

Making the most of your Heathrow Telephone Service

Cisco Unified IP
Conference Phone 8831

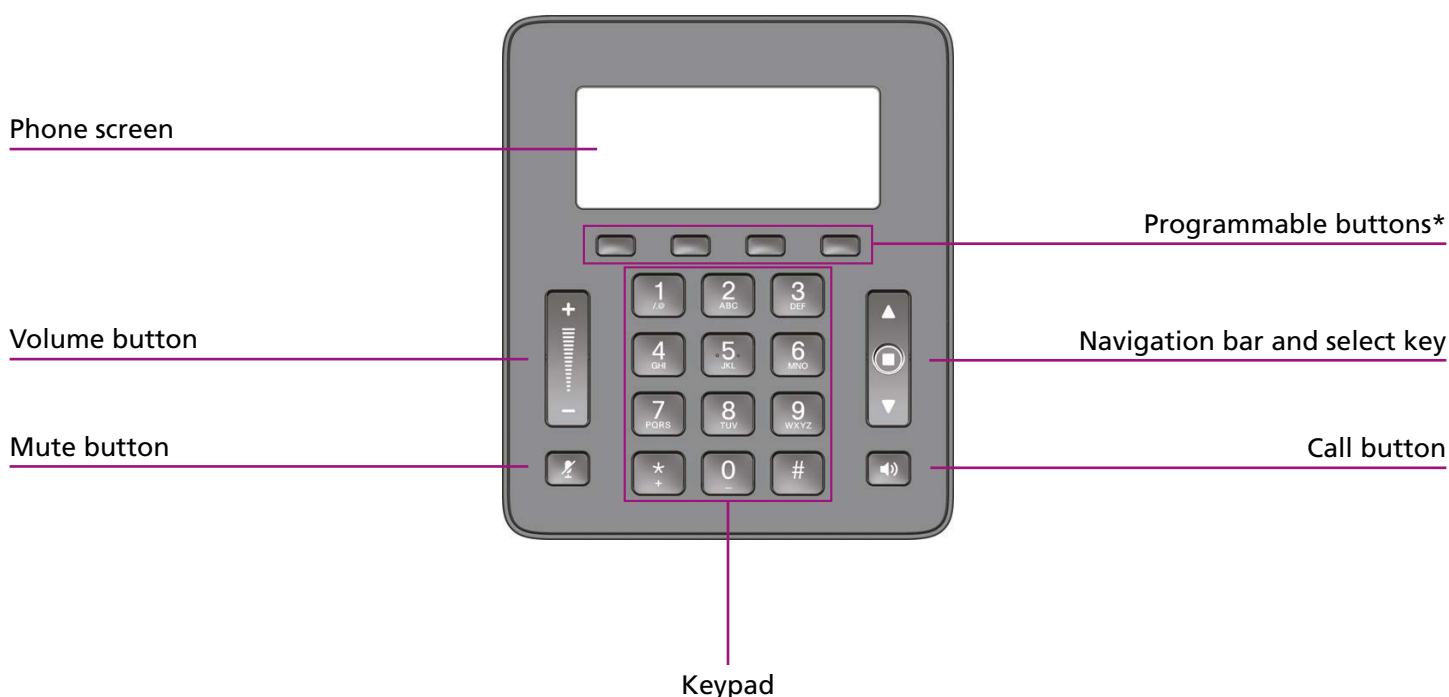


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The Conference Phone has two primary components:

- Display Control Unit (DCU)
- Sound Base Station

Display Control Unit (DCU)



* Please contact the service desk if you wish to programme these buttons



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Common Phone Screen Tasks

The DCU contains the LCD phone screen. The home screen displays information about the status of calls and features. The following tables highlight icons and functions available on the screen.

Place call	Press or Call . You can do this before or after dialing.
Answer call	Press or Answer .
End call	Press End Call .
Redial	Press the Redial .
Mute conference station	Press on the Sound base, DCU or microphone.
View call history	Press Apps and select Call History. To dial, highlight a listing, and then press Dial.
Hold/Resume call	Press Hold . To resume a call, press or Resume .
Transfer call to a new number	Press Transfer , enter the number, and then press Transfer .
Start a standard (ad hoc) conference call	Press Conference , dial a participant, and press Conference .

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Phone Screen Layout



Phone Screen Key

1	Header	Displays date, time and current directory number.
2	Line details and other phone information	Displays line label, call details, status messages such as missed calls and call waiting.
3	Call state icon	Indicates the call status such as ringing, hold or connected call.
4	Softkey buttons	Displays softkeys for currently available features or actions.
5 & 6	Feature icons	Icons are displayed when an associated feature such as extension microphones are connected.

Phone Screen Icons

	Call on hold
	Connected call
	Incoming call
	On-hook
	Off-hook
	Shared line in use



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Programmable Softkey Definitions

The following table provides a guide to some of the softkey features that are commonly available. Contact the service desk if you wish to programme these buttons.

Answer	Answer incoming call
Apps	Access phone applications and phone settings menus
Call	Place call to dialled number
Callback	Receive notification when a busy extension becomes available
Calls	List connected calls
Cancel	Stop current operation
Conf	Create conference call
ConfList	View conference participants
Contacts	Enter contacts menu to view corporate or personal address book contacts
End Call	End active call
Hold	Place active call on hold
More	Display additional softkeys
New Call	Place new call without disconnecting from current call
Redial	Redial the most recently dialled number
Resume	Resume on-hold call
Speed Dial	Place call to selected entry
Transfer	Transfer call

For further help please visit: www.heathrow.com/telecoms
or email heathrow@sita.aero

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