

Cisco 7841

- **Setting up your personal VM box:** Hit the VM key button. You will be walked through getting this setup correctly. Once prompted, enter the default pin: 12345#. You will then have an opportunity to record your own personal greeting and change your pin.
- For more information, please visit: <https://www.in.gov/iot/2694.htm>



① This will blink red when you have an incoming call. If you have a voicemail, it will show a steady red line until you have listened to or read all voicemails.

② This phone has an additional 3 programmable lines. On your phone, you should see the 'Security Line' underneath your name on the left hand side of your phone. This line is setup as a speed dial.

③ These are soft keys. You will notice that these options change when you pick up the handset. You can press the 'more' soft key to reveal additional soft keys.

④ You'll need to use this when navigating through your settings or when viewing your call history.

⑤ Starting at the top: This button puts your call on hold. To the left is how you transfer a call. Right next to it is how you would start a conference call.

⑥ Starting at the top: This button puts your call on speaker. The second button is if you have a headset. The third button puts your call on mute.

⑦ Starting at the top: This is how you setup and check your VM box. To the left is your settings button. Right next to it is your directory button.

⑧ Volume.