











## Cisco IP Phone 8841 & 8861 User Quick Reference











For further enquiries, please







- call 3943 8877 or
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## Cisco Unified IP Phone 8841 & 8861 User Quick Reference

Service Features	Access
<b>Internal Call</b>	Dial Ext No. (5 Digits)
<b>External Call</b> • Local	Dial 9 + Tel. No.
<b>Speakerphone (Hand-Free)</b> • On • Off	Press  button (Green Light is On) Press  button again to turn Speakerphone off
<b>Mute</b> • On • Off	During a call, press  button (Red Light is on) Press  button again to turn Mute off
<b>Redial a Number</b>	Uplift the handset and press the {Redial} soft key Press  button to open a line and press the {Redial} soft key
<b>Call Hold</b> • Put a Call on hold • To resume the held call	Press  button (the 1st line button flashes green on right side) Press  button again or Press {Resume} soft key
<b>Call Waiting</b> • To response ( the first call will be put on hold automatically )	Press flashing Ember line  button
















<p><b>Call Transfer</b></p> <ul style="list-style-type: none"> <li>• To response</li> <li>• Reconnect <i>(if the line is no answer / busy)</i></li> </ul>	<p>During a call, press  button + Ext. No. + press  button</p> <p>Press the {<b>EndCall</b>} + {<b>Resume</b>} soft key</p>
<p><b>Conference Call</b> <i>(Talk simultaneously with up to 7 other parties)</i></p> <ul style="list-style-type: none"> <li>• Set up <i>(From a connected call)</i></li> <li>• Reconnect <i>(if the line is no answer / busy)</i></li> <li>• Remove a party from conference</li> </ul>	<p>Press  button + Ext. No. / 9 + Tel. No + press  button</p> <p>Press the {<b>EndCall</b>} + {<b>Resume</b>} soft key</p> <p>Press  button + {<b>Show Detail</b>} soft key + select a party + press {<b>remove</b>} soft key</p>
<p><b>Call Pickup</b></p> <ul style="list-style-type: none"> <li>• Group pickup</li> </ul>	<p>Lift up handset + {<b>Pickup</b>} soft key</p>
<p><b>Call Forward</b></p> <ul style="list-style-type: none"> <li>• Set up</li> <li>• Cancel</li> </ul>	<p>Press {<b>Fwd All</b>} soft key + Ext. No.</p> <p>Press {<b>Fwd OFF</b>} soft key</p>
<p><b>Access Voicemail System</b></p> <ul style="list-style-type: none"> <li>• Internal access</li> <li>• External access</li> </ul>	<p>When have voicemail, message waiting lamp is Red</p> <p>Press  button / Dial 38880</p> <p>Dial 3943 8880</p>
<p><b>Call Log <i>(internal only)</i></b></p> <ul style="list-style-type: none"> <li>• View a Call History <i>(all calls)</i></li> <li>• Clear Call History</li> </ul>	<p>Press Application  button</p> <p>Select {1.<b>Recents</b>}</p> <p>Use Navigation  Button up or down for desired phone number</p> <p>Press {<b>Call</b>} soft key to dial that select number</p> <p><i>(Use soft key to view Missed Calls)</i></p> <p>Press the {<b>Exit</b>} soft key to return to the previous directory menu</p> <p>Press Application  button</p> <p>Select {1.<b>Recents</b>}</p> <p>Press {<b>Clear List</b>} soft key to clear entire list</p> <p>Or</p> <p>Use Navigation  Button up or down to select desired call to be deleted</p> <p>Press {<b>Delete</b>} soft key</p> <p>Press {<b>Delete</b>} soft key again to answer pop up question</p>

<p><b>Corporate Directory</b> <i>(searches for ext. by name)</i></p>	<p>Press  button + select <b>{2. Corporate Directory}</b>          Use the Navigation bar and button to scroll and select          Enter search criteria + press <b>{Search}</b> soft key          To dial: Press <b>{Select}</b> button + press <b>{Dial}</b> soft key</p>
<p><b>Personal Directory</b> <i>(Person Address Book)</i></p> <ul style="list-style-type: none"> <li>• Sign in of Person Address Book (PAB)</li> <li>• Search for an entry</li> <li>• Dial from entry</li> </ul>	<p>Press  button + select <b>{1. Personal Directory}</b> +          enter <b>User ID &amp; PIN</b> + press <b>{Submit}</b> soft key  <i>(e.g. UserID: e38880 &amp; PIN: 112233 )</i>          Use the Navigation bar and button to scroll and select</p> <p>Log into PAB + Enter search criteria + <b>{Search}</b> soft key</p> <p>Search for an entry + Press <b>{Select}</b> soft key + select a Phone No. + <b>{Dial}</b> soft key</p>
<p><b>Access Phone Web Page</b></p>	<p>Launch a web browser, login to  <a href="https://callmanager.cuhk.edu.hk">https://callmanager.cuhk.edu.hk</a>  <i>(Username: E + ext. no. and Password: 112233 ( by default) )</i></p>
<p><b>Ring Tone</b></p>	<p>Press Application  button          Select <b>{2.Setting}</b> &gt; <b>Ringtone</b>          Select a line          Scroll through the lists of ringtones and press <b>{Play}</b> soft key to hear a sample.          Press <b>{Set}</b> soft key and <b>Apply</b> to save a selection</p>
<p><b>Contrast</b></p>	<p>Press Application  button          Select <b>{2.Setting}</b> &gt; <b>Brightness</b></p> <p>Press  the Navigation cluster left or right to change the contrast and press <b>{Save}</b> soft key</p>
<p><b>Volume</b></p> <ul style="list-style-type: none"> <li>• adjust the listen volume</li> </ul>	<p>When Handset / Speaker is in use, press  button</p>



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, Mute and Headset
- 13, 14. Dial pad & Volume
- 15, 16, 17. Contacts, Application, Voicemail
- 18, 19. Back & Handset

**KEY DESCRIPTIONS:**

-  Access Buttons
-  Soft Keys
-  Navigation Button
-  End Call button
-  Hold Button
-  Conference Button
-  Transfer Button
-  Speaker Button
-  Mute Button
-  Headset Button
-  Volume Button
-  Contacts Button
-  Applications Button
-  Message Button
-  Back Button

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