

8831 Conference Phone



Display Control Unit

- 1 Phone Screen
- 2 Softkeys (Hold, Conf, Transfer, etc)
- 3 Navigation Bar with Select Key
- 4 Call Button
- 5 Keypad
- 6 Mute
- 7 Volume Rocker



Sound Base

- 1, 2, 3 LED Indicators
- 4 Backlit Mute

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Call Handling

Placing a Call:

- Press **Call** button before or after dialing

Answering a Call:

- Press **Call** button

End a Call:

- Press **Call** Button

Placing a call on Hold

- Press the **Hold** softkey

Returning to Call on Hold

- Press the **Resume** softkey

Muting Your Phone

- Press **Mute** button

Transferring a Call:

- Press **Trnsfr** softkey
- Dial the number you want to transfer to.
- Press **Trnsfr** softkey to transfer the call
Or press **End call** to hang up
- Press **Resume** softkey to reconnect to the caller and cancel transfer

Conference Handling

Conference up to 7 Parties:

- From a connected call, press **Conf** softkey
- Enter the participant's phone number.
- Wait for Call to connect
- Press **Conf** softkey again to add the participant to your call
- Repeat to add additional participants

Join Two Separate Calls on the Conference Phone

If you have a single call or conference call in progress and someone calls INTO your conference phone line and you would like to Join them in the conference call, follow the below steps.

- When the conference phone rings on the incoming call, Press **ANSWER**
 - This will immediately put the other line/conf call on Hold.
- When ready to join the new caller to the conference...
 - Press **CONF** > then Press **MORE** > then Press > **CALLS**
- Select the call you want to join > then Press **CONF** again
 - Now all parties should be joined to the conference

Note to swap between the two lines that are not yet conferenced, you can press the **SWAP softkey

Viewing Conference Participants:

- While in a conference, press **ConfList** softkey to view list of participants
- Highlight the participant that you want to remove and press **Remove** softkey.