Cisco 7841 IP Phone Layout

This guide will describe the physical buttons and features of your 7841 model IP phone.

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Buttons and Hardware

![Cisco 7841 IP Phone layout diagram]
| 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. |
| 3 | Softkey buttons | Access functions and services. |
| 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. |
<table>
<thead>
<tr>
<th></th>
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<th>The Cisco IP Phone 7811 does not have a <strong>Headset</strong> button.</th>
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<tbody>
<tr>
<td><strong>Contacts, Applications, and Messages</strong></td>
<td><img src="image" alt="Contacts" />  — Access personal and corporate directories.</td>
<td><img src="image" alt="Applications" />  — Access call history, user preferences, phone settings, and phone model information.</td>
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<tr>
<td><strong>Volume button</strong></td>
<td><img src="image" alt="Volume button" />  — Autodial your voice messaging system.</td>
<td>Adjust the handset, headset, and speakerphone volume (off hook) and the ringer volume (on hook).</td>
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**Questions?**

If you are still in need of assistance, do not hesitate to contact the Service Desk.

You can reach the Service Desk from Monday to Friday 8am to 7pm.

Phone: (973)-596-2900  
Location: Student Mall Room 48

Request Help Online: [http://ist.njit.edu/support/contactus.php](http://ist.njit.edu/support/contactus.php)