Tip Sheet
for the Cisco 7945 and 7965 IP Phones

Receive a call	For an incoming call, press (Answer) . You can also lift the handset, press the blinking amber key, or press ◁) (SPEAKER).
Place a call	Lift the handset before or after dialing a number. You can also press (New Call) or ◁) (SPEAKER) for dialtone.
Hold/resume a call	Press (Hold) or (Resume). If you're already on a line and get another call, a second pane displays on your screen and you receive an alert tone. Press (Answer) to connect the second call, which automatically puts the first call on hold. To resume a call, use the navigation pad to scroll to and highlight it.
Access your messages	When you see a red light on your handset, you have a message waiting. Press (✉) (messages) or dial **3-1111** to access voice mail. For more information, go to **voicemail.stanford.edu** on the Web.
Redial a number	With dialtone, press (Redial). Or press the up or down navigation arrows while on-hook to select your Placed Calls log.
Forward your phone	Press (CfwdALL) and enter a target number. To cancel, press (CfwdALL) again. To verify that Call Forward All is enabled on your primary line, look for the call forward icon above the primary phone number or the call forward target number in the status line. **Note:** Most Stanford phones can forward only to other on-campus five-digit phones. For wider coverage, consult your Department Contact.
Transfer a call to another number	Press (more) > (Transfer), enter the number, then press (Transfer) again.
Place an intercom call (IC)	Press the **IC** programmable button (to the right of your screen) and enter the IC number of a member of your Intercom Group. The target phone auto-answers the call in speakerphone mode with Mute activated. Speak after you hear the double-beep or see **whisper** on the status line. If you want a private conversation, remain on the line until the recipient answers.
Receive an intercom call	When you have an intercom call, you receive an alert tone and your **IC** programmable button glows amber. You can listen to the one-way message or speak with the caller by pressing the active **IC** button.