Cisco IP phone 8841/8851/8861

**Warm transferring calls**
A warm transfer involves speaking to the person you are transferring the call to before the transfer is made.

While on a call, press **Transfer 1** and dial the phone number or extension of the person to which you are transferring.

Greet the receiving party, then press **Transfer 1** to perform a warm transfer.

**Blind transferring calls**
A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether they answer.

While on a call, press **Transfer 1** and dial the phone number or extension of the person to which you are transferring.

Then press **Transfer 1** to blind transfer the call.

**Call parking**
Call parking allows users to park a call against any extension on your account so that any other user on the account can retrieve it using a star code.

To park a call, while you are on a call, press **Transfer 1 > dial *68** and enter the extension you are parking the call against, followed by #.

To retrieve a parked call, dial ***88, and the extension number where the call is parked, followed by #.**

**Setting up voicemail**
1. Dial ***86** and enter your PIN (default PIN is 0000).
2. Update your PIN and record your name and press #.
3. Press * to confirm.
4. Press 3 to record your no answer greeting.
5. Press 1 to record a new greet and press # to stop recording.

**Checking voicemail**
1. Press **Voicemail D**
2. Enter your personal voicemail passcode.
3. Press 1 to access your voice portal.
4. Press 1 to listen to new or saved voicemails.

**Accessing call history**
1. Press **Settings B > Recents.**
2. Select **All Calls, Missed Calls, Recent Calls, or Placed Calls.**