Long

Your phone is configured to provide cues that let you know when you have left a call on hold for too long:

- Flashing red line button

- Flashing message indicator on the handset

- Visual notification on the phone screen

- Ringing notification on the phone if a hold reminder is configured with phone web page

Procedure

Press **Hold** ⏸ or **Resume** to resume the held call.

Swap Between Active and Held Calls

You can easily switch between active and held calls.

Procedure

Press the line button for the held call, then press **Resume** to resume that call and place the other call on hold automatically.

Swap Between Active and Held Calls on the Cisco IP Phone 7811

The Cisco IP Phone 7811 does not have line buttons. If you have a held call and an active call, you see the **Calls** softkey. Also, If you have more than two calls, you see the **Calls** softkey.

Procedure

Step 1 Press **Calls**.

Step 2 Select a call.

Step 3 Press **Resume** ⏸.

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.

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 also park a call on your own phone. If so, then you may not hear a recording.

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

Before you begin

Your call must be active.

Procedure

Step 1	Press **Park**. Your phone plays a recorded message that asks for the number of the parked call.
Step 2	(Optional) If you have call park configured on a key expansion module, press the call park line key.
Step 3	Enter the number and press **Pound (#)**.
Step 4	(Optional) Communicate the parked number to the person retrieving 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

Step 1	Press **Unpark**.
Step 2	(Optional) Press the line key that has busy lamp field with call pickup configured to retrieve a call on hold.
Step 3	(Optional) If you have call park configured on a key expansion module, press the call park line key.
Step 4	Enter the number where the call is parked followed by **Pound (#)**.

You can also enter **Pound (#)** to retrieve the parked call. If you retrieve a call parked on your own phone, you may not need to enter a number.

Park and Unpark a Call with One Line Key

If your administrator has configured a Busy Lamp Field (line status) list with the **prk** function for you, you can park and unpark active calls. See Coworker Line Status, on page 14 for the `idle` and `Parked call` icons.

This feature doesn't apply to phone Cisco IP Phone 7811.

Before you begin

Activate or Deactivate Monitoring of the BLF List, on page 15

Procedure

Step 1 Press the line key that monitors the user to park an active call.

Step 2 To unpark a call, do one of three things:

- Press the monitored user that displays the parked call.

- Press the extension line key, then press the monitored user that displays the parked call.

- Use the navigation button to focus on the extension line key, then press the monitored user that displays the parked call.

Call Park Extension and Status

Your administrator can configure call park to support parking calls against dedicated call park extensions. These extensions are used only for call park and are not used for call routing.

Figure 4: Call Park in Call Park Extensions
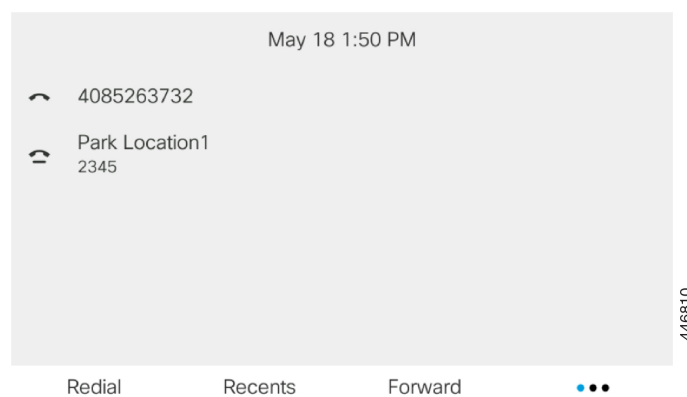
In the above example, the phone is monitoring Park Location1. Your administrator has configured a call park extension, Park Location1. If call park extensions are subscribed successfully, line keys will be assigned for call park function and get the monitored extension status.

The following table shows the call park status and the relevant icon displayed next to the call park extension:

Table 5: Call Park Status and Icons

Status	Icon
Idle	☎
Parked	☎

Forward Calls

You can forward calls from any line on your phone to another number. Call forward is phone-line specific. If a call reaches you on a line where call forwarding is not enabled, the call rings as usual.

If a line is enabled with feature key sync and call forward on it, the call forward ⤫ icon is displayed next to the line key label.

There are three call forwarding services:

- Forward all—Forward all incoming calls to a target phone number.

- Forward busy—Forward an incoming call to a target phone number when the line is busy.

- Forward no answer—Forward an incoming call to a target phone number when the call isn't answered.

Verify that your calls are forwarded by looking for the call forwarding ⤫ icon in the line label or on the middle top of the phone screen.

Procedure

Step 1 Press **Forward**.

Step 2 Select one of the following call forwarding services:

- **Forward all**

- **Forward busy**

- **Forward no answer**

Step 3 Do any of the following:

- Enter the target number, to which you want to forward incoming calls from this phone line.
- Press the **Contacts** softkey and select a contact from your contact directories.

Step 4 Press **Call** to forward all calls to the specified number.

Related Topics

Forward Calls in Specific Situations
Turn On Call Forward for All Lines

Activate Call Forward All with Feature Activation Code Synchronization

Your administrator enables a feature activation code that synchronizes the phone with the server to forward all calls. When you activate the feature on the phone, you see a call forwarding ⚡ icon displayed at the top of the phone screen.

Note The Feature Activation Code Synchronization feature only supports *Forward all*. *Forward busy* and *Forward no answer* are not supported.

Procedure

Step 1 Press **Forward**.

Step 2 Do any of the following:

- Enter the target number, to which you want to forward incoming calls from this phone line.
- Press **Contacts** and select a contact from your contact directories.
- Press **Redial** and select an entry from the **Placed calls** list.

Step 3 Press **Call** to forward all calls to the specified number.

You can clear the call forward all service by pressing **Clr fwd**.

Forward Calls with the Phone Web Page

Use the phone web page to set up your phone to forward calls.

You can also set up call forward on your phone screen.

Before you begin

Your administrator must enable the call forwarding services. Otherwise, the configuration on the phone web page doesn't take effect.

Procedure

Step 1   On the phone web page, click **User Login** > **Voice** > **User**.

Step 2   In the **Call Forward** section, set the **Cfwd All**, **Cfwd Busy**, **Cfwd No Answer**, or combination of them to **Yes**, and enter a phone number for each of the call forwarding services that you want to enable:

- **Cfwd All/Cfwd All Dest**—Forwards all calls.

- **Cfwd Busy/Cfwd Busy Dest**—Forwards calls only if the line is busy.

- **Cfwd No Answer/Cfwd No Ans Dest**—Forwards calls only if the line is not answered.

- **Cfwd No Answer/Cfwd No Ans Delay**—Assigns a response delay time in seconds.

   If your administrator disables the feature key synchronization (FKS) and XSI sync for call forwarding on your phone, you can enter the value as number of seconds after which call needs to be forwarded.

   If your administrator enables feature key synchronization (FKS) or XSI sync for call forwarding on your phone, you can enter the value as number of rings after which call needs to be forwarded.

   The call forwarding settings on the phone web page take effect only when FKS and XSI are disabled. For more information, consult your administrator.

Step 3   Click **Submit All Changes.**

Related Topics

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 gives you an opportunity to 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 and press **Call**.

Step 3   (Optional) Wait until you hear the line ring or until the other person answers the call.

