Cisco® 8841/8851

YORKCollege

Dial Plan

Internal Calls: Dial 4-digit extension

External Calls: Domestic: 9+1 Area Code + Number

Int'l: 9+011+Country Code + Number

Emergency External: 9+911 or 911

Place a Call

- Enter a number and pick up the handset.
- Press **Redial** softkey.
- Press **New Call**, **Speaker** or **Headset** and dial.

Answer a Call

- Press the flashing amber session button.

Put a Call on Hold

- Press **Hold.**
- To resume a held call, press **Hold** again or **Resume** softkey.

Your Phone

1. Incoming call or voicemail indicator
2. Phone Screen
3. Feature and session buttons
4. Softkeys
5 & 6. Navigation cluster, and Release
7, 8, 9. Hold, Conference and Transfer
10, 11 & 12. Speakerphone, Headset and Mute
13, 14 Dial Pad & Volume
15, 16, & 17. Contacts, Applications, Voicemail
18 & 19. Back & Handset

Feature and Session Buttons

Feature buttons (left side): view calls on a line or Speed Dials
Session buttons (right side): resuming calls or answering a call

- Green, steady: Active call
- Green, flashing: Held call
- Amber, steady: Private line in use
- Amber, flashing: Incoming call
- Red, steady: Remote line in use
- Red, flashing: Remote line on hold

Call Transfer

To transfer while on an active call:

- Press the **Transfer** button or softkey.
- Dial the intended party.
- Announce caller when line is picked up.
- Press the **Transfer** button.

Note: If dialed party is not available press **End Call**, then resume original call.

Transfer to Voicemail

- Press **Transfer** + * + **4-digit** extension + **Transfer.**

Call Forward

To forward all incoming calls:

- Select a line and press **Forward all** softkey.
- Dial the number.

To forward to voicemail:

- Press the **Forward ALL** softkey.
- Press the **Messages** button.

To receive calls again:

- Press the **Forward Off** softkey again.

Conference

Ad Hoc Conference (MAX #6)

While on an active call:

- Press **Conference** button.
- Dial the intended party, then press the **Call** softkey.
- When call connects, press **Conference** button to connect the calls.
- Repeat to add additional parties.

To rejoin conference if party is not available:

- Press **EndCall** softkey.
- Press **Resume** softkey and you are connected with conference in progress.

The conference ends when all participants hang up.

View Conference Participants

- Press the S**how detail** soft key.
- To refresh the screen, press **Update.**

Remove Conference Participants

- Press **Show Detail** soft key.
- Highlight the party you wish to remove using the **Navigation** button.
- Press the **Remove** soft key.

Add Another Person to a Call

- From a connected call that is not on hold, press **Conference**.
- Press **Active calls** to select a held call and press **Conference** again to join the calls.

Decline

Sending an Active or Ringing Call to your Voicemail

To redirect an incoming, ringing call while on another call:

- Highlight the incoming call and press **Decline** softkey.

To redirect an incoming call while not on a call:

- Press **Decline** softkey.

To redirect a held call:

- First resume the call and then press the **Decline** softkey.

Contacts

Corporate Directory

- Press **Contacts** button.
- Select **Corporate Directory.**
- Perform a search by name or extension.
- Press **Submit.**
- To dial, scroll to a listing and press the **Select** button in the Navigation pad.
- Press **Select** button again.
- Press **Call** softkey.

To Exit:

- Press the **Back** button multiple times.

Personal Directory

To access the Personal Directory:

- Press **Contacts** button.
- Select **Personal Directory.**
- Enter **User ID**: Active Directory ID.
- Enter **Password**: Active Directory Password.
- Press **Submit.**
- Select **Log Out**, **Select** and **OK.**

Add a Personal Directory Entry:

- Press the **Contacts** button.
- Sign in to **Personal Directory.**
- Select **Personal Address Book.**
- Press the **Submit** softkey.
- Press the **New** softkey.
- Enter the nickname information.
- Press the **Phones** softkey and enter the phone numbers.

- Press the **Submit** softkey to add the entry to your personal directory.

