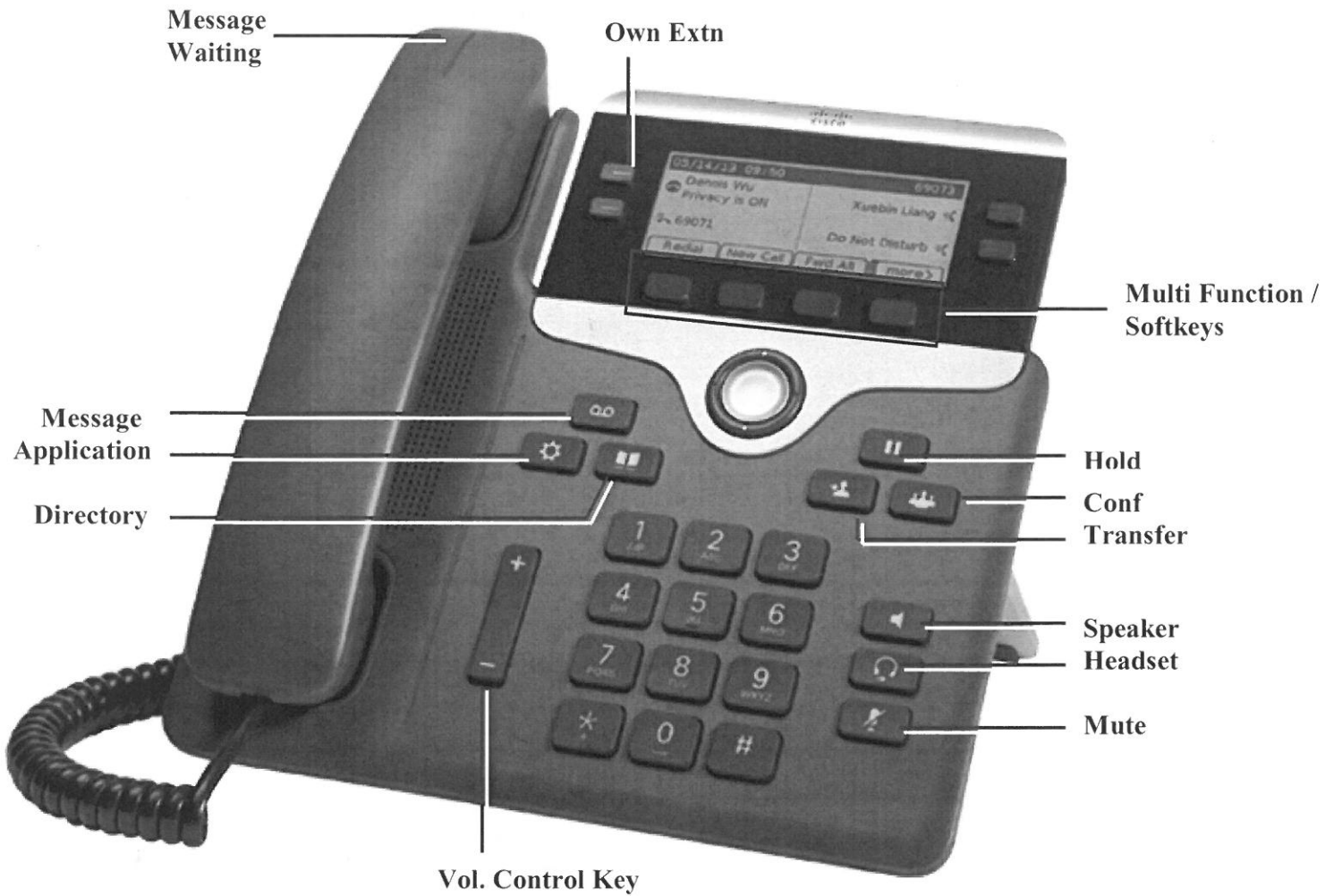





















# CISCO IPT 7841















## Chinese University Cisco Unified IP Phone 7841 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	 ( Green Light is on ) 
<b>Mute</b> • On • Off	During a call, press  ( Red Light is on ) 
<b>Redial</b>	{ Redial }
<b>Call Hold</b> • Put a line on hold • To reconnect the call	 (the 1 <sup>st</sup> line button flashes green) { Resume }
<b>Call Waiting</b> • To response ( the first call will be put on hold automatically)	Press flashing  Ember line button
<b>Call Transfer</b> • To response • reconnect (if the line is no answer / busy)	 + Ext. No. +  { Cancel } + { Resume }
<b>Conference (8 ways conference calls)</b> • set up • reconnect (if the line is no answer / busy) • remove a party from conference	 + Ext. No. / 9 + Tel. No. +  { Cancel } + { Resume }  Press Details +  + select a party + { Remove }
<b>Call Pickup</b> • group pickup	Lift up handset + { Pickup }
<b>Call Forward (internal only)</b> • set up (all calls) • cancel	{ Fwd All } + Ext. No (Screen shows  & "Call forwarded to XXX") { Fwd OFF }
<b>Access Voicemail System</b> • Internal access • External access	When have voicemail, message waiting lamp is on Red.  / Dial 38880  Dial 3943 8880

## Cisco Unified IP Phone 7841 User Quick Reference

Service Features	Access
<b>Call Log</b> (total stores up to 150 records) <ul style="list-style-type: none"> <li>dial from call log</li> </ul>	 <b>Applications</b> + (1. <b>Call History</b> ) + select a call log record + { <b>EditDial</b> } to edit the displayed number if necessary + { <b>Dial</b> } / lift the handset to start calling
<b>Corporate Directory</b> (searches for ext. by name)	 + <b>Directories</b> + (2. <b>Corporate Directory</b> ) Use the Navigation bar and button to scroll and select + enter Search Criteria + { <b>Search</b> } + select an entry from the list + { <b>Dial</b> }
