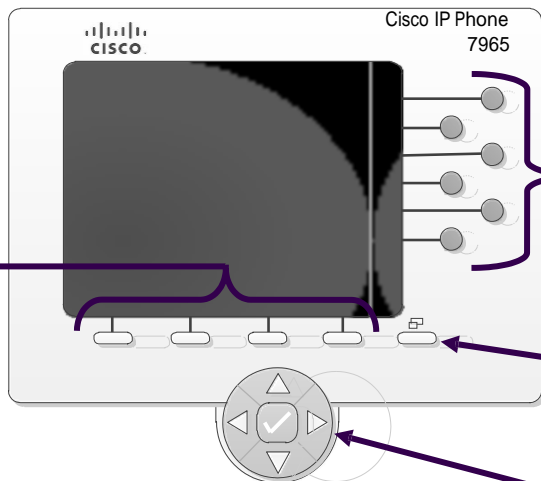# Cisco VOIP Phones
7945 and 7965
Quick Reference Guide

About the Phone

The Key Difference
What is the difference between the Cisco 7945 and 7965? The Cisco 7965 has more line keys, everything else is the same. The 7965 has six line keys and can add up to 24 additional line keys (using a key module). The 7945 has two line keys.

Cisco IP Phone
7965

Line Keys
One line key is always the primary phone number. CS&T can program the other keys to be **speed dials** (regular or busy notification) or **line appearances**.

Status Indicator Lights
- ⬤ Green, Steady—Active Call
- Green, Blinking—Held Call
- ⬤ Amber, Steady—One way intercom call or logged into Hunt group
- Amber, Blinking– Incoming call or reverting call
- ⬤ Red, Steady —remote line in use (shared line)

Display button
When lit, the phone is in sleep mode.
Press the button to wake up the screen.

Navigation buttons
The arrows let you toggle in all four directions.
You press the **Select button** (square button with a check mark) to choose a menu option.

Softkeys
These keys display different menu options as you use the phone.

Line appearance is when another phone number rings on your phone. It will be a **device line appearance (other people's phone numbers) or a **phantom** line appearance (number that isn't primary on any phone —e.g. department's main phone number).

Basic Settings

Button Icon	Button Feature
	Directories Button • Missed Calls • Received Calls • Placed Calls • UCF Directory

	Messages Button
	 Automatically dials voicemail
	 Settings
	 • **Change Wallpaper**
	  • Settings > User Preferences > Wallpaper
	  • Highlight the image
	  • Press Selecte button
	  • Press Save soft key
	  • Press Exit
	 • **Change Screen Brightness**
	  • Settings > User Preferences > Brightness
	  • Adjust using the navigation button (up and down)

Button Icon	Button Feature

	Settings (con't)
	 • **Change Ringtones**
	  • Settings > User Preferences > Rigns
	  • Choose phone line or default ring setting
	  • Choose a ring tone to play a sample of it
	  • Press Select button and then Save soft key to set the ring tone or press Cancel

	Volume Button
	 • **Change the Volume of the Ringer**
	  • Take handset off the hook
	  • Press Volume key to adjust ringer level
	  • Press Save soft key
	 • **Change the Volume During a Call**
	  • Press Volume key to adjust ringer level

Using the Phone

Dialing Plan for UCF Numbers
Main Campus: 2-xxxx or 3-xxxx (2 or 3 and the last four digits)
Lake Nona: 6-xxxx (6 and the last four digits)
Rosen College: 3-8xxx (3, 8 and the last three digits)
Brevard Regional Campus: 50-xxxx (50 and the last four digits)
UCF Downtown or Florida Interactive Entertainment Academy: 5-xxxx (5 and the last four digits)

Dialing plan for Non-UCF Numbers
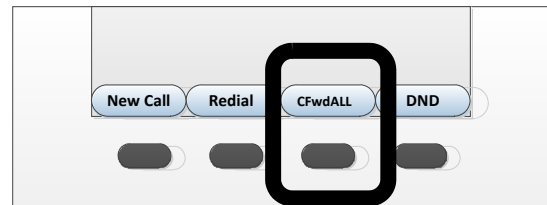**Local:** 9 plus the ten digit number; **9-407-xxx-xxxx or 9-321-xxx-xxxx**
Long Distance (if added to plan)**: 9-1-Area Code-xxx-xxxx**

Forwarding Your Calls

- Press the **CFwdALL** soft key.
- Enter the **five digit UCF phone number**.
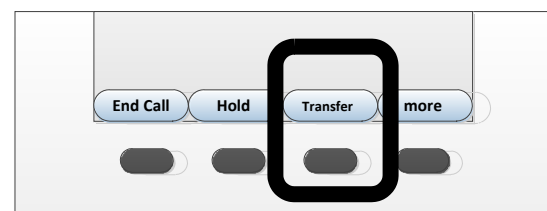
The phone will display "Forwarded to XXXXX".

Removing Call Forwarding

- Press the **CFwdALL** to remove call forwarding.

Transferring Received Calls

- Press the **Transfer** soft key.
- Enter the **phone number** (use dialing plan format above).
- (Optional) Announce the caller when line is picked up.
- Press the **Transfer** soft key.

Stop the transfer

- Press **End Call**. Your caller will be on hold.
- To try another transfer, press **New Call** soft key.
- To return to the caller, press the **Resume** soft key.

Conference Calls

- While on line with first caller, press **Confrm** soft key**.**
- If not displayed on the soft keys, press **more** first.
- Enter phone number.
- When call to connects, press **Confrm** soft key again.
- You can repeat these steps until 4 total are in the call.
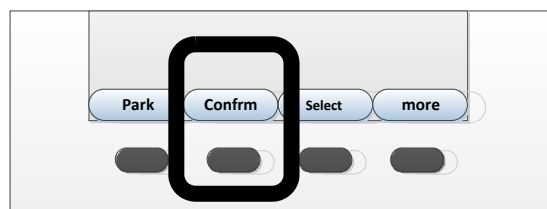
Do Not Disturb (DND)

- Press **DND** soft key to turn on or off the ringer on the phone.
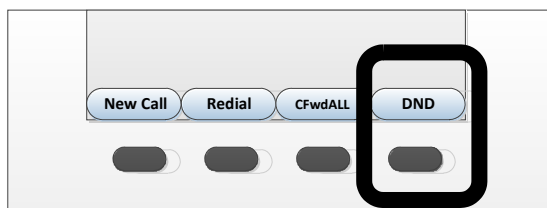
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