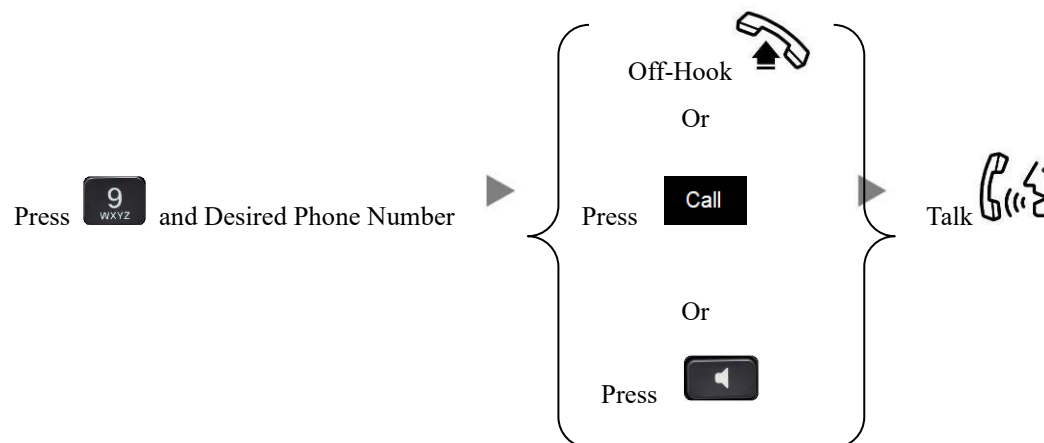


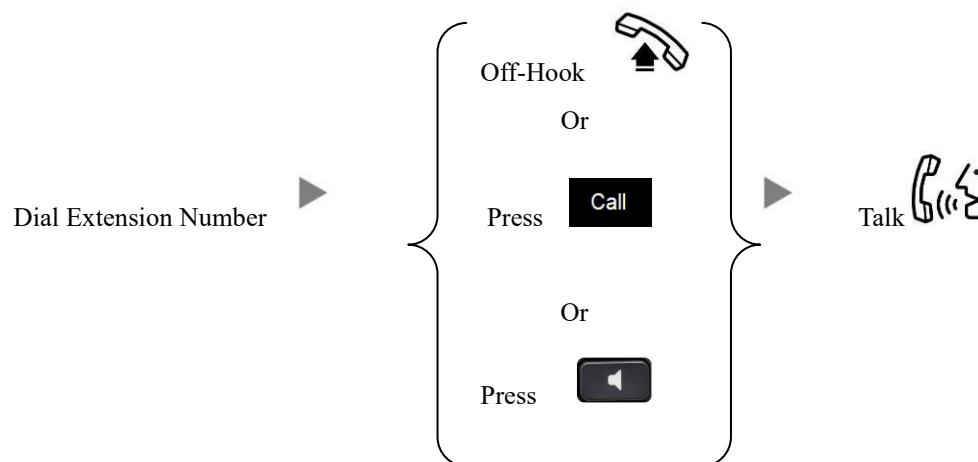
Cisco IP Phone 78XX/88XX Series Instructions

1. Making Calls

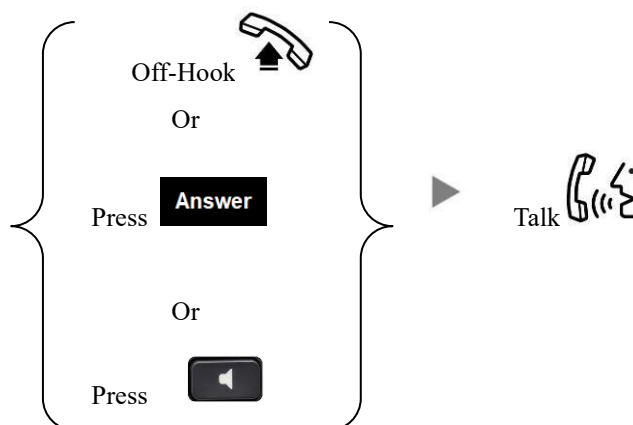
i. Outside Calls



ii. Calling Other Extension



2. Answering Calls





3. Transferring a Call / Call Transfer

i. Blind / Unattended Transfer

During a conversation ➡ Press **BlindXfer** ➡ Dial Extension Number ➡ Press 


ii. Supervised / Attended Transfer

During a conversation ➡ Press  ➡ Dial Extension Number ➡ Press **Call**

inform the 3rd party about the call you are transferring  ➡ Press 

4. Holding a Call

i. To Hold

During a conversation ➡ Press 

ii. To Retrieve a call (Call Hold retrieve)

Press  to retrieve hold call

5. DND (Do-Not-Disturb) Mode

i. Enable DND – All incoming calls will be rejected

Press **DND** once (“Do not Disturb” message will be shown on the top)

ii. Disable DND

Press **Clr DND** once during DND mode

6. Checking All Call History

i. To check the All Calls

Press **Recents** and  to scroll and check the calls

ii. To check the Received Calls




Press  ➡ Choose “Recents” ➡ Press **Select** ➡ Choose “Received Calls” ➡ Press **Select**

iii. To check the Missed Calls

Press  ➡ Choose “Recents” ➡ Press **Select** ➡ Choose “Missed Calls” ➡ Press **Select**

7. Making a conference (Conference Call)

i. To Establish a Conference

During a conversation → Press  → Dial to 3rd Party → Press  → Press 

ii. To Leave a conference and talk to the 1st person

During a conference → Scroll using  → Press 
Select line 2

iii. To Leave a conference and talk to the 3rd person





During a conference → Scroll using  → Press 
Select line 1

iv. To Leave a conference

During a conference → On-Hook 







8. Checking Voice Mail

When handset LED lights up → Press  → Enter Password (if any)

Press  to **Listen** Message → {
Press  to **Repeat** Message
Press  to **Play Next** Message
Press  to **Delete/Un-Delete** Message
}

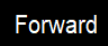

9. Voice Mail Setup

Press  → Enter Password (if any)



Press  to **Listen** Message → {
Press  to record **Unavailable** Message
Press  to record **Busy** Message
Press  to record **Your Name**
Press  to record **Temporary** greeting
Press  to **Change Password**
}



10. Forward Call



i. To set up **Always** Call Forward

Press  Enter the target number (e.g. 108) Press 



ii. To set up **Busy** Call Forward



Press  Choose “User Preferences” Press  Choose “Call Preferences”


Press  Choose “Call Forwarding” Press  Choose “Forward Busy”


Enter the target number (e.g. 108) Press  Press  to return to normal screen


iii. To set up **No Answer** Call Forward

Press  Choose “User Preferences” Press  Choose “Call Preferences”



Press  Choose “Call Forwarding” Press  Choose “Fwd No Answer”


Enter the target number (e.g. 108) Press  Choose “Fwd no answer delay”



Input the No Answer Time (e.g. 20 seconds) Press 

Press  to return to normal screen

iv. To Cancel Call Forwarding

Press  Choose “User Preferences” Press  Choose “Call Preferences”

Press  Choose the appropriate Call Forward mode Press **delChar** to clear all numbers

Press  Press  to return to normal screen