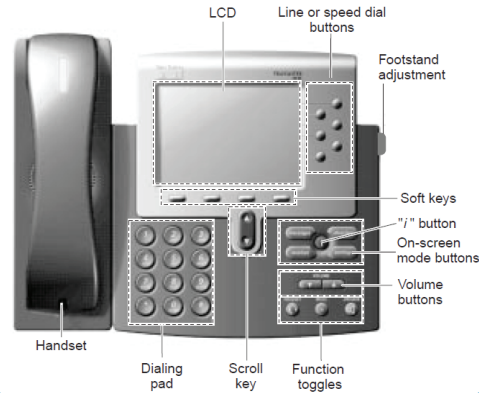




CISCO 7940 & 7960 USER GUIDE

Figure 1-2 Cisco SIP IP Phone Physical Features



PLACE A CALL

USING THE HANDSET

Pick up the handset, then enter the number or extension you would like to call, and press the soft key underneath **Dial**.

USING THE HEADSET

With the headset connected, press the the headset button, enter a number or extension, and press **Dial**.

IN SPEAKERPHONE MODE

Without removing the handset, press the **Speaker** button, enter a number or extension, and press **Dial**.

ANSWER A CALL

CHOOSE FROM THE FOLLOWING OPTIONS:

- Pick up the handset.
- Press the **Speaker** button for Speakerphone mode.
- Press the **Headset** button for Headset mode.

END A CALL

CHOOSE FROM THE FOLLOWING OPTIONS:

- Hang up the handset.
- Press the **End Call Soft Key** during handset, headset, or Speakerphone mode.

TRANSFER A CALL

FOR A BLIND TRANSFER:

1. During an active call, press the **More** soft key followed by **BlndXfr**. The call will be placed on hold.
2. Enter the number you would like to transfer to, then press the **Dial** soft key.

FOR AN ATTENDED TRANSFER:

1. During an active call, press the **More** soft key, followed by **Trnsfer**. The call will be placed on hold.
2. Enter the number you would like to transfer to, and press the **Trnsfer** soft key when the second party answers.

SET UP A CONFERENCE CALL

1. **DURING AN ACTIVE CALL**, press **Confrn** button. The first call will automatically be placed on hold.
2. Enter the number of the third party.
3. When the third party answers, press **Join** to activate the conference.

MANAGE YOUR DIRECTORY

TO MANAGE YOUR CALLS LIST, press **Directories**, then use the up and down arrows to view missed calls and directory information.

TO CONFIGURE YOUR PERSONAL DIRECTORY:

1. Press **Directories**, then use the up and down arrows to view missed calls and directory information.
2. Select **Personal Directory**, then **Add**.
3. Enter name in the **New Name** field and phone number in the **New Phone** field, follow up by **Save** softkey.

TO USE YOUR EXTERNAL DIRECTORY:

1. Press **Directories**, then use the up and down arrows to view missed calls and directory information.
2. Select **External Directory**, start typing persons first or last name, generally first 3 letters, and then press **Submit** softkey.

PLACE A CALL ON HOLD

TO HOLD, press the **Hold** soft key during an active call.

TO RESUME, press the **Resume** soft key if there is only one call on hold, or use line buttons to select a call, and press **Resume**.

MUTE YOUR MICROPHONE

TO MUTE, press the **Mute** button during an active call to silence your microphone and prevent being heard by other parties.

TO UNMUTE, press the **Mute** button again.

ACCESS YOUR VOICEMAIL

PRESS THE ENVELOPE BUTTON, then enter your password and follow the prompts.

TO FIND OUT MORE ABOUT A SPECIFIC BUTTON, PRESS THE ? BUTTON, FOLLOWED BY THE BUTTON IN QUESTION.