

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 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 (5 digits for an on-campus number; 9 + 7 digits for numbers within 650 area code; 9 + 1 + Area Code + 7 digits for numbers outside of 650 area code). 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.
- 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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Access the User Options web site myphone.stanford.edu/ccmuser (Firefox browser only for Mac users) to set up many of your phone features.

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