Cisco 8841/8851
IP Telephone Quick Reference

Division of Information Technology
communication-technologies-service@umd.edu
301.405.1500 (Press 2)
it.umd.edu

Line Buttons
Session Buttons
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Soft Keys
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Voicemail
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Voicemail and IP Phone Quick Reference Guide

Voice Mail

New Voice Mail pilot number: x55100 from on-campus. From off-campus dial 301-405-5100, press star (*), enter your five digit extension and hit pound (#), enter password and hit pound (#)

Default voice mail PIN is 20742. You will be prompted to change this the first time you access you voice mail. Your new PIN must be at least six digits long.

Upon logging into your voice mail box:

 Press 1 to check new messages (if there are any)
 Press 2 to send a message
 Press 3 to review old messages
 Press 4 for set-up options (1 – Greetings, 2 – Message Settings)

After listening to a message, you will have these options:

 1 – Repeat, 2 – Save, 3 – Delete, 4 – Reply, 5 – Forward,
 6 – Mark as new, 7 – Skip back, 9 – Message Properties

To access your Voice Mail web inbox and customize your voice mail settings, login to the Cisco Personal Communications Assistant:

https://vm.umd.edu/ciscopca

Cisco IP Phones

To access the settings to your phone, browse to the Self Care Portal found here:

https://phone.umd.edu/ucmuser