



**Cisco 8841/8861  
Voice Over IP (VoIP) Telephone  
Quick Reference Guide**

**To Answer a Call:**

Lift handset or press speakerphone

**To Place a Call:**

Lift handset or Press Speakerphone button, on campus dial the 4 digit extension, off-campus local dial 9+extension, long distance dial 91+extension

**To Transfer a Call:**

Press the Transfer key, dial the recipient's extension,  
Press the Transfer key again

**To Set Up Mailbox:**

Press the Voice Mail button, Enter the Default PIN (147258) followed by #, Follow the voice prompts to record Name and Greeting if desired, Select your Personal Pin

**To Access Voice Mail:**

Press the Voice Mail button, enter your PIN

**To Access Your Mailbox Remotely**

Dial your Direct Dial Number, when greeting starts, press \* then enter your ID (Extension number) followed by # and Password followed by #