

# Cisco 7941/7961 IP Telephone Quick Reference Guide



## **To Answer a Call**

- Lift Handset, Press Speaker or Line

## **To Place a Call**

- Lift Handset or Press Speaker Button, Dial extension or 9 + Number

## **To Place a Call to CUMC**

- Dial \*7 plus last 4 digits

## **To Place Call on Hold**

- While on a call, Press Hold (soft key) To retrieve call, press Resume

## **To Transfer a Caller**

- Press *Transf* softkey
- Dial number (Announce the call)
- Press *Transf* softkey or Hang up.

## **To Create a Conference Call (up to 6 participants)**

- Press *More* softkey to get to additional features
- Press *Confrn*
- Dial Number and announce conference call
- Press *Confrn*

## **To Park a call (while on a call)**

- Press *More* softkey to get to additional features
- Press *Park* (Note Park number on display)

## **To retrieve Parked call**

- Lift handset and dial displayed Park Code

## **Call Pickup**

- Lift handset and Press *More* softkey to get to additional features
- Press *Pickup* Softkey
- Press *Answer*

## **For Support Contact:**

- 280-1111 opt 3
- [doit@creighton.edu](mailto:doit@creighton.edu)

## **Call Forward**

- Press *CfwdAll* softkey
- Press Messages (to voicemail) or enter an extension or 9+ Number if allowed

## **Change Phone Settings**

- Press the Setting Button
- Select User Preferences
  - Select Contrast (up or down and OK)
  - Select Ring Type (Default ring, select and OK)

## **Send an incoming call to Voicemail**

- Press *iDivert* while call is ringing

## **--UNITY VOICE MAIL--**

## **To Set Up Mailbox**

- Press Messages Button
- Enter Default Password (112233) followed by #
- Follow voice prompts to record Name and Greeting
- Change Password (Must be between 3 and 5 numbers long)

## **To Access Voicemail**

- Press Messages Button
- Enter Password

### During Message

- 1 Restart
- 2 Save
- 3 Delete
- 4 Slow Playback
- 5 Change Message Volume
- 6 Fast Playback
- 7 Rewind (5 Sec increments)
- 8 Pause/Resume
- 9 Fast Forward (5 Sec increments)

### After Message

- 1 Replay
- 2 Save
- 3 Delete
- 4 Reply
- 5 Forward
- 6 Save as New
- 7 Rewind (5 Sec)
- \*
- 9 Play Summary

## **To Leave a Message in Voicemail**

- Press \*, Dial extension
- To by-pass Greeting, Press #.

## **To Skip a Message in Voicemail**

- Press “#” to skip a message in your Voice-mail

## **To transfer a caller directly into Voicemail**

- Press *Transf* softkey
- Dial \*, then extension number
- Press *Transf* softkey or hang up

## **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 #. Or Dial the Back Door Number (280-2500) and enter ID and Password.