

WEBSITE INFORMATION FOR CISCO 7960 IP PHONE

YOU MUST GO TO THIS WEBSITE TO CHANGE YOUR PASSWORD AND PIN IMMEDIATELY

Go to: <http://www.mvcsc.k12.in.us/stafflinks.html>

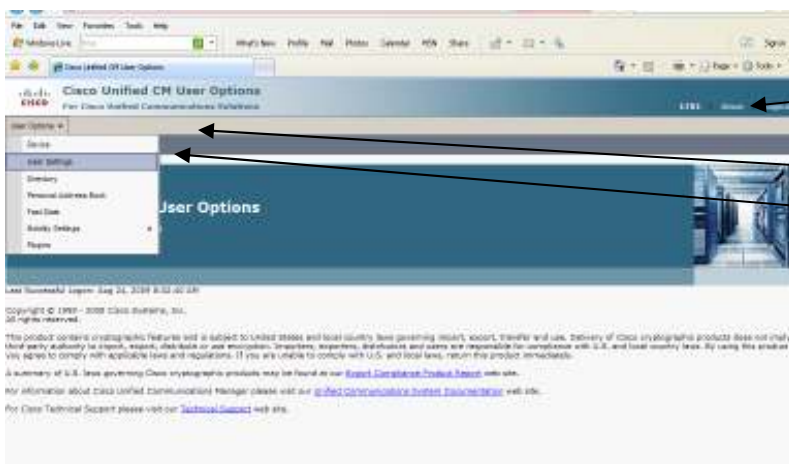
Or

Go to: www.mvcsc.k12.in.us and click on the Staff Link button (at the left hand side of our homepage). Click on CISCO Phone System Set-up and you will be directed to the CISCO site.

You may get a message that there is a problem with this website's security certificate. Please click on *Continue to this website (not recommended)*.



1. USER ID: Enter your extension number.
2. PASSWORD: Enter default password for first time log in.
3. SELECT LOGIN



1. You will be welcomed by your extension.
2. Select: User Options, User Settings

The screenshot shows the 'Cisco Unified CM User Options' web page. The 'Browser Password' section contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Arrows from the text box on the right point to these fields. Below this is the 'Phone PIN' section with 'Current PIN', 'New PIN', and 'Confirm PIN' fields. At the bottom is a 'Save' button and a status indicator.

1. Current Browser Password is: Default password for this log in. This must be changed.
2. New Password: This password must be between 5 – 20 characters. This is the password for this website.
3. Confirm your new Password.

The screenshot shows the 'Cisco Unified CM User Options' web page. The 'Phone PIN' section contains three input fields: 'Current PIN', 'New PIN', and 'Confirm PIN'. Arrows from the text box on the right point to these fields. Below this is a 'Save' button and a status indicator.

1. Phone PIN: This is default password for this log in. This must be changed.
2. New PIN: This PIN must be between 5 to 9 numbers. This is the PIN you use when logging in to your CISCO phone.
3. Confirm your PIN.
4. Click SAVE

You may now log out of this webpage. Your phone should be set to log in with your extension and new password. Your voicemail information has not changed.

Cisco IP Phones 7960

Logging In:

You must log in to a phone before using. No phone is set-up automatically for your extension. (EVER)

1. Keep the hand set in the cradle when logging in.
2. Press: SERVICES button.
3. Select: 1 Extension Mobility
4. Enter:
 - a. User ID: your extension (after entering User ID hit the toggle button to go to PIN)
 - b. PIN: first time pin is 142536 (This must be changed immediately)

Your log-in will last for 8 hours. After 8 hours you will automatically be logged out.

Setting up Voice Mail: (One Time Set-up)

You must set up your voice mail after logging in. You must set up your voice mail to be registered in the directory.

1. Press: MESSAGES button
2. You will be prompted to enter your PIN. Your first time PIN is 142536. (This must be changed immediately to a 5 digit PIN.)
3. You will be led thru an automated self enrollment process. You must record your name, but you do not have to record a message. If you do not record a message, the default message of “Sorry, YOUR RECORDED NAME, is unavailable, record your message at the tone”. You may record a personalized message and set it as your greeting.

To Retrieve your Voice Mail:

You may retrieve your voice mail from any phone. To retrieve your voice mail:

1. You must be logged into the phone you are using to retrieve your voicemail.
2. Once you are logged in, you will know if you have messages if the light on the handset is red. If you have a message, select the MESSAGES button.
3. Enter your voice mail password.
4. You will then be led through options that allow you to access your messages.

To Place an Internal Call:

You may place an internal call by:

1. Picking up the handset and dialing the 4 digit extension.
- OR
2. Dialing the extension on the keypad and pressing the button under DIAL on the display screen.

To Place a Local Outside Call:

You may place a local outside call by:

1. Picking up the handset and dialing 9 and then the local phone number.
- OR
2. Dialing 9 and then the local phone number and pressing the button under Dial on the display screen.

To Transfer a Call:

1. Once you are on a call, you can transfer this call to another extension. There will be a TRANSFER option on the screen once you are on the call. Hit the button under the TRANSFER option and then dial the 4 digit extension you are transferring the call to.

There are online tutorials available for the CISCO 7960 IP Phone. These can be viewed at:

http://www.cisco.com/warp/public/779/largeent/avid/products/7960/index_1020.htm

OR

http://www.cisco.com/warp/public/779/largeent/avid/products/7940_2005/index.html