Model 6945 Overview

Line/Speed Dial Buttons
Soft Keys
Transfer
Conference
Hold
Navigation
Dial Pad
Headset
Speakerphone

Message Waiting
Handset
Settings
Directory
Messages
Speaker
Volume
Mute

Model 7945 Overview

Line Buttons
Footstand
Messages
Directory
Services
Settings
Volume
Headset, Mute, and Speaker

Message Waiting
Handset
Soft Keys
Navigation
Dial Pad

SUPPORT

GENERAL INQUIRIES
IT Helpdesk
229-245-4357 (HELP)
www.valdosta.edu/helpdesk

TRAINING AND RESOURCES
IT Training and Communication
229-333-7395
www.valdosta.edu/tc

SERVICE REQUESTS AND BILLING INQUIRIES
Changes/Repairs, New Line, Tech Assistance
https://servicedesk.valdosta.edu

1. Sign in to **VSU Service Desk** using Active Directory credentials

2. Select **Telecommunications Forms**

3. Complete and submit desired request

ANALOG INQUIRIES
Auxiliary Services - Telecommunications
229-333-5706
www.valdosta.edu/auxiliary

Division *of* Information Technology

User Guide

VoIP Phone and Jabber (IM)

Cisco Phone Model 7945

Cisco Phone Model 6945

Division *of* Information Technology

6/9/2014

Key Phone Functions

EXTERNAL CALLS

For local, dial **8 + number**

For long distance, dial **8 +1 + area code and number**

For international, dial **8 + country code and number**

PLACE A CALL ON HOLD

1. Press the **Hold button** or **Softkey**

2. To resume call, press the **Resume Softkey** or **flashing green line button**.

TRANSFER A CALL

1. Press the **Transfer button** (Model 6945) or **Softkey** (Model 7945).

2. **Dial the extension** of transfer recipient.

3a. Press the **Transfer button** or **Softkey > Hang up**

CANCEL TRANSFER/RETURN TO ORIGINAL CALLER

3b. Press [**End Call/Cancel**] **> Resume Softkey**.

TRANSFER CALL TO VOICEMAIL

1. Press **Transfer** button (Model 6945) or **Softkey** (Model 7945).

2. Dial *** followed by the 4-digit extension**.

3. Immediately press the **Transfer button** or **Softkey** again.

FORWARD ALL CALLS

1. Press **Fwd All** (Model 6945) or **CFwdAll** (Model 7945) **SoftKey**

2. Dial **recipient's extension or exact number with prefix**.

FORWARD ALL CALLS TO VOICEMAIL

1. Press **SoftKey Fwd All** (Model 6945) or **CFwdAll** (Model 7945)

2. Press **Messages button.**

CANCEL CALL FORWARDING

1. Press **Fwd Off** or **CFwdAll Softkey**.

VIEW CALL HISTORY

1. Press the **Settings** (Model 6945) **or Directory** (Model 7945) **button** and select **Call History**.

2. Select **All Lines**, or a **specific line,** to view call history.

3. Press **Exit Softkey** to return to Call History screen.

Call History available via Jabber.

FIRST TIME VOICEMAIL SETUP

1. Press the **Messages** button.

2. Enter the **Default PIN 159357 #** and follow prompts to **record Name, Greeting, and PIN**.

CHANGE VOICEMAIL SETTINGS (After initial setup)

1. Press the **Messages button** Enter **PIN #**

2. Select **option 4** to change desired settings.

*Press **4**, then **3,** and then **1** to change PIN; **2**-Name

LISTEN TO VOICEMAIL MESSAGES

1. Press **Messages** button.

2. Enter **PIN** and follow prompts.

For multiple lines, press a **line button** then press the **Messages** button to listen to voicemail for that line.

Voicemail available via Jabber.

LISTEN TO VOICEMAIL REMOTELY

1. Call your VoIP phone.

2. Press ***** and **enter 4-digit extension** followed by **#**.

3. Enter **4-digit PIN** then press **#**.

SET UP SPEED DIAL

1. Open the User Options Webpage:

   http://ucpub.valdosta.edu/ccmuser/

2. Log in with **Active Directory** credentials.

3. Select **User Options > Device > Speed Dials**.

4. Enter **extension or exact number and label** (name).

5. Repeat as necessary **>** Select **Save > Log out.**

CALL USING SPEED DIAL

When phone is **on-hook,**

1. Select the **Navigation down arrow**.

2. Select **desired number** > **Lift handset**.

*If programmed, press designated Speed Dial button.

Speed Dial available via Jabber.

*Note: Personal/Corporate Directory is not the same as Speed Dial and the **Directory feature is not active**. Search Contacts via Jabber.*

Key Jabber Functions

FIRST TIME PC SETUP

1. Double-click the **Jabber desktop icon.**

2. Select **Cisco Unified Presence**.

3. Select **Use the default server > click Save**.

4. Login with **Active Directory** credentials.

5. Option: check **Sign me in when Cisco Jabber starts**

FIRST TIME MAC SETUP

1. Login with **Active Directory** credentials.

2. Enter **ucups1.valdosta.edu** for Server.

SEARCH FOR CONTACTS

1. In the **Search or call bar**, **enter the contact's name**.

2. To add, **right-click over contact >** select **Add contact**.

START A CALL OR CHAT

Right-click over the contact and select **Call** or **Chat**.

ACCESS CALL HISTORY

From the left menu, select the **Call History icon**.

ACCESS VOICEMAILS

From the left menu, select the **Voicemail icon**.

TRANSFER FILES

Drag and drop files into the chat window. -or-

Use the **Send a File** icon on the chat window.

INTEGRATE CALENDAR

1. Select **File > Options > Integration** tab.

2. Select **Microsoft Outlook >** click **OK**.

3. Select **File > Exit**; then **restart** Jabber.

CREATE PERSONAL STATUS MESSAGE

1. **Insert cursor in status message field**.

2. **Type** status message **>** press **Enter**

*Default status messages: **Available, Away,** and **Do Not Disturb***

CUSTOMIZE JABBER

Select **File > Options**