




# 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 amber key, or press  (SPEAKER).
- Place a call** Lift the handset before or after dialing a number. You can also press **NewCall** 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 dial **5-0000** to access voicemail. For more information, go to [voicemail.stanford.edu](http://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 **Transfer** , enter the number, then press **Transfer** again.
- Log in** Press the **Login** programmable button to the right of your screen. Enter your SUNet ID. Then use the navigation pad to scroll down, enter your PIN (default PIN is 123456), and press **Submit** .

Please see other side for User Options Web Site instructions. 

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# Tip Sheet — Web Site Instructions

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You will access the User Options web site [myphone.stanford.edu/ccmuser](http://myphone.stanford.edu/ccmuser) to set up many of your phone features. (If asked after entering URL, accept certificate.)

Change your phone PIN	<ol style="list-style-type: none"><li>1. Log in to the User Options web site with your SUNet ID and SUNet ID password. In the <b>User Options</b> menu (in the upper left part of your screen), choose <b>User Settings</b>.</li><li>2. On the same page, in the <b>Phone PIN</b> area, enter your current and new PINs, and click <b>Save</b>.</li></ol> <p><b>Note:</b> For security, it is important to promptly change your pin from the default.</p>
Set up Speed Dials	You can assign frequently called numbers to your unused programmable buttons. On the <b>Device Configuration</b> screen ( <b>User Options &gt; Device</b> ), click the <b>Speed Dials</b> button at the bottom of the screen. On the <b>Speed Dial and Abbreviated Dial Configuration</b> screen, enter a number and label for a speed dial button and click <b>Save</b> . To access <b>Abbreviated Dial</b> , press Navigation Pad arrows up or down, enter the assigned <b>Abbreviated Dial</b> number on the number pad, and press the <b>AbbrDial</b> softkey.