PHONE QUICK GUIDE
Model: Cisco 8841/8851

Line Buttons

Handset with Message Waiting Indicator Light

Back

Messages

Settings

Contacts

Volume

Dial Pad

Headset

Mute

Display

Session Buttons

Soft Keys

Navigation Pad

End Call

Hold

Conference

Transfer

Speaker

Display contents:

323 222 1111

Jane Smith

Beth Mayfield

Jan 27   10:45 AM

Marty Drew
1   972 000 8888

Carlos Cruz
2   214 111 1234   14:25

Matthew Bell
3   512 010 4567   4:10

Andy Stewart
4   310 555 1010   11:30

5:45

End call   Do not disturb   Show detail

GET SUPPORT

it.umd.edu/phone
get detailed instructions | more information

301.405.1500 (x51500)
get immediate help

itsupport@umd.edu
report a problem | schedule training

Cisco Unified Communications Self Care Portal
phone.umd.edu/ucmuser
Enables you to configure some advanced options, such as phone preferences, speed dials, additional phones for call forwarding, and more.

Visit it.umd.edu to learn about other services provided by the Division of Information Technology.

VOICEMAIL QUICK GUIDE
Cisco Unity Connection

Connecting to Voicemail

1. **From your campus phone:**
   Press 📼

   From another campus phone:
   Dial x55100

   From an outside line:
   Dial 301.405.5100
2. Press star (✳)
3. Enter your 5-digit extension
4. Press pound (#)
5. Enter your Voicemail PIN
6. Press pound (#)

Default Voicemail PIN: 20742
(You will set your own PIN the first time you log in.)

After logging in, you can:

Check New Messages — Press 1
Send a Message — Press 2
Review Old Messages — Press 3
Configure Greetings — Press 4, then press 1
Configure Message Settings — Press 4, then press 2

While listening to a message, you can:

Repeat — Press 1
Save — Press 2
Delete — Press 3
Slow Playback — Press 4
Speed Up Playback — Press 6
Skip Back to Previous Message — Press 7
Pause (and Resume) — Press 8
Listen to Message Properties — Press 9

After listening to a message, you can:

Repeat — Press 1
Save — Press 2
Delete — Press 3
Reply — Press 4
Forward — Press 5
Mark as New — Press 6
Skip Back to Previous Message — Press 7
Listen to Message Properties — Press 9

Additional dial pad shortcuts: go.umd.edu/KB0010345

Get Your Voicemail Without Using a Phone

On the Web
vm.umd.edu/ciscopca
Learn more about the Web Inbox at go.umd.edu/KB0011029

Via Email
Get instructions for setup at go.umd.edu/KB0017009

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