Step 4   (Optional) Press the line key to return to the held call.

Consult Before You Complete a Transfer

Before you transfer a call, you can talk to the person that you're transferring the call to.

Before you begin

You have an active call that needs to be transferred.

Procedure

Step 1 From a call that is not on hold, press **Transfer** .

Step 2 When the other person answers, you can talk to them.

Step 3 (Optional) Press the line key to return to the held call.

Step 4 (Optional) Press the line key to return to the transfer target phone number.

Step 5 Press **Transfer** or **Transfer** again.

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. If you have multiple phone lines, you can join two calls across two lines. The conference ends when all participants hang up.

Add Another Person to a Call

Procedure

Step 1 From an active call, press **Conference** .

Step 2 Enter the phone number for the party you want to add and press **Call**.

Step 3 Press **Conference** again.

Conference with a Star Code

Press the **Conference** button only once to combine many active calls into a conference and talk to several people in a single call.

Before you begin

Your administrator has added a star code to the **Conference** button from the phone web page.

Procedure

Step 1 Make a call from a line and wait for an answer.

Step 2 Use the same line to call another number and wait for an answer. You can use the same line to call other numbers.

Step 3 Press **Conference** [icon] only once.

All numbers are added to the conference call and you see the star code that represents the conference bridge URL with one of the active calls.

Record a Call

When you're on an active call, you can record it. You might hear a notification tone as you record the call.

During a recording, you see different icons in different recording state. You see the icons on the Calls screen and also on the line key on which you are recording a call.

During a recording, you see different recording icons on the Calls screen. The icon depends on the recording state:

Table 6: Recording Icons

Icon	Meaning
[icon]	Recording in progress
[icon]	Recording in (7811)
[icon]	Recording paused
[icon]	Recording paused (7811)

Before you begin

Your administrator enables your phone with call recording.

Procedure

Step 1 Press **Record** while on an active call.

Step 2 (Optional) While recording is in progress, you can press **PauseRec** to pause the recording.

Step 3 (Optional) Press **ResumeRec** to resume the recording.

Step 4 (Optional) Press **StopRec** to stop the recording.

Step 5 Press **End Call** to end the call.

Instant Message and Presence Contacts

Instant message and presence (IM&P) contacts display their presence information. You can see if the person is available, busy, or unavailable, or if the person does not want to be disturbed.

You use the UC-One Communicator to manage your lists of contacts. Your phone gets your lists of contacts from the UC-One Communicator server.

When you use the phone, the phone sends status information to the UC-One Communicator.

Presence

Your company may use the "UC-One Communicator" service and integrate it with the phone. You can use this service to display the status of your contacts.

On the phone, your status is displayed on the status line of the phone. You see one of the following:

- Available
- Away
- Do Not Disturb
- Offline

For more information on the "UC-One Communicator" service, see the Broadsoft documentation.

Make a Call to an IM and Presence Contact

When you call someone on your IM&P contacts, their presence state is displayed in your call history.

Before you begin

You administrator enables the IM&P directory in the phone.

Procedure

Step 1	Press **Contacts** .
Step 2	Press **Category**, if it displays on the phone. Otherwise, skip the step.
Step 3	Select **IM&P contacts**.
Step 4	Select a directory.
Step 5	Select an entry.
	The entry shows the status of your contact.
Step 6	(Optional) Press **Detail** to view the contact details and press **Back** to return to the contacts list.
Step 7	Press **Call**.

Change Your Presence State

Because the phone is always available, you need to set your presence manually on the phone.

Before you begin

You administrator enables the IM&P directory in the phone.

Procedure

Step 1	Press **Contacts** ▣.
Step 2	Press **Category**, if it displays on the phone. Otherwise, skip the step.
Step 3	Select **IM&P contacts**.
Step 4	Highlight a directory. For example, **Favorite**, **Non-Group**, **All contacts**, and so on.
Step 5	Press **Presence**.
Step 6	Select your presence from the list.

  - Available—You can take a call.
  - Away—You have stepped away from the phone for a short time.
  - Do not disturb—You don't want to take a call.
  - Offline—You are not available to take calls. Typically, you use this presence when you leave the phone for long periods of time.

Page a Group of Phones (Multicast Paging)

Your administrator can configure your phone as a part of a paging group. In a paging group, your phone can automatically answer pages from other Multiplatform phones in the phone system. Each paging group has a unique number associated with it. Your administrator gives you the configured paging group numbers. When your phone is paged, you hear three short beeps. The phone establishes one-way audio between you and the phone that called you. You do not have to accept the page.

Procedure

Dial the number of the paging group.

Multiple Lines

If you share phone numbers with other people, you could have multiple lines on your phone. When you have multiple lines, you have more calling features available to you.

View All Calls on Your Primary Line

You can have a list of current and missed calls display on your primary line.

Use this feature if you have multiple lines and want to see all your calls—on all lines—displayed on a single screen. You can still filter for a specific line.

Your administrator sets up this feature.

Answer the Oldest Call First

You can answer the oldest call available on all your phone lines, including Hold Reversion and Park Reversion calls that are in an alerting state. Incoming calls always have priority over Held or Park Reversion calls.

When working with multiple lines, you typically press the line button for the incoming call you want to answer. If you just want to answer the oldest call regardless of line, press **Answer**.

View All Calls on Your Phone

You can view a list of all your active calls—from all your phone lines—sorted in chronological order, oldest to newest.

The list of all calls is useful if you have multiple lines or if you share lines with other users. The list displays all your calls together.

Shared Lines

You can share a single phone number with one or more of your coworkers. For example, as an administrative assistant, you might be responsible for screening calls for the person that you support.

When you share a phone number, you can use that phone line just like you would any other line, but you should be aware of these special characteristics about shared lines:

- The shared phone number appears on all phones that share the number.

- If your coworker answers the call, the shared line button and the session button are solid red on your phone.

- If you put a call on hold, your line button is solid red and the session button pulses red. Your coworker's line button is also solid red and the session button pulses red.

Add Yourself to a Call on a Shared Line

You or your coworker can join a call on the shared line. Your administrator needs to enable the feature on your phone.

If a user with whom you share a line has privacy turned on, you can't see their line settings and you can't add yourself to their call.

Procedure

Step 1   Press the line button for the shared line.

Step 2　　Press **Barge** or **BargeSilent**.

Call Center Features

Your administrator configures your phone as a call center phone.

Your administrator can enable your phone with Automatic Call Distribution (ACD) features. This phone acts as a call center agent's phone and can be used to trace a customer call, to escalate any customer call to a supervisor in emergency, to categorize contact numbers using disposition codes, and to view customer call details.

Your phone can have ACD status as:

- Sign in
- Sign out
- Available
- Unavailable
- Wrap-up

The initial ACD status is controlled by your administrator in two ways:

- The last local status can be restored as the ACD initial status when the phone boots up, status is changed to "Registered" from "Unregistered" or "Registration failed", or registration destination ip address is changed due to failover, fallback or DNS response is changed.
- The ACD initial status can be obtained from the server.

Sign In as a Call Center Agent

When you're ready to start your work as a call center agent, you sign into the phone and set your status.

Your administrator can set up your phone so that when you sign into the phone, your status is set to Available automatically. In this case, you don't need to manually set the status.

