



## Your Phone

Cisco IP Phone 7841 shown.

- ① Incoming call or voicemail indicator
- ② Line keys, SCA, and BLF buttons
- ③ Softkeys
- ④ Navigation (navigation ring and Select button)
- ⑤ Hold, Transfer, and Conference
- ⑥ Speakerphone, Headset, and Mute
- ⑦ Voicemail, Menu, and Directory
- ⑧ Volume

## Line and Feature Buttons

Use line keys to access assigned lines or access features such as Speed Dials, Shared Call Appearance (SCA), and Busy Lamp Fields (BLF).

Buttons illuminate to indicate status:

- Green, steady: Line is idle
- Red, steady: Line in use
- Red, slow flashing: Line on hold
- Red, fast flashing: Incoming call
- Amber, steady: Line unregistered
- Amber, flashing: Line registering

## Place a Call

Enter a number and pick up the handset.

## Answer a Call

Pick up the handset or press the speaker button to answer a red flashing line button

## Put a Call on Hold

1. Press Hold hard key or softkey.
2. To resume a call from hold, press "Resume" softkey


## View Your Recent Calls

1. Press Menu .
2. Scroll and select Recents.
3. Select a line to view.


## Add Another Person to a Call

1. From an active call that is not on hold, press Conference .
2. Enter the number you want to join and press Dial.
3. Once the call is connected, press conference again.


## Transfer a Call to Another Person

1. From a call that is not on hold, press Transfer .
2. Enter the other person's phone number.
3. Press Transfer again.


## Make a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press Headset .

## Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press Speakerphone .

## Mute Your Audio

1. Press Mute .
2. Press Mute again to turn mute off.


## Listen to Voice Messages

Press Messages  and follow the voice prompts.


## Forward All Calls

1. Select the right side softkey with Dots "... " to locate the Forward and press this softkey.
2. Dial the number that you want to forward to; followed by "#", you will hear a confirmation tone.
3. To receive calls again, select the softkey with Dots "... " to locate the Clr Fwd softkey and press this softkey to end call forwarding.


## Adjust the Volume in a Call

Press Volume  up or down to adjust the handset, headset, or speakerphone volume when the phone is in use.


## Adjust the Ringtone Volume

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


## Change Ringtone

1. Press Menu .
2. Select User Preferences.
3. Select Audio Preferences.
4. Select Extension (line key).
5. Use Navigation Cluster right arrow, to go to the list of ringtones.
6. Scroll through the list of ringtones and press Play to hear a sample.
7. After choosing your ringtone using the "Select" softkey and then press the Set softkey to save the new ringtone.

## Adjust the Screen Contrast

1. Press Menu .
2. Select User Preferences.
3. Select Screen Preferences.
4. Select Contrast using the Navigation cluster.
5. Press the Navigation Cluster left to decrease, or right to increase, the contrast.
6. Press Save.

## Adjust the Screen Backlight

1. Press Menu .
2. Select User Preferences.
3. Select Screen Preferences.
4. Select Backlight.
5. Press Navigation Cluster Select to scroll through the options.
6. Press Set to save your selection.

For further information on other Masergy supported telephones, please visit the [Masergy IP Phones](#) webpage.