



Cisco VOIP Phones 9951 Video Quick Reference Guide

Cisco 9951

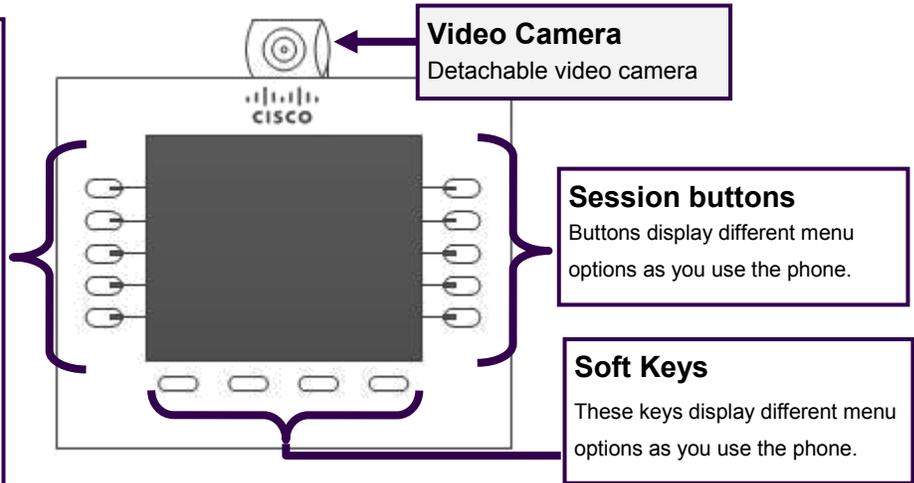
About the Phone

Line Keys

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

Call State by Color:

- Solid Green—Active Call ■
- Pulsing Green—Call on hold ■
- Flashing Amber—Incoming call ■
- Solid Red—Remote line in use (shared line) ■
- Pulsing Red— Remote call on hold ■



Video Camera
Detachable video camera

Session buttons
Buttons display different menu options as you use the phone.

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

Line appearance is when another phone number rings on your phone (e.g. a second line). 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

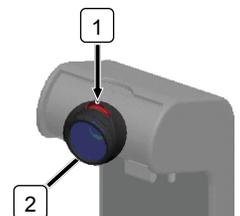
Button Icon	Button Feature
	Applications <ul style="list-style-type: none"> Call history Change Ringtone <ul style="list-style-type: none"> Preferences>Ringtone
	Back
	Conference <ul style="list-style-type: none"> Can have a total of 4 people on one call
	Contacts <ul style="list-style-type: none"> UCF Directory
	Headset
	Hold
	Messages <ul style="list-style-type: none"> Automatically dials voicemail.
	Mute <ul style="list-style-type: none"> Lit red when on.

Button Icon	Button Feature
	Navigation pad <ul style="list-style-type: none"> Up, down, right and left navigation Select button is in middle, see Select
	Release
	Select <ul style="list-style-type: none"> Used to choose menu options. Lit white when phone is in power save mode. <ul style="list-style-type: none"> Press button to wake.
	Speakerphone
	Transfer
	VOLUME key Change the volume of the ringer <ul style="list-style-type: none"> Take handset off the hook Press the VOLUME key to adjust ringer level Press Save soft key

Cisco Unified Video Camera

The video camera is adjustable and detachable.

- LED Indicators—When in use and transmitting the LED turns green. When the LED is lit red the video is muted.
- Camera Lens and Shutter— Lens swivels up and down to adjust the angle. The lens can be turned clockwise to shutter it and block video transmission.



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

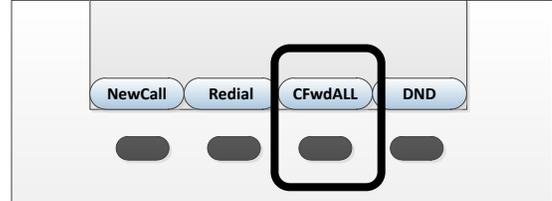
Local: 9 plus the ten digit number; 9-407-xxx-xxxx or 9-321-xxx-xxxx

Long Distance (if added to plan): 9-1-Area Code-xxx-xxxx



Forwarding Your Calls

- Press the **CFwdALL** softkey.
 - Enter the **five digit UCF phone number**.
- The phone will display “Forwarded to XXXXX”.



Removing Call Forwarding

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

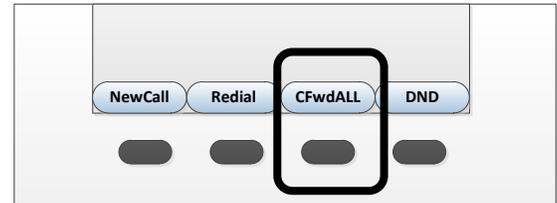


Transferring Received Calls

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

Stop the transfer

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



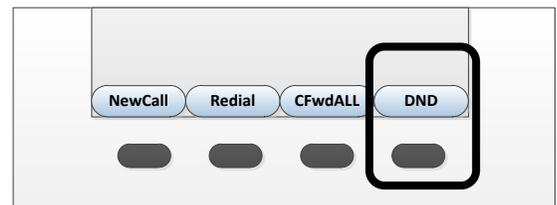
Conference Calls

- While on line with first caller, press **Conference** button. 
- Enter phone number.
- When call to connects, press **Conference** button again. 
- This can be repeated until 4 total are in the call.



Do Not Disturb (DND)

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



Visit the [Telecom Resources](http://www.cst.ucf.edu) page on www.cst.ucf.edu for more advanced guides and videos