Procedure

Step 1　　Press **AgtSgnIn**.

Step 2　　Check your status as a call center agent.

If the status is Available, the icon ✔ displays beside your phone number. Otherwise, proceed with the next steps to manually set the status.

Step 3　　Press **Agt status**.

Step 4　　Highlight the **Available** status.

Step 5   Press **Select**.

Sign Out as a Call Center Agent

When you're ready to end your work as a call center agent, change your status and sign out of the phone. After you sign out, you won't receive more call center calls.

If you're on a call and know that you will sign off as soon as the call completes, change your status to **Wrap-up**.

Procedure

Press **AgtSgnOut**.

Change Your Status as a Call Center Agent

From time to time, you may need to take a brief break. To do that, change your status so that calls will not ring on your phone.

Procedure

Step 1   Press **Agt status**.

Step 2   Highlight the **Unavailable** status.

Step 3   Press **Select**.

Step 4   Press **Agt status**.

Step 5   Highlight the **Available** status.

Step 6   Press **Select**.

Step 7   Highlight the **Wrap-up** status.

Step 8   Press **Select**.

Accept a Call Center Call

When you sign into the phone as a call center agent and your phone status is set to available, your phone are ready to accept call center calls. Before you answer a call, you see information about the call.

Procedure

Step 1   When you receive a call, you will see the call information page, press **Back** to exit and then press **Answer** to accept it.

Step 2   Press **Call Info** to see the call details.

Step 3   At the end of the call, press **End call**.

Hold an Agent Call

When you are on a call center call, you can put the caller on hold and return to the call. While the call is held for a long time, you will hear a reminder tone and a ring splash on the phone screen.

Procedure

Step 1   Press **Hold**.

Step 2   When you are ready to return, select the held call and press **Resume**.

Set a Disposition Code While on a Call Center Call

You can assign a disposition code to an active customer call or after you set your status to Wrap-up after a call. Disposition codes are quick labels that you apply to call records to describe a call. It is an easy way to label calls and keep track of customer contact history so that no details about the call are missed.

Before you begin

Your administrator enables your phone to add a disposition code.

Procedure

Step 1   Press **Disp code**.

Step 2   Press **Ok**.

Trace a Call

You can trace an active call and the last incoming call in any agent status.

Before you begin

Your administrator enables your phone to trace a call.

Procedure

From an active call or after a call, press **Trace**.

Escalate a Call to a Supervisor

When you need to escalate a call, you can add your supervisor to a conference call with you and your caller.

Before you begin

Your administrator enables emergency escalation on your phone.

Procedure

Step 1	From an active call, press **Emergency**.
Step 2	In the **Emergency Escalation** window, click **OK**.

You can enter preferred emergency escalation number, or you can leave it empty if you do not have any supervisor preference. You will not see any emergency escalation number.

Contacts

Search for a Contact in the All Directories Screen

The **All directories** is the landing page of your contacts. Typically, it automatically retrieves the contacts from your personal address book and Bluetooth-paired phone.

If your target contact is not in the displayed directories, you can perform a manual search in the screen. The search scope covers the following directories (if enabled):

- Personal address book

- BroadSoft directory, including the following subdirectories:

    - Enterprise

    - Group

    - Personal

    - Enterprise Common

    - Group Common

- LDAP directory

The manual search operation tries to retrieve the contacts from the directories in the following order:

- Personal address book

- BroadSoft directory

- LDAP directory

Note Your administrator controls the directories that you can access. If the contact is in a disabled directory, the entry doesn't display in the search results.

From the search results, you can view the contact details, call the contact, or edit the number before making the call. If your administrator enables the personal directory on the phone, you can also add the contact to your personal directory.

Before you begin

Your administrator must enable the all directory search. Otherwise, the **All directories** screen doesn't display.

Procedure

Step 1 Press **Contacts** 🔲.

Step 2 Select the contact already displayed in the screen by using the Navigation cluster.

If you can't find the contact in the screen, proceed with the next step.

Step 3 Enter the name of the contact that you want to find.

The phone searches for first or last names that include your search string anywhere in the name.

If you search contacts without any keywords, the phone retrieves all contacts.

Step 4 Press **Search**.

The search results show both full and partial name matches.

By default, up to 50 records of the contacts display in the phone. Your administrator can set up the maximum number of the contacts.

Step 5 (Optional) To view a contact's details, highlight the contact in the search results, and press **Details**.

Step 6 (Optional) To add a contact to the personal address book on the phone, follow these steps:

a) While viewing the contact details, press **Option**.

b) Select **Add contact**.

If you don't see the **Add contact** option, contact your administrator.

c) Enter the contact details and press **Save**.

Step 7 (Optional) To call a contact, highlight the contact in the search results, and press **Call**.

Step 8 (Optional) To change the number to be dialed and then make a call to a contact, follow these steps:

a) Highlight the contact in the search results, and press **Edit call**.

b) Edit the number as necessary.

c) Press **Call**.

Related Topics

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.

Your phone supports three types of corporate directories—Lightweight Directory Access Protocol (LDAP) Directory, Broadsoft Directory, and a Cisco XML Directory.

Broadsoft Directory

You can search and view your personal, group, and enterprise contacts in your Broadsoft Directory, which makes it easier to give them a call. Your administrator configures the Broadsoft Directory in your phone. This application feature uses BroadSoft's Extended Services Interface (XSI).

Search for a Contact in Your BroadSoft Directory

Before you begin

- Your administrator enables the BroadSoft XSI services.

- Your administrator enables the BroadSoft directories and sets up the directories properly.

- Your administrator enables the Browse Mode for the directories.

    When this mode is enabled, a preload operation will start automatically to retrieve all the contacts from the directory.

Procedure

Step 1 Press **Contacts** 🔲.

Step 2 Press **Category**, if it displays on the phone. Otherwise, skip the step.

Step 3 Select a BroadSoft directory. The default names are:

- Enterprise

- Group

- Personal

- Enterprise Common

- Group Common

Note   When your administrator disables the directory individual mode, the phone only displays **BroadSoft directory**.

After you enter the directory, wait until the preload operation is complete. You can press **Cancel** to stop the preload operation.

Step 4   Press **Option**, then select **Search**.

If your administrator disables the directory browse mode, you can find the **Search** softkey displayed on the phone instead.

Step 5   Select a search criteria.

- In BroadSoft Enterprise or Group directory, search a contact by Last Name, First Name, User ID, Number, Extension, Mobile phone, Department, or Email address.

- In BroadSoft Enterprise Common, Group Common, or Personal directory, search a contact by Name or Number.

Step 6   Enter your search criteria, and press **Search**.

Edit Your Contact Type in Your BroadSoft Directory

Before you begin

Your administrator disables the directory individual mode for the BroadSoft XSI service.

Procedure

Step 1   Press **Contacts** ▢▢.

Step 2   Press **Category**, if it displays on the phone. Otherwise, skip the step.

Step 3   Highlight the **BroadSoft directory**.

Step 4   Press **Option**.

Step 5   Select **Edit settings**.

Step 6   Select the **Type** field.
You can select Enterprise, Group, Personal, Enterprise Common, or Group Common as your BroadSoft Directory contact type.

Step 7   Press **Save** to apply the change.

