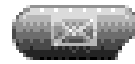


# Cisco VOIP Phone Model 7970

# Quick Reference



## Quick Info Buttons



**Messages  
Voice/Mail**



**Missed Calls  
Directory**



**Services**




**Settings**

## VOICEMAIL

## QUICK TASKS


### Set-Up Voicemail - Internal

1. Press the **messages**  button your phone and follow the voice instructions.
  1. The default password is **723686**. For security reasons you *must* change your password as soon as possible.
  2. Your password has to be a minimum of 4 digits.
  3. New password = \_\_\_\_\_

### Set-Up Voicemail - Remotely

1. Dial into the voicemail at **949-348-6099**.
2. Press the “ \* “ (asterisk) button when Unity Answers
3. Enter your ID (your extension number) press “ # “ (pound sign button)
4. The default password is **723686**. For security reasons you *must* change your password as soon as possible.
5. New password = \_\_\_\_\_
6. Listen to the menu and follow the voice instructions.


### Access Voicemail - Internal

1. Press the **messages**  button and follow the voice instructions.
2. The red light on your handset lights when you have a Voicemail message. The LCD also displays a text message indicating the number of Voicemail messages in your mailbox


### Access Voicemail - Remotely

1. Dial into the voicemail at **949-348-6099**.
2. Press the “ \* “ button when Unity Answers.
3. Enter your ID (your extension number) then press “ # “
4. Listen to menu and follow the voice instructions.


### Call Forward

1. Press the **CFwdALL** softkey.
2. Enter the number to which you want to forward all your calls. (For voicemail-press the **messages**  button).
3. To cancel forwarding of all calls, press the **CFwdALL** softkey.


### Placing a Call

1. Lift the handset and dial the number.
2. Press the **NewCall** softkey and dial the number.
3. To use the speakerphone, press **SPEAKER**  and then dial the number.
4. If using a headset, press **Headset** and then dial the number.
5. Dial the number and press the **Dial** softkey.

### Answering a Call

1. To use a handset, lift the handset.
2. To use the speakerphone, press the **ANSWER** softkey or the **SPEAKER**  button.
3. If using a headset, press the **ANSWER** softkey.

### Ending a Call

1. Using the handset, hang up the handset.
2. If using the headset, press the **EndCall** softkey. This method also works for all speaker modes.
3. If using the speakerphone, press **SPEAKER** .

### Putting a Call on Hold

1. To place a call on hold, press the **HOLD** softkey.
2. To return to the call, press the **RESUME** softkey. If multiple calls are on hold, use the scroll key to select the desired call before you press **RESUME**.

### Diverting Calls


1. To divert all calls, press the **DivAll** softkey.
2. To divert one call to your assistant, press the **ImmDiv** softkey.
3. To divert one call to your voicemail box, press the **TrnsfVM** softkey.

Help Desk 949-348-6070

<http://www.saddleback.edu/itc/ITCIPP.html>

# Unity Voicemail System

# Quick Reference

- Internal - Press the  button on your phone.
- External - 949-348-6099
  - Press “ \* “ when Unity answers
  - Enter your ID (extension only) and press “ # “
  - Enter your password

Entering Voicemail	Key
Hear New Messages	1
Send Messages	2
Review Old Messages	3
Set Up Options	4
Change Greeting	4 1 1
Change Password	4 3 1
Options for Voicemail Messages	Key
Repeat a Message	1
Save a Message	2
Delete a Message	3
Reply to a Message *	4 * After message has played
Slow Playback *	4 * During a message
Forward a Message	5
Mark as New Message *	6 * After message has played
Fast Playback *	6 * During a message
Pause or Continue	8
Fast Forward to End	9
Back Up Message	7
Skip or Move Ahead	#

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