

Automatic Callback

If the called internal number is busy, you can press the button «Callback». Your telephone will give an acoustic signal and a message on the display that the called person is available. Press «Dial» to make the call.



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Voicemail

Set up your Voice Mailbox:

1. Enter Setup by pressing the button «Voicemail».
2. Enter the default pin: 25845639.
3. Follow the menu prompt.



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Listen to Voicemail:

1. Press the button «Voicemail».
2. Enter your PIN.
3. Listen to the message via:
 - Handset
 - Headset or
 - Button «Speaker»



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Contact:

IT-Services ServiceDesk
support-its@unibas.ch
+41 61 207 14 11
<https://its.unibas.ch/>

General emergency number: 112

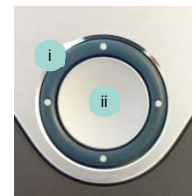
Cisco IP-Phone 8841 and 8851 Short Manual



Picture: Model 8841 (8851 similar)

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|----|-----------------------------|----|----------------------|
| 1 | Handset with LED | 11 | Volume adjustment |
| 2 | LCD-Screen | 12 | Button «Voicemail» |
| 3 | Feature and Session Buttons | 13 | Button «Back» |
| 4 | Button «Hang up» | 14 | Keypad |
| 5 | Tilt of the Phone | 15 | Softkeys |
| 6 | Button «Directory» | 16 | Button «Hold/Resume» |
| 7 | Button «Applications» | 17 | Button «Forwarding» |
| 8 | Button «Speaker» | 18 | Button «Conference» |
| 9 | Button «Mute» | 19 | Interactive Buttons |
| 10 | Button «Headset» | | |

- 20 Button «Navigation» with four directional buttons on the outer ring (i) and a confirmation button (ii) in the middle.



Make a Call

- To make a call you need to choose one of the following options:

- Pick up the phone
- Feature and session buttons
- Button «Speaker»
- Button «Headset»



- Dial number:

- For internal number: 7 XX XX
- For external number: dial additional 0.
- Choose programmed speed dial number.
- Press «Navigation» button down.



Answer a Call

- To answer a call choose one of the following options:

- Pick up the phone
- Button «Accept»
- Button «Speaker»
- Button «Headset»



End a call

- End a call by:

- Hang up
- Button «Hang up»



Decline a call

- When called, press button «decline».



Call log (accepted, placed and missed calls)

- Interactive buttons or button «Applications» → «Call log».



- Select call in menu with the «Navigation» button.



Hint: You can see the time of the call in the call log. The shown number can be called by pressing the softkey button, by lifting the handset or pressing the buttons «Headset» or «Speaker».



Redial a Number

Press «Redial».



Put a Call on Hold

- Press «Hold».
- Press «Resume», or «Hold» again.



Transfer a Call to another Person

- From a call that is not on hold press «Transfer».
- Enter recipient's phone number.
- (optional) Wait until you hear ringing or until the other person answers the call.
- Press «Transfer» again.
- Cancel the transfer: Select «Cancel» and press the flashing button.



Call Forwarding

- Press button «Forward».
- Enter target number or call list.



Call Forwarding to Voicemail

- Press button «Forward».
- Press button «Voicemail».



Disable Call Forwarding

Button «Call forwarding off».



Conference Calls

- From an active call, press «Conference».
- Add the other person to the call by doing one of the following:
 - Press Active calls, select a held call
 - Enter the phone number, press call
- Press «Conference».



Hint: Internal and external numbers can be added.

Mute your Call

- Press «Mute».
- Press «Mute» again to turn Mute off.



Adjust Handset, Headset and Speaker Volume

During a call, adjust the volume with «+» or «-» on the «Volume» button.



Change the Ringtone

- Press «Applications».
- Select «Settings» > «Ringtone».
- Select a line.
- Scroll through the list of ringtones and press «Play» to hear a sample.
- Press «Set and Apply» to save the selection.



Set Ringtone Volume

Press «+» or «-» on the «Volume» button to adjust the ringtone volume.