Search for an Entry in Personal Directory:

- Press the **Contacts** button.
- Sign in to **Personal Directory.**
- Select **Personal Address Book.**
- Select one, all, or none of these:
  –Last Name, First Name, Nickname.
- Enter the search criteria information, then press the **Submit** softkey.

Call History

- Press **Applications** button.
- Select **Recents.**
- Select line to view.

Note: You can view **missed** or **all calls** by selecting the softkey.

Voicemail

Setting up Voicemail

- Press the **Messages** button
- Enter your default PIN **1234**#
- Record your **Name**
- Record your **Greeting**
- Change your **Temporary PIN**
- Confirm **PIN**
- Press **#** to confirm **Directory Listing**

Note: If you hang up before completing setup, you need to repeat setup again.

Internal Sign-on

From your phone:

- Press **Messages** button.
- Enter your PIN, #.

From another phone:

- Press Messages.
- Press * key.
- Enter your 4-digit extension, PIN, #.

External Voicemail Access

- Dial your direct number.
- Press * key.
- Enter 4-digit extension #.
- Enter your PIN, #.

Main Menu:

- 1 Listen to messages
- 2 Send a message
- 3 Review old messages
- 4 Setup options

Greetings

- 4-1-1 Re-record Standard Greeting.
- 4-1-2 Re-record Alternate Greeting.
- 4-3-2 Re-record Name.
- 4-3-1 Change PIN.

Direct to Voicemail

To leave someone a voicemail message without having to call them:

- Press * + 4-digit extension.

Check Messages

To check for messages after logging in:

- Press 1 to listen to new messages.
- Press 3, then 1 to review saved messages.
- Press 3, then 2, then 1 to listen to deleted messages.

The following options can be used while listening to your mail:

1	Restart	6	Fast Playback
2	Save	7	Rewind
3	Delete	8	Pause or Resume
4	Slow Playback	9	Fast forward-End
5	Change Volume	#	Skip Message
		##	Keep Msg. New

After listening to messages:

1	Replay	6	Mark As New
2	Save	7	Skip Back
3	Delete	9	Msg. Properties
4	Reply	*	Cancel Playing Msg
5	Forward	0	Help

Managing your phone from the Web

To manage features such as speed dials (phone buttons), abbreviated dials (softkeys), Phone Contacts:

- Access: https://172.16.20.173/ucmuser/
- Press continue to this website
- Enter your **Active Directory ID** and **Active Directory Password.**

Speed Dial Configuration

To create additional speed dials:

- Click **Phones** tab.
- Click **Phone Settings.**
- Click **Speed Dial Numbers.**
- Do the following:
    1. If your phones are linked, click **Add New Speed Dial.**
    2. If your phones are not linked, select the phone for which you want to add the speed dial number, and then click **Add New Speed Dial.**
    3. Enter in the Number.
    4. Enter in Label.
    5. Assign speed dial number (1-199).
    6. Click **Save.**

Call Forwarding

- Click **Phones** tab.
- In the left navigation pane, click **Call Forwarding**.
- Click the phone number on which you want to set up call forwarding.

- Check the **Forward all calls to:** check box.
- From the Forward calls to drop-down list box, enter the phone number to which you want to forward all calls.
- Click **Save.**

To turn forwarding off:

- Uncheck the "**Forward all calls to**" box.
- Click **Save.**

Do Not Disturb

- Click the **IM & Availability** tab.
- Check the "turn on" box under the Do Not Disturb section.
- Uncheck the box to turn DND off.

Phone Contacts

- Press **Phones** tab across the top of the page.
- Press **Phone Settings** tab.
- Click **Create New Contact**. The Add New Phone Contact window appears.
- Complete the fields with the contact information for the contact.
- Click **OK.**

Ring Settings

Customize your shared line ringtones.

- Press **Phones** tab across the top of the page.
- Press **Phone Settings** tab.
- Select **Ring Settings.**
- Select the phone number and customize **When I'm on a call** and **When I'm not on a call** from the drop down arrow.
- Click **Save.**

Voicemail Notification Settings

Customize your voicemail notification.

- Press **Phones** tab across the top of the page.
- Press **Phone Settings** tab.
- Select **Voicemail Notification Settings.**
- Select the phone number and customize **if you want message light on, display screen prompt** or **play stutter tone when on a call.**
- Click **Save.**