<b>Personal Directory (Personal Address Book)</b> <ul style="list-style-type: none"> <li>Sign in of Personal Address Book (PAB)</li> </ul>	 + (1. <b>Personal Directories</b> ) + enter User ID & PIN + { <b>Submit</b> } (User ID: e.g. e30878 PIN: 11 22 33) Use the Navigation bar and button to scroll and select
<ul style="list-style-type: none"> <li>search for an entry</li> </ul>	Log into PAB + enter Search Criteria + { <b>Find</b> }
<ul style="list-style-type: none"> <li>dial from entry</li> </ul>	Search for an entry + { <b>Dial</b> } + select a Phone No. + { <b>OK</b> } + { <b>OK</b> }
<b>Access Phone Web Page</b> (Internal access only)	Launch a web browser, & log into <a href="http://callmanager.cuhk.edu.hk/ccmuser">http://callmanager.cuhk.edu.hk/ccmuser</a> (User ID: EXXX PIN: password)
<b>Contrast</b>	 + (2. <b>User Preferences</b> ) + {2. <b>Contrast</b> } + { <b>Up</b> } / { <b>Down</b> } to adjust < 15 levels > + { <b>Save</b> } to confirm
<b>Ring Tone</b>	 + (2. <b>User Preferences</b> ) + (1. <b>Ring Tone</b> ) + { <b>Up</b> } / { <b>Down</b> } to change < 29 items > + + select Ring Tone + { <b>Play</b> } to listen / { <b>Set</b> } + { <b>Apply</b> } to use
<b>Volume</b> <ul style="list-style-type: none"> <li>adjust the listen volume</li> </ul>	When Handset / Speaker is in use, press 

### Buttons / Keys

											
Speaker	Mute	Hold	Transfer	Conference	Navigation	Voicemail Access	Application	Directory	Vol. Control key	Forwarded icon	{ } Softkey

# CISCO UNITY VOICEMAIL QUICK REFERENCE

## Chinese University

**Voicemail Access Number**

Internal Access No. 38880

External Access No. 3943 8880

OR Press Message Button

