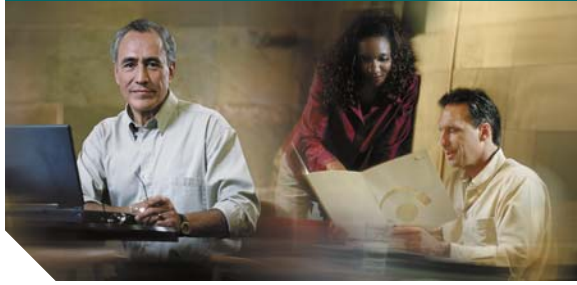


Quick Reference



Quick Reference Card Cisco Unified IP Phones (SIP) 7905G/7912G, 7906G/7911G, 7940G/7960G, 7941G/7961G Cisco Unified CME

This quick reference card is intended for Cisco IP phone users who are already familiar with their phones. For more detailed information on your phone and its features, refer to your user guide.

Note

Because of differences in phone models and features, not all procedures and softkeys described here apply to all phones.

Using the Phone Features

- Complete numbered items in sequence.
- When there are bulleted items, choose only one.
- Bolded terms identify softkeys you press.

Place a Call

- Lift the handset and dial the number.
- Dial the number and then lift the handset.
- Press the line button for your extension, dial the number, and then lift the handset.
- Press any available button, dial the number, and then lift the handset.
- Press the **New Call** soft key, dial the number, and then lift the handset.
- Press a speed dial button and then lift the handset.
- If you have selected a number from a directory, press the **Dial** soft key, and then lift the handset.

Answer a Call

- Lift handset.
- If you are using a headset, press **Headset**.
- To use the speakerphone, press **Speaker** or **Answer**.

End a Call

- Hang up.
- If you are using a headset, press **Headset** or **EndCall**.
- To end a speakerphone call, press **Speaker** or **EndCall**.

Redial a Number

- Lift handset, press **Redial**.
- To use the speakerphone, press **Redial**.

Hold a Call

Press **Hold**.

Retrieve

- Press **Resume**.
- To retrieve multiple calls, use the **Navigation** button to select the call then press **Resume**.
- To retrieve call on multiple lines, press the line button.

Mute a Call

Press **Mute**. To deactivate Mute press Mute again. To deactivate Mute on a speakerphone call, lift the handset.

Transfer a Call

Blind Transfer

1. Press **Trnsfr**.
2. Dial “transfer to” number.
3. Hang up or press **Trnsfr**.

Consultative Transfer

1. Press **Trnsfr**.
2. Dial “transfer to” number.
3. Wait for answer and announce caller.
4. Press **Trnsfr** to leave call. Press **Resume** to reconnects to caller.

Cancel

Press **EndCall**.

Place a Conference Call

1. During a call, press the **more** soft key and then the **Confrn** soft key to open a new line and put the first party on hold.
2. Place a call to another number.
3. When the call connects, press the **Confrn** soft key again to add the new party to the existing call with the first party.

To establish a conference call between two callers to a Cisco Unified IP phone, one active and the other on hold, press the **Confrn** soft key.

To establish a conference call between two callers already present on a Cisco Unified IP phone, using separate line buttons, one active and the other on hold, use the following method:

1. Press the **Confrn** soft key.
2. Press the **Line** button of the call you want to add to the three-party conference.

End a Conference Call

- Hang up the handset.
- Press the **EndCall** soft key.

Meet-Me Conference Call

1. Obtain a Meet-Me phone number from your system administrator.
2. Distribute the number to participants.
3. Obtain a dial tone, then press the **more > MeetMe** soft keys.
4. Dial the Meet-Me conference number. Participants can now join the conference by dialing in.

To end a Meet-Me conference, all participants must hang up.

Ad Hoc Conference Call

Start a Conference Call

1. From a connected call, press **Confrn**. (You may need to press the **more** soft key to see **Confrn**.)
2. Enter the participant’s phone number.
3. Wait for the call to connect.
4. Press **Confrn** again to add the participant to your call.
5. Repeat to add additional participants.

Remove Participants

1. Highlight the participant’s name.
2. Press **Remove**. You can remove participants only if you initiated the conference.
3. To end your participation in a conference, hang up or press **EndCall**.

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Call Forwarding

All

1. Press CFwdAll.
2. Dial “forward to” number.
3. Press # or EndCall.

Voice Mail

1. Press CFwdAll.
2. Dial voice mail number.
3. Press # or EndCall.

Speed Dial

1. Press CFwdAll.
2. Press Speed Dial button.
3. Press EndCall.

Cancel

- Hang up.
- Press CFwdAll.

Speed Dial

Program Speed Dial

1. Get a dial tone.
2. Press #.
3. Press Speed-dial to start.
4. Enter number to speed dial.
5. Press Speed-dial to finish.
6. Hang up.

Call From Speed-Dial

1. Get dial tone.
2. Press Directories.
3. Navigate to speed dial.
4. Press Select.

DND

1. Press more.
2. Press DND.

Intercom

1. Press Menu.
2. Navigate to Directories.
3. Navigate to Speed Dial.
4. Select Intercom Speed Dial.
5. Press Mute to answer.

Call From Local Directories

1. Press Directories.
2. Scroll to directory or press 4 for Local Directories.
3. Enter name for search.
4. Press Search.
5. Scroll to number.
6. Press Dial.

Call History

View Call History

1. Press Directories.
 - Scroll to history list.
 - Press 1 for Missed Calls.
 - Press 2 for Received Calls.
 - Press 3 for Placed Calls.

Call from Call History

1. Press Directories.
2. Navigate to number.
3. Press Select.
4. Press Dial.

Clear Call History

- Press Clear. Clears all history.

List of Soft Keys

Softkey	Description
<< or >>	Navigates to edit characters. Use the backspace softkey to erase digits that were entered incorrectly.
Acct	Consult your administrator on the use of this softkey.
Callback	Notifies callers that the called line is free.
Cancel	Cancels the last selection.
CFwdALL	Forwards all calls.
Clear	Clears directory history.
Confrn	Connects callers to a conference call.
Delete	Deletes selected number.
Dial	Dials the displayed number.
Directories	Provides access to phone directories.
DND	Activates the Do-Not-Disturb feature.
Down	Decreases the LCD screen contrast.
EditDial	Selects a number and activates the cursor for editing.
EndCall	Ends the current call.
Exit	Exits from the current selection or screen.
Flash	Provides hookflash functionality for three-way calling and call-waiting services provided by the PSTN or Centrex service.
GPickUp	Selectively picks up calls coming into a phone number that is a member of a pickup group.
Login	Provides PIN-controlled access to restricted phone features. Contact your local administrator for additional instructions.
Message	Dials the local voice-mail system.

Softkey	Description
more	Scrolls through additional softkey options (for example, use the more softkey to locate the DND softkey).
NewCall	Opens a new line on the speakerphone to place a call.
Ok	Confirms the selection.
Park	Forwards calls to a location from which the call can be retrieved by anyone in the system.
PickUp	Selectively picks up calls coming into another extension.
Play	Plays the ring sound sample.
Redial	Redials the last number dialed.
Restore	Consult your administrator on the use of this softkey.
Resume	Returns to an active call.
Save	Saves the last change.
Search	Initiates a search in the local directory.
Select	Selects the highlighted option.
Settings	Provides access to phone settings such as display contrast, ring volume, and ring type.
Trnsfer	Transfers selected calls to an alternate number.
Up	Increases the LCD screen contrast.