Edit Your BroadSoft Directory Name

When your administrator disables the directory individual mode, the phone only displays **BroadSoft directory**.

When your administrator enables the directory individual mode, the phone displays all enabled directories with default or customized names. The default names are:

- Enterprise

- Group

- Personal

        • Enterprise Common

        • Group Common

Note   Only the directory that is enabled by your administrator can display in the **Directories** screen.

Procedure

Step 1	Press **Contacts** 📖.
Step 2	Press **Category**, if it displays on the phone. Otherwise, skip the step.
Step 3	Do one of the following actions:

        • Highlight the **BroadSoft directory**.

        • Highlight one of the configured directories.

Step 4	Press **Option**.
Step 5	Select **Edit Settings**.
Step 6	Edit the **Directory Name** field.
Step 7	Press **Save** to apply the change.

Edit the Server Name of Your BroadSoft Directory

When your administrator disables the directory individual mode, the phone only displays **BroadSoft directory**.

When your administrator enables the directory individual mode, the phone displays all enabled directories with default or customized names. The default names are:

        • Enterprise

        • Group

        • Personal

        • Enterprise Common

        • Group Common

Note   Only the directory that is enabled by your administrator can display in the **Directories** screen.

Procedure

Step 1	Press **Contacts** 📖.

Step 2   Press **Category**, if it displays on the phone. Otherwise, skip the step.

Step 3   Do one of the following actions:

- Highlight the **BroadSoft directory**.

- Highlight one of the configured directories.

Step 4   Press **Option**.

Step 5   Select **Edit Settings**.

Step 6   Edit the **Host Server** field.

Step 7   Press **Save** to apply the change.

Edit Credentials of Your BroadSoft Directory

When your administrator disables the directory individual mode, the phone only displays **BroadSoft directory**.

When your administrator enables the directory individual mode, the phone displays all enabled directories with default or customized names. The default names are:

- Enterprise

- Group

- Personal

- Enterprise Common

- Group Common

Note   Only the directory that is enabled by your administrator can display in the **Directories** screen.

Procedure

Step 1   Press **Contacts** .

Step 2   Press **Category**, if it displays on the phone. Otherwise, skip the step.

Step 3   Do one of the following actions:

- Highlight the **BroadSoft directory**.

- Highlight one of the configured directories.

Step 4   Press **Option**.

Step 5   Select **Edit Settings**.

Step 6   (Optional) Set the **Authentication type** to **Login credentials** or **SIP credentials**.

Step 7   Enter the user credentials based on the authentication type.

- Login credentials: edit the **User ID** and **Password** fields.

• SIP credentials: edit the **SIP auth ID** and **SIP password** fields.

Step 8   Press **Save** to apply the change.

LDAP Directory

The Cisco IP Phone supports Lightweight Directory Access Protocol (LDAP) v3. You can search for a specified LDAP directory for a name, phone number, or both. LDAP-based directories, such as Microsoft Active Directory 2003 and OpenLDAP-based databases, are supported.

To access the LDAP directory on the phone, enter your user credentials at least once. Your administrator can set up your user credentials on the phone administration web page. Once you successfully access the LDAP directory, the phone saves the user credentials. Next time, you can skip the user login procedure. The phone can save the user credentials for the host users or guest users. These users normally sign in to the phone through the Flexible Seating or the Extension Mobility feature.

Edit Credentials of Your LDAP Directory

When you access the LDAP directory on the phone, you might be prompted to enter your user credentials. You can edit the credentials in advance to bypass the sign-in procedure. You can also change the LDAP account by editing the user credentials.

The phone saves the credentials for different types of users. For example, the users who sign into the phone with the Flexible Seating or Extension Mobility feature. After you switch a user on the phone, the phone retains the user's credentials. Therefore, you can still access the LDAP directory without the need to sign in.

Before you begin

Your administrator enables the LDAP directory.

Procedure

Step 1   Press **Contacts** ▯▯.

Step 2   (Optional) Press **Category**.

If your administrator disables the directory browse mode, the softkey doesn't display on the phone.

Step 3   Highlight the LDAP directory.

By default, the directory name is "Corporate directory (LDAP)".

Step 4   Press **Option**, then select **Edit settings**.

Step 5   Enter the user credentials.

The displayed fields are different according to the authentication method selected by your administrator:

• If the authentication method is "Simple", the phone prompts the **Client DN** and **Password** credentials.

• If the authentication method is "DIGEST-MD5", the phone prompts **Username** and **Password** credentials.

Step 6   Press **Save** to save the credentials.

Search for a Contact in Your LDAP Directory

Before you begin

Your administrator enables the LDAP directory.

Procedure

Step 1   Press **Contacts** .

Step 2   Press **Category**, if it displays on the phone. Otherwise, skip the step.

Step 3   Select the LDAP directory.

By default, the directory name is "Corporate directory (LDAP)".

Step 4   (Optional) If prompted, sign in with your user credentials.

The phone prompts one of the following credentials to access the LDAP directory:

- **Client DN** and **Password**

- **Username** and **Password**

For more information, contact your administrator.

If the local cache on the phone contains the user credentials, you skip the user sign-in procedure automatically.

When you enter the directory, the phone might start to retrieve all the contacts from the directory.

Step 5   (Optional) Press **Cancel** to stop the auto loading.

Step 6   Press **Option**, and then select one of the following methods:

- **Simple search**: You can search by last name and first name of a contact.

- **Advanced search**: You can search by last name, first name, and telephone number of a contact.

Step 7   Enter your search criteria, and then press **Search**.

Personal Address Book

Add a New Contact to Your Personal Address Book

Before you begin

Your administrator must enable the personal directory feature on the phone. Otherwise, the **Personal address book** menu doesn't display.

Procedure

Step 1	Press **Contacts** .
Step 2	Press **Category**, if it displays on the phone. Otherwise, skip the step.
Step 3	To add a contact in your personal address book.

    a) Select **Personal address book**.

    b) Press **Option**, and then select **Add**.

       Or, press **Add**, if it displays on the phone.

    c) Enter a name and at least one phone number.

    d) (Optional) Select a custom ringtone for the contact.

    e) Press **Save**.

Step 4	To add a contact from the BroadSoft directory, LDAP directory, or Bluetooth-synchronized contacts to your personal address book.

    a) Select the BroadSoft directory, the LDAP directory, or the Bluetooth-paired device.

    b) Search for a contact that you want to add.

    c) Highlight the contact.

    d) Press **Option**, and then select **Add contact**.

    e) Enter a name and at least one phone number.

    f) (Optional) Select a custom ringtone for the contact.

    g) Press **Save**.

Related Topics

Add a New Contact to Your Personal Address Book with Phone Web Page

Before you begin

Your administrator must enable the personal directory feature on the phone. Otherwise, the **Personal address book** menu doesn't display.

Procedure

Step 1	On the phone web page, select **User Login** > **Personal Directory**.
Step 2	Click **Add to Personal Directory**.
Step 3	Add name and related number or numbers. The number contains work number, mobile number, and home number.

Step 4 Click **Submit All Changes**.

Search for a Contact in Your Personal Address Book

Before you begin

You administrator must enable the personal directory feature on the phone. Otherwise, the **Personal address book** menu doesn't display.

Procedure

Step 1 Press **Contacts** .

