



Thursday, June 15, 2006
 Revised Thursday 08/30/07

Customize Your IP Phone



7970 series



7961 series

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1-Cisco Call Manager

You may logon to the Cisco Call Manager using any of the following certified browsers: Internet Explorer 6.0 or 7.0, Mozilla Firefox 2.0.0.5, or Apple Safari.

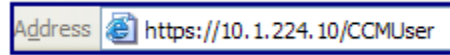
These images in this document are from Internet Explorer 6.0

You may see different windows and screens if you use other web browsers such as Mozilla Firefox, Apple Safari, Netscape, Konquer, Opera and others.

2-Update User Preferences

Click this url

<https://10.1.224.10/CCMUser>



You will be presented with a 'Security Alert'.
Click 'Yes' to proceed.



ITI Telephone Services will email your credentials. Check your email and type your **User ID** and **Password** and click 'Log On'.

Usually, the User ID should be your **CESNet ID** (case sensitive)

The default password is: **12345**

Click 'Log On'

Cisco CallManager User Options

Please enter your User ID and Password in the spaces provided

Status: Ready

User ID*

Password*

* indicates required item

Cisco CallManager User Options Menu

@ the User Options Menu

A user may have more than 1 phone number associated with multiple devices e.g.

- Cisco IP Communicator
- Cisco 7910
- Cisco 7960
- Cisco 7970
- ...newer IP Phone models...

Make sure you select the proper device. If you are not sure, just look at the back of your phone, there should be a Mac Address e.g. **000368890E4C**, then compare to what you see on the User Options Menu (Device profile **SEP000368890E4C**, you can see the Mac Address match).

Click the Options you want to change e.g.

- Add/Update **Speed Dials**
- **IP Phone Services**
- You can change your **Password** and match for e.g. your **CESNetID** password.

Welcome Robert

Select a device or device profile to configure:

The following options are available for SEP000874F7551C (SEP000874F7551C x3982):

- Forward all calls to a different number
- Add/Update your **Speed Dials**
- Configure your Cisco **IP Phone Services**
- Add/Update your **Service URL Buttons**
- Configure your Cisco **Personal Address Book**
- Change the **Message Waiting Lamp** policy for your phone
- Change the **Locale for this phone**
- Change the **Locale for these web pages**
- Change your **Password**
- Change your **PIN**

Add/Update Speed Dials

Type the phone number or extension under 'Speed Dial' 1, 2, 3, etc and type a Name under 'Display Text'.

Depends of your phone model, you can add multiple Speed Dial numbers. Make sure there's no dashes e.g. **91234567**

Status: Ready

Speed Dial Settings on Phone			
Speed Dial 1	<input type="text" value="1234"/>	Display Text	<input type="text" value="Mark"/>
Speed Dial 2	<input type="text" value="1235"/>	Display Text	<input type="text" value="Albert"/>
Speed Dial 3	<input type="text" value="91234567"/>	Display Text	<input type="text" value="John Cell"/>
Speed Dial 4	<input type="text"/>	Display Text	<input type="text"/>

Add campus extensions

Just put the 4 digits extensions (this is for the old 293-3111 numbers), for the new prefix, please type the 5 digits extensions: e.g. 53211 (new prefix numbers is for e.g. 675-3211)

e.g. **53211**

e.g. **92933211**

Off-campus (local calls)

To dial off-campus, make sure you put 9 + phone numbers (no dashes)

Speed Dial Settings not associated with a phone button

Speed Dial 5	<input type="text" value="91231234"/>	Display Text	<input type="text" value="Home"/>
Speed Dial 6	<input type="text"/>	Display Text	<input type="text"/>
Speed Dial 7	<input type="text"/>	Display Text	<input type="text"/>
Speed Dial 8	<input type="text"/>	Display Text	<input type="text"/>
Speed Dial 9	<input type="text"/>	Display Text	<input type="text"/>

Speed dial not associated w/ a phone button

Any numbers and display text you typed won't be shown on your phone. But you can still use it (from your IP Phone) press e.g. 5 and press the button 'AbbrDial'. You can see the entire phone number on your display. You just need to remember what numbers you assigned for each speed dial.

Long Distance

It's recommended not to put your authorization code number on Speed Dial. That way there won't be any abuse.

Do not put your authorization code in Speed dial. Other users may take advantage of your code and dial long distance calls without your knowledge.

You can check this url for more info about 'Long Distance Calling'
<http://w2.byuh.edu/phoneservices/CAMPUSOFFICEIPPHONEINSTRUCTIONS.pdf>

After you typed the numbers and Name, don't forget to scroll all the way down and click **Update**, click **Return to the Menu** and **Log Off** from the web site.

Update

View page in English
Return to the Menu
Log Off

Your phone will then be updated. Please test it, to make sure everything is working OK.



3-Change Background Images

You can change the Wallpaper if you have a Color IP Phones, just click the **Settings** button, click **Background Images** and click **Select**.

For those with black & white IP phone, there's no wallpaper background.



Please use the **Navigation** button in order to make the right selection.



Choose the image you want and click **Select**. Don't forget to **Save** it and click **Exit**.
You should now see new Wallpaper.

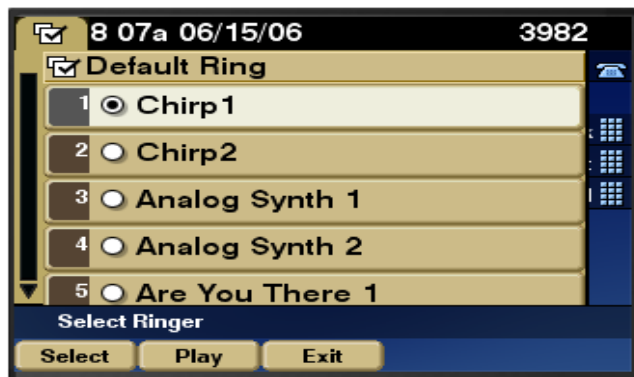
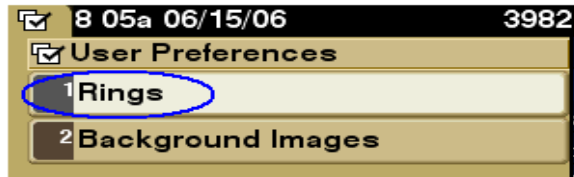


4-Change Rings

From your IP Phone (model 7970), click the **Settings** button/**User Preferences/Rings**

You can **play** a ring that you want and then **save** it. Next time someone calls your extension, you will hear the new ring tone. Just click **Exit** when you are done.

For the model 7961-G (black & white sets): click the **Settings** button/**User Preferences/Rings**, click **Select**, you can try any rings you want (just click Play), don't forget to click Select, you will see a check mark, then click Save. Just click Exit when you are done.



Report an IP Phone problem

Please contact the Call Center @ ext. 3921. A ticket will be dispatched to the ITI–Telephone Services.