














# The Hong Kong University of Science and Technology

## Cisco Unified IP Phone 7841 User Quick Reference













- 1) Message Waiting Indicator
- 2) Line Buttons
- 3) Display
- 4) Soft Keys
- 5) Navigation Keys
- 6) Hold
- 7) Conference
- 8) Transfer
- 9) Handsfree Speaker
- 10) Headset
- 11) Audio Mute
- 12) Dial Pad
- 13) Volume Control
- 14) Contacts
- 15) Settings / Applications
- 16) Voicemail
- 17) Receiver



Service Features	Access
<b>Internal Call</b>	Dial 4 digits extension no.
<b>External Call</b>	Dial 9 + tel. no.
<b>Speakerphone</b> (Handsfree Speaker)	
• On	Press  ( Green Light is on )
• Off	Press  again
<b>Audio Mute</b>	
• On	During a call, press  ( Red Light is on )
• Off	Press  again
<b>Redial</b> (redial last dialed number)	Press { <b>Redial</b> }
<b>Call Hold</b>	
• put a line on hold	Press  (the 1 <sup>st</sup> line button flashes green)
• reconnect the call	Press { <b>Resume</b> } or
<b>Call Transfer</b>	
• transfer	+ Ext. No. / 9 + Tel No. +  / { <b>Transfer</b> }
• reconnect (if the line is no answer / busy)	Press { <b>Cancel</b> } + { <b>Resume</b> }
<b>Conference</b> ( 3 Parties Audio/Video Calls )	
• set up	+ Ext. No. / 9 + Tel. No. +  / { <b>Conference</b> }
• reconnect (if the line is no answer / busy)	Press { <b>Cancel</b> } + { <b>Resume</b> }
<b>Call Pickup</b>	
• group pickup	Dial *8
<b>Call Park</b> (Hold a call and retrieve it at another phone)	
• park a call	During a call, transfer the call to { <b>2755</b> } (A voice prompts a 4-digit Park No.)
• reconnect a parked call	Enter the Park No. at another phone
<b>Call Forward</b>	
• set up (all calls)	Press { <b>Fwd All</b> } + Ext. No. (Screen shows  & "To XXXX")
• cancel	Press { <b>Fwd Off</b> }

Service Features	Access		
<b>Access Voicemail System</b> (Note: The new voicemail system number is <b>8181</b> instead of 8000) <ul style="list-style-type: none"> <li>internal access</li> <li>external access</li> </ul>	When having voicemail, Message Waiting Indicator is on (Red).  Press  or dial <b>8181</b> , enter pin no.#  Dial <b>2358 8181</b> , enter 4-digit extension no. & pin no.#		
<b>Call Log</b> (total stores up to 150 records) <ul style="list-style-type: none"> <li>dial from call log</li> </ul>	 <b>Settings / Applications</b> + (1. <b>Call History</b> ) + select a call log record + Press { <b>All Calls</b> } or { <b>Missed</b> } <b>Received</b> -  , <b>Placed</b> -  , <b>Missed</b> -  + { <b>More</b> } + { <b>Edit Dial</b> } to edit the displayed number if necessary + { <b>Call</b> } / lift the handset to start calling		
<b>Personal Directory (Personal Phonebook)</b> <ul style="list-style-type: none"> <li>sign in for Personal Phonebook</li> </ul>	 + (4. <b>Personal Phonebook</b> ) + { <b>Select</b> } + (2. <b>Phone Directory</b> ) + { <b>Submit</b> } Use the Navigation bar and button to scroll and select		
<ul style="list-style-type: none"> <li>search for an entry</li> </ul>	Open Personal Phonebook + { <b>Search</b> } + enter Search Criteria + { <b>Submit</b> }		
<ul style="list-style-type: none"> <li>dial from entry</li> </ul>	Search for an entry + { <b>Select</b> } + { <b>Dial</b> }		
<b>Arrow Keys</b>  <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="padding: 2px;">Up</td> </tr> <tr> <td style="padding: 2px;">Down</td> </tr> </table>	Up	Down	Press up arrow key to review call history. Select a number to edit and dial
Up			
Down			
<b>Telephone Web Portal</b>	Launch a web browser, & go to <a href="https://frsip.ust.hk/">https://frsip.ust.hk/</a> Login using 4-digit telephone extension no. and telephone web portal password		
<b>Contrast</b>	Press  + (2. <b>Preferences</b> ) + (2. <b>Contrast</b> ) +  to adjust + { <b>Save</b> } to confirm		
<b>Ring Tone</b>	Press  + (2. <b>Preferences</b> ) + (1. <b>Ring Tone</b> ) +  to change + select Ring Tone + { <b>Play</b> } to listen / { <b>Set</b> } + { <b>Apply</b> } to use		
<b>Volume</b> <ul style="list-style-type: none"> <li>adjust the handset, headset and speaker volume</li> </ul>	When handset, headset or speaker is in use (off hook), press: 		
<ul style="list-style-type: none"> <li>adjust the ringer volume</li> </ul>	When handset, headset and speaker is not in use (on hook), press: 		

### Buttons / Keys

											
Handsfree Speaker	Audio Mute	Hold	Transfer	Conference	Navigation (Up, Select, Down)	Voicemail	Settings / Application	Contacts	Volume Control	Forwarded icon	{ } Softkey