Step 2 Press **Category**, if it displays. Otherwise, skip the step.

Step 3 Select **Personal address book**.

Step 4 Select **Option** > **Search**.

Step 5 Enter the address entry to search for. The matched contacts will display on the phone.

You can only search by name (case insensitive). Search by number is not supported.

Call a Contact in Your Personal Address Book

Before you begin

Your administrator must enable the personal directory feature on the phone. Otherwise, the **Personal address book** menu doesn't display.

Procedure

Step 1 Press **Contacts** .

Step 2 Press **Category**, if it displays. Otherwise, skip the step.

Step 3 Select **Personal address book** and search for an entry.

Step 4 Highlight the personal address book entry that you want to dial.

Step 5 Press **Call**.

Related Topics

Edit a Contact in Your Personal Address Book

Before you begin

Your administrator must enable the personal directory feature on the phone. Otherwise, the **Personal address book** menu doesn't display.

Procedure

Step 1	Press **Contacts** .
Step 2	Press **Category**, if it displays on the phone. Otherwise, skip the step.
Step 3	Select **Personal address book** and search for an entry.
Step 4	Highlight the entry you want to change.
Step 5	Press **Option**, and then select **Edit**.
Step 6	Modify the entry information.
Step 7	Press **Save**.

Related Topics

Remove a Contact from Your Personal Address Book

Before you begin

Your administrator must enable the personal directory feature on the phone. Otherwise, the **Personal address book** menu doesn't display.

Procedure

Step 1	Press **Contacts** .
Step 2	Press **Category**, if it displays. Otherwise, skip the step.
Step 3	Select **Personal address book**.
Step 4	Search for the contact that you want to remove.
Step 5	Highlight the address entry of the contact and press **Option** > **Delete** to delete the entry.

Related Topics

Reverse Name Lookup for Incoming and Outgoing Calls

Reverse name lookup searches for the name of a number in an incoming, outgoing, conference, or transferred call. The reverse name lookup acts when the phone cannot find a name using the service provider directory,

Call History, or your contacts. Reverse name lookup needs a valid LDAP Directory or XML Directory configuration.

The reverse name lookup searches the phone's external directories. When a search succeeds, the name is placed in the call session and in the call history. For simultaneous, multiple phone calls, reverse name lookup searches for a name to match the first call number. When the second call connects or is placed on hold, reverse name lookup searches for a name to match the second call.

Reverse name lookup is enabled by default.

Reverse name lookup searches the directories in the following order:

1. Phone contacts

2. Call History

3. LDAP Directory

4. XML Directory

Recent Calls

Recent Calls List

Use the Recents list to see the 180 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.

View Your Recent Calls

Check to see who's called you recently.

Note   Each line has missed call badging. You can view the number of missed calls per line on the phone screen. The maximum missed call badge is 99. When you view either the All calls or Missed calls list on the phone screen for a particular line, the missed call badge for the selected line gets cleared.

The missed call badge and the actual number of missed calls may be different due to a display limit of 180 calls for the Recents list. This limit consists of outgoing calls, missed calls, and incoming calls. Also, there can be some old missed calls that get added to the count for the missed call badge. This can get overwritten in the Recents list.

Procedure

Step 1   Select a line to view.

Step 2 Press **Applications** ⚙.

Step 3 Select **Recents**.

Step 4 Choose to view all recent calls, or to view a certain kind of recent call.

- All Calls
- Missed Calls
- Received Calls
- Placed Calls
- Display recents from

To view calls in the **Display recents from** option, see .

View Calls Logs from BroadWorks XSI Server

You can view a separate list for the BroadWorks XSI server call logs and for the local call logs, depending on your selection.

The phone does a reverse name lookup against local personal directory when the user navigates the BroadWorks call log on the phone.

Before you begin

Your administrator adds the **Display recents from** menu on your phone.

Procedure

Step 1 Select a line to view.

Step 2 Press **Applications** ⚙.

Step 3 Select **Recents**.

Step 4 Select **Display recents from** and choose one of the options.

- **Server**: Displays call logs stored on and transferred from the server.
- **Phone**: Displays call logs stored on the phone.

Step 5 Click **Set**.

You can view all calls, missed calls, received calls, and placed calls list.

Return a Recent Call

Procedure

Step 1   Press **Recents**.

If your administrator configured the **Missed** softkey, and there is a missed call on the line, you can use the **Missed** softkey on the phone's home screen to access the **Missed calls** list.

Step 2   Select the call record that you want to dial.

Step 3   (Optional) Press **Edit call** to edit the call record.

Step 4   Press the required line button or press **Call** to place the call.

Clear the Recent Calls List

Procedure

Step 1   Select a line to view.

Step 2   Press **Applications** .

Step 3   Select **Recents**.

Step 4   Select a list that you want to delete.

- All Calls
- Missed Calls
- Received Calls
- Placed Calls
- Display recents from

Step 5   Press **Option** and select **Delete all**.

Step 6   Press **OK**.

Create a Contact from a Recents Record

Procedure

Step 1   Display a Recents record.

Step 2   Press **Option**.

Step 3   Press **Add contact**.

Delete a Call Record

Procedure

Step 1   Press **Applications** ⚙ .

Step 2   Select **Recents**.

Step 3   Choose to view all recent calls, or to view a certain kind of recent call.

- All Calls
- Missed Calls
- Received Calls
- Placed Calls
- Display recents from

Step 4   Highlight the individual record or call group that you want to delete.

Step 5   Press **Option**.

Step 6   Select **Delete entry**.

Step 7   Press **OK**.

Delete All Call Records

You can delete all call history records on your phone.

Procedure

Step 1   Press **Applications** ⚙ .

Step 2   Select **Recents**.

Step 3   Select **All calls**.

Step 4   Press **Option** and select **Delete all**.

Step 5   Press **OK**.

Voicemail

Your Personal Voicemail Account

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

The **Messages** [icon] button on your phone acts as a speed dial into the voicemail system.

When you aren't at your desk, you can call your voicemail system to access your voicemail. 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 about your voicemail commands, see the voicemail system user documentation or contact your administrator.

Set up Voicemail on Your Phone

If your administrator has not set up your personal voicemail phone number on your phone, you can set it up yourself.

Procedure

Step 1 Press **Applications** [icon].

Step 2 Select **User preferences** > **Call preferences**.

Step 3 Enter your personal voicemail phone number in **Voice mail**.

Step 4 Press **Set**.

Check Your Personal New Voice Messages

To find out if you have new voicemail messages, look for one of these signs:

- The light strip on your handset is solid red.

- 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.

- An exclamation mark (!) indicates urgent voicemail messages.

You will also hear a stutter tone played from your handset, headset, or speakerphone when you use a phone line. This stutter tone is line-specific. You only hear it when you use a line that has voice messages.

Access Your Personal Voicemail

Procedure

Step 1   Press **Messages** .

Step 2   Follow the voice prompts.

Access Your Personal Audio Voicemail

Depending upon how your administrator has set up your phone, you can retrieve your personal voicemail without viewing a list of messages. This option is useful if you prefer a list of voicemail messages, but you occasionally access your messages without the visual prompts.

Procedure

Step 1   In the screen, press the **Audio** softkey.

Step 2   When prompted, enter your voicemail credentials.

