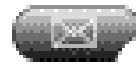


Cisco VOIP Phone Model 7960

Quick Reference



Quick Info Buttons



**Messages
Voice/Mail**



**Missed Calls
Directory**



Services




Settings


VOICEMAIL

QUICK TASKS

Set-Up Voicemail - *Internal*

1. Press the **messages**  button your phone and follow the voice instructions.
 1. The default password is **723686**. For security reasons you *must* change your password as soon as possible.
 2. Your password has to be a minimum of 4 digits.
 3. New password = _____


Placing a Call

1. Lift the handset and dial the number.
2. Press the **NewCall** softkey and dial the number.
3. To use the speakerphone, press **SPEAKER**  and then dial the number.
4. If using a headset, press **Headset** and then dial the number. Dial the number and press the **Dial** softkey.


Set-Up Voicemail - *Remotely*

1. Dial into the voicemail at **949-348-6099**.
2. Press the " * " (asterisk) button when Unity Answers
3. Enter your ID (your extension number) press " # " (pound sign button)
4. The default password is **723686**. For security reasons you *must* change your password as soon as possible.
5. New password = _____
6. Listen to the menu and follow the voice instructions.


Answering a Call

1. To use a handset, lift the handset.
2. To use the speakerphone, press the **ANSWER** softkey or the **SPEAKER**  button.
3. If using a headset, press the **ANSWER** softkey.

Access Voicemail - *Internal*

1. Press the **messages**  button and follow the voice instructions.
2. The red light on your handset lights when you have a voicemail message. The LCD also displays a text message indicating the number of voicemail messages in your mailbox

Ending a Call

1. Using the handset, hang up the handset.
2. If using the headset, press the **EndCall** softkey. This method also works for all speaker modes.
3. If using the speakerphone, press **SPEAKER** .


Access Voicemail - *Remotely*

1. Dial into the voicemail at **949-348-6099**.
2. Press the " * " button when Unity Answers.
3. Enter your ID (your extension number) then press " # "
4. Listen to menu and follow the voice instructions.

Putting a Call on Hold

1. To place a call on hold, press the **HOLD** softkey.
2. To return to the call, press the **RESUME** softkey. If multiple calls are on hold, use the scroll key to select the desired call before you press **RESUME**.

Call Forward

1. Press the **CFwdALL** softkey.
2. Enter the number to which you want to forward all your calls. (For voicemail-press the **messages**  button).
3. To cancel forwarding of all calls, press the **CFwdALL** softkey.

Transferring a Call


1. During the call, press the **TRANSFER** softkey.
2. Dial the number to which you want to transfer the call.
3. When you hear ringing, press **TRANSFER** again, or when the party answers, announce the call and then press **TRANSFER**.
4. Hang-Up if the party accepts the call.
5. If the party refuses the call, press **RESUME** to return to the original call.

Help Desk 949-348-6070

<http://www.saddleback.edu/itc/ITCIPP.html>

Unity Voicemail System

Quick Reference

- Internal - Press the  button on your phone.
- External - 949-348-6099
 - Press “ * “ when Unity answers
 - Enter your ID (extension only) and press “ # “
 - Enter your password

Entering Voicemail	Key		
Hear New Messages	1		
Send Messages	2		
Review Old Messages	3		
Set Up Options	4		
Change Greeting	4	1	1
Change Password	4	3	1
Options for Voicemail Messages	Key		
Repeat a Message	1		
Save a Message	2		
Delete a Message	3		
Reply to a Message *	4		* After message has played
Slow Playback *	4		* During a message
Forward a Message	5		
Mark as New Message *	6		* After message has played
Fast Playback *	6		* During a message
Pause or Continue	8		
Fast Forward to End	9		
Back Up Message	7		
Skip or Move Ahead	#		

Help Desk 949-348-6070

<http://www.saddleback.edu/itc/ITCIPP.html>