

Q U I C K R E F E R E N C E G U I D E

ACCESSING VOICEMAIL

<p><u>From your IP Phone</u></p> <ul style="list-style-type: none"> - Press the MESSAGES button - Enter your Passcode followed by # - Temporary passcode is 123456 <p>Please be sure to change your temp passcode</p>	<p><u>From any other phone in the office</u></p> <ul style="list-style-type: none"> - Dial 66000 from any phone(or press the MESSAGES button) - Press * (asterisk) when you hear the Automated Operator - Enter your Extension followed by # - Enter your passcode followed by #
<p><u>From any phone not in the office</u></p> <ul style="list-style-type: none"> - Dial (248)620-8099 - Press * (asterisk) when you hear the automated Operator - Enter your Extension followed by # - Enter your Passcode followed by # 	

CHECKING MESSAGES

From the Main Menu you can select Option 1 to hear your NEW messages or you can select option 3 to hear your SAVED Messages.






<p><u>During Message Playback</u></p> <ul style="list-style-type: none"> 1 – Restart Message 2 – Save 3 – Delete 4 – Slow Playback 6 – Fast-Playback 7 – Rewind Message 9 – Fast Forward Message # - Skip to end of Message ## - Skip to Next Message 	<p><u>Following Message Playback</u></p> <ul style="list-style-type: none"> 1 –Restart Message 2 – Save 3 – Delete 4 – Reply 5 –Forward Message 9 – Play Message Options # - save Message As is
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CHANGING SETUP OPTIONS

From the Main Menu, select option 4 to enter the Change Setup Options menu

<p><u>Change Greetings</u></p> <ul style="list-style-type: none"> - Press 1 from the Change Setup Options Menu - Follow the operator's instructions 	<p><u>Change Passcode</u></p> <ul style="list-style-type: none"> -Press 3 from the Change Setup Options Menu - Press 1 to change your passcode - Enter your new Passcode - Press #
<p><u>Change Recorded Name</u></p> <ul style="list-style-type: none"> - Press 3 from the Change Setup Options Menu - Press 2 to change Recorded Name 	

Common Phone Tasks

View online help on phone	Press  .
Place a call	Go off-hook before or after dialing a number.
Redial a number	Press Redial .
Switch to handset during a call	Pick up the handset.
Switch to speaker or headset during a call	Press  or  , then hang up the handset.
Mute your phone	Press  .
Use your call logs	Press  to choose a call log. To dial, highlight a listing and go off-hook.
Edit a number	Press EditDial , << or >>.
Hold/resume a call	Press Hold or Resume .
Transfer call to new number	Press Transfer , enter the number, then press Transfer again.
Place an intercom call	Press intercom button, enter a number if necessary, and speak after you hear the tone.
Start a standard (ad hoc) conference call	Press more > Confrn , dial the participant, then press Confrn again.



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QUICK REFERENCE



Cisco Unified IP Phone 7965G and 7945G for Cisco Unified Communications Manager 7.0 (SCCP and SIP)






















Softkey Definitions
Phone Screen Icons
Button Icons
Common Phone Tasks











Softkey Definitions

AbbrDial	Dial using a speed dial index number
Answer	Answer a call
Back	Return to the previous Help topic
Barge	Add yourself to a call on a shared line
CallBack	Receive notification when a busy extension becomes available
Cancel	Cancel an action or exit a screen without applying changes
cBarge	Add yourself to a call on a shared line and establish a conference
CFwdALL	Setup/cancel call forwarding
Clear	Delete records or settings
Close	Close the current window
ConfList	View conference participants
Confrn	Create a conference call
Delete	Remove characters to the right of the cursor when using EditDial
Details (SCCP only)	Open the Details record for a multiparty call in the Missed Calls and Received Calls logs
Dial	Dial a phone number
DirTrfr (SCCP only)	Transfer two calls to each other
DND	Turn on/off Do Not Disturb (DND)
EditDial	Edit a number in a call log
EndCall	Disconnect the current call or the current intercom call
Erase	Reset settings to their defaults
Exit	Return to the previous screen










GPickUp	Answer a call that is ringing in another group or on another line
iDivert	Divert or redirect a call to a voice message system
Join	Join together existing calls to create a conference
Links	View related Help topics
Main	Display the Help main menu
MeetMe	Host a Meet-Me conference call
more	Display additional softkeys
New Call	Make a new call
OPickUp	Answer a call that is ringing in an associated group
Park	Store a call using Call Park
PickUp	Answer a call that is ringing on another phone in your group
QRT	Submit call problems to the system administrator
Redial	Redial the most recently dialed number
Remove	Remove a conference participant
Resume	Resume a call on hold
RmLstC	Drop the last party added to a conference call
Save	Save the chosen settings
Search	Search for a directory listing
Select	Select a menu item or call
Transfer	Transfer a call
Update	Refresh content
VidMode (SCCP only)	Choose a video display mode
<<	Delete entered characters
>>	Move through entered characters

Phone Screen Icons

	Call Forwarding enabled
	Call on hold
	Connected call
	Incoming call
	Off-hook
	On-hook
	Shared line in use
	Message waiting
	Authenticated call
	Encrypted call
	BLF-monitored line is in-use
	BLF-monitored line is idle
	BLF-monitored line is ringing (BLF Pickup)
	Speed-dial, call log, or directory listing (line status unknown)
	Line in Do Not Disturb (BLF feature)
	Intercom line in idle state
	Intercom line in one-way audio
	Intercom line in two-way audio
	Handset in use
	Headset in use
	Speakerphone in use

	Video enabled (SCCP only)
	Feature assigned to button
	Mobility assigned to button
	Hold assigned to button
	Conference assigned to button
	Transfer assigned to button
	Phone service URL assigned to button
	URL entry is ready to edit (SIP only)
	Option selected
	Feature enabled

Button Icons

	Messages
	Services
	Help
	Directories
	Settings
	Volume
	Speaker
	Mute
	Headset