Phone Behavior with Voicemail Setting

This table lists the phone behavior in various scenarios when the **Handset LED Alert** field in the Configuration Utility is set to Voicemail.

Starting State	Event	LED Status After Event	LED Turn Off Criteria
No Voicemail, No Missed Call	There is no active call and a call is missed or a call is on hold and the call is missed.	LED Off	-
No Voicemail, No Missed Call	Voicemail comes in	LED On	User calls the voicemail to retrieve a message.
Voicemail	There is no active call and a call is missed or a call is on hold and the call is missed.	LED On	User calls the voicemail to retrieve a message.
Missed Call	Voicemail comes in	LED On	User calls the voicemail to retrieve a message.
No Voicemail, No Missed Call	No event	LED Off	-

Phone Behavior with Voicemail and Missed Call Configuration Setting

This table lists the phone behavior in various scenarios when the **Handset LED Alert** field in the Configuration Utility is set to **Voicemail, Missed Call**.

Starting State	Event	LED Status After Event	LED Turn Off Criteria
No Voicemail, No Missed Call	There is no active call and a call is missed or a call is on hold and the call is missed.	LED On	User interacts with the phone.
No Voicemail, No Missed Call	Voicemail comes in	LED On	User calls the voicemail to retrieve a message.
Voicemail	There is no active call and a call is missed or a call is on hold and the call is missed.	LED On	User interacts with the phone and calls the voicemail to retrieve a message.
Missed Call	Voicemail comes in	LED On	User interacts with the phone and calls the voicemail to retrieve a message.

Starting State	Event	LED Status After Event	LED Turn Off Criteria
No Voicemail, No Missed Call	No event	LED Off	-

Voice Messages States of Monitored Voicemail Accounts

You can see the voicemail messages state of a voicemail account of a user or group on a line key .

The scope of the monitored voicemail account:

- an extension-associated voicemail account that is configured on the phone

- a voicemail account that is different from any extension-associated voicemail account

   To check if your SIP proxy provides the support, contact your administrator.

A monitored voicemail account displays one of these icons beside the line key:

- : There are no voicemail messages for the monitored account.

- : There are new voicemail messages. The number of messages displays adjacent to the name of the monitored account. For example, `(4) VM 3300` shows there are four voicemail messages for the monitored account `VM 3300`.

- !: The new voicemail messages contain at least one urgent message.

- : The line failed to register to the voicemail server.

The line button LED also changes color to indicate the state of the monitored line. The default LED color and pattern for the states are:

- No message: solid green

- New messages: solid red

- Urgent messages: solid red

- Registration Failed: solid amber

To customize the LED behaviour, contact your administrator.

Access Monitored Voicemail Account Messages

Before you begin

- Your administrator must configure either a line key on the phone to monitor a voicemail account.

- Your administrator must assign speed dial to the configured key.

- There are new messages for the monitored voicemail account.

Procedure

Step 1 Press the line key on the phone.

You may be prompted to enter the monitored voicemail account ID and PIN.

Step 2 Follow the voice prompts.

Settings

Phone Settings Overview

Your administrator can configure the phone to make the setting menus available on the phone screen or on the phone web interface. If you can't find a specific menu, contact your administrator.

Change the Ringtone

You can set a ringtone for an incoming call.

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **User preferences** > **Ringtone** > **Ext (n) - Ring tone**, where n= extension number.

Step 3   Scroll through the list of ringtones and press **Play** to hear a sample.

Step 4   Press **Select** and then **Set** to save a selection.

Assign a Ring Tone with the Phone Web Page

Procedure

Step 1   On the phone web page, select **User Login** > **Voice** > **Ext(n)**, where **(n)** is the number of an extension.

Step 2   In **Call Feature Settings** area, choose a ringtone from the **Default Ring** drop-down list.

If you don't want to specify a ringtone for the phone line, choose **No ring**. Your phone doesn't ring when receiving an incoming call.

Step 3   Click **Submit All Changes**.

Forward Calls from Your Phone

You can set up your phone to forward incoming calls.

Before you begin

Your administrator must enable the call forwarding services.

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **User preferences** > **Call preferences** > **Call forwarding** to access the **Call forward settings** screen.

You can also press the **Forward** softkey on the phone home screen to access the **Call forward settings** screen.

Step 3   Select a call forwarding service.

> - **Forward all**—Determines whether to forward all incoming calls to a target phone number.
> - **Forward busy**—Determines whether to forward an incoming call to a target phone number when the line is busy.
> - **Forward no answer**—Determines whether to forward an incoming call to a target phone number when the call isn't answered.

Step 4   Enable the call forwarding service by pressing **Select** button of the Navigation cluster.

Step 5   Assign a target phone number for the call forwarding service.

> - **Forward all number**—Specifies the target phone number to which you want to forward all incoming calls.
> - **Forward busy number**—Specifies the target phone number to which you want to forward the incoming call when the line is busy.
> - **Fwd no answer number**—Specifies the target phone number to which you want to forward the coming call when the call isn't answered.
> - **Fwd no answer delay**—Assigns a response delay time for the no answer scenario.

If your administrator disables the feature key synchronization (FKS) and XSI sync for call forwarding on your phone, you can enter the value as number of seconds after which call needs to be forwarded.

If your administrator enables FKS or XSI sync for call forwarding on your phone, you can enter the value as number of rings after which call needs to be forwarded.

The call forward settings on the phone take effect only when FKS and XSI are disabled. For more information, consult your administrator.

Step 6   (Optional) Assign a target phone number by using the **Contacts** softkey.

    a) In the **Call forward settings** screen, select any of the call forwarding service.

    b) Select **Forward all number**, **Forward busy number**, or **Fwd no answer number** based on the call forwarding service that you selected, then press the **Contacts** softkey.

    c) Search for a contact. For more information, see .

    d) Press **Call** to assign the target phone number.
        You can find that the target phone number displays next to the call forwarding service.

Step 7   Press **Set** to apply the settings.

Step 8   Verify if the setting takes effect by looking for the call forwarding ⤢ icon. The icon displays with a target number on the top left or middle of the phone screen.

After you enable any type of call forwarding, the **Forward** softkey changes to the **Clr fwd** on the phone screen. You can press the **Clr fwd** softkey to disable all types of call forwarding, while the target phone number remains.

If the call forward settings on the phone don't take effect, consult your administrator.

Turn on Do Not Disturb for a Specific Line

Set do not disturb (DND) to silence your phone and suppress incoming call notifications when you need to avoid distractions. You can suppress all incoming call notifications or you can suppress a specific caller notification.

Procedure

Step 1	Select a phone line using the Navigation cluster.
Step 2	Press **Applications** ⚙.
Step 3	Select **User preferences** > **Call preferences** > **Do not disturb**.
	Note If the **Do not disturb** menu doesn't display on the screen, contact your administrator.
Step 4	Select **On** to turn on DND or select **Off** to turn off DND.
Step 5	Press **Set** to save the setting.

Turn on DND from the Phone Web Page

Procedure

Step 1	On the phone web page, select **User Login** > **Voice** > **User**.
Step 2	Under **Supplementary Services**, set **DND Settings** to **Yes**.
Step 3	Click **Submit All Changes**.

Block an Anonymous Call

You can block an incoming call that does not have caller information.

