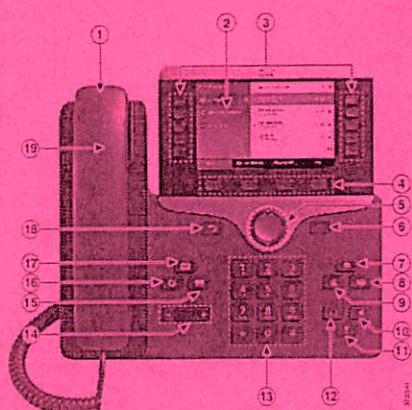


Cisco IP 8851/8841 Quick Reference Guide



1. Handset Light Strip
2. Phone Screen
3. (Left) - Programmable Feature Buttons
(Right) - Session Buttons
4. Softkey Buttons
5. Navigation Cluster and Select Button
6. Release Button
7. Hold/Resume Button
8. Conference Button
9. Transfer Button
10. Speakerphone
11. Mute Button
12. Headset Button
13. Keypad
14. Volume Button
15. Contacts Button
16. Applications Button
17. Messages Button
18. Back Button
19. Handset

Answer a Call

- Lift Handset *or* Press Speaker

Place a Call

- Lift Handset *or* Press Speaker
- Dial Ext *or* 9 and Number

Place a Call on Hold

- Press Hold Button

To Retrieve: Press Resume or pulsing green button

Transfer a Call

- Press Transfer
- Dial Number
- Announce the call
(*optional*)
- Press Transfer

Conference Calls (up to twelve participants)

While on a call:

- Press Conference Button
- Dial Number
- Announce Conference Call
- Press Conference Button

Park a Call

(Range: 20300 – 20599)

- Press Park

Note Park Code in Display

- To Retrieve: Lift Handset & dial park Code, or on your phone press Resume

Call Pickup

- Lift Handset
- Press more
- Press Pickup
- Press Answer

Call Forward

Leave handset on hook.

- Press Forward All
- Press Messages Button *or* Dial Extension
(*or* 9 +Number if allowed)

To Cancel: Press Forward Off

Send a ringing Call to VoiceMail

- Press Decline

Set Up New Voice Mailbox

- Press Messages Button
- Enter Password 12345 #

Follow Voice Prompts:

- Record Name
- Record Greeting
- Change Password
- Choose Directory Status

To Login to Voice Mail

- Press Messages Button
- Enter Password #
- Press 1 to listen to New
or 3 to listen to Saved
or 4 to edit Greetings

During Message:	After Message:
1 Restart	1 Replay
2 Save	2 Save
3 Delete	3 Delete
4 Slow Playback	4 Reply
5 Change Volume	5 Forward Msg
6 Fast Playback	6 Save as New
7 Rewind	7 Rewind
8 Pause/Resume	
9 Fast Forward	9 Play Summary

To Leave a Voice Mail

Dial #+ 5-Digit Extension

To Transfer to Voice Mailbox

Press Transfer
Dial #+ 5-Digit Extension
Press Transfer

External Voice Mail Access

Dial 402354-5500 or 402815-5500
Press *
Enter Extension #
Enter Password #