Voicemail

1. Voice Mail Button 📞
- Login Password will be your 4 digit extension

**2. Setting Up Your Voice Mailbox**
- Dial the internal or external number to your voicemail.
- If asked for a PIN, enter it and press #.
- You are prompted to set up a recorded name and personal greeting and change your password.
- To exit, press *.

3. To create a recorded name that identifies you to callers:
- The system states you have no recorded name. To record a name, press 1.
- At the tone, say your first and last name. When done, press #.
- Your newly recorded name plays. Press # to keep it, or 1 to rerecord.

4. To record a personal greeting:
- The standard greeting ("Sorry, / is not available") plays. To keep this greeting, press #.
- To record a new standard greeting, press 1.
- At the tone, speak your greeting. When done, press #.
- Your newly recorded greeting plays.
- To accept this greeting and continue, press #.
- If you need to rerecord, press 1.

5. To change your password:
- Enter your new password, which must be at least 3 digits.
- Press # when done.
- Re-enter your new password to confirm, then press #.

6. Listen to New Messages
- Press 1 to listen to new messages. Press 3 to listen to old messages

7. During Message Playback:

1	Restart from beginning	7	Go back 3 seconds
2	Save Message	8	Pause
3	Delete Message	9	Go forward 3 seconds
4	Reply to Message	0	Help
5	Forward Message	*	Exit
6	Save Message as New	#	Skip Message

HESPERIA UNIFIED SCHOOL DISTRICT

Cisco IP Phone 8811
Quick Reference Guide

Basic Phone Features

1. Basic User Information:
   A. **Placing** a call:
   - Lift handset, dial number, or
   - Press NewCall softkey, dial number (engages speaker phone),or
   - Press NewCall softkey, dial number, lift handset, or
   - Press Speaker button, dial number

   B. **Ending** a Call:
   - Replace handset, or
   - Press EndCall softkey, or
   - Press Speaker button (if on speaker phone)

   C. **Answering** a Call:
   - Lift handset, or
   - Press Answer softkey (engages speaker phone), or
   - Press Speaker button

   D. **Redial** Feature:
   - Lift handset and press the Redial softkey

   E. **Call Back** Feature:
   - While listening to ringing or busy tone, press CallBack softkey
   - When person becomes available, you will receive notification

2. Placing a Call On Hold/Resuming the Call:
   - Press the Hold softkey
   - Press the Resume softkey

3. Transferring a Call:
   - With connected call, press Trnsfer softkey
   - Dial number to which you are transferring, or
     Press ✱extension/voice mailbox number to transfer to voicemail
   - Listen for ringing or announce caller
   - Press Trnsfer softkey again to complete transfer

   - In order to retrieve caller during the transfer process, press the EndCall softkey, then press the Resume softkey to connect with original caller

4. Alternatives to Answering:
   1. **Decline**:
   - Press iDivert softkey in order to send caller to voicemail

   2. **Do Not Disturb:**
   - Press the "Do Not Disturb soft key to activate
   - Press the "Do Not Disturb" soft key to cancel

Advanced Phone Features & Button Functions

5. Call Forward Feature: (Forward incoming phone calls to alternate phone number)
   - Press the CfwdAll softkey
   - Dial forwarding number, or
      press the Messages button to have all calls forwarded to voicemail
   - To cancel, press CfwdAll softkey again

6. Call Park Feature: (Held call that can be retrieved from any Cisco IP Phone)
   - With call connected, press More softkey
   - Press Park softkey
   - Remember the assigned call park "slot number"
     8500-8539
   - To retrieve parked call: Dial slot number on any Cisco IP Phone

7. Line Buttons:
   - Line 1 Selects the Primary phone line
   - Line 2 may provide access to:
     o Secondary phone line
     o Speed-dial numbers

8. Message Button: Log into Voicemail

9. Directory Button: Access Directories
   **Company Directory**:
   - Press the Directories button
   - Select Corporate Directory using Navigation button
   - Using dial pad, enter search criteria, then press Search
   - Press Dial in order to call desired party

10. Setting Button: Set User Preferences
   Placed Call Log:
   - Press the Directories button
   - Select Missed Calls, Received Calls or Placed Calls
   - Navigate call using Navigation button
   - Press Dial softkey in order to dial highlighted number

11. Volume: Adjust volume up and down, press Save softkey to save changes
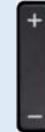
12. Headset Button: Press to enable headset feature

13. Mute Button: Press to enable mute feature

14. Speaker Button: Press to enable speaker phone feature