Procedure

Step 1	Press **Applications** ⚙.
Step 2	Select **User preferences** > **Call preferences** > **Block anonymous call**.
Step 3	Select **On** if you want to block the call that does not have caller information, or select **Off** to allow the call.
Step 4	Press **Set** to save the setting.

Block Caller ID

You can block your caller identification to prevent your name and phone number from being displayed on the receiver's screen when you make a call. This feature helps you to maintain privacy.

Before you begin

Your administrator enables Block CID feature on your phone.

Your administrator enables Block CID feature on the XSI BroadWorks server.

Procedure

Step 1	Press **Applications** ⚙.
Step 2	Select **User preferences** > **Call preferences**.
Step 3	Select **Block caller ID**.
Step 4	Press **Select** to toggle caller ID blocking on or off.
	If your administrator enables the block caller ID feature on the XSI Broadwords server, your phone retrieves the value from the server and you see the value that your administrator sets on the server. You can then modify the value from the **Block caller ID** menu on the phone.
Step 5	Press **Set** to save the change.

Secure a Call

You can encrypt calls to protect them from eavesdroppers. You can set up the secure call feature on all outbound calls or for a specific call.

Procedure

Step 1	Press **Applications** ⚙.
Step 2	Select **User preferences** > **Call preferences** > **Secure call**.
Step 3	Select **On** to enable secure call feature or select **Off** to disable the secure call feature.
Step 4	Press **Set** to save the setting.

Set Up an Auto Answer Page

Procedure

Step 1	Press **Applications** ⚙.
Step 2	Select **User preferences** > **Call preferences** > **Auto answer page**.
Step 3	Select **On** to enable the Auto answer page or select **Off** to disable Auto answer page.

Step 4 Press **Set** to save the changes.

Set Up Voicemail

Procedure

Step 1 Press **Applications** ⚙.

Step 2 Select **User preferences** > **Call preferences** > **Voice mail**.

Step 3 Enter a phone number to check voicemail.

If you press the **Messages** 📼 button, it dials the voicemail number and displays the voice message list.

Step 4 Press **Set** to confirm the assigned number.

Step 5 Press **Back** to exit.

Change the Display Mode

This feature is supported on Cisco IP Phone 7821, 7841, and 7861.

Procedure

Step 1 Press **Applications** ⚙.

Step 2 Select **User preferences** > **Attendant console preferences** > **Display mode**.

The following options are available:

- **Name**

- **Ext**

- **Both**

Step 3 Choose the display mode and press **Set**.

Change the Time Format

You can change the current time format that the phone screen displays.

Procedure

Step 1 Press **Applications** ⚙.

Step 2 Select **Device administration** > **Date/Time** > **Time format**.

To set daylight savings, select **Device administration** > **Date/Time** > **Daylight savings**. Select **On** to turn on the daylight savings and select **Off** to turn it off.

Step 3 (Optional) Select **Device administration** > **Date/Time** > **Time zone**.

Step 4 Select a time format and press **Set** to apply the changes.

Change the Date Format

You can change the date format that you want to see on your phone screen.

Procedure

Step 1 Press **Applications** ⚙.

Step 2 Select **Device administration** > **Date/Time** > **Date format**.

Step 3 Select a date format and press **Set** to apply the changes.

Change the Screen Saver

You can enable your phone screen saver, and specify its appearance and the amount of time for the phone to be idle before the screen saver appears.

Procedure

Step 1 Press **Applications** ⚙.

Step 2 Select **User preferences** > **Screen preferences** > **Screen saver**.

Step 3 Select **On** to turn on screen saver and select **Off** to turn it off.

Step 4 Select **Screen saver settings** to choose the settings:

- **Screen saver type**—Choose one of the following options:

    - **Clock**—Displays a rounded clock with the wallpaper in the background.

    - **Download Picture**—Displays a picture pushed from the phone web page.

    - **Logo**: Displays a logo as the phone screensaver. This image is added in the Logo URL field of the pone web page.

> • **Lock**—Displays a lock icon on the phone screen wallpaper.
>
> • **Trigger interval**—Enter the number of seconds that the phone remains idle before the screen saver turns on.
>
> • **Refresh interval**—Enter the number of seconds before the screen saver should refresh (if, for example, you chose a rotation of pictures).

Step 5   Press **Set**.

Configure the Screen Saver with the Phone Web Interface

You can configure a screen saver for the phone. When the phone is idle for a specified time, it enters screen saver mode.

Any button press returns the phone to normal mode.

Procedure

Step 1   On the phone web page, select **Voice** > **User**.

Step 2   In the **Screen** section, set up the fields as described in the following table.

Parameter	Description
Screen Saver Enable	Select **Yes** to enable a screen saver on the phone. When the phone is idle for a specified time, it enters screen saver mode. Default: No
Screen Saver Type	Types of screen saver. Options you can choose: • **Clock**—Displays a digital clock on a plain background. • **Download Picture**—Displays a picture pushed from the phone webpage. • **Logo**: Displays a logo on the phone screen. Add a logo image in the **Logo URL** field. • **Lock** —Enables locking of the screensaver.
Screen Saver Wait	Amount of idle time before screen saver displays. Enter the number of seconds of idle time to elapse before the screen saver starts. Default: 300

Parameter	Description
Picture Download URL	URL locating the (.png) file to display on the phone screen background. If you select picture as as screensaver type, this image displays as a screensaver on the phone screen. When you enter an incorrect URL to download a new wallpaper, the phone fails to upgrade to the newer wallpaper and displays the existing downloaded wallpaper. If the phone does not have any wallpaper downloaded earlier, it displays a gray screen.
Logo URL	Enter a URL or path for the location where the logo image is saved. If you select logo as as screensaver type, this image displays as a screensaver on the phone screen.

Step 3 Click **Submit All Changes**.

Add a Logo as a Phone Background

To add a logo icon as your phone screen background, add it from phone web page.

Procedure

Step 1 On the phone web page, select **User Login** > **Voice** > **User**.

Step 2 In the **Screen** section, select **Logo** from the **Phone Background** field and in the **Logo URL** field enter a URL or path for the location where the logo image is saved.

Step 3 Click **Submit All Changes**.

After the logo is added in the phone background, if you select **Default** from the **Phone Background** list and save the changes, the logo icon on the phone screen will disappear.

Adjust the Phone Screen Contrast

Procedure

Step 1 Press **Applications** ⚙.

Step 2 Select **User preferences** > **Screen preferences** > **Contrast level**.

Step 3

Step 4	Press **Save**.

Adjust the Phone Screen Backlight

You can adjust the backlight to make the phone screen easier to read.

Backlights are not supported on the Cisco IP Phone 7811.

Procedure

Step 1	Press **Applications** ⚙.
Step 2	Select **User preferences** > **Backlight timer**.
Step 3	Press **Edit** to change the backlight mode.
Step 4	Press **On** to turn the backlight on or press **Off** to turn the backlight off.
	You can also select a time from the list to set a duration for which the backlight will remain on.
Step 5	(Optional) Select a time from the list to set a duration that the backlight remains off.
	You can also select the option to set the backlight always on.
Step 6	Press **Select** to apply the selected backlight mode.

Adjust the Backlight Timer from Phone Web Page

You can save energy by disabling the backlight on the phone at a preset time. The phone's desktop remains visible, even with the backlight off.

