**CISCO CALLMANAGER EXTENSION MOBILITY**

Cisco CallManager Extension Mobility allows you to associate your phone number and user profile with any Cisco IP Phone. When you use your Cisco CallManager Extension Mobility personal identification number (PIN) to log into a Cisco IP Phone, your assigned telephone number and your user profile will be available.

Cisco CallManager Extension Mobility is useful to you if you do not routinely conduct business in the same office space every day.

If you are logged out of a Cisco IP Phone, you will not be able to receive calls or check Voice Mail messages from the phone until you log in.

1. Services Button (see below for physical key description)
2. Press the Extension Mobility Logon line button.
3. User ID is highlighted.
4. Enter your User ID. (For example: jdow for John Dow)
5. Use the 4-way Navigation Pad (see below for physical key description)
6. to arrow down to PIN, and Select (center) Button
7. Enter PIN: 2580 or 1234
8. Click on the Submit soft key.

New Password must be numbers only.

When completed, the LCD screen will display Login Successful and the screen will refresh. The screen will now display your name and extension next to the line button. Your direct dial phone number is displayed in the upper right hand corner of the LCD screen.

**To personalize your PIN # (Recommended):**

1. Press Services Button (see below for physical key description)
2. Press the Extension Mobility Logon line button.
3. You will see three soft keys:
4. Yes, No, and Set PIN
5. Select Set PIN
6. Now you will be prompt:
   - Current PIN: Enter your Default PIN
   - New PIN: Enter your personalize PIN
   - Confirm PIN: Re Enter your personalize PIN
   - It will reset your PIN number
VOICEMAIL

SETTING UP VOICE MAIL and YOUR PIN NUMBER

To enroll in Voice Mail:

2. Press the Voice Mail Button (see below for physical key description)
3. Enter your temporary password: **2580 or 1234**
4. Listen carefully and follow prompts.
5. Setting Voice Mail password – This is for Voice Mail only, not for Extension Mobility Login.
   a. At the prompt, enter your new password and press #.
   b. Enter the password a second time to confirm, press #.
6. Wait for the appropriate prompt and then press # to complete the enrollment.

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**Note**

Passwords must be at least 4 digits. Obvious passwords such as 12345, 98765, 77777 will be not permitted.

**Note**

If you stop before complete, your spoken name will not be entered into the Unified Communications System.

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CISCO UNIFIED 7965 IP PHONE PHYSICAL DESCRIPTION

![Cisco Unified 7965 IP Phone diagram](image-url)
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
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| **1** Line or Speed-dial Button                   | Opens new line, speed-dials phone number, or ends call. Buttons light to indicate status:  
|                                                  | **Green, steady**: Active call or two-way intercom call  
|                                                  | **Green, flashing**: Held call  
|                                                  | **Amber, steady**: Privacy in use, one-way intercom call, DnD active  
|                                                  | **Amber, flashing**: Incoming call or reverting call  
|                                                  | **Red, steady**: Remote line in use  |
| **2** LCD Screen                                 | Displays information such as line/call status, phone number, and soft key tabs.                                                                                                                               |
| **3** Footstand Adjustment                       | Allows you to adjust angle of phone base.                                                                                                                                                                    |
| **4** Voice Mail                                 | Provides access to Voice Mail system.                                                                                                                                                                         |
| **5** Directories                                | Provides access to phone directories.                                                                                                                                                                         |
| **6** Help                                       | Activates Help menu.                                                                                                                                                                                          |
| **7** Settings Button                            | Provides access to phone settings such as display contrast and ring type.                                                                                                                                     |
| **8** Services Button                            | Provides access to phone services.                                                                                                                                                                            |
| **9** Volume Button                              | Increases or decreases handset, headset, ringer, or speakerphone volume.                                                                                                                                       |
| **10** Speaker Button                            | Toggles speaker on and off.                                                                                                                                                                                   |
| **11** Mute Button                               | Toggles mute on and off.                                                                                                                                                                                       |
| **12** 4-way Navigation Pad and Select (center) Button | Allows you to scroll through menus and highlight items, displays phone numbers from your Placed Calls, when phone is on-hook. Use Select button to select an item that is highlighted on the screen.  
|                                                  | Navigation button:  
|                                                  | • Scroll up and down to see menus and highlight items  
|                                                  | • Scroll left to open the Details view and see directory number and features assigned to each line button (when on call screen).  
|                                                  | • Scroll right to close the Details view.  |
| **13** Keypad                                    | Functions as traditional telephone keypad.                                                                                                                                                                   |
| **14** Soft keys Buttons                         | Engages functions visible on corresponding LCD tabs.                                                                                                                                                         |
| **15** Handset with indicator light              | Functions as traditional handset and provides message waiting indicator light.                                                                                                                                |