Getting Started With Your Cisco VolP Phone



Models 9951 and 8961

Jacis 775 i aila 070 i	
	Highlighted blue text indicates a soft key . See diagram on reverse.
Log in / log out	Press Applications and navigate to Login/Logout . Use your SUNet ID and initial PIN: 123456
Change phone PIN	Press Applications and navigate to Login/Logout , press Open , then press Set PIN
Answer a call	Press Answer . Alternatively, lift the handset, press the flashing amber session button , or press the (unlit) headset button .
Place a call	Lift the handset before or after dialing a number. Alternatively, press New Call for dial tone.
Hold/resume a call	Press Hold . To return to the call, press the pulsing session button or the Resume soft key.
Access your messages	When you see a red light on your handset, you have a message. Press Messages (), or dial 5-0000 to access voicemail. For more information, visit voicemail.stanford.edu.
Forward your phone	 Forward to another number: Press Forward All and enter a target number: 5 digits for an on-campus number 9 + 1 + Area Code + 7 digits for off-campus numbers
	Forward to voicemail: Press Forward All and press voicemail . To cancel, press Forward Off . To verify that Forward All is enabled on your primary line, look for the call forward icon on your screen.
Transfer a call	From a connected call (not on hold) press Transfer , enter the number, then press again.
Start a conference call	Place the first call. When answered, press Conference and dial the second conferee's number, then press again. Repeat for all the conferees. Maximum number of participants is six (yourself and five others).
Join two or more calls	To join two active calls, press the Conference button. Press Active Calls . Select the other call in progress. Press Conference . Repeat to join other lines into the call.
Mute/unmute your phone	Press Mute to toggle Mute on and off. When Mute is on, the Mute button glows red.
Use Do Not Disturb	Press the Do Not Disturb feature button to silence the ringtone. The feature button turns red . The session button will flash amber when a call comes in. To accept the call, pick up the headset or press Answer . To send the call to voicemail, press Divert .

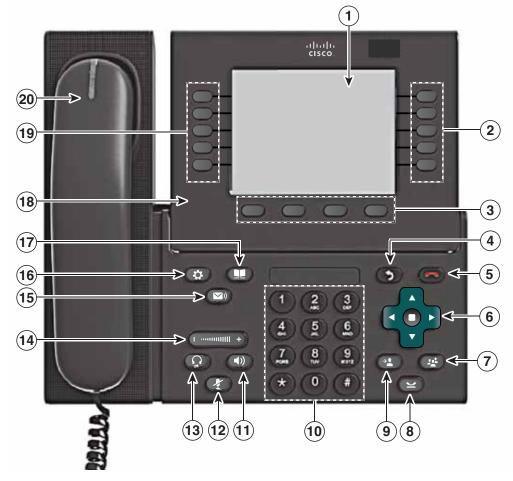
Website instructions

Your Cisco VoIP desk phone has many features, including a web portal where you can set up advanced functions: change your PIN, set up speed dials and a Personal Address Book, set up mobility (optional feature), search the Stanford Directory — and more. To access the web portal interface, log in with your organizations credentials:

- » University and Medical School: phoneuser.stanford.edu. Log in with your SUNet ID and password.
- » Stanford Hospital: shcphone.stanford.edu. Enter your SID under username and SID password.
- » Lucile Packard Children's Hospital: myphone.lpch.org. Enter your computer login under username and computer password.

Buttons and keys

The various buttons and keys referred to in this handout are labelled in the illustration below. Along the bottom of the LCD screen of your phone, you'll see soft key labels (accessed by pressing the adjacent buttons). These labels can change depending on context. In this handout, highlighted blue text indicates a **soft key**.



Model 8961 shown.

- 1 LCD Screen
- 2 Session Buttons
- 3 Softkeys
- 4 Previous Screen
- 5 Release Button
- 6 Navigation Pad and Select
- 7 Conference Button
- 8 Hold Button
- 9 Transfer Button
- 10 Keypad
- 11 Speakerphone Button
- 12 Mute Button
- 13 Headset Button
- 14 Volume Button
- 15 Messages Button
- 16 Applications Button
- 17 Directories Button
- 18 Tilt Phone Display
- 19 Programmable Feature Buttons
- 20 Handset with Light Strip