Procedure

Step 1	On the phone web page, select **User Login** > **Advanced** > **Voice** > **User**.
Step 2	Under **Screen**, select a duration for the **Back Light Timer** parameter.
Step 3	In the **LCD Contrast** field, enter a number for the desired brightness.

Specify an Audio Device for a Call

When you connect multiple headsets to the phone, you can choose the audio device to use for a call. Your choice applies when you place or answer a call with a line key or the corresponding softkey.

Procedure

Step 1	Press **Applications** ⚙.
Step 2	Select **User preferences** > **Audio preferences** > **Preferred audio device**.
Step 3	Press **Select** to choose one of the options:

- **None**—Selects the last used audio device.
- **Speaker**—Selects the speakerphone as the audio device.
- **Headset**—Selects a headset as the audio device.

Step 4	Press **Set** to save the selection.

Set Language

Depending upon how your phone is configured, you may be able to change the language used by your phone.

Procedure

Step 1	Press **Applications** ⚙.
Step 2	Select **Device administration** > **Language**.
Step 3	Select a language from the list of available languages.
Step 4	Select **Save**.

Set Password

Reset your phone password regularly to maintain network security. Keep all passwords in a safe place to avoid theft.

Before you begin

You must have your existing password.

Procedure

Step 1	Press **Applications** ⚙.
Step 2	Select **Device administration** > **Set password**.
Step 3	Enter your current password in the Old password field.
Step 4	Enter your new password in the New password and the Reenter new password fields.

Step 5   Select **Save**.

Set up the Profile Account

You need to enter the authentication credentials to resynchronize your phone with the provisioning profile when prompted with the **Profile account setup** screen.

If you missed the **Profile account setup** screen, you can also access it from the phone menu or the **Setup** softkey if available.

If the phone fails to sign in, contact your administrator.

Before you begin

Your administrator specifies the profile authentication type on your phone and provides you with the authentication credentials.

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **Device administration** > **Profile account setup**.
Your username and password are automatically filled. These fields are blank if your username and password were not added before.

Step 3   Press **Sign in** to save your username and password.

> **Note**   If any of the **Username** field or the **Password** field is empty, the phone displays a grey **Sign in** softkey and you can't press the softkey.

Step 4   (Optional) Enter a new username and password if you want to login with another set of credentials.

Add Multiple Locations for a BroadWorks XSI User

You can add multiple locations to your phone extension. This allows an incoming call to seamlessly be moved from your phone to other mobile phones or desk phones that are added to your extension.

Before you begin

Your administrator has enabled the Anywhere feature on the extension.

Procedure

Step 1   Press **Applications** ⚙.

Step 2   Select **User preferences** > **Call preferences**.

Step 3   Select **Anywhere**.

Step 4   (Optional) Select a line if BroadWorks Anywhere is configured on multiple lines.

Step 5   Add contact number and name in the **Locations** screen.

              Maximum length of a name that you can enter is 25. You can also keep the **Name** field empty.

              Maximum length of a number that you can enter is 20.

Step 6   Enable or disable the location.

Step 7   Press **Save** to add the locations to the **Locations** list.

CHAPTER 7

Accessories

- Supported Accessories, on page 93
- Headsets, on page 93

Supported Accessories

The Cisco IP Phone 7800 Series supports both Cisco and third-party accessories.

In the following table, an X indicates support for an accessory by a particular phone model and a dash (-) indicates no support.

Table 7: Accessory Support for the Cisco IP Phone 7800 Series

Accessory	Type	Cisco IP Phone 7811	Cisco IP Phone 7821	Cisco IP Phone 7841	Cisco IP Phone 7861
Third-Party Accessories					
Headsets	Analog	-	X	X	X
	Analog Wideband	-	X	X	X
Microphone	External	-	-	-	-
Speakers	External	-	-	-	-
Wall Mount	External	X	X	X	X

Headsets

Check with the headset manufacturer to confirm whether you can use it with your Cisco phone.

If you plug a headset into the phone during an active call, the audio path automatically changes to the headset.

Standard Headsets

You can use a standard headset with your desk phone. Standard headsets plug into the back of the phone with an RJ-type connecter.

Connect a Standard Headset

Standard headsets plug into the back of the phone.

Procedure

Plug the headset into the jack on the back of the phone and press the cable into the cable channel.

Figure 5: Standard Headset Connection
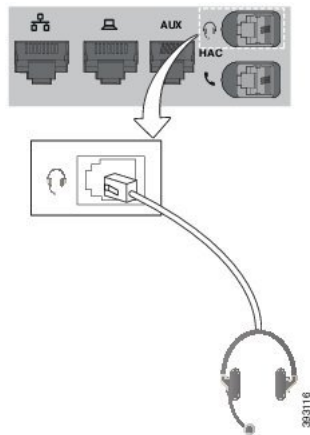
Caution   Failure to press the cable into the channel in the phone can damage the printed circuit board inside the phone. The cable channel reduces the strain on the connector and the printed circuit board.

Wireless Headsets

You can use most wireless headsets with your phone. For a list of supported headsets, see http://www.cisco.com/c/en/us/products/unified-communications/uc_endpoints_accessories.html.

Refer to your wireless headset documentation for information about connecting the headset and using its features.

Swap Headsets While on a Call

You can connect an analog headset or a wireless headset to you phone. You cannot connect both the headsets simultaneously to your phone.

When you connect multiple headsets to the phone, you can switch among the headsets during a call by pressing the **Headset** key on the phone. Though the phone is connected to multiple devices, you see a specific headset is selected as the preferred audio device in the following priority order:

- When you connect a wireless headset to the phone, you can make your wireless headset the preferred audio device.

- When you connect only an analog headset to the phone, you can make your analog headset the preferred audio device.

Procedure

Step 1	Before you make or answer a call, press **Headset**.
Step 2	(Optional) If you place a call, dial the number.

Product Safety and Security

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 these 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 audio 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.

EnergyStar

The following phones have EnergyStar certification:

- Cisco IP Phone 7811
- Cisco IP Phone 7841

Any phone model that isn't listed in the above list isn't certified.

Product Label

The product label is located on the bottom of the device.

Compliance Statements

Compliance Statements for the European Union

CE Marking

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

CE

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

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. Privacy of communications may not be ensured when using this phone.

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

Avis de Conformité Canadien

Cet appareil est conforme aux normes RSS exemptes de licence RSS d'Industry Canada. Le fonctionnement de cet appareil est soumis à deux conditions : (1) ce périphérique ne doit pas causer d'interférence et (2) ce périphérique doit supporter les interférences, y compris celles susceptibles d'entraîner un fonctionnement non souhaitable de l'appareil. La protection des communications ne peut pas être assurée lors de l'utilisation de ce téléphone.

Le présent produit est conforme aux spécifications techniques applicables d'Innovation, Sciences et Développement économique Canada.

Compliance Statements for New Zealand

Permit to Connect (PTC) General Warning

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any

item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

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

Model	Certificate Number
7811	0897-15-1086
7821	3844-13-1086
7841	3842-13-1086
7861	3844-13-1086

Compliance Information for Japan

VCCI Compliance for Class B Equipment

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/7800-series/regulatory_compliance/RCSI-0312-book.pdf